

AGENDA
REGULAR MEETING OF THE MAYOR AND COUNCIL
June 27, 2023
SEAFORD CITY HALL - 414 HIGH STREET

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Comments and questions may be emailed to: Councilinfo@seafordde.com

- 7:00 P.M.** - Mayor Genshaw calls the Regular Meeting to Order.
- Invocation
 - Pledge of Allegiance to the Flag of the United States of America.
 - Changes to the agenda for this meeting.
 - Executive Session - Negotiations and Contract Discussions.
 - Approval of minutes of the regular meeting on June 13, 2023.

ALL ITEMS ON THIS AGENDA MAY OR MAY NOT BE VOTED ON.

PUBLIC COMMENT:

CORRESPONDENCE:

NEW BUSINESS:

1. Berley Mears, Director of Public Works and Chris Derbyshire, City Engineer to provide the Council with an update regarding notification of draft PFAS (polyfluoroalkyl substances) regulations and submission of a grant Notice of Intent (NOI) to the DNREC State Revolving Fund (SRF).
2. Berley Mears, Director of Public Works to present for approval a Cross Connection Control Plan for the Seaford Domestic water system.
3. Present for approval the appointment of Records Officer and Authorized Agents for 2024 to the Delaware Public Archives.

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4. Marc Cote, P.E., Director of Engineering and Planning with the Rossi Group to present a Safe Streets and Roads for All (SS4A) grant application for approval.
5. Mayor Genshaw to recommend the appointment of Mr. Mark Grassetto to the Police Chief's Advisory Board.
6. Bids - Code Department Electric Pick-Up Truck.

OLD BUSINESS:

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1. 28th Annual Nanticoke Riverfest, Downtown, Seaford, Saturday, July 8th, 9:00 a.m. - 6:00 p.m.
2. City Hall and Utility Divisions will be closed on July 4, 2023, in observance of the Independence Day Holiday.

LIAISON REPORTS:

1. Code, Parks and Recreation - Councilman Mike Bradley
2. Police & Fire - Councilman Dan Henderson
3. Administration - Councilman Orlando Holland
4. Electric - Councilman Matt MacCoy
5. Public Works & WWTF - Councilman James King

Mayor Genshaw solicits a motion to hold an Executive Session for the purpose of discussing Negotiations.

EXECUTIVE SESSION:

1. Negotiations - Contract discussions.

Mayor Genshaw solicits a motion to adjourn the Executive Session.

Mayor Genshaw reopens the regular Council meeting.

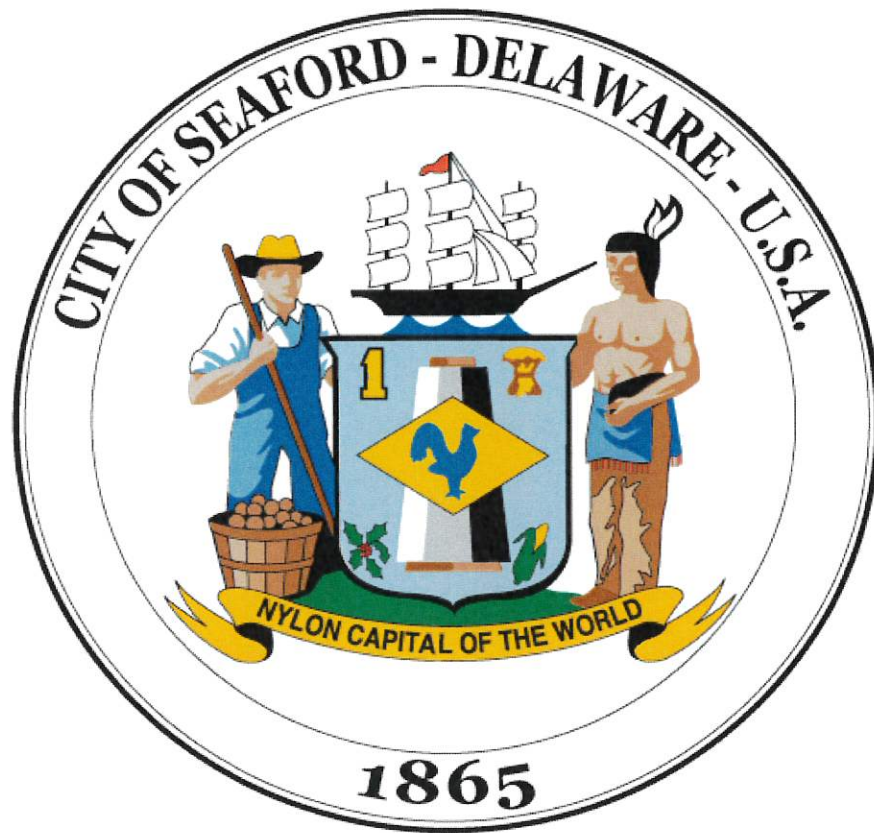
Mayor Genshaw solicits a motion to adjourn the regular Council meeting.

NOTE: Agenda shall be subject to change to include or delete additional items (including executive session) which arise at the time of the meeting. (29 Del. C. §1004 (e) (3))

Date Posted: 06/20/2023

Posted By: ASH

NB#2
6/27/23



CROSS-CONNECTION CONTROL PLAN

For

City of Seaford

City of Seaford Approved: (insert date)

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1. DEFINITIONS

Air Gap: The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet conveying water or waste to a tank, plumbing fixture, receptor, or other assembly and the flood level rim of the receptacle. These vertical, physical separations must be at least twice the diameter of the water supply outlet and at no time less than 1 inch.

Approved: Accepted by the City of Seaford as meeting an applicable specification stated or cited in this plan or as suitable for the proposed use.

Auxiliary Water System: Any water system on or available to the premises other than the City of Seaford approved public water supply.

Backflow: The flow of water or other liquids, mixtures or substances, under positive or reduced pressure in the distribution pipes of a potable water supply from any source other than its intended source.

Backflow Preventer: An assembly, device or method designed to prevent backflow.

Backflow Prevention Assembly: A mechanical backflow preventer used to prevent backward flow of contaminants or pollutants into a potable water distribution system. An assembly has a resilient seated, full flow shut-off valve before and after the backflow preventer making it testable in line.

Backflow Prevention Device: A mechanical backflow preventer without shut-off valves.

Backpressure: A pressure, higher than the supply pressure, caused by a pump, elevated tank, boiler, or any other means that may cause backflow.

Backsiphonage: Backflow caused by negative or reduced pressure in the potable water supply piping.

Containment or Service Line Protection: Installation of an approved backflow prevention device, assembly or other method at the point of service in order to confine potential pollution or contamination caused by a cross-connection within the building or facility where it arises.

Contaminant: Any foreign substance (liquid, solid or gas) that degrades the quality of water and creates a health hazard.

Cross-connection: A connection or potential connection between any part of a potable water system and any other environment containing other substances in a manner that, under any circumstances, would allow such substances to enter the potable water system. Other substances may be gases, liquids, or solids, such as chemicals, waste products, steam, water from other sources (potable or non-potable), or any matter that may change the quality of the water.

High Hazard: A high hazard is referred to as toxic, health or contamination hazard where a backflow incident may pose a serious threat to the public water supply.

Low Hazard: A low hazard may also be referred to as a backflow incident that does not pose a serious threat to the public water supply or are non-health hazards that are considered aesthetically objectionable or a pollution hazard that will not have serious affects.

Non-Potable Water: Water that is not safe for human consumption or of questionable quality.

Owner: Person or entity receiving service from the public water distribution system.

Pollutant: Any foreign substance (liquid, solid or gas) that degrades the quality of water as to constitute a non-health hazard or impair the usefulness of the water.

Potable Water: Water that is safe for human consumption as described by the public health official having jurisdiction.

Premises: A house, building or facility, together with its land and accessory structures, including the privately owned portion of the water service connection(s).

Reclaimed Water: Water that, as a result of treatment of wastewater, is suitable for a direct beneficial use or a controlled use that would not otherwise occur and is not safe for human consumption.

