



Sussex County Council Public/Media Packet

**MEETING:
February 7, 2017**

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**Sussex County Council
2 The Circle | PO Box 589
Georgetown, DE 19947
(302) 855-7743**

MICHAEL H. VINCENT, PRESIDENT
GEORGE B. COLE, VICE PRESIDENT
ROBERT B. ARLETT
IRWIN G. BURTON III
SAMUEL R. WILSON JR.



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ROBIN GRIFFITH
CLERK

Sussex County Council

AGENDA

FEBRUARY 7, 2017

10:00 A.M.

Call to Order

Approval of Agenda

Approval of Minutes

Reading of Correspondence

Public Comments

Todd Lawson, County Administrator

1. Caroling on The Circle Recognition
2. Administrator's Report

10:30 a.m. Public Hearing

Community Development Block Grant (CDBG) Program

Hans Medlarz, County Engineer

1. Angola North Expansion – SR 24, Love Creek & Camp Arrowhead Road, Project 17-04
 - A. Recommendation to Award
2. Bridgeville/Greenwood/Seaford Alternative Sewer Evaluation
Approval of Regional Sewer Evaluation Agreements



Grant Requests

1. Trinity Foundation for purchase of medical equipment
2. Friends of Sussex CASA for annual volunteer training

Introduction of Proposed Zoning Ordinances

Council Members' Comments

Executive Session – Land Acquisition, Personnel and Job Applicants' Qualifications pursuant to 29 Del. C. §10004(b)

Possible Action on Executive Session Items

1:30 p.m. – Sussex County Comprehensive Plan Workshop

Location: Sussex County West Complex – Conference Room

- ❖ **Members of the Sussex County Planning & Zoning Commission are invited; a quorum may be present.**

Adjourn

Sussex County Council meetings can be monitored on the internet at www.sussexcountyde.gov.

In accordance with 29 Del. C. §10004(e)(2), this Agenda was posted on January 31, 2017, at 4:30 p.m., and at least seven (7) days in advance of the meeting.

This Agenda was prepared by the County Administrator and is subject to change to include the addition or deletion of items, including Executive Sessions, which arise at the time of the Meeting.

Agenda items listed may be considered out of sequence.

###

SUSSEX COUNTY COUNCIL - GEORGETOWN, DELAWARE, JANUARY 31, 2017

A regularly scheduled meeting of the Sussex County Council was held on Tuesday, January 31, 2017, at 10:00 a.m., in the Council Chambers, Sussex County Administrative Office Building, Georgetown, Delaware, with the following present:

Michael H. Vincent	President
George B. Cole	Vice President
Robert B. Arlett	Councilman
Irwin G. Burton III	Councilman
Samuel R. Wilson Jr.	Councilman
Todd F. Lawson	County Administrator
Gina A. Jennings	Finance Director
J. Everett Moore Jr.	County Attorney

The Invocation and Pledge of Allegiance were led by Mr. Vincent.

**Call to
Order**

Mr. Vincent called the meeting to order.

**M 040 17
Approve
Agenda**

A Motion was made by Mr. Wilson, seconded by Mr. Arlett, to approve the Agenda, as posted.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

Minutes

The minutes of January 24, 2017 were approved by consent.

**Public
Comments**

Public Comments

Dan Kramer commented on the audio system.

**M 041 17
Approve
Consent
Agenda**

A Motion was made by Mr. Arlett, seconded by Mr. Cole, to approve the following items listed under the Consent Agenda:

**Wastewater Agreement No. 446-7
Sussex County Project No. 81-04
Hopkins – Pettyjohn Subdivision (AKA Red Mill Pond North) – Phase 5
West Rehoboth Expansion of the Dewey Beach Sanitary Sewer District**

**Wastewater Agreement No. 1042-1
Sussex County Project No. 81-04
Truitt Homestead – Phase 1 (Construction Record)
West Rehoboth Expansion of the Dewey Beach Sanitary Sewer District**

**M 041 17
Approve
Consent
Agenda
(continued)**

**Wastewater Agreement No. 1042-2
Sussex County Project No. 81-04
Truitt Homestead – FM & PS – Phase 1B (Construction Record)
West Rehoboth Expansion of the Dewey Beach Sanitary Sewer District**

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

**Atlantic
General
Hospital**

Michael Franklin, President/CEO, Atlantic General Hospital, gave a presentation on what the hospital is doing in the region and its plans for the future to serve the growing population.

**Appoint-
ment to
Common
Interest
Community
Advisory
Council**

Mr. Lawson presented a recommendation to appoint Mike Costello, Government Affairs Manager, to the Common Interest Community Advisory Council. The General Assembly created the Office of the Ombudsman for the Common Interest Community in the Department of Justice in August 2014. Each county has a representative on the Council. Mr. Lawson stated that he attends the meetings when he is available and he recommended further representation.

**M 042 17
Approve
Appoint-
ment to
Common
Interest
Community
Advisory
Council**

A Motion was made by Mr. Arlett, seconded by Mr. Burton, that the Sussex County Council appoints Mike Costello, Government Affairs Manager, to serve as the designee for the Sussex County Council on the State Common Interest Community Advisory Council.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

**Digital
Zoning
Map
Presenta-
tion**

Mr. Lawson gave a presentation on a new zoning map of Sussex County which has been created digitally through the Mapping and Addressing office and the Planning and Zoning office. This is the first comprehensive electronic version created since the original paper maps. Staff, along with Eastern Shore Regional GIS Cooperative and Salisbury University in Maryland, have worked over the past 18 months to digitize and update the zoning map. The map shows more than 160,000 parcels of land and breaks down their zoning type and acreage along with other information. Mr. Lawson noted that the information on the original paper maps has been memorialized and he also noted that the digital maps leave in place all current zonings and approvals.

**Draft
Ordinance/
Official
Zoning Map**

Mr. Lawson explained that for the County to move from a paper version of the maps to a GIS version, it requires ordinance approval and he presented a Draft Ordinance entitled “AN ORDINANCE TO AMEND THE CODE

Draft Ordinance/ Official Zoning Map (continued)

OF SUSSEX COUNTY, CHAPTER 115 (“ZONING”), ARTICLE II (“ESTABLISHMENT OF DISTRICTS; MAPS”) AND TO REPLACE THE OFFICIAL ZONING MAP OF SUSSEX COUNTY WITH AN IDENTICAL OFFICIAL ZONING MAP IN GIS-BASED FORMAT”.

Synopsis: This Ordinance replaces the current Official Zoning Map of Sussex County with an identical GIS-based zoning map. Sussex County Code is amended to make the GIS-based zoning map the Official Zoning Map of Sussex County. The Official Zoning Map will be available for inspection at the office of Planning and Zoning and through the Sussex County government website. Copies of the Official Zoning Map will be available to the public through the Sussex County Office of Mapping and Addressing upon request for a reasonable fee.

