

**THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND
AGENDA**

June 15, 2021

6:00 PM Call to Order/Pledge of Allegiance/Moment of Silence

Building is Open for In-Person Attendance or Dial 1-872-239-8359 and enter Conference ID 485 366 8#

Action Items

Resolution 2021-08 Establishing the Kent County Tax Levy

Resolution 2021-09 Adoption of Income Tax Rate

Resolution 2021-10 Establishing Water and Sewer Rates

Resolution 2021-11 Adoption of the FY2022 Budget

Consent Items

#1 - Regular Session Minutes, June 8, 2021

#2 - Liquor Minutes, June 8, 2021

#3 - Public Hearing Minutes, June 8, 2021

#4 - Closed Session Minutes, June 8, 2021

Legislative Session

Carla Gerber, Deputy Director, Planning, Housing, and Zoning

Consider for a Vote, Third Reading - Code Home Rule Bill No. 8-2021 Agricultural Advisory Commission – Amended by Interlineation

Public Hearing

Carla Gerber, Deputy Director, Planning, Housing, and Zoning

Community Development Block Grant Application

County Attorney

Thomas N. Yeager, County Attorney and Carla Gerber, Deputy Director, Planning, Housing, and Zoning

Resolution 2021-12, Authorization of Community Development Block Grant Application

Appointments

Ina Reed and Mindi Reed

Water and Sewer Allocation - Lovers Lane, Rock Hall

Departmental Appointments

Jamie Williams, Director, Economic & Tourism Development

DCT Request and Thank You Letter

Jamie Williams, Director, Economic & Tourism Development
American Rescue Plan - DHCD Nonprofits Grant Proposal
Jamie Williams, Director, Economic & Tourism Development
Letter of Support

Human Resources Director

Emergency Services
Dispatcher Vacancies
Employment Agreement
Contractual Employee

County Administrator

John F. Price, Sheriff, Kent County Sheriff's Office
FY2022 Sex Offender Compliance and Enforcement Grant Application
Upper Shore Aging
Senior Center Operating Funds Grant Application
Maryland Department of Assessment and Taxation
Constant Yield Rate Notice
2021 Meeting Calendar
Proposals for Summer Meeting Schedule

Letters for Signature

Agricultural Advisory Commission
Thank You Letter

Building is Open for In-Person Attendance: Public Comment/Media Review Dial 1-872-239-8359
and enter Conference ID 485 366 8#

Procedures for Public Comment

Contingency Fund

Contingency and Use of Fund Balance Report

(Meetings are conducted in Open Session unless otherwise indicated. All or part of County Commissioners' meetings can be held in closed session under the authority of the MD Open Meetings Law by vote of the Commissioners. Breaks are at the call of the President. Please note that times listed for specific items on the agenda are only estimates, and that the order of agenda items may change as time dictates or allows. Meetings are subject to audio and video recordings.)



**Resolution 2021-08 Establishing the Kent County Tax Levy
6/15/2021
County Commissioners Meeting**

ATTACHMENTS:

Description

06.15.21 Resolution 2021-08 Establishing the Kent County Tax Levy

RESOLUTION 2021-08
COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

ESTABLISHING THE KENT COUNTY TAX LEVY
July 1, 2021 through June 30, 2022

WHEREAS, by the County Commissioners of Kent County, Maryland, the following accounts be allowed and included in the levy for the Fiscal Year July 1, 2021 through June 30, 2022, and it is further; and

WHEREAS, the following taxes are hereby levied upon the assessable property in Kent County, Maryland, for the Fiscal year July 1, 2021 through June 30, 2022. These taxes exclude any taxes levied by the State and Municipalities.

Real Property

\$1.012 on each One Hundred Dollars (\$100.00) of real property subject to taxation for County purposes.

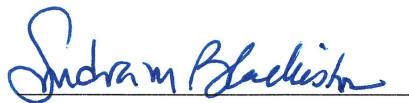
Public Utilities

\$2.53 on each One Hundred Dollars (\$100.00) of property subject to taxation for County purposes.

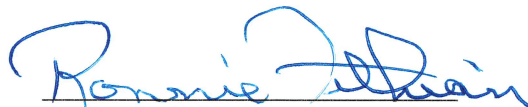
THEREFORE, BE IT RESOLVED, by the County Commissioners of Kent County, Maryland that the above tax rates are adopted and be it further resolved that in accordance with §10-204.3 Tax Property Article of the Maryland Annotated Code, that the service charge for the semi-annual payment of property taxes shall be 0.083% annually - the anticipated lost interest income to the County associated with delay in payment of the second installment, plus 10% of the lost interest income charge – to cover the administrative expenses associated with the semi-annual collection of property taxes.

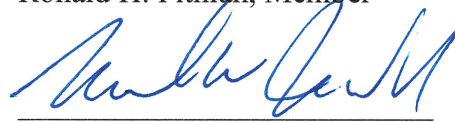
ATTEST:

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

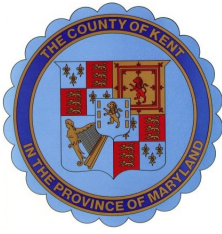

Sondra M. Blackiston, Clerk


P. Thomas Mason, President


Ronald H. Fithian, Member


Robert N. Jacob, Jr., Member

ADOPTED: June 15, 2021



**Resolution 2021-09 Adoption of Income Tax Rate
6/15/2021
County Commissioners Meeting**

ATTACHMENTS:

Description

06.15.21 Resolution 2021-09 County Income Tax Rate

RESOLUTION 2021-09
COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

COUNTY INCOME TAX RATE

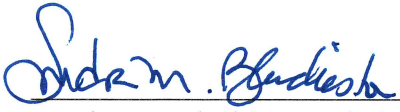
WHEREAS, Section 10-103 of the Maryland Annotated Tax-General Code requires each Maryland county to have a local or county income tax based upon an individual's Maryland taxable income; and

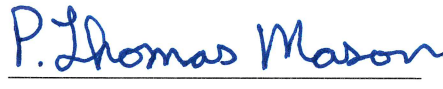
WHEREAS, Section 10-106 of the Maryland Annotated Tax-General Code authorizes the Board of County Commissioners for Kent County to change by Resolution the County's local income tax rate.

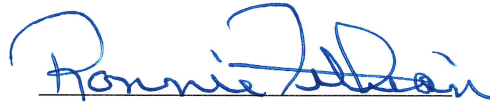
THEREFORE BE IT RESOLVED by the Board of County Commissioners of Kent County, pursuant to the authority and requirements contained in the above referenced provisions of the Maryland Annotated Code, that a local or county income tax of 3.20 percent of an individual's Maryland taxable income is levied upon the residents of Kent County for the calendar year beginning January 1, 2022, and this rate shall continue in effect for each succeeding calendar year until changed by the Board of County Commissioners of Kent County.

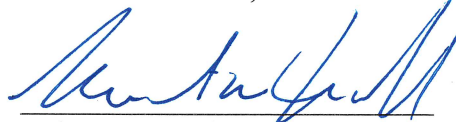
ATTEST:

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND


Sondra M. Blackiston, Clerk


P. Thomas Mason, President


Ronald H. Fithian, Member


Robert N. Jacob, Jr., Member

ADOPTED: June 15, 2021



**Resolution 2021-10 Establishing Water and Sewer Rates
6/15/2021
County Commissioners Meeting**

ATTACHMENTS:

Description

06.15.21 Resolution 2021-10 Establishing Water and Sewer Service Rates

RESOLUTION 2021-10
COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

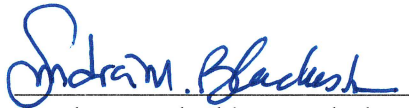
ESTABLISHING WATER AND SEWER SERVICE RATES

WHEREAS, the County Commissioners of Kent County, Maryland, have included in the Fiscal Year 2022 budget no change to the water and sewer rates per the schedule attached hereto as Exhibit A; and

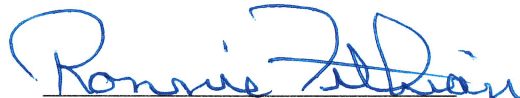
THEREFORE, BE IT RESOLVED, by the County Commissioners of Kent County, Maryland, that effective July 1, 2021, all water and sewer rates charged by the County shall be the FY2022 rates as set forth on "Exhibit A" which is attached hereto and incorporated herein, until changed by the County Commissioners by resolution; provided that charges not based on consumptions or minimums in lieu or a part thereof (e.g., hook up charges, penalties, disconnection charges, etc.) shall remain unchanged.

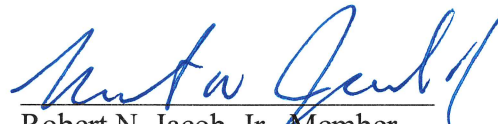
ATTEST:

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND


Sondra M. Blackiston, Clerk


P. Thomas Mason, President


Ronald H. Fithian, Member


Robert N. Jacob, Jr., Member

ADOPTED: June 15, 2021

Exhibit A

Kent County Department of Water and Wastewater Services Quarterly Rate Schedule July 1, 2021 – June 30, 2022

Universal Rates throughout Kent County

Residential/Commercial

Water	\$131.29	
Sewer	170.18	
Bay Restoration Fee	<u>15.00</u>	
	\$316.47	12,000 gallon max; \$3.57/1,000 gallons overage

Vacant Lot

Water	\$65.65
Sewer	<u>85.09</u>
	\$150.74

Vacant Lot - Water Only

Water	\$65.65
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Vacant Lot - Sewer Only

Sewer	\$85.09
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Water Only

Water	\$131.29	12,000 gallon max; \$3.57/1,000 gallons overage
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Sewer Only

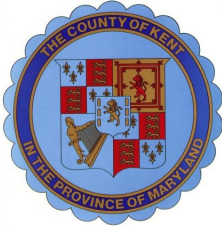
Sewer	\$170.18
Bay Restoration Fee	<u>15.00</u>
	\$185.18

Small Business

Sewer	\$85.09
Bay Restoration Fee	<u>7.50</u>
	\$92.59

Genovique Specialties Corp (6 sewer)

Sewer base	\$1,021.08
Bay Restoration Fee	<u>90.00</u>
	\$1,111.08 + sewer consumption



**Resolution 2021-11 Adoption of the FY2022 Budget
6/15/2021
County Commissioners Meeting**

ATTACHMENTS:

Description

06.15.21 Resolution 2021-11 Adoption of FY2022 Budget

06.15.21 Kent County Public Schools Annual Budget for Fiscal Year Ending June 30, 2022, Maryland State Department of Education (MSDE) Annual Budget Certification Statement

RESOLUTION 2021-11
COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

ADOPTION OF THE FY2022 BUDGET

The County Commissioners of Kent County, Maryland do hereby adopt the Fiscal Year 2022 Budget attached hereto as Exhibit A on this 15th day of June 2021.

ATTEST:

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND


Sondra M. Blackiston, Clerk


P. Thomas Mason, President


Ronald H. Fithian, Member


Robert N. Jacob, Jr., Member

ADOPTED: June 15, 2021

**KENT COUNTY, MARYLAND
FISCAL YEAR 2022 BUDGET
GENERAL FUND**

Exhibit A

REVENUES

Real and Personal Property Taxes	31,877,575
Income Taxes	15,000,000
Other Local Taxes	2,310,000
Licenses and Permits	352,338
Intergovernmental Revenue	762,983
Service Charges	464,003
Fines and Forfeitures	14,860
Rental Income	110,971
Miscellaneous	96,196
Capital Lease Proceeds	483,172
Subtotal	51,472,098
Transfers From Fund Balance	2,305,246
Transfers From Other Funds	-
Total General Fund Revenues	53,777,344

EXPENDITURES

General Government

Legislative	679,306
Circuit Court	367,969
Orphans' Court	71,941
State's Attorney's Office	806,275
Election Office	681,279
Independent Accounting and Auditing	33,200
Finance Office	845,297
Legal	57,820
Human Resources	370,973
Planning, Zoning, Housing	1,065,792
Information Systems	989,799
General Services	217,211
Building Maintenance	1,598,580
Total General Government	7,785,442

Public Safety

Law Enforcement	3,593,748
Volunteer Fire Companies	1,094,018
Corrections	3,529,356
Building Code Inspection	34,105
Board of License Commissioners	72,923
Emergency Management	178,617
Communications Division	1,217,471
Emergency Medical Services	1,721,575
Animal Control/Humane Society	292,700
Total Public Safety	11,734,513

Public Works

Public Works Administration	426,601
Recycling & Waste Management	1,429,470
Highways	4,501,658
Street Lights	12,000
Crossing Guards	4,400
Public Landings	106,905
Total Public Works	6,481,034

Conservation of Health

Health Department	538,964
Mosquito Control	36,242
Total Conservation of Health	575,206

EXPENDITURES (cont)

Social & Other Services

Upper Shore Aging	179,082
Delmarva Community Services	121,636
Department of Social Services	51,416
Kent Center	84,868
Department of Health & Mental Hygiene	20,132
Saint Martins Ministries	10,000
Court Appointed Special Advocates	14,000
Community Mediation Upper Shore	10,000
Commission on Aging	3,520
Mid-Shore Regional Council	5,000
Mid-Shore Council on Family Violence	7,000
Human Relations Commission	350
Kent Goes Purple	1,000
Imagination Library	1,000
Total Social Services	509,004

Education

Board of Education-Operating	18,559,629
Board of Education-Debt Service	215,747
Community College	485,124
Kent County Learning Center	2,500
Total Education	19,263,000

Parks, Recreation and Culture

Kent Cultural Alliance	12,500
Museums of Kent County	7,577
Parks and Recreation	2,021,343
Total Parks, Recreation and Culture	2,041,420

Library

713,899

Conservation of Natural Resources

Agriculture Extension Service	129,173
Soil Conservation Service	200,903
Waterman's Association	8,000
Forestry Board	1,693
Total Conservation of Natural Resources	339,769

Economic & Tourism Development

588,366

Debt Service

1,420,034

Intergovernmental

Municipalities	73,576
Department of Assessment & Taxation	100,000
Total Intergovernmental	173,576

Miscellaneous

Insurance	252,209
Miscellaneous Benefits / Benefit Refunds	(189,402)
Contingency	400,000
Total Miscellaneous	462,807

Transfers to Other Funds

Agricultural Preservation Fund	410
Program Open Space	57,800
Capital Projects	361,000
Circuit Court Law Library	13,000
Kent Family Center	69,834
Local Management Board	124,281
Water and Wastewater Enterprise Fund	1,062,949
Total Transfers to Other Funds	1,689,274

Total Expenditures

53,777,344

Kent County Public Schools

(Local Unit)

ANNUAL BUDGET

for the Fiscal Year Ending June 30, 2022

Authorized under §5-101, §5-102, and §5-111 of
Education Article of the Annotated Code of Maryland

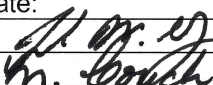
Refer to the *Financial Reporting Manual for Maryland Public Schools*, Revised 2014
for definitions of accounts to be reported on this budget.