2. INTRODUCTION

2.1 Purpose

The purpose of this document is to outline the City of Seaford Cross-Connection Control (CCC) program and policies for all non-residential, residential, and miscellaneous facilities having service connections to the City of Seaford public water supply. The goals of this policy are summarized as follows:

- Protect the public water supply from contaminants and pollutants that could backflow through the service connection(s); and
- Promote the elimination of actual and/or potential cross-connections between the public water supply and non-potable water systems, plumbing fixtures and sources or systems containing substances of unknown or questionable quality; and
- Promote the elimination of actual and/or potential cross-connections between the building or facility potable water supply and non-potable water systems, plumbing fixtures and sources or systems containing substances of unknown or questionable quality; and
- Identify all hazards, whether low or high, that may exist and may pollute or contaminate the

- public water supply; and
- Provide guidance for the maintenance of a continuing program for protection from the potential of service line and internal cross-connections within the building or facility; and
- Educate the Seaford Community on the dangers of cross-contaminants and the procedures needed to further protect the public water supply; and
- Provide procedures for the survey and testing of cross-connections, backflow prevention assemblies and/or backflow prevention devices to further protect the public water supply.

2.2 Legality

In accordance with the Delaware Department of Health and Social Services (DHSS), Division of Public Health, the City of Seaford proclaims this program as a continuing effort to maintain safe potable water. The City of Seaford shall comply with the CCC Rules in the Delaware Administrative Code 4662, Chapter 16, Section 21.

By reference to the DHSS Code requirement *"we hereby establish the City of Seaford Cross-Connection Control Program."* This program was adopted by City of Seaford on June 20, 2021 and made effective on June 20, 2021.

3. PROGRAM TEAM

3.1 Administrator

City of Seaford, City Manager, Public Works Director or their designee (hereinafter "City"), shall be the Administrator of the CCC Program. The City may contract with a third party, as its Designated Agent, to perform the role of Administrator of the CCC Program. This CCC Program shall include, but not be limited to:

- Establishment of Applicable Rules and Regulations
- Approved Backflow Prevention Devices and Assemblies
- Testing Requirements of Backflow Prevention Assemblies
- Survey Process and Requirements
- Non-Compliance
- Data Management
- Reporting
- Public Education and Awareness

3.2 Surveyor

The City, or its Designated Agent(s), may conduct site surveys at premises connected to the City of Seaford public water supply. The Surveyor must have both 1) an experience component and 2) a certification/training component.

1) Experience

Acceptable experience may include one (1) or more of the following:

- Be employed or have been employed by a Water Utility, Water Purveyor, Building Department, Code Enforcement Department for a period of not less than 3 years, not more than 5 years ago; or,
- Held the position of Cross-Connection Surveyor, or similar position, with a municipal body or Branch of the Military for a period of not less than 3 years, not more than 5 years ago; or,
- Have not less than one-year full time experience in conducting cross-connection control surveys in non-residential and/or residential facilities for a private, non-governmental, entity.

2) Surveyor Certification/Training

Acceptable certification/training shall include successful completion of the American Society of Sanitary Engineers Standard 5120 – relating to Cross-Connection Control Surveyors and a valid certification of completion.

4 BACKFLOW PREVENTION ASSEMBLIES AND DEVICES

4.1 Responsibility of the Owner

Installation and maintenance of backflow prevention assemblies, devices and/or methods at all premises to protect existing cross-connections shall be the responsibility of the property Owner.

4.2 Approved Backflow Prevention Assemblies and Devices

- City of Seaford accepts ASSE recognized backflow prevention devices, assemblies and methods (downstream of containment or service line protection) appropriate to the level of hazard as recognized by the applicable Delaware Statutes, Rules and Regulations.
- New installation, repair, replacement, or relocation of all backflow prevention assemblies or devices, including but not limited to Reduced Pressure Backflow Prevention and Double Check Valve Assemblies, must conform to the applicable ASSE Standards, most recent versions.
- All work required by the City or their designated agent, including but not limited to installation, alteration, replacement, relocation or repair of backflow prevention assemblies, devices or methods shall be completed under an approved City of Seaford permit through the City of Seaford Code Department. The permit fee shall be waived.

4.3 Non-Residential Containment Backflow Prevention Assembly Protection

- Containment, or Service line protection, shall be required at all non-residential properties as

outlined in the DE Regulation 21.2.4, or as required by the City or their designee.

- Where a backflow prevention assembly or device is required, the Owner shall also install appropriate protection from thermal expansion within the premises.
- Service connections to fire protection systems shall be protected from backflow prevention in accordance with the applicable ASSE Standard.
- Fire suppression systems shall be independently protected against backflow by an appropriate backflow assembly/device. The installation of a backflow assembly or device on a fire suppression system, of whatever sort, shall be installed in such a way as to not adversely affect the operation of the fire suppression system. This shall be approved by the fire system company.
- Regardless of the level of hazard, a Reduced Pressure Backflow Prevention Assembly shall be required at all facilities which are also served by reclaimed water or where auxiliary water systems exist.
- Backflow prevention assemblies, devices or methods shall be installed immediately downstream of the water meter and prior to the first branch line in the plumbing system.
- Only Double-Check Backflow Prevention Assemblies or Dual-Check Backflow Prevention Devices are permitted to be installed below grade or in an underground pit, otherwise all other backflow prevention assemblies or devices are prohibited to be installed below grade or in an underground pit.
- Pressure Vacuum Breaker Assemblies and Atmospheric Vacuum Breakers shall not be installed as containment protection.
- All backflow assemblies or devices, except residential Dual Check Valves, shall be tested upon installation, upon repair, upon relocation, after a reported backflow incident at the premises, and on an annual basis.

With respect to backflow prevention assemblies installed at the service line, the City shall require the installation of a reduced pressure principle backflow preventer (RPPBP), also referred to as a reduced pressure zone (RPZ) backflow preventer, at the following facility types. Said facilities include, but are not limited to:

1. Medical Facilities

- Hospitals
- Clinics
- Laboratories
- Veterinary
- Nursing/convalescent
- Physical therapy/radiographic
- Morgues/mortuaries/autopsy/embalming
- Dental offices

2. Treatment Plants/Pump Stations

- Municipal/Industrial/Storm

3. Commercial Manufacturing/Storage

- Automotive/aircraft/watercraft
- Breweries/distilleries/beverage bottling
- Chemical (manufacturing, use, storage, treatment, disposal)
- Car wash facilities (self-serve and automatic)
- Agricultural facilities (farms, dairies, cold storage)
- Metals manufacturing/handling (cleaning, processing, refining, fabricating, plating)
- Paper and paper products
- Petroleum or gas processing/storage
- Photographic film processing
- Laundries and dry cleaners
- Power plants/facilities
- Radioactive materials/substance (processing/handling/treatment/disposal)
- Rubber plants (natural and synthetic)
- Sand, gravel, concrete and asphalt plants/facilities
- Technical schools, colleges, universities
- Solar heating systems (direct and auxiliary)
- Temporary services or hydrant use (street cleaning, tank trucks, all infrastructure testing/flushing not associated with the potable water system)
- Waterfront facilities (docks, marinas, etc.)
- Food processing (manufacturing, canning, packaging)
- Waterparks

4. Buildings

- With sewage ejectors/pumps
- With water booster pumps and/or water storage tanks
- Supermarkets/grocery (wholesale/retail)
- Restaurants/food preparation
- Schools, research facilities, any building with a laboratory
- Buildings with dedicated/combined fire service with fire pumps, storage tanks, private hydrants and fire department connections (FDCs)
- Warehouses used for the storage of hazardous materials
- Factories
- Shopping malls

All other non-residential properties, not listed above, shall be protected by a testable double-check valve assembly (DCV) at a minimum.