Introduction of Proposed Ordinance

Mr. Cole introduced the Proposed Zoning Ordinance entitled “AN ORDINANCE TO AMEND THE CODE OF SUSSEX COUNTY, CHAPTER 115 (“ZONING”), ARTICLE II (“ESTABLISHMENT OF DISTRICTS; MAPS”) AND TO REPLACE THE OFFICIAL ZONING MAP OF SUSSEX COUNTY WITH AN IDENTICAL OFFICIAL ZONING MAP IN GIS-BASED FORMAT”.

The Proposed Ordinance will be advertised for Public Hearing.

Administrator’s Report

Mr. Lawson read the following information in his Administrator’s Report:

1. Sussex County Council Comprehensive Land Use Plan Workshop

The Sussex County Council will be joined by members of the Planning and Zoning Commission next Tuesday, February 7, 2017, for a joint workshop to work on the 2018 Comprehensive Land Use Plan. During the workshop, the County’s consultants, McCormick Taylor, will provide draft goals and objectives regarding the comprehensive plan for the group’s discussion on a path forward on the plan. The workshop will be held at the County’s West Complex at 1:30 p.m.

Airport Electrical Enclosures Project

Hans Medlarz, County Engineer, presented the bid results for the Airport Electrical Enclosures Project, Contract 17-11. Four bids were received; however, there was only one responsive bidder, Fibrebond, Inc., in the bid amount of \$256,294.00.

M 043 17 Award Bid

A Motion was made by Mr. Arlett, seconded by Mr. Cole, based upon the recommendation of the Engineering Department, that Contract 17-11, Airport Electrical Enclosures, be awarded to Fibrebond Corporation, of Minden, Louisiana in the amount of \$256,294.00

Motion Adopted: 5 Yeas.

**M 043 17
(continued)**

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

**Grant
Requests**

Mrs. Jennings presented grant requests for the Council's consideration.

**M 044 17
Council-
manic
Grant**

A Motion was made by Mr. Cole, seconded by Mr. Arlett, to give \$2,500.00 (\$500.00 from each Councilmanic Grant Account) to Delaware Technical & Community College for the renovation of the Veterans Resource Center.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

**M 045 17
Council-
manic
Grant**

A Motion was made by Mr. Wilson, seconded by Mr. Cole, to give \$150.00 from Mr. Wilson's Councilmanic Grant Account to Greenwood Memorial VFW Auxiliary Post 7478 for Auxiliary Convention.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Yea; Mr. Cole, Yea;
Mr. Vincent, Yea**

**Introduction
of Proposed
Ordinances**

Mr. Arlett introduced the Proposed Ordinance entitled "AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN A GR GENERAL RESIDENTIAL DISTRICT FOR AN EVENT VENUE TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN BALTIMORE HUNDRED, SUSSEX COUNTY, CONTAINING 62.157 ACRES, MORE OR LESS" (Conditional Use No. 2076) filed on behalf of Joseph Mark Zduriencik (Tax I.D. No. 533-18.00-20.01-20.10) (911 Address: None Available).

Mr. Cole introduced the Proposed Ordinance entitled "AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR A CAMPGROUND TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN INDIAN RIVER HUNDRED, SUSSEX COUNTY, CONTAINING 4.199 ACRES, MORE OR LESS" (Conditional Use No. 2077) filed on behalf of Joy Marshall Ortiz (Tax I.D. No. 234-28.00-58.04) (911 Address: None Available).

Mr. Burton introduced the Proposed Ordinance entitled "AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR A PROFESSIONAL OFFICE TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN LEWES AND REHOBOTH

Introduction of Proposed Ordinances (continued) **HUNDRED, SUSSEX COUNTY, CONTAINING 0.974 ACRE, MORE OR LESS” (Conditional Use No. 2078) filed on behalf of Sunlight Ventures, Ltd. (Tax I.D. No. 334-4.00-84.00) (911 Address: 29003 Lewes-Georgetown Highway, Lewes).**

Mr. Wilson introduced the Proposed Ordinance entitled “AN ORDINANCE TO GRANT A CONDITIONAL USE OF LAND IN AN AR-1 AGRICULTURAL RESIDENTIAL DISTRICT FOR A USED CAR SALES AND COMPUTER REPAIR AND SALES TO BE LOCATED ON A CERTAIN PARCEL OF LAND LYING AND BEING IN CEDAR CREEK HUNDRED, SUSSEX COUNTY, CONTAINING 0.75 ACRE, MORE OR LESS” (Conditional Use No. 2081) filed on behalf of Rafael Arias (Tax I.D. No. 130-3.00-65.04) (911 Address: 7194 Shawnee Road, Milford).

Council Members’ Comments

Council Members’ Comments

Mr. Vincent referenced the meeting of the Delaware League of Local Governments held on January 26th and he reported on the new officers that were installed and the legislative report given by the League’s Lobbyist.

**M 046 17
Go Into
Executive
Session**

At 11:33 a.m., a Motion was made by Mr. Wilson, seconded by Mr. Cole, to recess the Regular Session and go into Executive Session to discuss matters relating to land acquisition, personnel and job applicants’ qualifications.

Motion Adopted: 5 Yeas.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
 Mr. Wilson, Yea; Mr. Cole, Yea;
 Mr. Vincent, Yea**

**Executive
Session**

At 11:36 a.m., an Executive Session of the Sussex County Council was held in the Basement Caucus Room for the purpose of discussing matters relating to land acquisition, personnel and job applicants’ qualifications. The Executive Session concluded at 1:04 p.m.

**M 047 17
Reconvene
Regular
Session**

At 1:10 p.m., a Motion was made by Mr. Arlett, seconded by Mr. Burton, to come out of Executive Session and to reconvene the Regular Session.

Motion Adopted: 3 Yeas, 2 Absent.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
 Mr. Wilson, Absent; Mr. Cole, Absent;
 Mr. Vincent, Yea**

There was no action on Executive Session matters.

**M 048 17
Adjourn**

A Motion was made by Mr. Arlett, seconded by Mr. Burton, to adjourn at 1:10 p.m.

**M 048 17
(continued)**

Motion Adopted: 3 Yeas, 2 Absent.

**Vote by Roll Call: Mr. Arlett, Yea; Mr. Burton, Yea;
Mr. Wilson, Absent; Mr. Cole, Absent;
Mr. Vincent, Yea**

Respectfully submitted,

**Robin A. Griffith
Clerk of the Council**

{An audio recording of this meeting is available on the County's website.}

DRAFT

BRAD D. WHALEY
DIRECTOR OF COMMUNITY
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bwhaley@sussexcountyde.gov



Sussex County
DELAWARE
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MEMORANDUM

TO: Sussex County Council
The Honorable Michael H. Vincent, President
The Honorable George B. Cole, Vice President
The Honorable Samuel R. Wilson
The Honorable Robert B. Arlett
The Honorable Irwin G. Burton III
Todd Lawson, County Administrator

FROM: Brad D. Whaley

RE: **2017 CDBG Application**

DATE: February 1, 2017

During Tuesday's Council meeting, I will be presenting the County's Community Development Block Grant (CDBG) application request for the 2017 grant year. My Department has held Public Hearings at all of the Towns/Cities listed and the projects represent their requests.