CERTIFICATION STATEMENT

To the Board of County Commissioners or the County/City Council:
In accordance with the requirements of the Acts of the General Assembly, and the rules and regulations of the State Board of Education, and on and with the advice of the State Superintendent of Schools, the Board of Education herewith submits the itemized school budget, showing the financial needs and estimated federal, state, local, and other revenue sources of the County/City for Current Expenses, School Construction, and Debt Service.

Agreeably, thereto you are hereby requested to provide from **County/City** sources the following appropriation, respectively:

Current Expense – Recurring Local Appropriation	\$18,559,629
Current Expense – Nonrecurring Local Appropriation	\$0
Total Local Appropriation	\$18,559,629
School Construction	\$221,000
Debt Service	\$0
Duly submitted by:	Date:

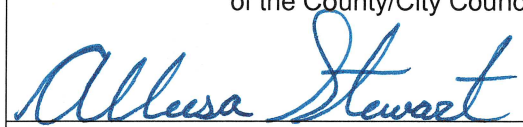
, President

, Secretary

The above appropriations from County/City sources have been approved.

 6/15/21

Signature of President or Chair
of the County/City Council or County Commissioners



Preparer

Alleesa Stewart, MBA

Telephone

(410) 778-7123

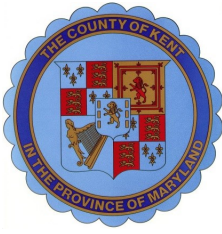
Date

June 14, 2021



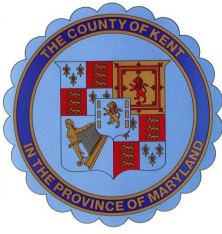
**#1 - Regular Session Minutes, June 8, 2021
6/15/2021
County Commissioners Meeting**

ATTACHMENTS:
Description



**#2 - Liquor Minutes, June 8, 2021
6/15/2021
County Commissioners Meeting**

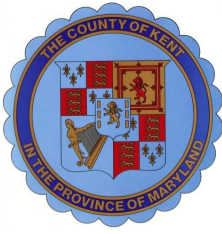
ATTACHMENTS:
Description



**#3 - Public Hearing Minutes, June 8, 2021
6/15/2021
County Commissioners Meeting**

ATTACHMENTS:

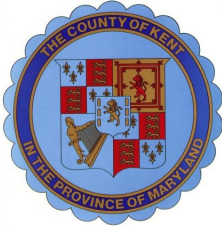
Description



**#4 - Closed Session Minutes, June 8, 2021
6/15/2021
County Commissioners Meeting**

ATTACHMENTS:

Description



Carla Gerber, Deputy Director, Planning, Housing, and Zoning
6/15/2021
County Commissioners Meeting

Item Summary:

Code Home Rule Bill 8-2021 would amend Chapter 172, Agriculture Advisory Commission, of the County Code of Kent County, Maryland, by amending the text to change the appointment requirements, revise the process for filling vacancies, clarify the functions of the Commission and its required reporting, and identify procedures related to recusal, quorum, and the efficacy of voting in different scenarios.

On May 18, 2021, the County Commissioners held a public hearing. A member of the public spoke at the hearing in support of CHR 8 -2021 with a proposed amendment. A letter was submitted and is attached for your information.

On June 1, 2021, the County Commissioners held a legislative session to consider the bill and possible amendments. The Commissioners discussed Code Home Rule 8-2021 and instructed staff to prepare new amendments that would strike the term “actively” from appearing in Chapter 172. This necessitates a new amendment 1 and a new amendment 2. These two, new amendments are detailed below for reference.

The amendments and the Code Home Rule Bill, as amended by interlineation, are presented for adoption.

ORIGINAL PROPOSAL AS SET FORTH IN THE TEXT OF CHR 8-2021

§172-1 Appointments, residency requirements, vacancies, terms

A. The Board of County Commissioners of Kent County shall appoint a seven-member commission which shall be known as the "Kent County Agriculture Advisory Commission" and which ~~shall~~ **MAY** consist of ~~a representative~~ **S** from each election district **VARIOUS TYPES OF FARMS (FARMING SECTORS) AND FARM-SUPPORTIVE BUSINESSES** of Kent County. All persons appointed must be residents of Kent County and ~~must be actively engaged in an agriculture pursuit~~ **IN A BUSINESS THAT SUPPORTS FARMS, FARMING, OR THE AGRICULTURAL SECTOR IN GENERAL, AT THE DISCRETION OF THE BOARD.** The Commission may be selected from a list containing at least two (2) names of persons living in each election district prepared by the existing Kent County Agriculture Advisory Committee.

REVISED PROPOSAL TO STRIKE THE TERM “ACTIVELY” IN **§172-1 A.** [AMENDMENT N^o 1]

§172-1 Appointments, residency requirements, vacancies, terms

A. The Board of County Commissioners of Kent County shall appoint a seven-member commission which shall be known as the "Kent County Agriculture Advisory Commission" and which ~~shall~~ **MAY**

~~consist of a representativeS from each election district~~ **VARIOUS TYPES OF FARMS (FARMING SECTORS) AND FARM-SUPPORTIVE BUSINESSES** of Kent County. All persons appointed must be residents of Kent County and must be **actively** engaged in an agriculture pursuit **IN A BUSINESS THAT SUPPORTS FARMS, FARMING, OR THE AGRICULTURAL SECTOR IN GENERAL, AT THE DISCRETION OF THE BOARD.** ~~The Commission may be selected from a list containing at least two (2) names of persons living in each election district prepared by the existing Kent County Agriculture Advisory Committee.~~

SUGGESTED AMENDMENT FOR ENGAGED LANGUAGE [AMENDMENT N^o 2]

§172-1 Appointments, residency requirements, vacancies, terms

C. FOR THE PURPOSES OF THIS CHAPTER 172, “ENGAGED” SHALL MEAN PURSUING THE PRODUCTION OF AGRICULTURAL PRODUCTS FOR PROFIT INCLUDING BUT NOT LIMITED TO THOSE WHO ARE LEESORS OR LESSEES OF LAND WHICH IS IN AGRICULTURAL PRODUCTION.

Staff recommends moving the two amendments and adopting CHR 8-2021, as amended by interlineation.

ATTACHMENTS:

Description

CHR 8-2021 Originally Proposed Legislation

CRH 8-2021 Version A - Amended by Interlineation

Letter from Pat Langenfelder re CHR 8-2021

CHR 8-2021 Advertisement for Public Hearing

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

**May 4, 2021
Legislative Session Day**

**Legislative Session Day
May 4, 2021**

**CODE HOME RULE
BILL NO. 8-2021**

INTRODUCED BY: P. Thomas Mason, President of the Board of County Commissioners for Kent County, Maryland.

AN ACT to amend Chapter 172, Agriculture Advisory Commission, of the Code of Public Laws of Kent County, Maryland, by amending the text to change the appointment requirements, revise the process for filling vacancies, clarify the functions of the Commission and its required reporting, and identify procedures related to recusal, quorum, and the efficacy of voting in different scenarios.

**THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND**

P. Thomas Mason, President

INTRODUCED, read first time, May 4, 2021, ordered posted and public hearing scheduled May 18, 2021, at 6:00 p.m. in the County Commissioners Hearing Room, R. Clayton Mitchell, Jr., Kent County Government Center, 400 High Street, Chestertown, Maryland.

By order of:

Sondra M. Blackiston, Clerk

PUBLIC HEARING

HAVING been posted and notice of time and place of hearing and copies having been made available to the public and the press, a public hearing was held on May 4, 2021. Reported favorably [with] [without] amendments; read a second time and ordered to be considered on June 1, 2021, a legislative session day.

BILL NO. 8-2021

CAPITALS AND BOLD INDICATE MATTER ADDED TO EXISTING LAW.

~~Strike through~~ indicates matter deleted from existing law.

A BILL ENTITLED CHR 8-2021 AGRICULTURAL ADVISORY COMMISSION

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND that Part III, Land Use Legislation, Chapter 172 the Code of Public Laws of Kent County is hereby amended as follows:

CHAPTER 172

AGRICULTURE ADVISORY COMMISSION

§ 172-1 Appointments; residency requirements; vacancies; term.

A. The Board of County Commissioners of Kent County shall appoint a seven-member commission which shall be known as the "Kent County Agriculture Advisory Commission" and which ~~shall~~ **MAY** consist of ~~a representativeS from each election district~~ **VARIOUS TYPES OF FARMS (FARMING SECTORS) AND FARM-SUPPORTIVE BUSINESSES** of Kent County. All persons appointed must be residents of Kent County and ~~must be actively engaged in an agriculture pursuit~~ **IN A BUSINESS THAT SUPPORTS FARMS, FARMING, OR THE AGRICULTURAL SECTOR IN GENERAL, AT THE DISCRETION OF THE BOARD.** The Commission may be selected from a list containing at least two (2) names of persons living in each election district prepared by the existing Kent County Agriculture Advisory Committee.

B. If any vacancy occurs for any cause during the term of any Commission member, the Board of County Commissioners, with regard to those persons in agriculture, may fill the vacancy ~~from a list of at least two (2) names supplied by the Commission from the election district where the former Commission member lived.~~ The Board of County Commissioners shall have full power to remove any member of the Commission for incompetency or for improper conduct or for an inexcusable nonattendance of meetings, by satisfactory evidence being presented to it of such condition. The term of each member shall be three (3) years or until ~~his~~ **A** successor takes office; ~~except the respective terms of the members just appointed shall be on a staggered basis, with some members being appointed for one (1) year, some two (2) years and some three (3) years, AS~~ **NEEDED FOR STAGGERING.** ~~No member shall serve more than two (2) consecutive terms.~~

§ 172-2 Chairman; records to be kept.

A. The Commission shall elect a Chairman from one (1) of its members and create and fill such other offices as it may determine. The term of the chairman shall be one (1) year with eligibility for reelection.

B. The Commission shall ~~hold a minimum of nine (9) meetings per year;~~ shall adopt rules for the transaction of business and shall keep records of its resolutions, transactions, findings, and determinations. Each record shall be a public record. The Board of County Commissioners shall determine from year to year what, if any, expenses and/or salaries shall be paid the Commission members, and what, if any, budget shall be set.

§ 172-3 Function of Commission.

A. It shall be the function of the Commission to provide advice to the Planning Commission of Kent County and to the Board of County Commissioners concerning any proposals and zoning changes coming before them affecting agriculture in Kent County. In this regard, the Planning ~~Administrator~~ **DEPARTMENT** shall notify the Commission of all such proposals, plans and changes, except those applications for permitted uses, within **APPROXIMATELY** fifteen (15) days of receipt of **REQUESTS AND** applicationS ~~for such proposals, plans and changes; and t.~~ The Commission shall render its advice in writing to the appropriate body within ~~thirty (30) days of notification~~ **A REASONABLE TIMEFRAME.**

B. Additionally, the Commission shall recommend proposed changes or programs for improving the Comprehensive Plan, the Zoning Ordinance for Kent County, the Subdivision Ordinance for Kent County, zoning district changes and any other changes and programs which will improve and promote agriculture in Kent County. All such recommendations shall be made in writing to the Planning Commission and the Board of County Commissioners.

§ 172-4 Report; review of Commission.

The Commission shall ~~annually~~ prepare, adopt, and file a report with the Board of County Commissioners **WHEN REQUESTED**. The ~~annual~~ report shall be available for public inspection. The Commission shall be subject to review by the Board of County Commissioners and the decisions of the Commission shall be subject to review by the Board of County Commissioners, which shall be the final authority.

§ 172-5 Quorum.

A majority of all the members appointed to the Commission shall constitute a quorum at any regular or special meeting of the Commission. **IF ANY MEMBERS RECUSE THEMSELVES FOR SPECIFIC ITEMS AND/OR VOTES, THE REMAINING MEMBERS SHALL BE CONSIDERED A VALID QUORUM FOR THE PURPOSES OF CONDUCTING BUSINESS ON SAID ITEMS AND/OR VOTES. IN THE EVENT THAT ONLY ONE MEMBER IS AVAILABLE TO VOTE ON AN ITEM, THIS CAN BE CONSIDERED A VALID VOTE BY THE COMMISSION, AS LONG AS A QUORUM OF MEMBERS ARE PRESENT AT THE MEETING. THE COMMISSION SHALL ONLY MEET AS NEEDED.**

BE IT FURTHER ENACTED by the County Commissioners of Kent County that this Act shall take effect on the _____ day of _____.

Read Third Time _____

PASSED this _____ day of _____

Failed of Passage _____

By order of:

Sondra M. Blackiston, Clerk

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

P. Thomas Mason, President

Ronald H. Fithian, Member

Robert N. Jacob, Jr., Member

ORDERED a fair summary thereof of the entire bill shall be published in at least one newspaper of general circulation in the County, not less than three times at weekly intervals within a four-week period.

BILL NO. 8-2021

CAPITALS AND BOLD INDICATE MATTER ADDED TO EXISTING LAW.

~~Strike through~~ indicates matter deleted from existing law.

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

**June 1, 2021
Legislative Session Day**

**Legislative Session Day
June 1, 2021**

**CODE HOME RULE
BILL NO. 8-2021**

INTRODUCED BY: P. Thomas Mason, President of the Board of County Commissioners for Kent County, Maryland.

AN ACT to amend Chapter 172, Agriculture Advisory Commission, of the Code of Public Laws of Kent County, Maryland, by amending the text to change the appointment requirements, revise the process for filling vacancies, clarify the functions of the Commission and its required reporting, and identify procedures related to recusal, quorum, and the efficacy of voting in different scenarios.

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

P. Thomas Mason, President

INTRODUCED, read first time, May 4, 2021, ordered posted and public hearing scheduled May 18, 2021, at 6:00 p.m. in the County Commissioners Hearing Room, R. Clayton Mitchell, Jr., Kent County Government Center, 400 High Street, Chestertown, Maryland.