4.4 Non-Residential Containment Backflow Prevention Assembly Exception

1. Upon written request by the customer, an exception to this requirement may be granted by the Director if the customer can demonstrate that the site meets all of the following conditions:
 - Must be a Non-Residential property not requiring a RPPBA/RPZ listed in section 4.3 1-4
 - Only certain low risk, low use properties (Example: one restroom warehouse) will be issued an exception
 - The facility served by the water service line(s) does not contain any of the hazards listed below in section 4.5, or any other cross-connection hazard as determined by the Director
 - A clear functioning air gap must be maintained and inspected
2. It shall be the responsibility of the customer to provide any such information the Director deems necessary to evaluate the request for an exception. A site survey by the Director or their representative, at their option, may be required before granting the request.
3. Exceptions are granted to the customer based on the site use and plumbing configuration in existence at the time of the request and are not transferrable to the new owner or tenant. Customers will be required to periodically verify that they continue to meet the criteria to receive the exception.
4. An exception may be rescinded at any time if, in the opinion of the Director, the potential hazard justifies installation of a backflow prevention assembly. Reasons for rescinding an exception may include:
 - a. Change in site use
 - b. Addition of a non-potable system connected to the potable water system
 - c. Availability of new information showing that a potential hazard exists
 - d. Changes in laws or rules affecting backflow prevention and cross-connection control
 - e. Others as determined by the Director

4.5 Residential Containment Backflow Prevention Assembly Protection

At this time, residential customers on the City of Seaford public water system are not required to have or maintain a backflow device. Residents may install ASSE-complaint dual checks installed downstream of the water meter at their discretion. These dual checks may be replaced at the time of a City of Seaford meter exchange. Costs to install and replace the dual check valve are the responsibility of the customer.

- Exceptions (required installations at residential premise(s)):

a) Lawn Irrigation Systems

In-ground lawn irrigation systems including those with chemical injection systems on the City of Seaford public water system shall be equipped with a Reduced Pressure Backflow Prevention Assembly or Pressure Vacuum Breaker Assembly immediately downstream of the water meter and prior to the first irrigation branch line. These assemblies must be installed in accordance with the applicable ASSE standard for such assemblies, the applicable portions of the DE Plumbing Code IPC 2018, Section 608, most recent version, and the manufacturers' installation requirements, most recent versions.

b) Reclaimed Water and/or Auxiliary Water System(s)

Those premises that are connected to the City of Seaford public water system and who are also served by reclaimed water or auxiliary water system(s) shall be equipped with a Reduced Pressure Backflow Prevention Assembly downstream of the meter and prior to the first branch line. These assemblies must be installed in accordance with the applicable ASSE standard for such assemblies, the applicable portions of the DE Plumbing Code IPC 2018, Section 608, most recent version, and the manufacturers' installation requirements, most recent versions.

c) Pools

Those premises that are connected to the City of Seaford public water system and have a pool on the premises with a direct connection to the public water service, shall be equipped with a Reduced Pressure Backflow Prevention Assembly or Pressure Vacuum Breaker Assembly immediately downstream of the water meter and prior to the first branch line. These assemblies must be installed in accordance with the applicable ASSE standard for such assemblies, the applicable portions of the DE Plumbing Code IPC 2018, Section 608, most recent version, and the manufacturers' installation requirements, most recent versions.

d) Fire Suppression Systems

Those premises that are connected to the City of Seaford public water system and have a fire suppression system shall be equipped with an appropriate backflow assembly/device. The installation of a backflow assembly or device on a fire suppression system, of whatever sort, shall be installed in such a way as to not adversely affect the operation of the fire suppression system. These assemblies must be installed in accordance with the applicable ASSE standard for such assemblies, the applicable portions of the DE Plumbing Code IPC 2018, Section 608, most recent version, and the manufacturers' installation requirements, most recent versions.

4.6 Testing of Backflow Prevention Assemblies

- All testable backflow prevention assemblies, excluding residential dual-checks, but including required residential backflow prevention assemblies, as set forth in 4.4 (a-d), shall be tested upon installation, upon repair, upon relocation, after a reported backflow incident, and on an annual basis. Assemblies must be tested in accordance with applicable standards referenced within the DE Plumbing Code, Section 608 and/or ASSE 5000 Series.
- Equipment, such as three and five hose test gauges, used to field test assemblies must be certified and calibrated for accuracy annually. Single hose testing is prohibited.
- Assembly test form(s) to record test results will be maintained by the Owner and submitted to the City as required.
- Completed assembly test forms shall be filed in a location as directed by this program.
- The Owner shall have all assemblies tested by a tester having completed the applicable forty (40) hour ASSE Backflow Prevention Assembly Tester Training and Certification Course. All testers must also complete a recertification exam at an interval not to exceed once every three (3) years.
- The City of Seaford shall reserve the right to direct and administer testing and/or maintenance of any backflow prevention assemblies. All costs associated with testing and any necessary installation, alteration, replacement, relocation or repairs of these assemblies or devices shall be the sole responsibility of the Owner. If, in the interest of public safety and safety of the water supply, the City assumes the responsibility of backflow assembly installation, testing, maintenance or repair at a premises, all costs for such testing, maintenance, installation or repairs will be charged to the Owner in a manner deemed appropriate by the Director of Public Works.
- Failure to test assemblies and submit appropriate test forms, in accordance with this program, may result in termination of water service.

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4.7 Assembly and Device Abbreviation List

Backflow Prevention Assembly and Device Legend			
A.S.S.E Standard	Legend	Acronym	Testable Device
1001	Atmospheric Type Vacuum Breakers	AVB	Yes
1002	Anti-siphon Fill Valves (Ballcocks)	ASBC	No
1011	Hose Connection Vacuum Breaker	HBVB	No
1012	Backflow Preventer w/Intermediate Atmospheric Vent	VDCV	No
1013	Reduced Pressure Backflow Prevention Assembly	RPBP	Yes
1015	Double Check Valve Backflow Prevention Assembly	DCV	Yes
1019	Vacuum Breaker Wall Hydrants	HBIVB	No
1020	Pressure Vacuum Breaker Assembly	PVB	Yes
1022	Backflow Preventer for Carbonated Beverage Machine	VMBP	No
1024	Dual Check Valve Type Backflow Preventers	DC	No
1024	Residential Dual Check	RDC	Yes/No
1035	Laboratory Faucet Backflow Preventer	LFVB	No
1037	Pressurized Flushing Devices (Flushometers)	PFD	No
1047	RP Detector Backflow Prevention Assembly	RPDA	Yes
1048	Double Check Detector Backflow Prevention Assembly	DDCV	Yes
1052	Hose Connection Backflow Preventer	HCBP	No
1055	Chemical Dispensing Systems	AG	No
1056	Spill Resistant Vacuum Breaker Assembly	SVB	Yes
1057	Freeze Resistant Yard Hydrant W/Backflow		No
A112.1.2	Air Gap	AG	No

5 SURVEYS of EXISTING CUSTOMERS

5.1 Responsibility of the Owner

The Owner shall be responsible for the protection of the public water supply from pollution or contamination due to backflow through the water service connection(s). The City may require the Owner, as a result of the survey and at their expense, to install, alter, replace, relocate or repair any plumbing connected to the public water system that may pose a threat to public health. Failure, refusal, or the inability on the part of the Owner to correct any deficiency or violation in the timeframe indicated within the Notice provided to the Owner by the City shall be unlawful and the City may deny or discontinue water service to the premises (See Section 5.4). The Owner shall be responsible for the elimination of all unprotected cross-connections, including but not limited to, any service line protection and any connections downstream of the service line supply to the premises.

5.2 Initial Survey

- The initial survey, which can be completed by the owner or their designee by mail or via an on-line portal, will be used by the City for premises served by the City of Seaford public water system in order to determine the level of hazard existing at the premises and obtain record of existing backflow prevention assemblies, devices, and methods installed. The CCC Plan, at inception, will first address all existing non-residential premises and required non-exempt residential premises.
- If it is determined by the City, or their designated agent, that a site visit is required as a follow-up to the initial survey, the Owner of the premises will be contacted to schedule the visit.
- If it is determined by the City, or their designated agent, that a backflow prevention assembly needs to be installed, altered, replaced, relocated, or repaired, the Owner of the premises shall have 60 days to perform the required work unless this timeline is extended by the City Manager or Director of Public Works.