For the Rural Communities, I have attended 10 Strong Community meetings throughout the County. These meetings are sponsored by First State Community Action Agency and allow me to hear the concerns of the area residents. Additionally, I have consulted my CDBG Advisory Committee for guidance and approval in the selection of these targeted rural areas.

Attached is the proposed application request for your review. Please do not hesitate to contact me with any questions.



**STATE OF DELAWARE
DELAWARE STATE HOUSING AUTHORITY
DELAWARE CDBG PROGRAM-PROJECT
COST SUMMARY**

**CONTRACT PERIOD FROM: JULY 1, 2017 TO JUNE 30, 2018
SUMMARY OF PROGRAM ACTIVITIES**

PROGRAM ACTIVITIES	PROGRAMS	CDBG PROGRAM FUNDS	LOCAL MATCH	OTHER FUNDS	TOTAL REQUESTED
Blades	(5) Rehab	\$80,000.00			\$80,000.00
Bridgeville	(8) Rehab	\$140,000.00			\$140,000.00
Delmar	(5) Rehab	\$80,000.00			\$80,000.00
Ellendale	(5) Rehab	\$80,000.00			\$80,000.00
Greenwood	(5) Rehab	\$80,000.00			\$80,000.00
Georgetown	(6) Rehab	\$105,000.00			\$105,000.00
Laurel	(8) Rehab	\$140,000.00			\$140,000.00
Milford	(6) Rehab	\$105,000.00			\$105,000.00
Milton	(6) Rehab	\$80,000.00			\$80,000.00
Seaford	(8) Rehab	\$140,000.00			\$140,000.00
Selbyville	(6) Rehab	\$105,000.00			\$105,000.00
Scattered Rehab	(30) Rehab	\$399,000.00		\$15,480.00	\$414,480.00
Scattered Demo	(4) Demo	\$40,000.00			\$40,000.00
Scattered Emergency Rehab	(12) Rehab	\$78,000.00			\$78,000.00
Handicapped Accessibility	(8) Rehab	\$48,000.00			\$48,000.00
Scattered Hookups	(20) Hookups	\$40,000.00			\$40,000.00
Cool Spring	(4) Rehab	\$60,000.00			\$60,000.00
Coverdale	(6) Rehab	\$90,000.00			\$90,000.00
Mt. Joy	(8) Rehab	\$120,000.00			\$120,000.00
Rural Dagsboro/Millsboro	(4) Rehab	\$60,000.00			\$60,000.00
TOTALS		\$2,070,000.00	\$0.00	\$15,480.00	\$2,085,480.00

TOTAL PROJECTS: 140 Rehabs 4 Demos 20 Hookups

ADMINISTRATION	CDBG PROGRAM	LOCAL MATCH FUNDS	OTHER FUNDS	TOTAL REQUESTED
Salaries	\$155,000.00		\$3,870.00	\$158,870.00
Other Employment Costs	\$0.00		\$0.00	\$186,723.00
Travel	\$10,000.00	\$0.00	\$0.00	\$10,000.00
TOTAL ADMINISTRATION COSTS	\$165,000.00	\$0.00	\$3,870.00	\$355,593.00
TOTAL PROGRAM COSTS	\$2,235,000.00	\$0.00	\$19,350.00	\$2,441,073.00

Need DEMO Funding Would it be possible to use HOME Funding in Towns to Free-Up Scattered Emergency - Roofs*

CITIZEN PARTICIPATION
CERTIFICATE OF ASSURANCE

It is hereby assured and certified to the Delaware State Housing Authority that Sussex County, Delaware has met application requirements of (Attachment E Delaware Community Development Block Grant Program Policies and procedures) citizen participation requirements, and that Sussex County has:

- (1) made available information concerning the amount of funds that may be applied for;
- (2) made known the range of activities that may be undertaken with these funds;
- (3) made known the fact that more applications will be submitted to the State of Delaware than can be funded;
- (4) outlined the processes to be followed in soliciting and responding to the views and proposals of citizens, communities, nonprofit agencies, and others in a timely manner; and
- (5) provided a summary of other important program requirements.

The Sussex County Council has held a public hearing on February 7, 2017 with required notice for all citizens, including low and moderate-income persons, to have an opportunity to present their views and proposals.

The Sussex County Council has by resolution and after one public hearing, endorsed this application.

ATTEST:

SUSSEX COUNTY COUNCIL

Todd F. Lawson
County Administrator

RESOLUTION NO. R

WHEREAS, the Sussex County Council recognizes the importance of fair housing for the citizens of Sussex County; and

WHEREAS, the Sussex County Council supports the goals of the State and Federal fair housing laws;

NOW, THEREFORE, BE IT RESOLVED that the Sussex County Council heartily encourages all parties involved in the renting, selling or financing of housing in Sussex County to insure that no person shall, on the grounds of race, color, national origin, religion, handicap/disability, creed, sex, marital status, familial status, age, sexual orientation or gender identity be discriminated against or denied a fair and equal opportunity for housing; and

BE IT FURTHER RESOLVED that the Sussex County Council, when acting as Administrator of a Community Block Grant, is hereby authorized to take such actions as deemed necessary to affirmatively further fair housing in connection with applying for the Community Development Block Grant funding.

I DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF RESOLUTION NO. R ADOPTED BY THE SUSSEX COUNTY COUNCIL ON THE 7TH DAY OF FEBRUARY 2017.

ROBIN A. GRIFFITH
CLERK OF THE COUNTY COUNCIL

RESOLUTION NO. R

AUTHORIZATION TO SUBMIT APPLICATIONS

BE IT KNOWN, The Sussex County Council resolves to apply for Community Development funds from the Delaware State Housing Authority in accordance with appropriate regulations governing Community Development Block Grants for the State of Delaware Community Development Block Grant Program; and

WHEREAS, the County Administrator, Todd F. Lawson, is hereby authorized to certify that matching funds in excess of \$165,000.00 will be made available upon the approval by the Delaware State Housing Authority.

BE IT FURTHER RESOLVED by the Sussex County Council that Todd F. Lawson, County Administrator, is hereby authorized to submit the Fiscal Year 2017 Community Development Block Grant applications with all understandings and certifications contained therein to the State of Delaware Housing Authority.

I DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF RESOLUTION NO. R PASSED BY THE SUSSEX COUNTY COUNCIL ON THE 7TH DAY OF FEBRUARY 2017.