By order of:

Sondra M. Blackiston, Clerk

PUBLIC HEARING

HAVING been posted and notice of time and place of hearing and copies having been made available to the public and the press, a public hearing was held on May 18, 2021. Reported favorably [with] [without] amendments; read a second time and ordered to be considered on June 1, 2021, a legislative session day.

A BILL ENTITLED CHR 8-2021 AGRICULTURAL ADVISORY COMMISSION

[AMENDED BY INTERLINEATION]

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND that the Code of Public Laws of Kent County is hereby amended as follows:

PART III, LAND USE LEGISLATION

Chapter 172

AGRICULTURE ADVISORY COMMISSION

§ 172-1 Appointments; residency requirements; vacancies; term.

A. The Board of County Commissioners of Kent County shall appoint a seven-member commission which shall be known as the "Kent County Agriculture Advisory Commission" and which shall ~~MAY~~ consist of ~~a~~ ~~representatives~~ ~~from each election district~~ **VARIOUS TYPES OF FARMS (FARMING SECTORS) AND FARM-SUPPORTIVE BUSINESSES** of Kent County. All persons appointed must be residents of Kent County and must be ~~an agriculture pursuit~~ **actively** engaged in **IN A BUSINESS THAT SUPPORTS FARMS, FARMING, OR THE AGRICULTURAL SECTOR IN GENERAL, AT THE DISCRETION OF THE BOARD.** The Commission may be selected from a list containing at least two (2) names of persons living in each election district prepared by the existing Kent County Agriculture Advisory Committee.

B. If any vacancy occurs for any cause during the term of any Commission member, the Board of County Commissioners, with regard to those persons in agriculture, may fill the vacancy ~~from a list of at least two (2) names supplied by the Commission from the election district where the former Commission member lived.~~ The Board of County Commissioners shall have full power to remove any member of the Commission for incompetency or for improper conduct or for an inexcusable nonattendance of meetings, by satisfactory evidence being presented to it of such condition. The term of each member shall be three (3) years or until ~~his~~ **A** successor takes office; ~~except the respective terms of the members just appointed shall be on a staggered basis, with some members being appointed for one (1) year, some two (2) years and some three (3) years, AS~~ **NEEDED FOR STAGGERING.** ~~No member shall serve more than two (2) consecutive terms.~~

C. FOR THE PURPOSES OF THIS CHAPTER 172, "ENGAGED" SHALL MEAN PURSUING THE PRODUCTION OF AGRICULTURAL PRODUCTS FOR PROFIT INCLUDING BUT NOT LIMITED TO THOSE WHO ARE LEASORS OR LESSEES OF LAND WHICH IS IN AGRICULTURAL PRODUCTION.

§ 172-2 Chairman; records to be kept.

A. The Commission shall elect a Chairman from one (1) of its members and create and fill such other offices as it may determine. The term of the chairman shall be one (1) year with eligibility for reelection.

B. The Commission shall ~~hold a minimum of nine (9) meetings per year;~~ shall adopt rules for the transaction of business and shall keep records of its resolutions, transactions, findings, and determinations. Each record shall be a public record. The Board of County Commissioners shall determine from year to year what, if any, expenses and/or salaries shall be paid the Commission members, and what, if any, budget shall be set.

§ 172-3 Function of Commission.

A. It shall be the function of the Commission to provide advice to the Planning Commission of Kent County and to the Board of County Commissioners concerning any proposals and zoning changes coming before them affecting agriculture in Kent County. In this regard, the Planning ~~Administrator~~ **DEPARTMENT** shall notify the Commission of all such proposals, plans and changes, except those applications for permitted uses, within **APPROXIMATELY** fifteen (15) days of receipt of **REQUESTS AND** applications ~~for such proposals, plans and changes; and t.~~ The Commission shall render its advice in writing to the appropriate body within ~~thirty (30) days of notification~~ **A REASONABLE TIMEFRAME**.

B. Additionally, the Commission shall recommend proposed changes or programs for improving the Comprehensive Plan, the Zoning Ordinance for Kent County, the Subdivision Ordinance for Kent County, zoning district changes and any other changes and programs which will improve and promote agriculture in Kent County. All such recommendations shall be made in writing to the Planning Commission and the Board of County Commissioners.

§ 172-4 Report; review of Commission.

The Commission shall ~~annually~~ prepare, adopt, and file a report with the Board of County Commissioners **WHEN REQUESTED**. The ~~annual~~ report shall be available for public inspection. The Commission shall be subject to review by the Board of County Commissioners and the decisions of the Commission shall be subject to review by the Board of County Commissioners, which shall be the final authority.

§ 172-5 Quorum.

A majority of all the members appointed to the Commission shall constitute a quorum at any regular or special meeting of the Commission. **IF ANY MEMBERS RECUSE THEMSELVES FOR SPECIFIC ITEMS AND/OR VOTES, THE REMAINING MEMBERS SHALL BE CONSIDERED A VALID QUORUM FOR THE PURPOSES OF CONDUCTING**

VERSION A

BUSINESS ON SAID ITEMS AND/OR VOTES. IN THE EVENT THAT ONLY ONE MEMBER IS AVAILABLE TO VOTE ON AN ITEM, THIS CAN BE CONSIDERED A VALID VOTE BY THE COMMISSION, AS LONG AS A QUORUM OF MEMBERS ARE PRESENT AT THE MEETING. THE COMMISSION SHALL ONLY MEET AS NEEDED.

AMENDED BY
INTERLINEATION

BILL NO. 8-2021, as amended by interlineation, indicated by ~~double-strike-through~~ and **UNDERLINING, CAPITALS AND BOLD** to indicate further amendment to the BILL; 4 of 5
CAPITALS AND BOLD alone indicate matter added to the existing law, as introduced;
~~Single-strike-through~~ indicates all matter deleted from existing law in the introduced BILL.

VERSION A

BE IT FURTHER ENACTED by the County Commissioners of Kent County that this Act shall take effect on the _____ day of _____.

Read Third Time _____

PASSED this _____ day of _____

Failed of Passage _____

By order of:

Sondra M. Blackiston, Clerk

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

P. Thomas Mason, President

Ronald H. Fithian, Member

Robert N. Jacob, Jr., Member

ORDERED a fair summary thereof of the entire bill shall be published in at least one newspaper of general circulation in the County, not less than three times at weekly intervals within a four-week period.

BILL NO. 8-2021, as amended by interlineation, indicated by ~~double-strike-through~~ and **UNDERLINING, CAPITALS AND BOLD** to indicate further amendment to the BILL; 5 of 5
CAPITALS AND BOLD alone indicate matter added to the existing law, as introduced;
~~Single-strike-through~~ indicates all matter deleted from existing law in the introduced BILL.

PATRICIA LANGENFELDER
11974 BLACK STATION RD
KENNEDYVILLE, MD 21645
SOOEE43@GMAIL.COM

May 19, 2021

Re; Code Home Rule Bill 8-2021

Dear Commissioners,

I agree with opening the appointments to the Agriculture Advisory Commission to representatives of the ag support businesses in the County. However, under this proposed draft, the appointments are not specific enough to assure that farmers will always be well represented on the commission. There could come a time, for whatever reason, when the Ag Advisory Commission would have few or no farmer representatives, but instead have a majority of ag support business representatives.

I strongly urge you to designate a certain number of the Commission members be active farmers. With that in mind, I have rewritten Paragraph A and would like to submit it for your consideration.

Appointments, residency requirements, vacancies, terms

- A. The Board of County Commissioners of Kent County shall appoint a seven member commission which shall be known as the Kent County Agriculture Advisory Commission and which MAY consist of representatives from VARIOUS TYPES OF FARMS (FARMING SECTORS) AND FARM SUPPORTIVE BUSINESSES of Kent County. All persons appointed must be residents of Kent County AND SERVE AT THE DISCRETION OF THE BOARD. A MINIMUM OF FIVE MEMBERS MUST BE ACTIVELY ENGAGED IN FARMING AND TWO MEMBERS MAY BE FARMERS OR ACTIVELY ENGAGED IN A BUSINESS THAT SUPPORTS FARMING.

Most of Paragraph A is contained in the Draft that was presented including the term "actively engaged." However, I do agree that some kind of definition of that term is warranted. The only real change I made is designating how many members would come from the farming sector and how many from the ag support business sector.

I respectfully urge you to include these changes to Code Home Rule Bill 8-2021

Thank you,
Patricia Langenfelder

The County Commissioners of Kent County

P. THOMAS MASON
PRESIDENT
CHESTERTOWN, MD

RONALD H. FITHIAN
MEMBER
ROCK HALL, MD

ROBERT N. JACOB, JR.
MEMBER
WORTON, MD

R. Clayton Mitchell, Jr.
Kent County Government Center
400 High Street
Chestertown, Maryland 21620
TELEPHONE 410-778-4600
E-MAIL kentcounty@kentgov.org
www.kentcounty.com

SHELLEY L. HELLER
COUNTY ADMINISTRATOR

THOMAS N. YEAGER
COUNTY ATTORNEY

May 4, 2021
Legislative Session Day

Legislative Session Day
May 4, 2021

CODE HOME RULE **BILL NO. 8-2021**

INTRODUCED BY: P. Thomas Mason, President of the Board of County Commissioners for Kent County, Maryland.

AN ACT to amend Chapter 172, Agriculture Advisory Commission, of the Code of Public Laws of Kent County, Maryland, by amending the text to change the appointment requirements, revise the process for filling vacancies, clarify the functions of the Commission and its required reporting, and identify procedures related to recusal, quorum, and the efficacy of voting in different scenarios.

A public hearing will be held on May 18, 2021, at 6:00 p.m. in the Commissioners' Hearing Room, R. Clayton Mitchell, Jr., Kent County Government Center, 400 High Street, Chestertown, Maryland. The hearing is open to the public, and public comment is encouraged. The County offers four (4) options for the public to provide input in the public hearing process. Written comments will be accepted until noon on May 21, 2021. Comments will be read by County staff during public testimony.

Public comments can be submitted prior to hearing by the following methods: email kentcounty@kentgov.org, letters sent to The County Commissioners of Kent County, 400 High Street, Chestertown, MD 21620, and by phone during public comment using the call-in option 1-872-239-8359 Conference ID 746 777 153 then press #.

A complete copy of the proposed legislative bill is available on the County's website at www.kentcounty.com/commissioners/draft-legislation or by calling 410-778-4600 and press 4.

By order of:

THE COUNTY COMMISSIONERS OF KENT
COUNTY, MARYLAND



Sondra M. Blackiston
Clerk

PUBLISH: KCN 05/13/21





Carla Gerber, Deputy Director, Planning, Housing, and Zoning
6/15/2021
County Commissioners Meeting

Item Summary:

The Maryland Community Development Block Grant (CDBG) Program is a federally funded program that is designed to assist governments with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities and services. The Maryland CDBG Program is administered by the Maryland Department of Housing and Community Development (DHCD).

The State of Maryland has assumed the responsibility for the administration of the program from the U.S. Department of Housing and Urban Development (HUD) and is the responsible entity for ensuring that the program is managed in compliance with regulations and requirements of CDBG and HUD. The Maryland CDBG program is administered by the Department of Housing and Community Development (DHCD).

The primary objectives of the Maryland CDBG program are to provide decent housing and necessary supporting infrastructure; to preserve and develop viable communities through the expansion of economic opportunities; and, to meet the critical needs of Maryland's communities. The Maryland CDBG program provides public funds for activities that meet at least one of the following national objectives as required by Title I of the Housing and Community Development Act of 1974, as amended (HCD Act):

- gives maximum feasible priority to activities that will benefit low and moderate (LMI) persons and households;
- aids in the prevention or elimination of slums or blight; or
- meets community needs that are of an urgent nature or an immediate threat to community health and welfare.

Additional Maryland CDBG program objectives include:

- revitalizing older neighborhoods and established communities;
- leveraging CDBG funds with other public assistance programs and private resources;
- directing growth to existing population centers;
- providing essential public services to low and moderate income persons;
- encouraging collaboration with state, federal and local programs focused on community development, economic development and planning efforts;
- supporting initiatives that preserve affordable homeownership;
- supporting capital and non-capital investments that support the homeless; and
- supporting initiatives and activities that benefit those serving or who have served in the U.S. armed forces.

The federal CDBG program regulations can be found in Title 24 of the Code of Federal Regulations Part 570 (24 CFR Part 570).

This Public Hearing is being held to obtain the views of citizens on community development and housing needs to be considered for submission of an application to the Maryland Community Development Block Grant (CDBG) Program. Citizens will have the opportunity to discuss proposed projects and to provide input on other needs to be considered. A proposed CDBG application is attached.

Per CDBG requirements, at the hearing, the jurisdiction should discuss how these funds can be utilized to meet local needs. This information is included in the application, and an overview will be presented during the Public Hearing to make the public aware of these important considerations.

At the Public Hearing, citizens will be furnished with information for review by the public including but not limited to: (1) CDBG funds available, (2) the range of activities that may be undertaken with CDBG funds, and (3) proposed projects under consideration by Kent County. This information is provided below.

(1) CDBG Funds Available

The State of Maryland will receive \$7,987,425 for SFY 2021 (FFY 2020). The award will be divided into the following categories:

STATE OF MARYLAND CDBG ALLOCATION – FFY 2020	
State Administration (2% + \$100,000)	\$259,748
Technical Assistance (1%)	\$79,874
Community Development (84% - \$100,000)	\$6,647,803
Special Projects (13%)	\$1,000,000
TOTAL	\$7,987,425

The State will match the 2% administrative allowance with State general funds as required. The 1% Technical Assistance funds will be used to pay for program administrative costs related to providing technical assistance to grantees and potential CDBG recipients. The State may also use 3% of program income returned during the program year for administration and technical assistance. In the annual Performance Report, the State will calculate the amount used and determine the State's required match.

In SFY 2021, the State will use approximately \$400,000 of program income received from the Neighborhood Stabilization Program that can be used for the CDBG Program as needed. Throughout the year, any funds that become available, including funds received due to monitoring findings, recaptures or the return of program income, will be awarded to projects as needed under Special Projects. Additionally, the State may receive program income from loans made from a CDBG Disaster Grant that was awarded after Hurricane Isabelle and can award those funds.

All funds awarded in excess of the SFY 2021 (FFY 2020) award will be included in the annual Performance Report.