5.3 Site Survey

Authorized Surveyors, having proper identification, shall be permitted to enter the building/premises at any reasonable time for the purpose of survey for the presence or absence of cross-connections, testing, repair, and maintenance of any part of the plumbing system related to any cross-connection control device connected to the water system. The City may deny or discontinue, after reasonable notice to the occupants, water service to any building/premises for refusal or failure to arrange for a cross-connection survey. The City shall deny or discontinue water service if there is reason to believe the building/premises pose an immediate danger to the public and/or occupants.

5.3.1 Service Line Protection Survey

- a) Existing service line connections should be reassessed/surveyed at an interval of no less than every ten (10) years (unless the service line is protected with an approved Reduced Pressure Backflow Prevention Assembly to determine if the existing backflow preventer/method is appropriate for the level of hazard, or if service line protection is required.
- b) Existing non-residential service line backflow prevention assemblies/methods shall be protected by, including but not limited to, Double Check Backflow Assemblies (DCVA) or Reduced Pressure Backflow Preventers (RPBP), as determined by the City.
- c) All high hazard non-residential customers are required to have, at a minimum, an RPBP installed immediately after the water meter and prior to any connections.
- d) The City, or their designee, has the right to require the installation of a testable backflow prevention assembly necessary to address the level of hazard.
- e) Failure to install backflow protection as required by the City may precede disciplinary action from the City, including but not limited to, termination of the water service connection(s).

5.3.2 Internal Plumbing System Survey

- a) Internal plumbing systems may require a survey at the discretion of the City, or their designee. The facilities internal water use practices shall be reviewed to determine whether there are actual or potential cross-connections to the plumbing system through which contaminants or pollutants could backflow into the public water supply and/or the facilities internal plumbing system.
- b) Recommendations for internal plumbing cross connection control and backflow prevention will be provided to the Owner upon survey completion.

5.3.3 Survey/Survey Forms

Initial surveys can be conducted by mail or on-line by the Owner or its designated agent. A *Survey/Survey Form* shall be used in every required physical survey and will be filed in a location as directed by this program. This form will be used to record the level of hazard existing at the premises, any existing backflow prevention devices discovered at the premises and any additional backflow prevention devices required or recommended to be installed at the premises at the time of the survey.

5.3.4 Survey Procedures

Completed CCC surveys shall include the following information:

- a) Identify the premises to be surveyed and date of survey.
- b) The building or facility contact/Owner, or their designated representative.
- c) Notation that the building or facility contact/Owner or their designated representative

was explained the purposes of the CCC Program.

- d) Survey/Evaluate the level of hazard present within the premises and the status of cross-connection control and backflow prevention containment protection on the premises.
- e) Survey the premises and record the following information:
 - Any identified deficiency in the exposed piping and water outlets/uses downstream of the service connection(s); and
 - All existing backflow prevention assemblies, devices and methods (including make, model#, size, serial # if applicable) that are currently in place on the premises; and
 - Any point of use or equipment supplied for each backflow prevention assembly, device or method; and
- f) Any required or recommended backflow prevention assemblies required to be installed at the premises for corrective action or containment or isolation protection.
- g) In addition to the field forms, a piping diagram or schematic of the plumbing system may be requested or required.

5.3.5 Request for Internal Cross-Connection Control Information

The City has the right to request specific CCC and backflow prevention related information, including but not limited to, containment or service line protection methods, backflow assembly installation, repair, relocation and test records, CCC Program compliance information, and piping diagrams for the premises.

5.4 Non-Compliance

Failure, refusal, or the inability on the part of the Owner to correct any deficiency or violation in the timeframe indicated within the Notice provided to the Owner by the City, or their designee, shall be unlawful and the City may deny or discontinue water service to the premises.

Timeline for Corrective Actions by Owner:

The Owner shall have sixty (60) days from receipt of the first notification letter from the City, or their designee, to correct any deficiency or violation noted in the letter. After the sixty (60) days have passed and the Owner has not corrected any deficiency or violation, a second notification shall be sent to the Owner from the City, or their designee, providing another forty-five (45) days from receipt of this second letter to correct any deficiency or violation noted in the letter. After the forty-five (45) days have passed and the Owner has not corrected any deficiency or violation, a third letter shall be sent to the Owner from the City notifying the Owner that they are now subject to fees or fines in accordance with the City of Seaford's applicable Codes, Ordinances, Rules or Regulations.

If there are any special circumstances in which the timelines above cannot be reached by the Owner, the City or their designee shall review on a case-by-case basis and may grant extensions of the time periods within this section.

5.5 Record Keeping and Data Management Software

All data, reports, test results and any other related information obtained by the City or their designee will be inputted into a data management system and held for a period of no less than ten (10) years. This information will include:

- Address and location
- Owner name and contact information
- Survey information
- Level of hazard classification
- Backflow Prevention Assemblies present at the premises
- Location of any assemblies
- Make, model, and size of assemblies
- Testing and maintenance records for the assemblies
- Description of other cross-connections within the building or facility
 - Air gaps
 - Non-testable devices

6 SITE PLANS AND PERMITS

6.1 Procedures

Site plans and permits submitted to the City of Seaford shall be reviewed by the City for compliance with the CCC Plan and Backflow Prevention requirements, where applicable.

6.2 Inspections

The City of Seaford shall continue to inspect the authorized work, in compliance with the City of Seaford applicable municipal code, building code, plumbing code, fire code or other codes, ordinances, policies, rules or regulations.

New service line connections shall be assessed by City staff *prior* to introduction of new water service to determine the level of hazard and the appropriate method of containment backflow protection required.

6.3 Non-Compliance

Failure, refusal, or the inability on the part of the Owner to comply with the CCC Plan and Backflow Prevention requirements in the timeframe indicated to the Owner by the City shall be unlawful. The water service and the certificate of occupancy may be initiated, for a limited period not to exceed 60 days, until compliance is achieved and approved. The City may deny water service to the premises.

Owner may be subject to fees or fines in accordance with the City of Seaford's applicable municipal code, building code, plumbing code, fire code or other codes, ordinances, policies, rules or regulations.

6.4 Records

All data, reports, test results and any other related information obtained by the Code Department and Fire Marshal offices for permit-required work including back flow prevention assemblies, devices and/or methods shall be provided to the City, or its designated agent. This shall also include any and all annual testing reports provided to the City and Fire Marshal offices from the Owner.

7 EDUCATION AND AWARENESS

The CCC program staff must have a thorough understanding of the program. Staff shall receive training focusing on terminology, backflow prevention devices/assemblies, regulations, and hydraulic concepts, coordinated by the public water system. In addition, staff will be encouraged to receive continuing education to be made aware of new backflow prevention devices/assemblies, regulation changes (i.e., plumbing code updates), new water use devices that pose cross-connection concerns, etc.

Furthermore, public education opportunities about cross-connections will be provided, including but not limited to, distributing pamphlets on common residential cross-connections, providing onsite education of facility management and maintenance staff during routine surveys, web site information, social media posts, newsletter article(s), or posting newspaper announcements. Education content will comply with the applicable DHSS, Division of Public Health, requirements with respect to public education.

Cross-connection staff or their designated administrative designee(s) shall be available upon request to provide backflow prevention education to pertinent community officials and City of Seaford employees.