ROBIN A. GRIFFITH
CLERK OF THE COUNTY COUNCIL

ENGINEERING DEPARTMENT

ADMINISTRATION (302) 855-7718
AIRPORT & INDUSTRIAL PARK (302) 855-7774
ENVIRONMENTAL SERVICES (302) 855-7730
PUBLIC WORKS (302) 855-7703
RECORDS MANAGEMENT (302) 854-5033
UTILITY ENGINEERING (302) 855-7717
UTILITY PERMITS (302) 855-7719
UTILITY PLANNING (302) 855-1299
FAX (302) 855-7799



Sussex County

DELAWARE
sussexcountyde.gov
HANS M. MEDLARZ, P.E.
COUNTY ENGINEER
JOSEPH WRIGHT, P.E.
ASSISTANT COUNTY ENGINEER

Memorandum

TO: Sussex County Council
The Honorable Michael H. Vincent, President
The Honorable Samuel R. Wilson, Jr., Vice President
The Honorable George B. Cole
The Honorable I.G. Burton, III
The Honorable Robert B. Arlett

FROM: Hans Medlarz, P.E., County Engineer

RE: **ANGOLA NORTH EXPANSION-SR 24, LOVE CREEK &
CAMP ARROWHEAD ROAD
PROJECT NO. 17-04, BID AWARD**

DATE: February 7, 2017

The northern sewer extension of the Angola Neck area of the Unified Sewer District was approved by County Council via resolution on October 7, 2014. The extension area contains the Love Creek Woods subdivision and the "Boat Hole" and Pelican Point commercial parcels, the Fox Hall, Love Creek Woods, and Peddlers Village developments and other commercial parcels along John L. Williams Highway (S.R. 24).

On October 25, 2016 County Council approved the Love Creek Woods Sewer Participation Agreement and subsequently the associated "Boat Hole" easement was acquired. All easements for the project are now in place and DNREC issued a sewer construction permit for the project.

The infrastructure to be constructed includes one sub-regional pump station, two duplex grinder pumps and three simplex grinder pump stations, approximately 16,800 linear feet of gravity sewer, 12,000 linear feet of force main. Bids for Project #17-04, "Angola North Expansion-SR 24, Love Creek & Camp Arrowhead Road", were publicly advertised and opened on January 26, 2017. Four (4) bids were received and a copy of the bid results is attached.

The lowest, responsive bidder is Pact One, LLC of Ringoes, NJ, with a total bid of **\$5,826,250.00**, which is within budget. The Sussex County Engineering Department recommends awarding the project to Pact One, LLC contingent upon concurrence from the State SRF. We are currently evaluating the best option for providing construction administration and inspection. Once determined we will seek Council approval for an amendment to the North Coastal Planning Area engineering services base contract.



ENGINEERING DEPARTMENT

ADMINISTRATION (302) 855-7718
AIRPORT & INDUSTRIAL PARK (302) 855-7774
ENVIRONMENTAL SERVICES (302) 855-7730
PUBLIC WORKS (302) 855-7703
RECORDS MANAGEMENT (302) 854-5033
UTILITY ENGINEERING (302) 855-7717
UTILITY PERMITS (302) 855-7719
UTILITY PLANNING (302) 855-1299
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Sussex County

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HANS M. MEDLARZ, P.E.
COUNTY ENGINEER

JOSEPH WRIGHT, P.E.
ASSISTANT COUNTY ENGINEER

ANGOLA NECK SSD: ANGOLA NORTH EXPANSION BID OPENING, at 2:30 p.m., WEDNESDAY, January 25, 2017

Bidder	Base Bid
Pact One, LLC*	\$5,826,250.00
JOAO & Bradley Construction	\$6,697,750.00
A-Del Construction	\$7,314,267.00
George & Lynch	\$7,792,448.00

***Apparent Low Bidder**

Engineer's Estimate: \$5,704,715.00



PACT ONE, LLC

P.O. BOX 74, RINGOES, NJ 08551

PHONE 908-788-1985

FAX 908-788-5780

January 30th, 2017

Whitman, Requardt, & Associates, LLP (via email only whinz@wrallp.com)
801 South Carline Street
Baltimore, MD 21231

RE: Angola Neck Sanitary Sewer District (ANSSD): Angola North Expansion -SR24, Love Creek, and
Camp Arrowhead Road Contract 17-04

Dear Mr. Hinz, P.E.,

In response to your letter dated January 27, 2017 and our phone conversation, PACT One, LLC offers the following information in regards to your request:

- 1) Subcontractor Work, Specifically Directionally Drilling and Pilot Tube Micro Tunneling:
PACT ONE plans on self performing most of work associate with the project outside of the electrical/controls scope. While we believe we could self perform the Directional Drill and Pilot Tube Micro Tunneling Work, we have discussed this work with subcontractors and will most likely subcontract this work at later date. We have discussed and received quotes for both on grade and conventional directionally drilling from Palmer Enterprises LLC out of Butler, Ohio. We have also discussed and received quotes for on grade directionally drilling, jacking and boring, conventional directional drilling, and pilot tube micro tunneling from, Croft Construction out of Tabernacle, New Jersey. We hope to discuss all of the trenchless pipe installation further with the County and WRA so we are collectively in agreement with the best way to proceed with this work, meeting all contract requirements and ensuring a successful project, that best accomplishes the end users short term and long term requirements.

We hope this satisfies your inquiries. If you need anything else or have any questions, please do not hesitate to ask.

We look forward to being awarded the project and a successful job.

Sincerely Yours,
PACT ONE, LLC.



Henrik Maxian, Manager



January 30, 2017

Mr. Joe Wright
Sussex County Engineering Department
#2 The Circle
P.O. Box 589
Georgetown, DE 19947

Re: Angola Neck Sanitary Sewer District (ANSSD): Angola North Expansion- SR24, Love Creek, and Camp Arrowhead Road Contract 17-04

Dear Mr. Wright:

We have reviewed the bid documents received by the Sussex County Council on January 26, 2017 for the above referenced project. PACT One LLC. (PACT One) of Ringoes, NJ is the apparent low bidder at \$5,826,250.00 for the project's base bid. Enclosed is a tabulation of bids, as well as a summary of the bid review performed.

Based on our review of the bid submission, in our professional opinion, the PACT One Inc. bid represents the lowest responsive responsible bid under the terms of the invitation to bid.

Please do not hesitate to contact us if you should have questions.