(2) The Range of Activities that may be Undertaken with CDBG Funds

Activities assisted under the State CDBG program may include the following as defined more specifically in Section 105(a) of Title I of the Housing and Community Development Act of 1974 ("HCD Act of 1974"), 42 U.S.C. § 5305(a), as amended. More detailed information may be found in the [HUD Guide to National Objectives and Eligible Activities \(State and Small Cities Program\)](#) which is available on the HUD Exchange

website.

- A. Acquisition of real property.
- B. Acquisition, construction, reconstruction, or installation of public works facilities.
- C. Code enforcement in deteriorating areas.
- D. Clearance, demolition, removal, reconstruction, and rehabilitation of buildings and improvements.
- E. Removal of material and architectural barriers which restrict mobility and accessibility of elderly or handicapped persons.
- F. Provision of a new or quantifiable increase in a public service.
- G. Payment of the non-federal share required in connection with a federal grant-in-aid program undertaken as part of the program.
- H. Relocation payments for displaced individuals, families, businesses, organizations and farm operations.
- I. Planning.
- J. Payment of reasonable administrative costs.
- K. Assistance including loans and grants for activities carried out by public or private nonprofit entities, including:
 - 1. acquisition of real property;
 - 2. acquisition, construction, reconstruction, rehabilitation, or installation of:
 - a. public facilities (except for buildings for the general conduct of government), site improvements, and utilities;
 - b. commercial or industrial buildings or structures.
 - 3. planning.
- L. Assistance to neighborhood-based non-profit organizations, local development corporations, and nonprofit organizations serving the development needs of communities of non-entitlement areas or entities organized under Section 301(d) of the Small Business Investment Act of 1958, 15 U.S.C. § 681(d), to carry out a neighborhood revitalization or community economic development or energy conservation project.
- M. Activities necessary to the development of energy use strategies related to the recipient's development goals.
- N. Provision of assistance to private for-profit entities, when the assistance is appropriate to carry out an economic development (ED) project.
- O. Rehabilitation or development of housing assisted under former Section 17 of the United States Housing Act of 1937, 42 U.S.C. § 1437.
- P. Housing services such as housing counseling, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant based rental assistance.
- Q. Direct assistance to facilitate and expand homeownership among LMI persons.

(3) Proposed Projects under Consideration by Kent County for CDBG

The CDBG funds are only available for certain programs. The County has chosen to apply for funding in areas where there is need, other funding is not already being utilized, and there are eligible subrecipients that can perform the requested services and perform them in the CDBG-required manner.

Kent County's CDBG application will be requesting \$100,000.⁰⁰ of funding for a HUD-Certified Housing Counselor (HCHC) for the Maryland Rural Development Corporation (MRDC)

This project provides funding for the retention of MRDC's existing HCHC who provides

comprehensive housing counseling services for residents of Kent, Caroline, Cecil, Queen Anne's, and Talbot Counties. CDBG funding is necessary because the position was funded from a percentage of foreclosure fees, which have stopped due to the hold on Covid foreclosures.

The HCHC's duties include:

- Provide one-on-one foreclosure intervention counseling to clients facing mortgage default.
- Conduct workshops for clients on issues such as foreclosure prevention, budget building, credit issues, money management and unfair lending practice.
- Lead an intensive eight-hour group workshop on home purchasing.
- Secure and/or maintain individual certification as a homeownership counselor.
- Counsel and assist clients who have defaulted, or will default, on their mortgage payment.
- Stay current on issues relevant to the mortgage lending, refinance and changes in the foreclosure laws and the availability of resources and special programs for foreclosure prevention.
- Conduct group homeownership education sessions.
- Stay current on issues relevant to the purchase of a home including changes in the law, the availability of public funds, and special programs in Kent, Caroline, Talbot, Queen Anne's and Cecil Counties.
- Be available to work with homeless individuals through self-help by referring to local organizations for services and assist with location of temporary/permanent shelter.
- Assist community members who are in need of employment, through referral services to local job sources, Unemployment and Work Force.
- Prepare and submit accurately and in a timely manner such paperwork as is necessary to monitor the program and meet reporting requirements.
- Be available for post-mortgage counseling for such clients as may need it.
- Conduct pre-closing sessions for persons who are about to finalize their purchase of a home.
- Be current and educated on the subject of predatory lending and be able to counsel people to avoid such loans.
- Be available to meet with clients/conduct sessions if needed in the evening.
- Complete weekly reports to manager.
- Uphold high organizational standards.
- Maintain client chart to include what services have been provided.
- Enter data daily into the HCO database for any client contact.
- Collect all necessary documentation to support assistance that has been provided.
- Call clients for follow-up contact.

The CDBG application will be available for the public to review beginning on Monday, June 14, at 10 a.m., through Friday, June 18, at 4:30 p.m., during normal business hours. A digital copy will be available upon request by emailing planning@kentgov.org or calling at 410-778-7423 (voice/relay).

ATTACHMENTS:

Description

06.15.21 State of Maryland CDBG Program, SFY2021 Application, Community Development Special Projects

Public Hearing Advertisement for CDBG Application

06.15.21 Resolution 2021-12 Authorize the Application For Community Development Block Grant (CDBG) Funds to Provide for \$100,00.00 of Funding for a HUD-Certified Housing Counselor (HCHC) for the MD Rural Development Corporation

06.15.21 CDBG Application, Public Hearing Testimony Log

STATE OF MARYLAND CDBG PROGRAM

**SFY 2021
APPLICATION**

**COMMUNITY DEVELOPMENT
SPECIAL PROJECTS**



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

Kenneth C. Holt, Secretary

*DHCD
Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 20706
301/429-7525
TTY/RELAY 711 or 1/800-735-2258*



MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION SFY 2021	
1. Name of Jurisdiction: State of Maryland	2. County (Municipal applicants only): Kent County, Maryland
3. Address: 400 High St Chestertown, MD 21620-1312	4. Name of Subrecipient or Business, if applicable, and their DUNS Number: Maryland Rural Development Corporation Duns: 21467675
5. FID Number: 52-6000974 DUNS Number: 086131901	6. Name, phone number and email of jurisdiction's contact person for this application: Grant Administrator: Neoma Rohman-Salvaje, 443.786.6444 County Contact: William Mackey, 410.778.7473, wmackey@kentgov.org
7. Project title, brief description & location (Full street address(es) and zip code of Project is required): Funding of HUD Certified Housing Counselor (HCHC) for MRDC. This project provides funding for the retention of MRDC's existing HCHC who provides comprehensive housing counseling services for residents of Kent, Caroline, Cecil, Queen Annes, and Talbot Counties. CDBG funding is necessary because the position was funded from a percentage of foreclosure fees, which have dried up due to the Covid forecolore embargo. Location: across the five county region MRDC serves (Cecil, Kent, Caroline, Talbot, and Queen Anne's counties 101 Cedar Lane • P.O. Box 739 • Greensboro, MD • 21639	
8. Project type: xHousing ☐ Public Facilities ☐ Infrastructure ☐ Economic Development ☐ Other ☐ Public Services	9. National objective(s): x Low and moderate income benefit xLimited Clientele Activities

10. CDBG request: \$ <u>100,000</u> Local funds \$0 Other funds \$ <u>0</u> Total costs \$ <u>100,000</u>	11. U.S. Congressional District No.1 State District No. 36 (List State legislators for entire district): Steven Arettz, Jefferson Grise, J.Jacobs
12. Date Public Hearing held: June 15, 2021 <i>(Attach minutes and hearing notice to application)</i>	13. Required Resolution attached? x Yes ☐ No
14. Is Citizens Participation Plan current? x Yes ☐ No Dated: 6/9/2020 If not, did you attach new plan? ☐ Yes ☐ No	
15. Is Anti-Displacement Plan current? x Yes ☐ No Dated: 6/9/2020 If not, did you attach new plan? ☐ Yes ☐ No	
16. If applicable, did you complete Debarment Check on application subrecipient, developer or business? ☐ Yes ☐ No x N/A	
17. Digital Photos and CD included? ☐ Yes x No <i>(each must be labeled)</i>	18. Date:

PART A PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.
This project provides funding for the retention of MRDC's existing HCHC who provides comprehensive housing counseling services for residents of Kent, Caroline, Cecil, Queen Annes, and Talbot Counties. CDBG funding is necessary because the position was funded from a percentage of foreclosure fees, which have dried up due to the Covid forecolore embargo. The HCHC's duties include: • Provide one-on-one foreclosure intervention counseling to clients facing mortgage default. • Conduct occasional workshops for clients on issues such as foreclosure prevention, budget building, credit issues, money management and unfair lending practice. • Lead an intensive 8-hour group workshop on home purchasing. • Secure and/or maintain individual certification as a homeownership counselor. • Counsel and assist clients who have defaulted, or will default, on their mortgage payment. • Stay current on issues relevant to mortgage lending, refinance and changes in the foreclosure laws and the availability of resources and special programs for foreclosure prevention. • Conduct group homeownership education sessions. • Stay current on issues relevant to the purchase of a home including changes in the law and the availability of public funds, special programs in Kent, Caroline, Talbot, Queen Anne's and Cecil Counties.

- Be available to work with Homeless individuals through self-help by referring to local organizations for services and assisting with location of temporary/permanent shelter.
- Assist community members who are in need of employment, through referral services to local job sources, Unemployment and WorkForce.
- Prepare and submit accurately and in a timely manner such paperwork as is necessary to monitor the program and meet reporting requirements.
- Be available for post-mortgage counseling for such clients as may need it.
- Conduct pre-closing sessions for persons who are about to finalize their purchase of a home.
- Be current and educated on the subject of predatory lending and be able to counsel people to avoid such loans.
- Be available to meet with client's/conduct sessions if needed in the evening.
- Complete weekly reports to manager.
- Uphold high organizational standards.
- Maintain a client chart to include what services have been provided.
- Data entry daily into the HCO database for any client contact.
- Collect all necessary documentation to support assistance that has been provided.
- Call clients for follow-up contact.

PART B

PROJECT NEED/IMPACT: Describe the need for the proposed project. Include statistics and other documentation supporting the described need. Discuss how the project will make an impact on the described need? If existing infrastructure or facility, discuss past maintenance and improvements undertaken or deferred.

The HCHC Provides accurate, relevant, and helpful information to assist clients in developing solutions to money management, credit-related, and housing issues via telephone or in a one-on-one consultation. Even before Covid, MRDC's HCHC provided a much-needed service to the area's LMI residents. Application to Federal mortgage programs (USDA, first time home buyer program, down payment assistance, etc) REQUIRE coaching from a HCHC. Since Covid, the foreclosure embargo has given struggling homeowners a pause, but the embargo's release will unleash a tidal wave of foreclosures. Not just the ones that would have happened "naturally" but, because many (most?) banks haven't stopped charging interest and fees, they're just deferring them until the embargos end - we anticipate a 3-5x increase in foreclosures.

PART B WORKSHEET

NOTE: First time applicants must provide a copy of the most recent audit and copy of the most recent single audit.

- 1. As CDBG funds are "Gap" financing, did you pursue appropriate other funds from state, federal agencies and/or private sources? What other funding sources did you pursue for this project? What is the status of those requests?**

Yes, but due to Covid those funds have dried up. The CDBG funding will sustain this position until foreclosure funds start to flow again.

2. Please provide copies of award and rejection letters.

n/a

3. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges? no

If yes, what is the estimated monthly cost? _____

Is the cost per person or households? _____

If this project improves existing facilities, housing or utilities, is the estimated cost higher than the current amount? _____

If yes, what is the % increase? _____

n/a

Discuss how costs were determined:

n/a

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

n/a

PART C

COMMUNITY SUPPORT AND INVOLVEMENT: Describe community involvement with developing this project and application. Attach current letters of support for this project and the CDBG funding. *NOTE: This activity is separate from the public hearing(s).*

Letters of support forthcoming

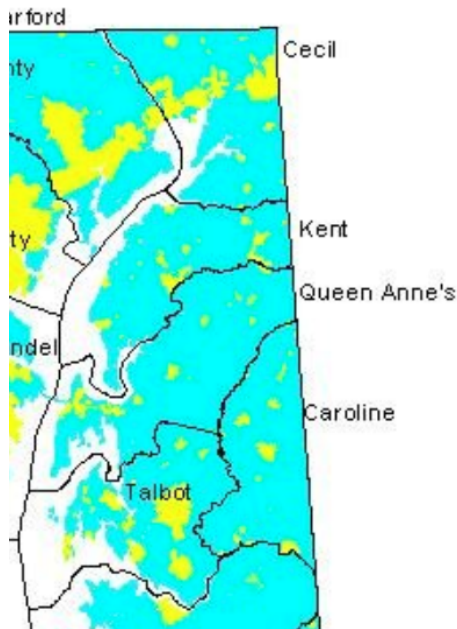
PART D

LOCAL PLANNING/GROWTH MANAGEMENT: Answer the following questions:

- 1. Describe how the proposed project conforms to revitalization strategies, marketing studies, economic development strategies, capital improvement plans, housing study, a comprehensive plan or other community plan. Do *not* submit copies of the entire plan(s), but reference the name and date of the plan, the section and the page. You should attach a copy of the REFERENCED portion which specifically mentions your project.**

2. For economic development projects discuss any feasibility studies, economic conditions survey, financial analysis, economic impact assessment or market analysis completed in relation to the proposed activity. Provide the dates those items were completed and information on who prepared them.

3. Is your project located in a Priority Funding Area? ☐ Yes ☐ No ☒ partially



List Census Tract(s)

Talbot County

960100
960201
960300
960400
960501
960502
960600
960700
960800
960900

Cecil County

030100
030200
030400
030501
030503
030505
030506
030601

**030602
030700
030903
030904
030905
030906
031201
031202
031301
031302
031400**

Kent County

**950100
950200
950300
950400
950500**

Queen Anne's County

**810100
810200
810300
810400
810500
810600
810700
810800
810901
810902
811000**

Caroline County

**955000
955100
955201
955202
955301
955302
955400
955500
955600**

NATIONAL OBJECTIVE:

PART E

1. Using the attached “National Objective” chart, determine which national objective will be met by the proposed project.
2. Next, fill out the appropriate worksheet (A, B, C, D or E). Insert that page behind this one in your application.
3. In the space below, describe in narrative form how the project will meet at least ONE of the national objectives.