APPENDIX A – DELAWARE CCC REGULATION

21. Cross-Connection Control

21.1. Cross-connection control requirements and prohibitions.

- 21.1.1. No public water system shall install or maintain a water service connection to any premises where actual or potential cross-connections to a public water system exist unless such actual or potential cross-connections are eliminated or controlled to the satisfaction of the owner of the public water system and the Division.
- 21.1.2. No public water system shall install or maintain any connection whereby water from an auxiliary water system may enter a public water system unless the auxiliary water supply and the method of connection.
- 21.1.3. In accordance with subsection 1.12.1, public water systems shall maintain acceptable water pressure throughout the distribution system so that the risk of backflow is reduced.
- 21.1.4. If a cross-connection exists or backflow occurs at a consumer's water system, the public water system may discontinue service to the consumer and water service shall not be restored until the deficiencies have been corrected.

21.2. Cross-connection control programs.

- 21.2.1. A public water system shall develop a plan for a comprehensive cross-connection control program for the elimination, prevention, and control of cross-connections appropriate to the number of service connections, size of the distribution system, and type of customers. The cross-connection control program shall include an individual designated by the public water system and appropriately trained and experienced in cross-connection control programs to be responsible for the program.
- 21.2.2. A cross-connection control program shall include an inventory and records of testing, repairs, and maintenance of all backflow prevention assemblies, and backflow elimination methods.
- 21.2.3. A cross-connection control program shall include appropriate policies to complete assessments of customer premises for potential cross-connections to establish hazard criteria to classify customer premises consistent with Table 1, and to determine the degree of hazard and adequacy of existing preventive measures.

Table 1 Backflow Prevention Assembly Types Required for Servicing Line Containment	
Premises, Degree of Hazard	
High Hazard	Low Hazard
Air Gas	Air Gas
Reduced Pressure Principle Backflow Prevention Assembly	Reduced Pressure Principle Backflow Prevention Assembly
±	Double Check Valve Assembly

- 21.2.4. An approved backflow prevention assembly or backflow elimination method shall be installed at premises where the following conditions exist in a location intended to prevent backflow into the distribution system:

21.2.4.1. Premises having auxiliary water system:

- 21.2.4.2. Premise types that are deemed by the public water system or the Division to represent a health or high hazard to the public water system, to include but not be limited to:

<i>Agricultural facilities (e.g., farms, dairies)</i>	<i>Beverage bottling plants</i>	<i>Car washes</i>
<i>Chemical plants</i>	<i>Dry cleaners (on site processing)</i>	<i>Film processing plants</i>
<i>Food processing plants</i>	<i>Laboratories</i>	<i>Medical facilities</i>
<i>Mortuaries</i>	<i>Metal plating industries</i>	<i>Mortuaries</i>
<i>Petroleum processing/storage plants</i>	<i>Piers, marinas, docks and waterfront facilities</i>	
<i>Radioactive material processing plants</i>	<i>Wastewater treatment facilities</i>	

- 21.2.4.3. Premises where having internal cross-connections that, in the judgment of the public water system, are not correctable or are impractical to determine if cross-connections exist due to intricate plumbing arrangements:

- 21.2.4.4. Premises where because of security requirements or other prohibitions, it is impossible to complete a cross-connection control survey; or

- 21.2.4.5. Premises having a history of cross-connections being established or reestablished.

- 21.2.5. In lieu of assessments and installation of backflow prevention assemblies at customer premises deemed low hazard, a public water system may implement a public education program.

21.2.5.1. The public education program shall include, at minimum:

- 21.2.5.1.1. Causes and dangers of backflow and cross-connections, including health effects;
- 21.2.5.1.2. Information on how to identify actual and potential cross-connections
- 21.2.5.1.3. Preventive measures to reduce or eliminate cross-connection and backflow risks; and
- 21.2.5.1.4. Information on reporting suspected cross-connections to the

21.3. Corrections and protective devices.

- 21.3.1. Backflow prevention assemblies shall conform to the standards of the American Society of Sanitary Engineering (ASSE), the American Water Works Association (AWWA), and the American Society of Mechanical Engineers (ASME)

21.4. Cross-connection control records and reporting.

- 21.4.1. All backflow prevention assembly test records which document the test results of assemblies designed to protect the public water system shall be retained on file for a period of no less than 10 years.
- 21.4.2. All cross-connection control survey records which document results from the monitoring of cross-connections shall be retained on file for a period of no less than 10 years.

21.5. Violations.

- 21.5.1. The following items shall be deemed to be violations of these regulations:

- 21.5.1.1. Failure to develop and implement a comprehensive cross-connection control program in accordance with Section 3.0 of this regulation within three years of the effective date of these regulations;
- 21.5.1.2. Failure to implement the cross-connection control program as prescribed; and
- 21.5.1.3. Failure to maintain all backflow prevention assembly test records on file for at least 10 years.

21.6. Penalty Clause.

- Any person who neglects or fails to comply with these regulations shall be subject to penalty as provided in 16 Del.C. §122(3)(c).



121 Martin Luther King Jr. Blvd. North | Dover, DE 19901 | (302) 744-5000
AnalystTeam@delaware.gov

NBA 3
6/27/23

APPOINTMENT OF RECORDS OFFICER AND AUTHORIZED AGENTS FOR FY2024

ALL FIELDS MUST BE COMPLETED

MUNICIPALITY/COUNTY/DEPARTMENT: City of Seaford

DIVISION: City Hall

RECORD GROUP NUMBER: 7200

SECTION: Administration

PROGRAM/LOCATION: 414 High St. Seaford, De 19973

SECTION I: APPOINTMENT OF RECORDS OFFICER

(THIS SECTION TO BE USED, ONLY, FOR THE DIVISION OR DEPARTMENTAL RECORDS OFFICER APPOINTMENT.)

In accordance with [Title 29 Delaware Code, Section, 521](#), I appoint the following person as records officer to serve as liaison with the Delaware Public Archives for all agency records administration functions including requests for records retention scheduling, storage, and destruction services.

NAME Ashley Heinicke		TITLE City Clerk	
E-MAIL ADDRESS Aheinicke@Seafordde.Com		TELEPHONE #: 3026299173	FAX #: 3026299307
STATE LOCATOR CODE	MAILING ADDRESS (Include: Street; Building, Town/City; State; Zip) 414 High Street Seaford, De 19973		

SECTION II: APPOINTMENT OF AUTHORIZED AGENT(S)

In accordance with [Delaware Public Archives \(DPA\) policy](#), I appoint the following person(s) to serve as authorized agent(s). Authorized agents are personnel designated by their agency head and/or records officer to sign DPA transfer documents, destruction notices and record service forms authorizing the transfer of records to the DPA for storage, requests for destruction authorization, requests for information retrieval and to submit agency publications.

Attach Additional pages if more space if needed.

NAME Trisha Newcomer		TITLE Director Of Economic Development And Community	
E-MAIL ADDRESS Tnewcomer@Seafordde.Com		TELEPHONE #: 3026299173	FAX #: 3026299307
STATE LOCATOR CODE	MAILING ADDRESS (Include: Street; Building, Town/City; State; Zip) 414 High Street Seaford, De 19973		

NAME Charles Anderson		TITLE City Manager	
E-MAIL ADDRESS Canderson@Seafordde.Com		TELEPHONE #: 3026299173	FAX #: 3026299307
STATE LOCATOR CODE	MAILING ADDRESS (Include: Street; Building, Town/City; State; Zip) 414 High Street Seaford, De 19973		

NAME June Merritt		TITLE Director Of Finance And Human Resources	
E-MAIL ADDRESS Jmerritt@Seafordde.Com		TELEPHONE #: 3026299173	FAX #: 3026299307
STATE LOCATOR CODE	MAILING ADDRESS (Include: Street; Building, Town/City; State; Zip) 414 High Street Seaford, De 19973		

NAME		TITLE	
E-MAIL ADDRESS		TELEPHONE #:	FAX #:
STATE LOCATOR CODE	MAILING ADDRESS (Include: Street; Building, Town/City; State; Zip)		

IMMEDIATELY NOTIFY THE DELAWARE PUBLIC ARCHIVES AS CHANGES OCCUR TO SECTIONS I or II ABOVE.