Very truly yours,

Whitman, Requardt & Associates, LLP

Will F. Hinz, P.E.
Vice President

Enclosures

cc: Hans Medlarz
Brad Hawkes
Kaycee Widen
Dennis Hasson
File 14256-004

**Angola Neck Sanitary Sewer District (ANSSD): Angola North Expansion - SR24 Love Creek Camp Arrowhead Road
Contract No. 17-04
Bid Results**

BID SCHEDULE	Engineer's Estimate	Pact One, LLC Ringoos, NJ	George & Lynch Dover, DE	A-Del Construction Newark, DE	Joao & Bradley Construction Co. Bethlehem, PA
PART A SUBTOTAL	\$5,129,265.00	\$5,088,800.00	\$7,076,604.00	\$6,615,617.00	\$5,952,300.00
PART B SUBTOTAL	\$215,950.00	\$215,950.00	\$215,950.00	\$215,950.00	\$215,950.00
PART C SUBTOTAL	\$359,500.00	\$521,500.00	\$499,894.00	\$458,700.00	\$529,500.00
Project Base Bid Total	\$5,704,715.00	\$5,826,250.00	\$7,792,448.00	\$7,290,267.00	\$6,697,750.00

**Angola Neck Sanitary Sewer District (ANSSD): Angola North Expansion- SR24, Love Creek, and Camp Arrowhead Road
Contract No. 17-04 Bid Review**

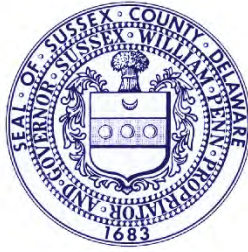
Contractor	Addenda Acknowledged	Delaware License Listed	Bid Form Math Errors	List of Sub-Contractors	DBE's Utilized	EPA form 6100-4	Certification of Bidder	Certification for Equal Opportunity Employment	List of Major Products or Equipment	Affadavit of Drug Testing, Including Subcontractors
Pact One LLC	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes
Joao & Bradley Construction Co.	Yes	Yes	No	Yes (1.)	No	Yes	Yes	Yes	Yes	Yes

Notes:

(1.) Filled out form, but indicated that no subcontractors were identified at this time.

ENGINEERING DEPARTMENT

ADMINISTRATION (302) 855-7718
AIRPORT & INDUSTRIAL PARK (302) 855-7774
ENVIRONMENTAL SERVICES (302) 855-7730
PUBLIC WORKS (302) 855-7703
RECORDS MANAGEMENT (302) 854-5033
UTILITY ENGINEERING (302) 855-7717
UTILITY PERMITS (302) 855-7719
UTILITY PLANNING (302) 855-1299
FAX (302) 855-7799



Sussex County

DELAWARE

sussexcountype.gov

HANS M. MEDLARZ, P.E.
COUNTY ENGINEER

JOSEPH WRIGHT, P.E.
ASSISTANT COUNTY ENGINEER

Memorandum

TO: Sussex County Council
The Honorable Michael H. Vincent, President
The Honorable Samuel R. Wilson, Jr., Vice President
The Honorable George B. Cole
The Honorable I.G. Burton, III
The Honorable Robert B. Arlett

FROM: Hans Medlarz, P.E., County Engineer

RE: ***Bridgeville/Greenwood/Seaford Alternative Sewer Evaluation
Approval of Regional Sewer Evaluation Agreements***

DATE: February 7, 2017

In order to comply with the May 2016 Consent Agreement and Order executed between the Town of Bridgeville and the EPA, settling alleged violations of the Clean Water Act, the Town analyzed preliminary cost estimates for required system upgrades. It appears the proposed project would clearly fall short of affordability standards without significant grant assistance.

In subsequent discussions with Sussex County, Greenwood, Bridgeville and Seaford have shown strong interest to enter into a planning effort, led by Sussex County, to potentially provide central wastewater treatment to the greater Bridgeville/Greenwood area similar to the existing Blades model of the Unified Sussex County Sewer District.

If successful, such a project could eliminate point source discharges, provide service to areas currently using on-site systems and serve the Towns of Bridgeville and Greenwood in a more cost effective manner. The City of Seaford already provides wastewater treatment and disposal services for the Blades portion of the Unified Sussex County Sewer District and the City's wastewater treatment plant could ultimately provide treatment for the expanded area. The EPA expressed support allowing time for Bridgeville to seek an amendment to the Consent Agreement and Order's compliance schedule.

The first step in this process would entail a County funded feasibility study evaluating the alternative regional solution. With the findings of such a study in hand the Commissioners of both municipalities could make a decision whether or not to petition County Council to pursue district creation under 9 Del. Code § 6501, Establishment of Sanitary Sewer or Water District.



The Towns of Bridgeville and Greenwood both have already taken official Council actions respectively requesting the exploration of a potential County wastewater district. The Department is now presenting a request for the approval of the attached Regional Sewer Evaluation Agreements with both the City of Seaford and the Town of Bridgeville. The City of Seaford has requested the County utilize George, Miles & Buhr, Inc., the City's Engineer of Record as the lead in the study on a reimbursement basis at the rates in effect under the City's current contract. In addition, assistance is needed from the Town of Bridgeville's Engineer of Record Davis, Bowen & Friedel, Inc for the Town's portion of the infrastructure under identical terms.

The initial scope is limited to determine the financial viability of the alternative. The overall scope is estimated at \$30,000 and funds are available in the FY 2017 Budget in the Engineering Department's Miscellaneous Account #1030100.55100.

Once a petition is received from the Towns based on an initial positive evaluation, the County could apply for a more comprehensive wastewater planning grant from the State for the full evaluation, eventual district creation, agreement negotiations with the City of Seaford, environmental assessments, preliminary designs and funding obligation modifications as required. We expect this entire process to require approximately fifteen (15) months to complete.

REGIONAL SEWER EVALUATION AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2017, by and between THE TOWN of BRIDGEVILLE, a municipal corporation of the State of Delaware, party of the first part, hereinafter referred to as “TOWN,”

-AND-

SUSSEX COUNTY, a political subdivision of the State of Delaware, party of the second part, hereinafter referred to as “COUNTY.”

WITNESSETH:

WHEREAS, The TOWN and COUNTY desire to participate in a mutual planning effort to evaluate the feasibility of expanding the City of Seaford’s sewer collector and treatment works to accommodate flows from a newly created COUNTY sewer district to include contributions from the Towns of Bridgeville & Greenwood and unincorporated Sussex County as mapped.

WHEREAS, the engineering firm of Davis, Bowen & Friedel, Inc., hereinafter referred to as “DBF” is the TOWN Engineer of Record and is currently performing a Preliminary Engineering Report for the upgrade of the TOWN Waste Water Treatment Facility (WWTF).

WHEREAS, the TOWN and the COUNTY agree that it would be the most cost effective alternative for DBF to assist in a regional sewer evaluation analysis; the COUNTY has requested, and the TOWN has agreed, to allow DBF to perform the aforementioned assistance required for the analysis and evaluation and that the COUNTY would reimburse the TOWN for the costs incurred by the TOWN.

NOW, THEREFORE, in consideration of the mutual covenants here before expressed, the

parties hereto agree to the following scope of services:

1. Growth and Flow projections analysis

Bridgeville/Greenwood Sanitary Sewer District (Proposed).

- i. Current Flow – 0.25 mgd.
- ii. Projected Flow – 0.55 mgd (as developed by County Engineer).
- iii. Note: County used 225 gpd/EDU for new construction flow projections.