X **1. Benefit to Low and Moderate Income Persons:**

☐ **Area Benefit (LMA)** ☐ % Determined by survey or census (Attach Survey Approval Ltr)

☐ **Housing (LMH)** ☐ Single Family ☐ Multi-Family
☐ Financial Assistance
☐ Water and Sewer Connections

XLimited Clientele (LMC) Presumed
x 51% of clientele are persons whose family is LMI
☐ Nature and location conclude area is primarily LMI
☐ Removal of architectural barriers

☐ **Jobs (LMJ)** ☐ Job Creation
☐ Job Retention

Total estimated # of beneficiaries 300 CDBG \$ per beneficiary \$333.33
Total estimated # of LMI beneficiaries 270 CDBG \$ per LMI beneficiary \$370.37
% of LMI beneficiaries to total 90%

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

**Low/Moderate Income Benefit
Worksheet B
Limited Clientele (LMC)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through limited clientele (LMC) activities, please fill out the following form and then attach it to Part E of your application.

1. **Estimated** Total Beneficiaries 300 (*Count by Persons*)
2. **Estimated** Total LMI Beneficiaries 270 (*Count by Persons*)
3. If the project benefits a group *presumed* to be low and moderate income, please identify the group:

☐ Abused Children	☐ Elderly Persons
☐ Battered Spouses	☐ Illiterate Adults
☐ Migrant Farm Workers	☐ Severely Disabled Adults
☐ Homeless Persons	☐ Person Living with AIDS
4. If the project is of such a *nature* and in such a *location* that it can be concluded that the income of the persons benefiting are primarily low and moderate income, please explain why the nature and location demonstrate this:
5. If the project requires information on family size and income, does the information demonstrate that at least 51% of the clientele served are persons from households whose income does not exceed the LMI income limits. yes MRDC serves “anyone” but the documented rate of LMI recipients is over 90%

Please identify activities: All activities executed by the HCHC will benefit LMI households (see bullets above)

Describe the proposed accomplishments of the project:

- To allow the maximum number of clients to retain their homes.

PART F

SOURCES AND USES OF FUNDS: List each specific project activity separately (*please break down the costs as far as possible*). Type in the actual sources of other funding. Indicate whether funds are “L” for loan or “G” for grant. **INDICATE STATUS OF FUNDS** using “P” for pending, “C” for committed, “R” for received, “N” for no action. Attach commitment letters and cost estimates directly behind this page of the application. For administrative costs, indicate what portion of local contribution is cash and what portion is in-kind.

THE APPLICANT IS THE JURISDICTION. ALL PROJECTS MUST INCLUDE ADMINISTRATIVE COSTS FOR THE APPLICANT.

ACTIVITY	SOURCES OF FUNDS					TOTALS BY ACTIVITY	STATUS
	CDBG: OTHER:	APPLICANT	OTHER :	OTHER:			
Salary for HCHC	90,000	0	0	0	0	90,000	P
Project Admin. (Cash)	10,000	0	0	0	0	10,000	P
Project Admin. (In-Kind)	0	3,640	0	0	0	3,640	
General Admin. (Cash)		0	0	0	0	0	P
General Admin. (In-Kind)		0	0	0	0	0	P
TOTALS BY SOURCES OF FUNDS	\$100,000	\$ 3,640	\$0	\$0	\$0	\$ 103,640	P

PART G

STAFFING AND PROJECT MANAGEMENT: This section will discuss the capacity of the applicant to administer the project and how CDBG funds will be used for project administration costs. Project costs for engineering, architectural services and inspections are to be identified as separate line items in Part F.

1. Identify the primary person who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation.

Neoma Rohman-Salvaje of Eleventh House Solutions, has been hired by Kent County Government to write and administer the grant. Since 2010 Neoma has worked with municipalities, utilities, small businesses, and non-profits to develop processes to navigate complex administrative projects such as certifications, special projects, grant applications, and grant administration. She has administered dozens of grants and has previous experience with the CDBG grants via:

- Talbot County sponsored: "Housing on the Hill", YMCA Senior Center, NSC Transitional Housing, Talbot Interfaith Shelter renovation, and the Head Start renovation CDBG projects.
- Kent County - CV-1 CDBG
- Caroline County - Judy Center CDBG

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

William Mackey - Director, Department of Planning, Housing, and Zoning

Sandy Adams - Kent County, Office Manager

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

Please see #1 above

3. Amount of funds requested for Project Administration, if any: \$10,000

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

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds
Neoma Rohman-Salvaje	222	\$45	\$10,000

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

Expenses	Estimated Costs
n/a	0

PART H

PROJECT SCHEDULE: Using the anticipated month of grant award as the start of the activities, list all project activities and the anticipated dates for the start and end of specific activities. A CDBG grant agreement provides a 24-month implementation period so all activities to be paid for with CDBG funds must occur within this timeframe. If an activity is completed prior to application or award, indicate the actual dates.

EXAMPLE: For a Community Development application, CDBG funds are being requested for site acquisition and construction. The applicant provided the following schedule:

<u>Activity</u>	<u>Begin</u>	<u>Completion</u>
Grant Award	March 1, 2021	
Environmental Review	March	May 2021
Preliminary Engineering	Completed	
Site Acquisition	June	June 2021
Bidding & Selection Engineering 2021	July	August
Meeting 180 Day Expenditure Requirement 2021	August	August
Engineering 2021	September	December
Bidding & Selection Construction 2023	January 2022 March	February 2022 February

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

<u>ACTIVITY</u>	<u>BEGIN</u>	<u>COMPLETION</u>	<u>RESPONSIBLE PERSON</u>
GRANT AWARD	7/1/21	6/30/2022	CDBG
Project Start	7/1/21	7/1/2021	Applicant
50% spendout	1/1/22	1/1/2022	Applicant
Project completion	6/30/22	6/30/2022	Applicant

PART K

FAIR HOUSING/EQUAL OPPORTUNITY: Applicants certify that a grant will be conducted and administered in conformity with applicable federal fair housing and equal opportunity laws and regulations. Complete the following to show what steps have been taken by the jurisdiction in these areas in recent years.

1. Does the jurisdiction have written employment and personnel policies and practices with equal opportunity guidelines? ☒ Yes ☐ No
2. In the past three years, have any complaints of discrimination in employment been filed against the jurisdiction by employees regarding employment? ☒ Yes ☐ No If yes, please explain. MRDC - Employee was laid off and then was in an accident. Due to an internal miscommunication she did not sign her return letter and was therefore terminated. She then sued for discrimination. MRDC conducted an investigation into how the miscommunication happened. MRDC settled.
3. Has the jurisdiction adopted a fair housing ordinance? ☒ Yes ☐ No Dated 8/4/2020
4. Has the jurisdiction taken any actions to affirmatively further fair housing through activities such as land development, zoning, site selection policies or programming or needs assessment? ☒ Yes ☐ No If yes, please describe:
Kent County has administered Housing Improvement Program (HIP) loans for many years. These loans were issued for home improvements to persons with low- and moderate-income and seniors. Currently, the program is not generating new loans. Earlier this year, Kent County adopted an amendment to the Land Use Ordinance to allow existing multi-family dwellings to become conforming uses in the Agricultural Zoning District (AZD), which are intended for sale or lease as affordable housing. This affects 24 residential units in Tolchester Village. Additionally, accessory dwelling units are permitted in most zoning districts. These units may be located within principal dwellings or built as separate structures. In addition, they may be rented which increases the supply and available mix of housing.
5. Are there fair housing advocates or agencies that work in your county? If yes, who are they? Have they informed you of either public or private issues or complaints regarding discrimination? ☒ No
There are no formal advocates or agencies, however:
 - Local Management Board is a partner with Kent Attainable Housing (<https://kentattainablehousing.org/partners/>)
 - Maryland Rural Development Corporation is the Community Action Agency for Kent County, MD and offers Housing services to the community through Loss Mitigation, Foreclosure Prevention and First Time Homebuyer programs. MRDC educates all clients on Fair Housing.
6. Are all buildings owned or occupied by the jurisdiction that are open to the public in compliance with the Americans with Disabilities Act? If not, which ones, and what are the plans to bring them into compliance? ☒ yes

PART L

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

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

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

- ☐ Special Flood Hazard Area – an area that is lower than the base flood elevation level and has special flood or mudflow, and/or flood related erosion hazard
- ☐ 100 Year Floodplain – an area that has a 1 in 100 or 1% probability of a flood event occurring in a given year
- ☐ Regulatory Floodway – an area beside a river or other watercourse that has certain restrictions placed on it related to discharging moving floodwaters downstream
- ☐ Coastal High Hazard Area – an area along the coast subject to high velocity wave action from storms or seismic sources
- ☐ 500 Year Floodplain – an area that has a 1 in 500 or .02% probability of a flood event occurring in a given year
- ☐ Non-Special Flood Hazard Area – an area that has a moderate to low risk of flooding

Comments:

**NOTICE OF PUBLIC HEARING
COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION FOR KENT COUNTY, MARYLAND**

The Board of County Commissioners of Kent County, Maryland, will conduct a Public Hearing to obtain the views of citizens on community development and housing needs to be considered for submission of an application to the Maryland Community Development Block Grant Program (CDBG). The Kent County application requests \$100,000 of funding for a HUD-Certified Housing Counselor (HCHC) for the Maryland Rural Development Corporation (MRDC). The funding will be used for retention of MRDC's existing HCHC who provides comprehensive housing counseling services for residents of Kent, Caroline, Cecil, Queen Anne's, and Talbot Counties.

Citizens will have the opportunity to discuss proposed projects and to provide input on other needs to be considered. The Public Hearing will be held at **6 p.m., on Tuesday, June 15, 2021**, in the Commissioners' Hearing Room, R. Clayton Mitchell, Jr., Kent County Government Center, 400 High Street, Chestertown, Maryland. The agenda for the meeting will be published online at <https://www.kentcounty.com/commissioners/meeting-agenda>. The agenda will be posted 24 hours in advance of the meeting, and it will include a unique call-in number, so members of the public may participate in the Public Hearing and offer comments at the meeting either by phone or by attending in-person. The Hearing Room at 400 High Street in Chestertown is open to the public.

Citizens who wish only to view and listen to the meeting and Public Hearing may do so on the Kent County livestream webpage at <https://www.kentcounty.com/commissioners/meeting-live-video>. The Commissioners are scheduled to vote on the CDBG application, following the Public Hearing, at the same meeting.

The draft CDBG application will be available for the public to review beginning on Monday, June 14, at 10 a.m., through Friday, June 18, at 4:30 p.m., during normal business hours. A digital copy is available on request by emailing planning@kentgov.org or calling 410-778-7423 (voice/relay).

Citizens will be furnished with information including but not limited to:

- the amount of CDBG funds available;
- the range of activities that may be undertaken with CDBG funds; and
- the proposed projects under consideration by Kent County, Maryland

The Maryland CDBG Program is a federally funded program designed to assist governments with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities and services. It is administered by the Maryland Department of Housing and Community Development.

The Maryland CDBG Program reflects the State's economic and community development priorities and provides public funds for activities which meet one of the following national objectives, in accordance with the federal Housing Community Development Act of 1974, as amended, that:

- benefit to low- and moderate-income persons and households;
- aid in the prevention or elimination of slums or blight; or
- meet other community development needs of an urgent nature, or that are an immediate threat to community health and welfare.

Efforts will be made to accommodate the disabled and non-English speaking residents with 24-hour advance notice to the County Commissioners' Office at (410) 778-4600 (voice/relay).

By order of:

THE COUNTY COMMISSIONERS OF
KENT COUNTY, MARYLAND

Sondra M. Blackiston
Clerk

PUBLISH: KCN 6/10/21

RESOLUTION 2021-12
COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

**A RESOLUTION TO AUTHORIZE THE APPLICATION FOR COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) FUNDS TO PROVIDE FOR \$100,000 OF
FUNDING FOR A HUD-CERTIFIED HOUSING COUNSELOR (HCHC) FOR THE
MARYLAND RURAL DEVELOPMENT CORPORATION (MRDC).**

WHEREAS, the State of Maryland through the Department of Housing and Community Development has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant Program; and

WHEREAS, Kent County, Maryland is eligible to apply for funds from the Maryland Community Development Block Grant program through the Maryland Department of Housing and Community Development; and

WHEREAS, the Board of County Commissioners of Kent County, Maryland has held the required initial public hearing related to the formulation of Kent County's CDBG Application and will also hold the required second public hearing during the grant period, if a grant is awarded to Kent County; and

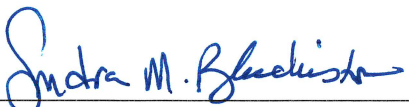
WHEREAS, the Board understands and acknowledges that it would be responsible for completion of grant activities and any corrective actions including the repayment of funds, if necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Kent County, Maryland authorizes the submittal of an application for CDBG funds in the amount of \$100,000 on this 15th day of June 2021, for the following project:

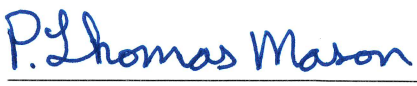
- Funding for a HUD-Certified Housing Counselor (HCHC) for the Maryland Rural Development Corporation (MRDC)

BE IT FURTHER RESOLVED, that the President of the Board is authorized and empowered to execute any and all documents required for the submission of the application.

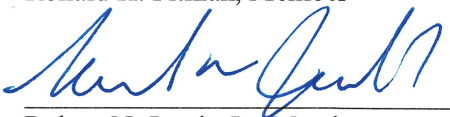
ATTEST:


Sondra M. Blackiston, Clerk

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND


P. Thomas Mason, President


Ronald H. Fithian, Member


Robert N. Jacob, Jr., Member

ADOPTED: June 15, 2021

TESTIMONY LOG

PUBLIC HEARING

June 15, 2021

CDBG Application

PLEASE SIGN IF YOU WISH TO SPEAK:

NAME (Please Print)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____

STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held a public hearing and provided appropriate notice to ensure participation of citizens in the development the project and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application; and
4. in the event that our project does trigger displacement of persons, we will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49CFR Part 24 and it has in effect and is following a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
5. will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
6. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
7. has adopted and is enforcing or will adopt if a new applicant:
 - a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.

8. will certify, to the best of the certifying official's knowledge and belief, that:
- a) no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and
 - b) if any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form- LLL, Disclosure Form to Report lobbying in accordance with its instructions; and
 - c) it will require that the language of paragraphs (a) and (b) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
9. will adhere to federal and state Code of Conduct or Conflict of Interest standards relative to conflict-of-interest restrictions and financial disclosure requirements for local elected officials and candidates; and
10. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary;
11. will comply with the provisions of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 et seq., as amended, Title 24 CFR Part 570, and with other applicable State and Federal laws if awarded this grant; and
12. will ensure that, if applicable, any subrecipient, developer or business will comply with all regulations, policies and laws that govern this grant.