EFFECTIVE DATE:

7/1/23

APPROVED BY:

Agency Head (NAME)

Records Officer

Title of Agency Head



121 Martin Luther King Jr. Blvd. North | Dover, DE 19901 | (302) 744-5000
Website: archives.delaware.gov | Email: AnalystTeam@delaware.gov

June 12, 2023

TO: State and Local Government Agency Heads and Records Officers

FROM:  Stephen März, CA
Director and State Archivist

SUBJECT: FY2024 RECORDS OFFICERS/AUTHORIZED AGENTS APPOINTMENTS

Records Officers and Authorized Agents appointments are updated on July 1st of each year in compliance with Delaware Public Archives (Archives) Records Management policy. This will ensure only authorized individuals are able to submit requests and make record related decisions for your agency. Accompanying this letter is the form used to appoint your Records Officers and Authorized Agents for fiscal year 2024.

The individuals appointed will serve as the liaison between your agency and the Archives for all agency records administration. Delaware Public Records Law ([29 Del. C. § 521](#)) requires each agency and political subdivision to designate as many as appropriate, but at least one Records Officer. In addition to the annual requirement to designate your Records Officers and Authorized Agents, your agency may find it necessary to add or remove Officers and Agents throughout the year as the need arises.

The appointed Records Officers and Authorized Agents assist the agency with the development and oversight of their records management program. Furthermore, they perform a number of key functions between your agency and the Archives.

- Records Officers are the primary points of contact with the Archives and submit and retain documentation of all requests for destruction, retrieval and transfer of records.
- Records Officers oversee the records management program at the agency.
- Records Officers work with the Archives to create or revise record series and retention schedules to remain in compliance with statutory requirements.
- Authorized Agents will assist the agency's Records Officers with record management duties and may submit requests for destruction, retrieval, and transfer of records.

Careful consideration should be taken with the selection of Records Officers and Authorized Agents, as the success of managing a records management program relies heavily on their thorough understanding of their agency and its functions. While one Records Officer for each agency, department, division, or operational unit may be sufficient, the Archives encourages agencies to appoint an appropriate number of Authorized Agents as necessary to support the agency's mission. This may also alleviate any inconvenience to the agency due to absences.

Important Reminders:

- Agencies must submit a Destruction Notice form and receive approval from the State Archivist prior to the destruction of any public records,
- Agencies should work with their Delaware Public Archives Records Analyst to ensure all proposed transfers include an acceptable Content List detailing the records to be transferred.
- Agencies should contact their assigned Delaware Public Archives Records Analyst for any assistance with their records management program.

Please submit the FY 2024 appointment forms **no later than June 23, 2023**, to AnalystTeam@delaware.gov. All appointments are effective from July 1, 2023, through June 30, 2024. In the event that your agency has a change with the appointed designee(s), please notify your assigned Delaware Public Archives Records Analyst as soon as possible. The Archives will not provide record related services to an agency that has not appointed a Records Officer/Authorized Agent using the attached form. If you have any questions about completing this form, please contact your assigned Delaware Public Archives Records Analyst.

You may locate the contact information for your agency's Delaware Public Archives Records Analyst at https://archivesfiles.delaware.gov/gov-services/Agency_Analyst_Assignments.pdf.

Thank you for your cooperation.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Seaford, Delaware	DATE SUBMITTED 

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013

Expiration Date: 02/28/2025

1. * Type of Federal Action: ☐ a. contract ☒ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. * Status of Federal Action: ☐ a. bid/offer/application ☒ b. initial award ☐ c. post-award	3. * Report Type: ☒ a. initial filing ☐ b. material change
4. Name and Address of Reporting Entity: ☒ Prime ☐ SubAwardee * Name City of Seaford * Street 1 414 High Street Street 2 PO Box 1100 * City Seaford State DE: Delaware Zip 19973 Congressional District, if known: DE-1		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: USDOT	7. * Federal Program Name/Description: Safe Streets and Roads for All CFDA Number, if applicable: 20.939	
8. Federal Action Number, if known: 	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant: Prefix * First Name Middle Name * Last Name Suffix * Street 1 Street 2 * City State Zip		
b. Individual Performing Services (including address if different from No. 10a) Prefix * First Name Middle Name * Last Name Suffix * Street 1 Street 2 * City State Zip		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: * Name: Prefix * First Name Middle Name * Last Name Suffix Title: Telephone No.: Date:		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

City of Seaford

* b. Employer/Taxpayer Identification Number (EIN/TIN):

51-6000241

* c. UEI:

J7P1CQUH9559

d. Address:

* Street1:

414 High Street

Street2:

P.O. Box 1100

* City:

Seaford

County/Parish:

* State:

DE: Delaware

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

19973-3914

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Charles

Middle Name:

* Last Name:

Anderson

Suffix:

Title:

City Manager

Organizational Affiliation:

* Telephone Number:

302-628-6000

Fax Number:

* Email:

CAnderson@seafordde.com

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

USDOT

11. Catalog of Federal Domestic Assistance Number:

20.939

CFDA Title:

Safe Streets and Roads for All

* 12. Funding Opportunity Number:

DOT-SS4A-FY23-01

* Title:

Safe Streets and Roads for All

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

SS4A Planning and Demonstration Grant for a Comprehensive Safety Action Plan for the City of Seaford, Delaware

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

DE-1

* b. Program/Project

DE-1

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

01/02/2024

* b. End Date:

12/30/2024

18. Estimated Funding (\$):

* a. Federal

60,000.00

* b. Applicant

15,000.00

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

75,000.00

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☐

a. This application was made available to the State under the Executive Order 12372 Process for review on

☐

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒

c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

☐

Yes

☒

No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☒

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

Mr.

* First Name:

Charles

Middle Name:

* Last Name:

Anderson

Suffix:

* Title:

City Manager

* Telephone Number:

302-628-6000

Fax Number:

* Email:

CAnderson@seafordde.com

* Signature of Authorized Representative:

* Date Signed:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Safe Streets and Roads for All	20.939	\$ 60,000.00	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 75,000.00
2.						
3.						
4.						
5. Totals		\$ 60,000.00	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 75,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Safe Streets and Roads for All				
a. Personnel	\$ 5,000.00	\$	\$	\$	\$ 5,000.00
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual	70,000.00				70,000.00
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	75,000.00				\$ 75,000.00
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ 75,000.00	\$	\$	\$	\$ 75,000.00
7. Program Income	\$	\$	\$	\$	\$

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Prescribed by OMB (Circular A -102) Page 1A

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	Safe Streets and Roads for All	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 15,000.00
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 15,000.00

SECTION D - FORECASTED CASH NEEDS						
		Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13.	Federal	\$ 60,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$
14.	Non-Federal	\$ 15,000.00	5,000.00	5,000.00	5,000.00	
15. TOTAL (sum of lines 13 and 14)		\$ 75,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program		FUTURE FUNDING PERIODS (YEARS)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.	Safe Streets and Roads for All	\$	\$	\$	\$
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

Safe Streets and Roads for All (SS4A)
2023 Grant Application Supporting Analysis
City of Seaford, Delaware



Total Applicant Jurisdiction Population (2020 US Census ACS): 18,900

Total Applicant Jurisdiction Census Tracts (use commas, or semicolons to separate):

- 100050 - 50401
- 100050 - 50405
- 100050 - 50406
- 100050 - 50407

Total count of persons killed in fatal crashes (2017-2021): 1

$$\begin{aligned}\text{Fatality Rate} &= [(\text{Total \# of Persons Killed in Fatal Crashes}/5) / \text{Jurisdiction Population}] * 100,000 \\ &= [(1/5)/18,900] * 100,000 \\ &= (0.2/18,900) * 100,000 \\ &= 0.0000105 * 100,000 \\ &= 1.05\end{aligned}$$

Total average annual fatality rate (per 100,000 population): 1.05 people killed per 100,000 people

Total percent of population in Underserved Communities Census Tracts: 18.5% (3,500/18,900)



Introduction

The City of Seaford, located in Delaware, is applying for a SS4A Planning and Demonstration Grant to support the development of a Comprehensive Safety Action Plan (Action Plan) to reduce roadway fatalities and serious injuries. The City has a history of commitment to road safety, and this grant will help to take our efforts to the next level.