2. Cost of Transmission facilities

- a. Pump Station Modifications and Flow Equalization located at the WWTF.
- b. Modifications at Heritage Shores PS and Route 13 Commercial PS.
- c. Modifications to the existing transmission pipeline network.

BE IT FURTHER AGREED that the COUNTY reimburse the TOWN for engineering expenses incurred in the performance of the aforementioned scope of services initially estimated at \$5,000. The TOWN will submit expenses incurred on a monthly basis with a copy of all DBF invoices. The County will reimburse said expenses within no more than twenty (20) days of receipt of invoice. If additional funds are required, the TOWN would send the COUNTY a scope modification request for approval.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper corporate officers and their respective corporate seals to be hereto affixed, the day and year first above written.

TOWN OF BRIDGEVILLE

By: _____
Jesse Savage, Manager

Attest: _____
Town Secretary

SUSSEX COUNTY

By: _____
Michael H. Vincent, President

Attest: _____
Clerk, Sussex County Council



Note: Dashed lines indicate existing infrastructure

Google earth

Imagery Date: 7/9/2015 38°41'24.18" N 75°35'53.38" W elev 34 ft eye alt 12.07 mi

REGIONAL SEWER EVALUATION AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2017, by and between THE CITY OF SEAFORD, a municipal corporation of the State of Delaware, party of the first part, hereinafter referred to as “CITY,”

-AND-

SUSSEX COUNTY, a political subdivision of the State of Delaware, party of the second part, hereinafter referred to as “COUNTY.”

WITNESSETH:

WHEREAS, The CITY and COUNTY desire to participate in a mutual planning effort to evaluate the feasibility of expanding the CITY sewer collector and treatment works to accommodate flows from a newly created COUNTY sewer district to include contributions from the Towns of Bridgeville & Greenwood and unincorporated Sussex County as mapped.

WHEREAS, the engineering firm of George, Miles & Buhr, hereinafter referred to as “GMB” is the CITY Engineer of Record and is currently performing a Preliminary Engineering Report for the upgrade of the CITY Waste Water Treatment Facility (WWTF).

WHEREAS, the CITY and the COUNTY agree that it would be the most cost effective alternative for GMB to prepare the necessary analysis of the predicted flow contribution, evaluation of treatment options for handling that flow in the CITY collector and or transmission system and treatment works. Further that GMB is also qualified to determine the costs associated with this proposal; the COUNTY has requested, and the City has agreed, to allow GMB to perform the aforementioned work required for the analysis and evaluation and that the

COUNTY would reimburse the CITY for the costs incurred by the CITY to perform the planning study for and in conjunction with the COUNTY Engineering Department.

NOW, THEREFORE, in consideration of the mutual covenants here before expressed, the parties hereto agree to the following scope of services:

1. Growth and Flow projections analysis

a. Bridgeville/Greenwood Sanitary Sewer District (Proposed).

- i. Current Flow – 0.25 mgd.
- ii. Projected Flow – 0.55 mgd (as developed by County Engineer).
- iii. Note: County used 225 gpd/EDU for new construction flow projections.

b. Blades Sanitary Sewer District

- i. Current Flow – 0.0676 mgd.
- ii. Projected Flow – 0.2265 mgd (as developed by County Engineer)
- iii. Note: County used 175 gpd/EDU for new construction flow projections.

c. Seaford

- i. Current Flow – 1.053 mgd (including Blades).
- ii. Projected Flow – 3.0 mgd (including Blades).
- iii. Note: Seaford flow projections are based upon 300 gpd/EDU.
- iv. Include in feasibility study an evaluation of flow data from representative new developments in Seaford area to validate use of 300 gpd/EDU or to justify a reduction.

2. Cost of Transmission facilities

- a. Pump Station Modifications and Flow Equalization located at current Bridgeville WWTF.
- b. New Transmission Force Main extending from the SR 404 and Route 13 intersection southerly along Route 13 to Seaford City Limits.
- c. New Pump Station located at northernmost limits of Seaford annexed lands (possibly Dolby Farm).
- d. New Transmission Force Main extending from the new Dolby farm PS to the existing North Ross LS.
- e. Upgrade implementation schedule of North Ross LS to accommodate increased flows.
- f. Initial Analysis of Downstream Impacts to include:
 - i. Wet-weather flow monitoring of existing Interceptor Sewer (18") between Church St and WWTF.
 - ii. Wet-weather flow monitoring of existing Market Street Sewer (27").
- g. Upgrade of downstream sewers as needed based on monitoring analysis.

3. Cost of Treatment facilities

- a. Modify cost estimates prepared under the PER (Preliminary Engineering Report) in progress for the City of Seaford as needed to accept additional flow.
- b. Develop cost share calculations for WWTF capital costs and O&M.
- c. Other ancillary biosolids service analysis as requested by the COUNTY and approved by the CITY to complete the required study.

BE IT FURTHER AGREED that the COUNTY reimburse the CITY for engineering expenses incurred in the performance of the aforementioned scope of services initially estimated at \$25,000. The CITY will submit expenses incurred on a monthly basis with a copy of all GMB invoices. The COUNTY will reimburse said expenses within no more than twenty (20) days of receipt of invoice. If additional funds are required, the CITY would send the COUNTY a scope modification request for approval.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper corporate officers and their respective corporate seals to be hereto affixed, the day and year first above written.

CITY OF SEAFORD

By: _____
David Genshaw, Mayor

Attest: _____
Secretary

SUSSEX COUNTY

By: _____
Michael H. Vincent, President

Attest: _____
Clerk, Sussex County Council



SUSSEX COUNTY GOVERNMENT

GRANT APPLICATION

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: TRINITY FOUNDATION
PROJECT NAME: HEART & SOLE SK
FEDERAL TAX ID: 20-3303713 NON-PROFIT: YES NO

DOES YOUR ORGANIZATION OR ITS PARENT ORGANIZATION HAVE A RELIGIOUS AFFILIATION?
 YES NO *IF YES, FILL OUT SECTION 3B.

ORGANIZATION'S MISSION:

To continually improve people's lives by serving & investing in our community to promote wellness, inspire giving & influence future leaders.