I declare that I am duly authorized to make these certifications on behalf of the applicant and certify that the above actions have or will be taken.

P. Thomas Mason, President

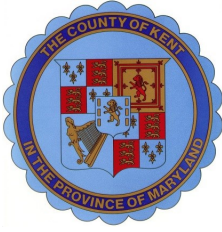
Typed Name and Title
Chief Elected Official

P. Thomas Mason

Signature

7/6/2021

Date



**Thomas N. Yeager, County Attorney and Carla Gerber, Deputy Director,
Planning, Housing, and Zoning
6/15/2021
County Commissioners Meeting**

Item Summary:

Resolution No. 2021-12 authorizes the application for Community Development Block Grant (CDBG) funds to provide for funding for a HUD-Certified Housing Counselor (HCHC) for the Maryland Rural Development Corporation (MRDC).

As part of eligibility for the CDBG grant, the County must adopt certain policies and plans including a Citizen Participation Plan and a Residential Anti-displacement and Relocation Assistance Plan. Those plans were adopted and are on file with the Department of Planning, Housing and Zoning.

The attached Resolution authorizes the application and signature of the Statement of Assurances that addresses the policies that the County must maintain to be eligible for CDBG funding.

ATTACHMENTS:

Description

06.15.21 Resolution 2021-12 Authorize the Application For Community Development Block Grant (CDBG) Funds to Provide for \$100,00.00 of Funding for a HUD-Certified Housing Counselor (HCHC) for the MD Rural Development Corporation

Statement of Assurances by Kent County

RESOLUTION 2021-12
COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

**A RESOLUTION TO AUTHORIZE THE APPLICATION FOR COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) FUNDS TO PROVIDE FOR \$100,000 OF
FUNDING FOR A HUD-CERTIFIED HOUSING COUNSELOR (HCHC) FOR THE
MARYLAND RURAL DEVELOPMENT CORPORATION (MRDC).**

WHEREAS, the State of Maryland through the Department of Housing and Community Development has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant Program; and

WHEREAS, Kent County, Maryland is eligible to apply for funds from the Maryland Community Development Block Grant program through the Maryland Department of Housing and Community Development; and

WHEREAS, the Board of County Commissioners of Kent County, Maryland has held the required initial public hearing related to the formulation of Kent County's CDBG Application and will also hold the required second public hearing during the grant period, if a grant is awarded to Kent County; and

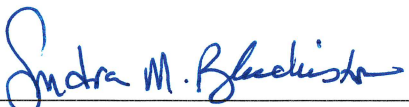
WHEREAS, the Board understands and acknowledges that it would be responsible for completion of grant activities and any corrective actions including the repayment of funds, if necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Kent County, Maryland authorizes the submittal of an application for CDBG funds in the amount of \$100,000 on this 15th day of June 2021, for the following project:

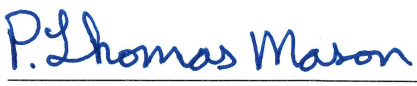
- Funding for a HUD-Certified Housing Counselor (HCHC) for the Maryland Rural Development Corporation (MRDC)

BE IT FURTHER RESOLVED, that the President of the Board is authorized and empowered to execute any and all documents required for the submission of the application.

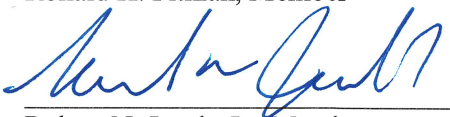
ATTEST:


Sondra M. Blackiston, Clerk

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND


P. Thomas Mason, President


Ronald H. Fithian, Member


Robert N. Jacob, Jr., Member

ADOPTED: June 15, 2021

STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held a public hearing and provided appropriate notice to ensure participation of citizens in the development the project and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application; and
4. in the event that our project does trigger displacement of persons, we will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49CFR Part 24 and it has in effect and is following a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
5. will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
6. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
7. has adopted and is enforcing or will adopt if a new applicant:
 - a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.

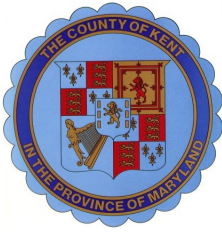
8. will certify, to the best of the certifying official's knowledge and belief, that:
- a) no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and
 - b) if any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form- LLL, Disclosure Form to Report lobbying in accordance with its instructions; and
 - c) it will require that the language of paragraphs (a) and (b) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
9. will adhere to federal and state Code of Conduct or Conflict of Interest standards relative to conflict-of-interest restrictions and financial disclosure requirements for local elected officials and candidates; and
10. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary;
11. will comply with the provisions of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 et seq., as amended, Title 24 CFR Part 570, and with other applicable State and Federal laws if awarded this grant; and
12. will ensure that, if applicable, any subrecipient, developer or business will comply with all regulations, policies and laws that govern this grant.

I declare that I am duly authorized to make these certifications on behalf of the applicant and certify that the above actions have or will be taken.

Typed Name and Title
Chief Elected Official

Signature

Date



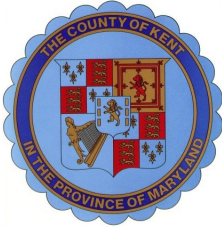
Ina Reed and Mindi Reed
6/15/2021
County Commissioners Meeting

Item Summary:

Water and Sewer Allocation - Lovers Lane, Rock Hall

ATTACHMENTS:

Description



Jamie Williams, Director, Economic & Tourism Development
6/15/2021
County Commissioners Meeting

Item Summary:

DCT Request and Thank You Letter

ATTACHMENTS:

Description

06.08.21 Delmarva Community Transit (DCT) Request to Use Buses During Rock Hall's 2021 Pirate and Wenches Weekend Event

The Board of License Commissioners of Kent County

P. THOMAS MASON
PRESIDENT
CHESTERTOWN, MD

RONALD H. FITHIAN
MEMBER
ROCK HALL, MD

ROBERT N. JACOB, JR.
MEMBER
WORTON, MD

R. Clayton Mitchell, Jr.
Kent County Government Center
400 High Street
Chestertown, Maryland 21620
TELEPHONE 410-778-7435

www.kentcounty.com/alcoholic-beverage

SHELLEY L. HELLER
COUNTY ADMINISTRATOR

THOMAS N. YEAGER
COUNTY ATTORNEY

J. TERRY OBER, INSPECTOR
KENT ALCOHOL AND TOBACCO
ENFORCEMENT

June 15, 2021

Delmarva Community Transit
Keith Adkins
Transportation Operations Manager
2450 Cambridge Beltway
Cambridge, MD 21613

Dear Mr. Adkins:

On behalf of the Board of County Commissioners, the Town of Rock Hall, and Rock Hall's local non-profit and volunteer community, we thank Delmarva Community Transit (DCT) for allowing the use of DCT buses for the transportation needs during the Rock Hall, Pirates & Wenches Weekend over the years. The event brings tourist to our area, supports our local businesses, and showcases our Town and County.

This year the event will be held August 13-15th, and we request use of four buses on Saturday, August 14, 2021, from 8 a.m. until 9 p.m. A County employee will pick up the keys the day prior, meet the drivers on Saturday morning to pick up the buses, fill them with fuel, and return them in the evening.

Please advise if anything further is needed from Kent County or the Town of Rock Hall.

Sincerely,

P. Thomas Mason

P. Thomas Mason, President
Kent County Commissioners

Dawn E. Jacobs

Dawn Jacobs, Mayor
Town of Rock Hall





Jamie Williams, Director, Economic & Tourism Development
6/15/2021
County Commissioners Meeting

Item Summary:

American Rescue Plan - DHCD Nonprofits Grant Proposal

ATTACHMENTS:

Description

Nonprofit Grant Overview

KENT COUNTY, MARYLAND
DHCD FY21 MARYLAND RECOVERY NOW:
NONPROFITS LOCAL GOVERNMENT GRANT

The County Commissioners of Kent County, Maryland will administer the Nonprofits Local Government Grant Program. The program will provide grants to eligible Kent County nonprofits organizations to offset adverse economic impacts resulting from COVID. The funds are provided through the State of Maryland Department of Housing and Community Development (DHCD), Maryland Recovery Now Funds via SB496. Grant awards will be determined by the final number of eligible applicants.

Priority will be given to applicants that have **NOT** received an award from the NORI program DHCD administered in 2020 or previous County programs.

TERMS AND CONDITIONS

1. Be an eligible nonprofit and maintains a physical address in Kent County.
2. Be in good standing with the State of Maryland and Kent County.
3. Demonstrate a need for assistance.

Use of funds:

- Working capital, such as rent, payroll, job training, or similar costs
- Other operating costs used for the purpose of fulfilling the mission of the organization
- Expenses incurred between March 1, 2020 – December 31, 2021

Funds may NOT be used for:

- Activities that promote a religious doctrine
- Payment of debts or legal settlements
- Political or partisan purposes
- Funding to public schools and/or public agencies

Information required to complete the application:

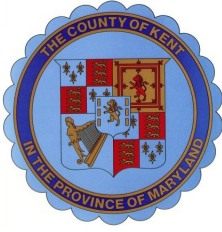
- Fully completed application
- Completed W-9
- Form 990 from 2019 or 2020 tax filing or other official documentation verifying IRS Nonprofit designation

Once the applicants are verified and approved, pending funding availability, the applicant will receive the grant check. Applications will be processed within 15 business days of receipt.

Grantees agrees to report back on the use of funds, no later than December 31, 2021.

Expenses submitted for previous COVID relief programs are not permitted, no 'double dipping'.

The funds will be administered under the direction of the Kent County Department of Economic and Tourism Development. For more information contact econdev@kentgov.org or 410-810-2168. Visit <https://www.kentcounty.com/grants> to complete the application.



Jamie Williams, Director, Economic & Tourism Development
6/15/2021
County Commissioners Meeting

Item Summary:

Letter of Support

ATTACHMENTS:

Description

06.15.21 Letter of Support, Kenneth C. Holt, Secretary, Maryland Department of Housing & Community Development, Strategic Demolition Fund Grant Application, Infrastructure of Phase II for Chestertown Business Campus

The County Commissioners of Kent County

P. THOMAS MASON
PRESIDENT
CHESTERTOWN, MD

RONALD H. FITHIAN
MEMBER
ROCK HALL, MD

ROBERT N. JACOB, JR.
MEMBER
WORTON, MD

R. Clayton Mitchell, Jr.
Kent County Government Center
400 High Street
Chestertown, Maryland 21620
TELEPHONE 410-778-4600
E-MAIL kentcounty@kentgov.org
www.kentcounty.com

SHELLEY L. HELLER
COUNTY ADMINISTRATOR

THOMAS N. YEAGER
COUNTY ATTORNEY

June 15, 2021

Kenneth C. Holt, Secretary
Maryland Department of Housing & Community Development
7800 Harkins Road
Lanham, MD 20706

RE: Letter of Support – Infrastructure of Phase II for the Chestertown Business Campus

Dear Secretary Holt:

The County Commissioners of Kent County, Maryland fully support KRM/Dixon's development of the Chestertown Business Campus and the Department of Housing and Community Development's, Division of Neighborhood Revitalization, Strategic Demolition Fund grant application for infrastructure for Phase II of the Chestertown Business Campus.

Phase II of this project provides the main entrance from MD Rt. 213 that will access new speculative warehouse/flex/office space. Infrastructure of roads, water, and sewer on this property that will be turned over to the Town once complete.

The Town of Chestertown, Kent County, and the State of Maryland have been working together to ensure the success and full build out of this project. The capital investment was originally estimated at \$80 million over 10 years and retains 350 jobs with the potential opportunity to create 400 additional jobs.

We sincerely appreciate the support and attention this project has received from the State. Additional infrastructure funding, paired with the County's investment in high-capacity fiber broadband, will accelerate the development of the speculative space for business growth in Kent County.

The County Commissioners of Kent County respectfully request favorable consideration of the Kent County Department of Housing and Community Development's, Division of Neighborhood Revitalization, Strategic Demolition Fund grant application.

Very truly yours,
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

P. Thomas Mason

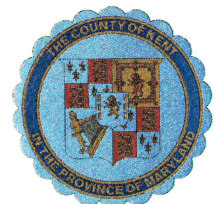
P. Thomas Mason, President

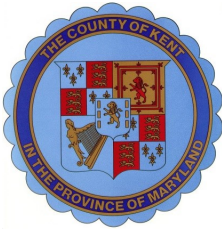
Ronald H. Fithian

Ronald H. Fithian, Member

Robert N. Jacob, Jr.