In recent years, the City has seen a significant increase in the number of roadway fatalities and serious injuries. As reported in *Delaware's Annual Traffic Statistical Reports*¹ (2018-2023), there were two (2) fatal crashes and 68 personal injury crashes in 2022 on City streets. In comparing 2018 totals of no fatal crashes and 56 personal injury crashes, this represents an infinite percent increase in fatal crashes and a 21 percent increase in personal injury crashes.

The City's Action Plan will focus on addressing the following roadway safety problems:

- High rates of speeding
- Inattentive and aggressive driving
- Pedestrian and bicycle crashes
- Crashes involving vulnerable road users (elderly, disabled, and underserved populations)
- Crashes at intersections

Strategies and Activities

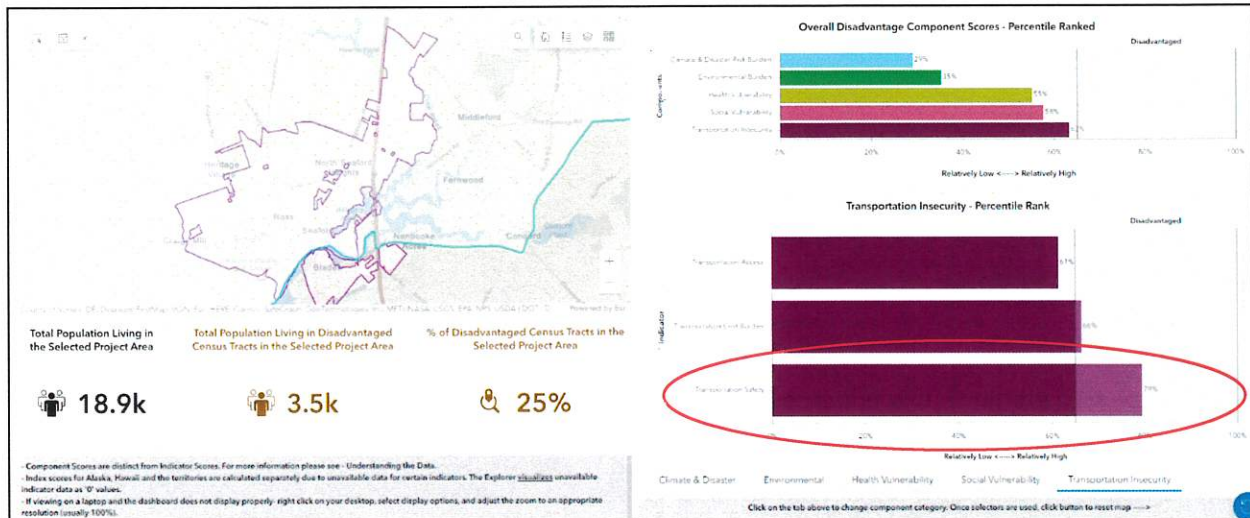
The Action Plan will focus on the following strategies and activities:

- **Data-driven decision-making:** The Action Plan will be based on a comprehensive analysis of traffic safety data. This data will be used to identify the most dangerous streets and intersections in the City, better understand the City's roadway safety challenges, and to develop targeted improvements. Input from transportation safety experts will provide guidance on what safety measures have historically been successful in similar locations.
- **Engineering:** The Action Plan will identify and implement engineering solutions to improve safety on City streets. A low-cost, high-impact tactic is interconnecting sidewalks, and installing signing and striping; higher cost improvements could include installing traffic calming measures (speed humps, chicanes, etc.) and adding pedestrian refuge islands.
- **Multi-modal approach:** The Action Plan will take a multi-modal approach to reducing traffic injuries and crashes. This means that the plan will include interventions that address all modes of transportation, including walking, cycling, and driving.
- **Education and enforcement programs:** The Action Plan will also focus on changing driver behavior to reduce the risk of crashes. This could include components like public awareness and education campaigns, enforcement of traffic laws, and the installation of red light cameras.

¹ <https://dsp.delaware.gov/reports/>



- **Equity-focused approach:** The Action Plan will take an equity-focused approach to improve roadway safety by specifically targeting improvements in underserved communities. According to the *USDOT Equitable Transportation Community (ETC) Explorer* analysis indicated a Transportation Safety score of 79 percent. Communities with higher score experience higher levels of fatalities per 100,000 persons related to motor vehicle crashes².



- **Collaboration:** The Action Plan will be developed in collaboration with a variety of stakeholders, including City officials and members of both the business and residential communities. Methods used could include the use of online surveys, attending local events to disseminate information, and holding workshops with an interactive element to engage the public.

Benefits

The implementation of the Action Plan will have a number of benefits, including:

- Reduced roadway fatalities and serious injuries
- Improved safety for all road users, especially those in underserved communities
- A more livable and sustainable community

Conclusion

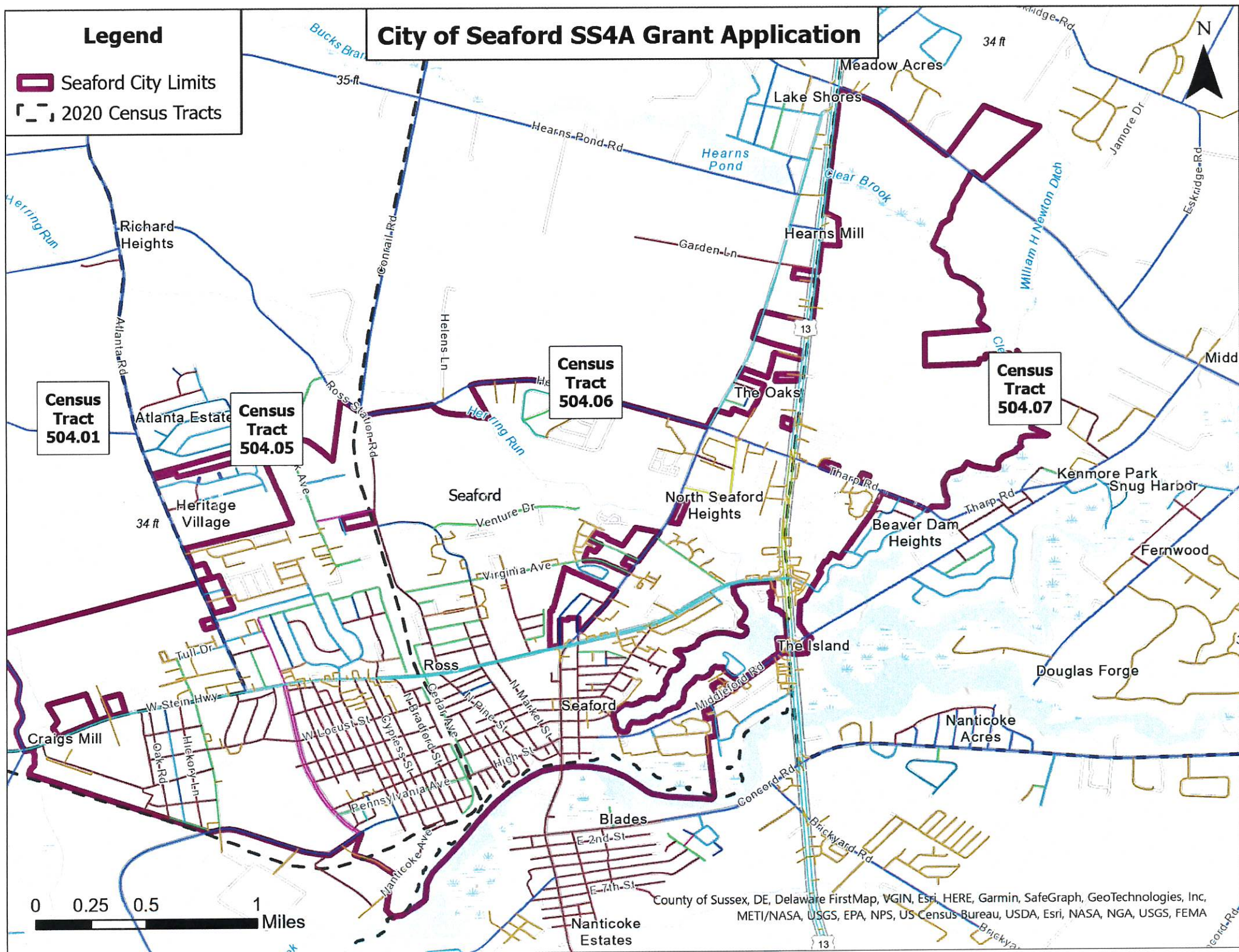
The City of Seaford is committed to reducing roadway fatalities and serious injuries. The SS4A Planning and Demonstration Grant will provide the City with the resources it needs to develop a Comprehensive Safety Action Plan to prioritize safety improvements, justify funding decisions, access funding, and communicate with stakeholders with the ultimate goal to make the City's streets safer for all users.