ADDRESS: 50 Fallow Ave
SEAFORD DE 19973
(CITY) (STATE) (ZIP)

CONTACT PERSON: GREG MASSEY
TITLE: Director Heart/Sole SK
PHONE: 800-314-5000 EMAIL: greg.massey@trinitylogistics.com

TOTAL FUNDING REQUEST: \$500-

Has your organization received other grant funds from Sussex County Government in the last year? YES NO

If YES, how much was received in the last 12 months? \$250-

If you are asking for funding for building or building improvements, do you own the building in which the funding will be used for? YES NO

Are you seeking other sources of funding other than Sussex County Council? YES NO

If YES, approximately what percentage of the project's funding does the Council grant represent? 2%

SECTION 2: PROGRAM DESCRIPTION

PROGRAM CATEGORY (choose all that apply)

- | | | |
|------------------------------------------------------|---------------------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Fair Housing | <input checked="" type="checkbox"/> Health and Human Services | <input type="checkbox"/> Cultural |
| <input type="checkbox"/> Infrastructure ¹ | <input type="checkbox"/> Other | <input type="checkbox"/> Educational |

BENEFICIARY CATEGORY

- | | | |
|-----------------------------------------------------|------------------------------------------------------------------------|-----------------------------------|
| <input type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Elderly Persons | <input type="checkbox"/> Low to Moderate Income ² | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Minority | <input checked="" type="checkbox"/> Other <i>Nantuxka Health Svcs.</i> | |

BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

101 -

SECTION 3: PROGRAM SCOPE

A. Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

*To purchase non-invasive monitoring system(s)
for cardiac patients.*

B. IF RELIGIOUS AFFILIATION WAS CONFIRMED ABOVE IN SECTION 1, PLEASE FILL OUT THE FOLLOWING SECTION. IF RELIGIOUS AFFILIATION WAS NOT CHECKED IN SECTION 1, THIS SECTION MAY BE LEFT BLANK.

A faith-based nonprofit organization is eligible to receive and apply for a grant on the same basis as other nonprofit organizations, with respect to programs which are eligible. In the selection of grantees, the County will not discriminate for or against an organization on the basis of the organization's religious characterization or affiliation. However, certain requests to utilize funding for programs with religious purposes may not be eligible due to constitutional principles of the United States and/or the State of Delaware.

Briefly describe the components of the program that involve religious purposes and the components that involve secular purposes, or non-religious purposes. If both non-religious and religious purposes are involved in the program, this narrative must include the specific actions that will be implemented in order to ensure that the funding is solely used for non-religious purposes and will not be used to advance or inhibit religious or faith-based activities.

After the awarded funds have been made, receipts of the non-religious purchases shall be submitted in accordance with Section 5 below before funds will be disbursed.

SECTION 4: BUDGET

REVENUE	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
TOTAL REVENUES	\$12,500
EXPENDITURES	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. (Put amounts in as a negative)	
Food	\$150
Tri Sports Events Mgmt	\$2500
T-shirts & Awards	\$1500
TOTAL EXPENDITURES	\$4,150 \$0.00
TOTAL DEFICIT FOR PROJECT OR ORGANIZATION	\$8,350 \$0.00

(Amt to be donated)


SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Heart / Sole SK / Trinity Foundation agrees that:
(Name of Organization)

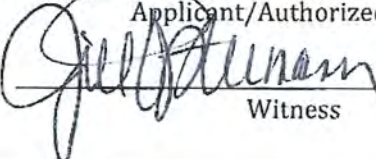
- 1) For non-religious organizations, all expenditures must have adequate documentation and must be expended within one (1) year of receipt of award funds. The funding awarded to the organization must be used in substantial conformity with the anticipated expenditures set forth in the submitted application. All accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.
- 2) For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before the funding is released.
- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Grant funds.

SECTION 5: STATEMENT OF ASSURANCES (continued)

- 4) All information and statements in this application are accurate and complete to the best of my information and belief.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.
- 7) All funding will be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious purposes.
- 8) **In the event that the awarded funding is used in violation of the requirements of this grant, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.**



Applicant/Authorized Official



Witness

1-24-17

Date

1-24-17

Date

Completed application can be submitted by:

Email: gjennings@sussexcountyde.gov

Mail: Sussex County Government
Attention: Gina Jennings
PO Box 589
Georgetown, DE 19947

SUSSEX COUNTY COUNCIL NON-PROFIT GRANT PROGRAM
GUIDELINES FOR SUBMITTAL AND AFFIDAVIT OF UNDERSTANDING

The Sussex County Council makes available a limited amount of funding to non-profit organizations that serve the citizens of Sussex County. Each application for funding shall be evaluated by Sussex County administrative staff and shall be subject to final approval from Sussex County Council.

In the attached application, each organization must outline its intended uses for the awarded funding and provide a detailed breakdown of the expenses and costs for such uses. Any funding awarded to the organization must be used in substantial conformity with anticipated expenditures of the submitted application.

All expenditures must have adequate documentation and must be expended within one (1) year of award of funds.

For non-religious organizations, all accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.

For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before funding is released. Grant is relinquished if supporting documentation is not provided within one year of County Council award.

Certain programs are not eligible for funding pursuant to United States Constitution and State of Delaware Constitution. Those constitutional principles prohibit the use of funding to advance or inhibit religious activities. By signing below, the organization acknowledges that the funding shall be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious activities.

In the event that such funding is used in violation of the requirements and assurances contained in this grant application, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.

I acknowledge and represent on behalf of the applicant organization that I have read and understand the above statements.

Applicant/Authorized Official

Witness

Title
1-24-17

Date

Vincent
1/27/17



SUSSEX COUNTY GOVERNMENT

GRANT APPLICATION

SECTION 1 APPLICANT INFORMATION

ORGANIZATION NAME: **Friends of Sussex CASA, Inc.**
PROJECT NAME: **2017 Annual CASA Volunteer Training**
FEDERAL TAX ID: **45-5509226** NON-PROFIT: YES NO

DOES YOUR ORGANIZATION OR ITS PARENT ORGANIZATION HAVE A RELIGIOUS AFFILIATION?

YES NO *IF YES, FILL OUT SECTION 3B.

ORGANIZATION'S MISSION: *to assist the Sussex County CASA program with training for CASA volunteers; *to assist the Sussex County CASA program in providing professional and related personnel to advance the training or other programs for the CASA volunteers; *to provide the necessary funding for CASA volunteers to participate in conferences and training outside Sussex County at the request of their Sussex County CASA program; *to assist children of the Sussex County CASA Program in furthering their education, training, or other needs as recommended by their CASA volunteer, and CASA Staff

ADDRESS: **Friends of Sussex CASA, Inc.**
P.O. Box 304
Milton, DE 19968
(CITY) (STATE) (ZIP)

CONTACT PERSON: **Michael Eisenhauer**
TITLE: **Director, Development**
PHONE: **302-835-5396** EMAIL: **meisenhauer1@verizon.net**

TOTAL FUNDING REQUEST: \$500.00

Has your organization received other grant funds from Sussex County Government in the last year? YES NO

If YES, how much was received in the last 12 months?