Robert N. Jacob, Jr., Member





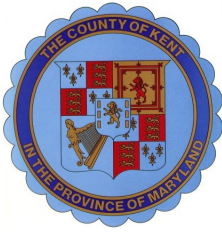
Emergency Services 6/15/2021 County Commissioners Meeting

Item Summary:

Dispatcher Vacancies

ATTACHMENTS:

Description



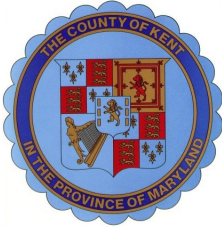
Employment Agreement
6/15/2021
County Commissioners Meeting

Item Summary:

Contractual Employee

ATTACHMENTS:

Description



John F. Price, Sheriff, Kent County Sheriff's Office
6/15/2021
County Commissioners Meeting

Item Summary:

FY2022 Sex Offender Compliance and Enforcement Grant Application

ATTACHMENTS:

Description

06.15.21 Governor's Office of Crime Control and Prevention, Sex Offender Compliance and Enforcement in Maryland-2022 SOCM Grant Application

Sex Offender Compliance and Enforcement in Maryland - 2022 (SOCM)

Applicant: Kent County Board of County Commissioners

Grant Application Form



Governor's Office of Crime Control and Prevention

Pending Submission

Governor's Office of Crime Control and Prevention
100 Community Place, 1st Floor Crownsville, MD
21032-2042 (410) 697-9338
Email: dinfo_goccp@maryland.gov

www.goccp.maryland.gov
Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor

Application Contents

- | | |
|---|---|
| ☒ Cover Sheet | ☒ Civil Rights |
| ☒ Face Sheet | ☒ Service Sites |
| ☒ Summary / Narrative | ☒ Assurances |
| ☒ Budget Summary | ☒ Anti-Lobbying |
| ☒ Personnel | ☐ Services |
| ☐ Operating | ☐ Equipment |
| ☐ Travel | ☐ Other |

Date Stamp:	OFFICE USE ONLY	
	Control Number:	Application Number:
	Received By:	Date:

Governor's Office of Crime Control & Prevention - Grant Application Form

Sex Offender Compliance and Enforcement in Maryland - 2022 (SOCM)Applicant: **Kent County Board of County Commissioners**Project Title: **FY 2022 Sex Offender Compliance and Enforcement Grant**

Kent

Local Government

Start Date: **07/01/2021**Submitted: **Pending Submission**DUNS Number: **086131901**End Date: **06/30/2022**

Funding Year:

SAM Expiration: **4/19/2022**

Applicant:

Kent County Board of County Commissioners
 R. Clayton Mitchell, Jr. Kent County Government
 Center
 400 High Street
 Chestertown, MD 21620 1312
 (410) 778-4600 FAX: (410) 778-7482

Implementing Agency:

Kent County Sheriff's Office
 Unit B
 104 Vickers Drive
 Chestertown, MD 21620 3327
 (410) 778-2279 FAX: (410) 778-7488

Authorized Official:

Mason, P. Thomas President
 kentcounty@kentgov.org
 Kent County Board of County Commissioners
 R. Clayton Mitchell, Jr. Kent County Government Center
 400 High Street
 Chestertown, MD 21620-1312
 (410) 778-4600 FAX: (410) 778-7482

Project Director:

Price, John F Sheriff
 sheriff@kentgov.org
 Kent County Sheriff's Office
 Unit B
 104 Vickers Drive
 Chestertown, MD 21620-3327
 (410) 778-2279 FAX: (410) 778-7488

Fiscal Officer:

Merritt, Patricia M Chief Finance Officer
 pmerritt@kentgov.org
 Kent County Board of County Commissioners
 R. Clayton Mitchell, Jr. Kent County Government Center
 400 High Street
 Chestertown, MD 21620-1312
 (410) 778-7456 FAX: (410) 810-2947

Funding Summary	100.0 %	Grant Funds	\$2,789.00	_____	_____
	0.0 %	Cash Match	\$0.00	_____	_____
	0.0 %	In-Kind Match	\$0.00	_____	_____
		Total Project Funds	\$2,789.00		

Project Summary

Problem Statement/Needs Justification

The Kent County Sheriff's Office is the primary law enforcement agency in Kent County, Maryland, a rural jurisdiction with approximately 19,536 people and 278 square miles. The Sheriff's Office currently employs twenty-five (22) full time sworn personnel. The Kent County Sheriff's Office currently registers and tracks between 21 - 25 sex offenders residing in Kent County, Maryland. The large percentage of sex offenders in Kent County are tier III offender, which require them to register four times a year. Lt. Stuart Lodge, Criminal Investigation Supervisor for the Kent County Sheriff's Office, is the primary law enforcement officer responsible for the Sex Offender Registry and Monitoring Program. Lt. Stuart Lodge and Corporal Jordan Proudfoot, who was recently assigned to the Criminal Investigation Division, will conduct the home compliance checks throughout the year. Cpl. Proudfoot will take the place of Capt. Hickman to fulfill the goals of the Sex Offender Compliance and Enforcement Grant.

During the past year, Capt. Hickman, Lt. Lodge and civilian employee Tressa Ball registered/re-registered all the sex offenders in Kent County. The Kent County Sheriff's Office saw sex offenders and completed the responsibility sheet approximately 98 different times during the year. This past year was unique due to COVID however we continued to register/re-register sex offenders as required.

During the last fiscal year, we did not have any arrests for violations of the sex offender registry. This is most likely since many of our home compliance checks were not conducted due to COVID related restrictions. We did not receive any tips that indicated non-compliance and we had no problems completing telephone registrations.

We also have more than one sex offender that have medical issues that, at times, will not allow them to venture out of their home and come into the Kent County Sheriff's Office to re-register. When this becomes a problem for the offender, we make accommodations to include completing the paperwork at the office and travelling to their home for their signature.

During the year numerous sex offenders could not be reached by their cell phone number. Many of the sex offender's use only prepaid cell phones and often change phone numbers or run out of minutes on their phone. During the compliance checks, Capt. Hickman and Lt. Lodge were able to personally contact the sex offender and verify any new phone numbers. It is important to be able to contact the sex offender by phone. The cell phone could also be used as an investigative tool if the sex offender needs to be located.

When COVID policy restrictions were lifted investigators utilized grant funds from the Sex Offender Registry and Monitoring Grant to pay for overtime hours, Capt. Hickman and Lt. Lodge drove to the sex offender's address and got permission to enter the home. Capt. Hickman and Lt. Lodge learn who is living at the address with the sex offender along with verifying the information on the responsibility sheet that was signed by the offender. When sex offenders are only required to register either two or four times during the year, the grant allows the Kent County Sheriff's Office to contact the offenders more frequently.

Program Goals and Objectives

This program allows the investigators to have measurable outcomes of tracking the compliance of local sex offenders who are required to register / re-register with the Maryland Sex Offender Registry. Our primary goal and objective are to maintain 100% percent compliance with the law by:

- a) Registering all new sex offenders who relocate to Kent County or who live elsewhere and work in Kent County;
- b) Re-registering lifetime registrants quarterly and fifteen-year registrants semi-annually;
- c) Make sure that every registrant has DNA on file. If not, a DNA kit is utilized, and their DNA is sent to the Maryland State Police DNA Database Unit;
- d) Continue with frequent home visits to verify compliance. Conduct semi-annual home visits unless the registrant has issues with being compliant
- e) Thorough follow-up on any complaints or concerns regarding sex offenders.
- f) Keep up with all the sex offender case law changes in Maryland
- g) Obtain arrest warrants for non-compliant sex offenders

Program Strategy/Program Logic

The Kent County Sheriff's Office will continue to register new sex offenders as they relocate to Kent County and re-register sex offenders in a timely manner as prescribed by Maryland Law. Currently all sex offenders registered in Kent County has had their DNA collected and their DNA is either on file or still being processed by the DNA Database Unit. Home visits will continue semi-annually and more frequent for registrants who tend to be a compliant issue.

The grant funds are broken down into quarters. We will attempt to use all the funds during that quarter. In the event the investigators become busy with other duties we have been able to use the funds during the following quarter. We have always been able to use all the funds that are provided to us by the end of the fiscal year.

Program Measurement

Output Measures- The Sex Offender Compliance and Enforcement Grant allows investigators to use the funds in an overtime basis to ~~properly monitor~~ the registered sex offenders residing in Kent County. Additionally, the funds are used to investigate the non-compliant sex offenders. In the past the overtime grant has allowed for approximately 50 hours of additional time investigators have been able to utilize to ensure compliance.

Initial Outcome Measures - The Kent County Sheriff's Office has utilized the funds from the grant for many years now. The Sex Offenders living in Kent County know that a detective will come to their home and check compliance. Without these funds' compliance checks would not occur or more likely only occur when a complaint is received. This is a tough to measure, but I think the few violations of the conditions of registry that we have had while being awarded the grant have shown how effective this program has been. Absent this grant we would have sex offenders not following the conditions and potentially being involved in activities that would negatively impact our community.

Impacts- The grant is effective in assisting investigators to monitor our registered sex offenders. The sex offenders know what the rules are and seem to follow them knowing they will be checked. I believe the grant does in fact increase public safety knowing that there is no cure for the urges of a sexual predator if not checked frequently they would not follow the conditions and potentially re-offend. I know we can not be there all the time but imagine if home compliance checks did not occur, a sexual predator may go unnoticed, move in with an unsuspecting victim and re-offend. At least we know while using the grant there will be no uninformed, unsuspecting potential victims in the household.

Timeline

Timeline for Implementation of the Sex Offender Registry Compliance and Enforcement

Key Consultants: Members of the Kent County Sheriff's Office Criminal Investigation

FY-2022

Timeline for Implementation of the Sex Offender Registry Compliance and Enforcement
Key Consultants: Members of the Kent County Sheriff's Office Criminal Investigation
FY-2022

[illegible]

Spending Plan

Personnel costs for any overtime hours incurred will be expended throughout the grant year on an as needed basis. When done properly the Sex Offender Registry and Monitoring process can be time consuming. With the Sex Offender Registry and Monitoring being one of the many tasks handled by the Criminal Investigation Division, the overtime funded through this grant makes it possible for the Kent County Sheriff's Office to do a thorough job and know that every registrant is compliant.

Management Capabilities

There are two members of the Kent County Sheriff's Office that will utilize the funds to register and monitor the sex offenders.

Project Director:

Sheriff John F. Price: Sheriff Price has been the Sheriff of Kent County for 20 years. Sheriff Price is the head of the primary law enforcement agency in Kent County. The Sheriff's Office is required to register all sex offenders that live or work in Kent County.

Financial Officer:

Pat Merritt: Ms. Merritt is the county treasure and has been an employee of Kent County for over 20 years. All funds that are paid to the Deputies are tracked and monitored through her office.

Key Consultants:

Lt. Stuart Lodge: Lt. Lodge has been a Deputy with the Kent County Sheriff's Office for over 15 years and oversees the Criminal Investigation Division. Lt. Lodge is in charge of registering/re-registering sex offenders and making sure all offenders are compliant. During the year Lt. Lodge will use some of the overtime funds to complete complaint checks of registered sex offenders.

Cpl. Jordan Proudfoot.: Cpl. Proudfoot is a Deputy with the Kent County Sheriff's Office and was recently assigned to the Criminal Investigation Division. Cpl. Proudfoot will also be conducting compliance checks and home visits utilizing grant funds.

The grant funds are paid to the above individuals on an overtime basis. In a small department like the Kent County Sheriff's Office the above members of the Criminal Investigation Division have many roles. The Grant funding is a vital part of properly monitoring the sex offenders. Since the Kent County Sheriff's Office began utilizing the grant the sex offenders in Kent County know their address will be verified and expect a home visit. This grant allows the above personnel to be pro-active in monitoring sex offenders.

Sustainability

The requirement of registering/re-registering sex offenders in the Kent County will be maintained in the event the funds are terminated. However, the home compliance checks, and monitoring would not continue. As we all know most sex offenders will only do the minimum that they have to. In the event the funds are terminated I suspect the sex offenders will only update their information when they are required to re-register. The funds allow us to continually monitor the sex offenders during the year and update any information that may change on a more regular basis. Additionally, most of our arrests for non-compliance originate from using the grant overtime.

The above key consultants utilize the funding to allow for proper monitoring during the fiscal year. Unfortunately, when the grant funds are concluded the home visits are discontinued and only the task of registering/re-registering is completed.

Applicant Disclosure of Pending Applications Statement

Person Completing the Project Narrative

Project Budget

Control Number:

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	\$2,789.00	\$0.00	\$0.00	\$2,789.00
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$2,789.00	\$0.00	\$0.00	\$2,789.00

Category A - Personnel

Control Number:

	Description of Position	Priority	Salary Type	Funding Type	Total
1	Personnel	1	Overtime	Grant Funds	\$2,789.00
					\$2,789.00

1. Overtime for enforcement

V. Civil Rights Requirements

Control Number:

1. Civil rights contact person: Price, John - Sheriff
2. Organization: Kent County Board of County Commissioners
3. Address: R. Clayton Mitchell, Jr. Kent County Government Center
400 High Street
Chestertown, MD 21620-1312
4. Telephone Number: (410) 778-7482
5. Number of persons employed by the organization unit responsible for implementation of this grant: 15

Project Service Sites

Certified Assurances**THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:**

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control & Prevention may reasonably require to administer the program.

6. Sub-recipients will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the

Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

8. Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.

9. That the Grantee will comply with all provisions set forth in the Governor's Office of Crime Control & Prevention's General <http://www.goccp.maryland.gov/grants/general-conditions.php> and Special Conditions.

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreement.

11. Sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.

P. Thomas Mason

June 15, 2021

Signature of Authorized Official

Date

Mason, P. Thomas - President

Name and Title

Certification Regarding Lobbying

Control Number:



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant: Kent County Board of County Commissioners
Address: R. Clayton Mitchell, Jr. Kent County Government Center
400 High Street
Chestertown, MD 21620 1312

Project Title: FY 2022 Sex Offender Compliance and Enforcement Grant
Federal ID Number: 52-6000974

Authorized Representative: Mason, P. Thomas - President

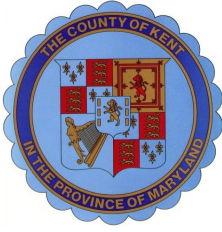
Signature:

P. Thomas Mason

June 15, 2021

Signature of Authorized Official

Date



Upper Shore Aging 6/15/2021 County Commissioners Meeting

Item Summary:

Senior Center Operating Funds Grant Application

ATTACHMENTS:

Description

06.15.21 MD Dept of Aging, Services for Senior Citizens Activities Center, Operating Fund Grant Application FY 2022, Upper Shore Aging Pass Through

**APPLICATION TO THE MARYLAND DEPARTMENT OF AGING
FOR A GRANT TO PROVIDE SERVICES FOR SENIOR CITIZENS ACTIVITIES CENTERS
THROUGH THE SENIOR CITIZENS ACTIVITIES CENTER OPERATING FUND**

Kent County Commissioners, ("Applicant" or "Agency"), like the Department, recognizes the value of senior citizens activity centers.

Therefore, the Applicant, whose Federal Tax Identification Number is 52-6000974, is applying for a senior center operating funds grant from the Department for the attached senior citizen activity center project proposal(s) within Kent (county).

The project proposals are set forth in Attachments B, C, and D:

Attachment B – FY22 SCOF Grant Narrative – Formula-based

Attachment C – FY22 SCOF Grant Narrative – Competitive

Attachment D – FY22 SCOF Budget

I. CONDITIONS OF GRANT AWARD

Applicant acknowledges that if it is awarded a grant hereunder, it will abide by all the conditions contained in this section.

1. Agreement Monitor: Agency will appoint as its Agreement Monitor:

- a. Name P. Thomas Mason
- b. Title President Kent County Commissioners
- c. Address 400 High Street, Chestertown, Maryland 21620
- d. Phone 410-778-4600
- e. Email kentcounty@kentgov.org

2. The Agency's Agreement Monitor will be the primary point of contact with the County for matters relating to the grant.
3. **Grant Period:** Any grant awarded shall be for the term beginning July 1, 2021 and ending June 30, 2022. If the grant is awarded after the start of the designated term, Agency agrees to abide by the provisions of this grant application for the entire term.