² <https://experience.arcgis.com/experience/0920984aa80a4362b8778d779b090723/page/Homepage/>

Legend

- Seaford City Limits
- 2020 Census Tracts

City of Seaford SS4A Grant Application



USDOT Equitable Transportation Community (ETC) Explorer

ETC Explorer - Homepage

ETC Explorer - National Results

ETC Explorer - State Results

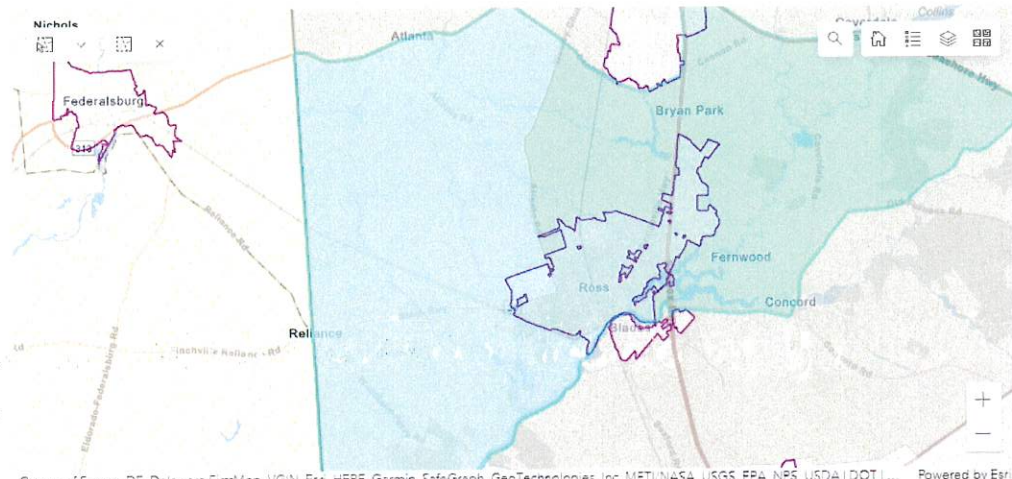
ETC Explorer - Add Your Data (National and State Results)

Transportation Insecurity Analysis Tool

Understanding the Data

For Instructions:

Click the arrow on the left of the page for instructions on how to find your location, select your area of interest, view metrics, and reset your selection.



Total Population Living in the Selected Project Area

18.9k

Total Population Living in Disadvantaged Census Tracts in the Selected Project Area

3.5k

% of Disadvantaged Census Tracts in the Selected Project Area

25%

- Component Scores are distinct from Indicator Scores. For more information please see - Understanding the Data.

- Index scores for Alaska, Hawaii and the territories are calculated separately due to unavailable data for certain indicators. The Explorer visualizes unavailable indicator data as '0' values.

- If viewing on a laptop and the dashboard does not display properly: right click on your desktop, select display options, and adjust the zoom to an appropriate resolution (usually 100%).

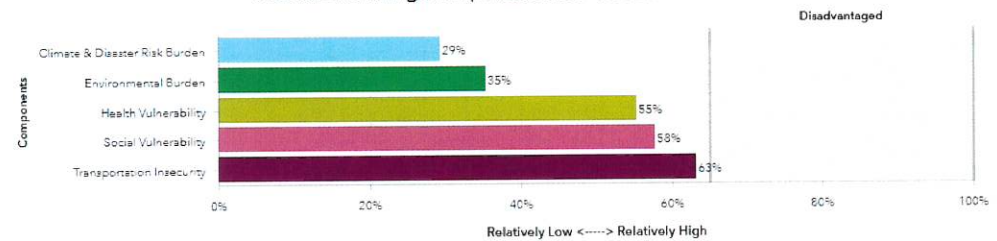
State Selector
Delaware

County Selector
Select State First

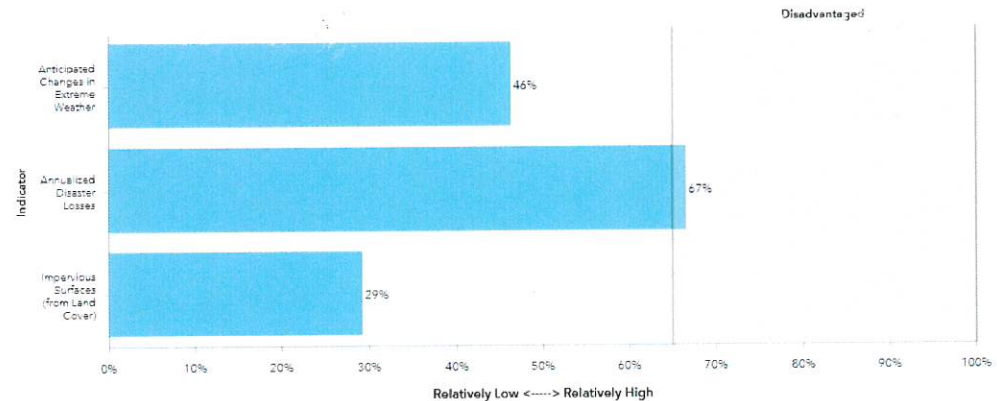
Community Selector
All Communities

MPO Selector
All MPOs

Overall Disadvantage Component Scores - Percentile Ranked



Climate & Disaster Risk Burden - Percentile Rank



Climate & Disaster

Environmental

Health Vulnerability

Social Vulnerability

Transportation Insecurity

Click on the tab above to change component category. Once selectors are used, click button to reset map ---->



Memo

TO: Mayor and Council

FR: Mayor David Genshaw

RE: Committee Appointments

DT: 06/20/2023

For Council's Consideration, I recommend the following committee appointment:

- Mr. Mark Grasset, to serve on the Police Chief's Advisory Board (PCAB).

Thank you.

MEMORANDUM

TO: Charles Anderson, City Manager

FR: Ashley Heinicke, City Clerk

RE: ***2023 4WD Electric Pick-Up Truck
City of Seaford Code Department***

DT: June 22,2023

The City received one (1) bid in response to our bid advertisement for the above referenced project on June 21, 2023. Please see the tabulation of the bids received below:

Bidder	Base Bid	Trade In Value	Total Less Trade In	Estimated Delivery
Hertrich Fleet Services, Inc.	\$62,545.00	3,900.00	\$58,645.00	120 - 365 Days

After review of the bid submission, it is my recommendation the bid be awarded to **Hertrich Fleet Services** in the amount of **\$62,545.00**, less the trade in value of **\$3,900.00** for the City's existing Admin vehicle, for a total cost of **\$58,645.00**, for the purchase of a 2023 Ford F-150 Lightning for the City's Code Department. Funds awarded from the Energize Delaware Grant for Local EV Fleets will be utilized to cover the total cost of the vehicle.

Thank you,
Ashley Heinicke
City Clerk