If you are asking for funding for building or building improvements, do you own the building in which the funding will be used for? YES NO

Are you seeking other sources of funding other than Sussex County Council? YES NO

If YES, approximately what percentage of the project's funding does the Council grant represent? **19.2**

SECTION 4: BUDGET

REVENUE	
Please enter the current support your organization receives for this project (not entire organization revenue if not applicable to request)	
TOTAL REVENUES	\$ 500.00
EXPENDITURES	
Please enter the total projected budget for the project (not entire organization expense if not applicable to request). Example of expenditure items: PERSONNEL-one lump sum that would include benefits, OPERATING COSTS-supplies, equipment, rent/lease, insurance, printing telephone, CONSTRUCTION/ACQUISITION-acquisition, development, rehab hard cost, physical inspections, architectural engineering, permits and fees, insurance, appraisal. (Put amounts in as a negative)	
Venue expense	-\$ 500.00
Catering	- \$ 1,550.00
Handout Material	- \$ 250.00
Registrtrion Material	- \$ 100.00
Speaker Expenses	- \$ 200.00
TOTAL EXPENDITURES	- \$ 2,600.00
TOTAL DEFICIT FOR PROJECT OR ORGANIZATION	\$ 2,100.00

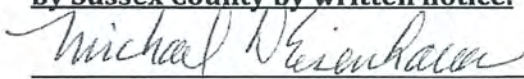
SECTION 5: STATEMENT OF ASSURANCES

If this grant application is awarded funding, the Friends of Sussex CASA, Inc. agrees that:
(Name of Organization)

- 1) For non-religious organizations, all expenditures must have adequate documentation and must be expended within one (1) year of receipt of award funds. The funding awarded to the organization must be used in substantial conformity with the anticipated expenditures set forth in the submitted application. All accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.
- 2) For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before the funding is released.
- 3) No person, on the basis of race, color, or national origin, should be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under the program or activity funded in whole or in part by these Grant funds.

SECTION 5: STATEMENT OF ASSURANCES (continued)

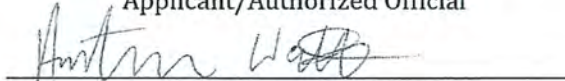
- 4) All information and statements in this application are accurate and complete to the best of my information and belief.
- 5) All funding will benefit only Sussex County residents.
- 6) All documents submitted by the applicant are defined as public documents and available for review under the Freedom of Information Act of the State of Delaware.
- 7) All funding will be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious purposes.
- 8) **In the event that the awarded funding is used in violation of the requirements of this grant, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.**



Applicant/Authorized Official

1/27/17

Date



Witness

1-27-17

Date

Completed application can be submitted by:

Email: gjennings@sussexcountyde.gov

Mail: Sussex County Government
Attention: Gina Jennings
PO Box 589
Georgetown, DE 19947

SECTION 2: PROGRAM DESCRIPTION

PROGRAM CATEGORY (choose all that apply)

- | | | |
|------------------------------------------------------|----------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Fair Housing | <input type="checkbox"/> Health and Human Services | <input type="checkbox"/> Cultural |
| <input type="checkbox"/> Infrastructure ¹ | <input type="checkbox"/> Other | <input checked="" type="checkbox"/> Educational |

BENEFICIARY CATEGORY

- | | | |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Disability & Special Needs | <input type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Elderly Persons | <input type="checkbox"/> Low to Moderate Income ² | <input checked="" type="checkbox"/> Youth |
| <input type="checkbox"/> Minority | <input checked="" type="checkbox"/> Other <small>Abused & Neglected -Family Ct., Sussex Co.</small> | |

BENEFICIARY NUMBER

Approximately the total number of Sussex County Beneficiaries served annually by this program:

210

SECTION 3: PROGRAM SCOPE

- A. Briefly describe the program for which funds are being requested. The narrative should include the need or problem to be addressed in relation to the population to be served or the area to benefit.

The Family Court of the State of Delaware for Sussex County has a Court Appointed Special Advocate (CASA) program for the abused and neglected children in foster care in Sussex County. The CASA program is made up of trained volunteers who ensure that the voices of these children are heard. In June 2012, Congress cut back the national CASA budget by 65% and this has never been changed. In order to combat this loss a group of CASA volunteers formed a 501(c)3 non-profit corporation to enhance the CASA program of Sussex County to ensure that foster children's voices continue to be heard.

Each year since incorporation, Friends of Sussex CASA (FOSC) have provided an all-day training conference in and for the CASA volunteers of Sussex County. The 2016 Conference was on Mental Health and the speaker were Dr. Joseph Zingaro, Peoples Place, speaking on Mental Health Evaluations; Domenica Personti, VP Brandywine Counseling and Community Services, speaking on Effect of Trauma on Addiction; Dr. Vicky Kelly, newly retired Director of Division of Family Services, State of Delaware, speaking on ACES and Trauma; and Jennifer Kline, Esq., speaking on Mental Health and the Law. FOSC has budgeted \$2,600.00 for the 2017 Training Conference to be held in October of this year. We do not yet have the program established, however, the committee has promised another outstanding presentation. On average we have 45-60 CASA volunteers serving between 60 - 150 abused and neglected children under the care of the Family Court for Sussex County.

Other activities FOSC are: Creative Expressions bags for new children entering foster care; Childrens' books for new mothers and babies subjected to drugs; Connections/Beebe Medical Center supporting mothers in drug rehab with children; Foster Care children to Camp; Foster Care children to Music; Foster Care children to Arts; Computes for Foster Care children entering college; special training for Foster Care children; and, Care Bears for Kid (in Foster Care).

SUSSEX COUNTY COUNCIL NON-PROFIT GRANT PROGRAM
GUIDELINES FOR SUBMITTAL AND AFFIDAVIT OF UNDERSTANDING

The Sussex County Council makes available a limited amount of funding to non-profit organizations that serve the citizens of Sussex County. Each application for funding shall be evaluated by Sussex County administrative staff and shall be subject to final approval from Sussex County Council.

In the attached application, each organization must outline its intended uses for the awarded funding and provide a detailed breakdown of the expenses and costs for such uses. Any funding awarded to the organization must be used in substantial conformity with anticipated expenditures of the submitted application.

All expenditures must have adequate documentation and must be expended within one (1) year of award of funds.

For non-religious organizations, all accounting records and supporting documentation shall be available for inspection by Sussex County within thirty (30) days after the organization's expenditure of the awarded funding, or within one year after the receipt of the awarded funds, whichever first occurs.

For religious organizations, all accounting records and supporting documentation shall be provided for inspection by Sussex County after the award has been made by County Council but before funding is released. Grant is relinquished if supporting documentation is not provided within one year of County Council award.

Certain programs are not eligible for funding pursuant to United States Constitution and State of Delaware Constitution. Those constitutional principles prohibit the use of funding to advance or inhibit religious activities. By signing below, the organization acknowledges that the funding shall be used exclusively for secular purposes, i.e., non-religious purposes and shall not be used to advance or inhibit religious activities.

In the event that such funding is used in violation of the requirements and assurances contained in this grant application, the awarded funding shall be reimbursed to Sussex County within a timeframe designated by Sussex County by written notice.

I acknowledge and represent on behalf of the applicant organization that I have read and understand the above statements.

Michael W. Kienle
Applicant/Authorized Official

Director, Development
Title

Antonia Watts
Witness

1-27-17
Date

Burton
1/31/17