4. An itemized budget (Attachment D) shall be submitted with each application. Agency shall use uniform accounting standards in accordance with State Finance & Procurement Article §7-403.
5. Agency shall submit a mid-year report and an annual report within 20 days of the end of the reporting periods. Reports must be submitted in conjunction with standard fiscal reports for Quarters 2 and 4. The annual report shall include a narrative and budget detailing expenditures incurred and an itemized statement that fully and accurately accounts for how the grant funds were spent and shall be verified by an officer of the Agency.
6. Agency shall comply with any and all federal, State, and local laws concerning employees.
7. Agency agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental handicap which is unrelated in nature and extent so as not to reasonably preclude the performance of such employment, or sexual orientation, or any other characteristic that is forbidden as a basis for discrimination by applicable State and federal laws, such as Maryland law that forbids discrimination based on gender identity or genetic information; (b) to include a provision similar to that contained in subsection (a) above in any underlying subcontract, except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment notices setting forth the substance of this clause.
8. If the Agency fails to fulfill its obligations under the grant properly and on time, or otherwise violates any provision of the grant, the Department may terminate the grant.
9. No employee of the State of Maryland, or any department, commission, agency, or branch thereof, whose duties as such an employee include matters relating to or affecting the subject matter of this grant, shall, while such employee, become or be an employee of the Agency, or any department, commission, agency or branch thereof.

10. It is understood and agreed that the Department shall not be liable in any action of tort, contract or otherwise for any actions or responsibilities of the Agency arising out of the grant.
11. Agency may not assign or subcontract all or any part of its responsibilities under grant, without the prior written approval of the Department.
12. Neither the Department nor the Agency may use or disclose any information concerning a recipient of services provided under this grant for any purpose not directly connected with the administration of such services, except upon written consent of the recipient, or as may be required by law.
13. Agency will be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. The Department will be informed when a real or potential conflict of interest and take reasonable steps to remedy the conflict in a manner that makes the recipient's interests primary and protects client's interests to the greatest extent possible. Agency will not take unfair advantage of any professional relationship or exploit others to further their personal, religious, political, or business interests or those of their family or friends.
14. **Indemnity and Claims:**
 - a. To the fullest extent permitted by the legal instruments creating Agency and the statutes governing Agency's authority, Agency shall indemnify the State against liability for any suits, actions or claims of character arising from or relating to the performance of the Agency or its sub-grantee(s) under the grant.
 - b. The State of Maryland has no obligation to provide legal counsel or defense to the Agency or its sub-grantee(s) in the event that a suit, claim or action of any character is brought by any person against the Agency or its sub-grantee(s) as a result of or relating to the Agency obligations under the grant.
 - c. The State has no obligation for the payment of any judgments or the settlement of any claims against the Agency or its sub-grantee(s) as a result of or relating to the Agency's obligations under the grant.
 - d. The Agency shall immediately notify the Department of any claim or suit made or filed against the Agency or its subcontractors regarding any matter resulting from or relating to

the Agency's obligations under the grant, and will cooperate, assist, and consult with the State in the defense or investigation of any claim, suit, or action made or filed against the State as a result of or relating to the Agency's performance under the grant.

15. All terms of the grant requiring the Department to release funds are subject to the continuing availability of State and Federal Funds. If funds are not appropriated or otherwise made available to support continuation, the State shall have the right to terminate the grant and the Agency is not entitled to recover any costs not incurred prior to termination.
16. Agency shall retain all books, records, and other documents relevant to the grant for a period of no less than three (3) years after the date of final payment, resolution of audit findings, or disposition of non-expendable property, whichever is later, and upon receipt of reasonable written notice thereof, full access thereto and the right to examine any of said materials shall be afforded federal and/or State auditors who shall have substantiated in writing a need therefore in the performance of their official duties, and such other persons as are authorized by the Department. The Agency will provide to the Department a copy of that part of any audit performed by State or independent auditors which relates to the performance of the grant and the administration of funds provided by the Department pursuant to the grant.

II. APPLICANT REPRESENTATIONS

The Applicant hereby represents and warrants that:

- a) It is qualified to do business in the State of Maryland and that it will take such action as, from time to time, may be necessary to remain so qualified;
- b) It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of and grant awarded hereunder;
- c) It shall comply with all federal, State and local laws applicable to its activities and obligations under any grant awarded hereunder, including any Aging Program Directives issued by the Department; and,

- d) It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under any grant awarded hereunder.

Grant Applicant's Full Name: County Commissioners of Kent

Address: 400 High Street Chestertown, Maryland 21620

Phone: 410-778-4600

III. SIGNATURE

The undersigned person represents and warrants that he or she is authorized to sign this application on behalf of the Applicant and has the full power and authority to bind the Applicant to the provisions of this application.

Application executed by:

P. Thomas Mason/ President
Type or print name and title

P. Thomas Mason
Signature

June 15, 2021
Date



**SENIOR CITIZEN ACTIVITIES CENTER OPERATING FUND (SCOF) GRANT
PROGRAM NARRATIVE – FORMULA-BASED FUNDING**

Please provide brief responses to each of the following questions, depending on the type of project(s) you are proposing. Each response is limited to 750 characters. All fields are required, including project titles.

Please complete this form for your **formula-based funding request**. Competitive requests should be submitted separately, using the form provided.

If you are submitting multiple projects for either funding category, you may submit additional copies of this form.

County name: Kent

For New, Innovative Programs OR Support of Existing Program(s):

Title of project Support of Existing Programs

1. State the results-based goals of the proposal: We have several Healthy Living classes such as Zumba, Sitercise, Line Dancing, Arts Crafts, Yoga. These classes are not free, they are through Chesapeake Collegethey have a fee that is attached to these classes. We use the SCOF grant to pay these fees for the senior. We do thisbecause it allows the senior on a very fixed income to be able to participate without charge.
2. Explain the project relevance & needs to be addressed (e.g. health disparities, population health status, improving organizational capacity, etc.): these classes allow the senior to be more engaged in Physical activity. These classes are helping with balance, strength, and socialization in a group setting.

3. Provide a brief description of your approach and use of funds:

We will let the senior know when the classes are available through our calendars, radio, and word of mouth. These funds are greatly needed for the population for which we serve. The funds will be used for the Healthy living class fees.

4. Outline the partners involved and their role:

Chesapeake College, They hire the instructors and we pay the college to administer the programs.

5. Explain how the project will be evaluated, including performance measures (e.g. persons served, new memberships, health status surveys, money saved or revenue generated):

We will track person served for classes, we don't generate any revenue from these classes. We don't evaluate with surveys for these classes. We have many of the same people for these classes they take them over and over. They enjoy the socialization and exercise.

6. Explain your plans and needs to sustain this project in future years:

If we don't receive this grant we will have to charge the senior for the fee of the classes, in the past the class is not well attended if they have to pay. If the class is FREE we have the attendance.

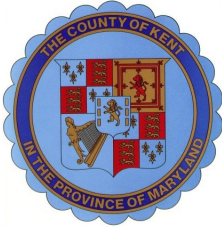
APD 21-05 Attachment D				
FY 2022 Senior Citizen Activities Center Operating Fund (SCOF) Budget				
Upper Shore Aging, Inc/Kent				
Total FY 2022 SCOF Budget				
Budget Categories:	Amy Lynn Ferris Center	(Insert Senior Center Name and/or Project)	(Insert Senior Center Name and/or Project)	(Insert Senior Center Name and/or Project)
Salaries (please list positions below)				
Fringe				
Travel				
Building Space				
Printing/Supplies				
Equipment (please specify below)				
Equipment Repairs and Maintenance				
Communications				
Utilities				
Vehicle Costs				
Contractual services (please specify below)	\$ 5,000.00			
Training (please specify below)				
Other Costs (please specify below)				
Total Costs	\$ 5,000.00		\$ -	\$ -
Total Funding Sources				
Senior Citizens Activities Center Operating Fund	\$ 5,000.00			
Participant Donations				
Local Funds				
Membership Fees (Please explain below)				
Revenue from room rentals (Please explain below)				
Other (Please explain)				
Other (Please explain)				
Total Funding	\$ 5,000.00	\$ -	\$ -	\$ -
Salaries (Please List Below)				
Equipment (Please List Below)				
Contractual Services (Please List Below)				
Chesapeake College Healthy Living Classes				
Training (Please List Below)				
Other (Please List Below)				
Membership fees revenue (Please List Below)				
Other Revenue (Please List Below)				

Amy Lynn Ferris Adult Activity Center

We are requesting these funds to support Healthy Living Classes including senior fitness and Nutrition programs. Amy Lynn Ferris Center currently offers, Zumba Gold, Line Dancing, Sitercise, yoga beginner and yoga Intermediate. Continued funding should be considered so we may continue to offer these programs at no cost to the participants. Our focus with this grant will be to increase the number of participants. We believe many of the seniors in Kent have a low income and cannot afford the class fee. Studies have shown the benefit of participating in physical fitness programs for seniors. Staying active helps to keep our senior healthy. These classes also help to promote socialization and learning new skills. We will use this grant to pay for the classes so we can provide them at no cost to the senior.

Providing these fitness and nutrition programs free of charge will enable us to reach the low income, rural and minority senior wo otherwise could not afford the classes. We will partner with Chesapeake College to provide the fitness classes.

We will evaluate these programs by tracking attendance and by conducting an exit survey through each participant. We plan to be able to sustain the program in the future by receiving this grant yearly. The programs would e promoted to the Kent County Seniors through free advertising in a local newspaper and word of mouth through our senior center participants. Our projected costs to support the programs would be \$5000.00 for contractual services thru Chesapeake college and other community partnerships.



Maryland Department of Assessment and Taxation
6/15/2021
County Commissioners Meeting

Item Summary:

Constant Yield Rate Notice

ATTACHMENTS:

Description

06.15.21 Maryland Department of Assessments and Taxation Constant Yield Tax Rate Notice



DEPARTMENT OF
ASSESSMENTS AND TAXATION

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Michael L. Higgs, Jr., Director

Form CYTR #2

Date: February 14, 2021

To: All Taxing Authorities

From: Michael Higgs, Director

Re: Department Notification - Constant Yield Tax Rate Notice

Please complete this form and return at the appropriate time as indicated to:

Department of Assessments and Taxation
Attention: Zachary Grisard, Special Assistant
300 W. Preston Street, Room 605
Baltimore, Maryland 21201
zachary.grisard@maryland.gov

Please choose one of the following actions:

- ☒ 1. The taxing authority has established a tax rate **not in excess of the Constant Yield Tax Rate** and will respond to the Department **within 15 days of when the tax rate was set.**
- ☐ 2. The taxing authority plans to exceed the Constant Yield Tax Rate and will provide the Department with a copy of the entire page containing the notice from the published newspaper or a copy of the dated notice that was mailed to each property taxpayer **within 15 days of either the date of the newspaper advertisement or the date the notice was mailed to each property taxpayer.**
- ☐ 3. The taxing authority plans to exceed the Constant Yield Tax Rate. However, they are exempt from Section 6-308 of the Tax-Property Article and will respond to the Department **within 15 days of when the tax rate was set.**

Taxing Authority: Kent County
County OR Municipality and the County in which it is incorporated

Tax Rate as of July 1, 2021: \$ 1.012

Name & Position: P. Thomas Mason, President

Signature: P. Thomas Mason Date: June 15, 2021

Phone: 410-778-7456

E-Mail Address: pmerritt@kentgov.org

Real Property Division

300 W. Preston St., Room 605, Baltimore, MD 21201

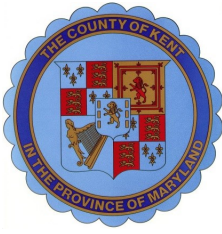
www.dat.maryland.gov

410-767-1199 (phone)

1-800-552-7724 (MD Relay)

410-333-7275 (fax)

1-888-246-5941 (toll free)



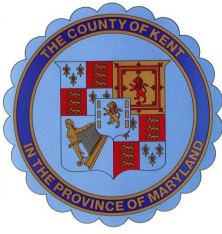
2021 Meeting Calendar 6/15/2021 County Commissioners Meeting

Item Summary:

Proposals for Summer Meeting Schedule

ATTACHMENTS:

Description



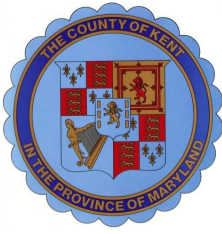
Agricultural Advisory Commission 6/15/2021 County Commissioners Meeting

Item Summary:

Thank You Letter

ATTACHMENTS:

Description



Procedures for Public Comment 6/15/2021 County Commissioners Meeting

ATTACHMENTS:

Description

Procedures for Public Comment

06.15.21 Public Comments Sign In Sheet

BOARD OF COUNTY COMMISSIONERS OF KENT COUNTY PROCEDURES FOR PUBLIC COMMENT

In addition to public appearance, the meeting is also being held virtually, via teleconference and viewable on the County website at www.kentcounty.com/government.

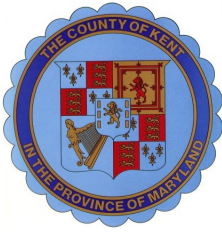
It is our desire that everyone who wishes to comment be given a fair and uninterrupted opportunity to express their views to the County Commissioners during this public comment period.

- Comments will be limited to three (3) minutes in length.
- Comments longer than three (3) minutes will be required to be submitted in writing.
- The Board President will open the meeting to Public Comments, citizens are asked to state their name, address, and the topic of interest. Citizens are to ask that all views be expressed in a respectful and civil manner. The Board respects your desire and right to convey your message freely. We ask as a courtesy to the Board and our citizens that you respect the Commissioners' request to refrain from naming citizens and name calling when offering any critique.

The County staff will acknowledge each caller, in the order they called in, announce the last 4 digits of the phone number that was used to call in, and will ask the caller to unmute their phone allowing them to comment.

**PUBLIC COMMENTS
SIGN IN SHEET
June 15, 2021**

NAME (please print)	ADDRESS	Topic



Contingency and Use of Fund Balance Report 6/15/2021 County Commissioners Meeting

ATTACHMENTS:

Description

6-1-2021 Commissioner Report Contingency

**FY21 CONTINGENCY & USE OF FUND BALANCE
AS OF COMMISSIONERS MEETING MINUTES DATED
June 1, 2021**

CONTINGENCY			
DATE APPROVED	DEPARTMENT	AMOUNT APPROVED	DESCRIPTION
9/29/20	Capital Projects	\$ 17,750	Quaker Neck Public Landing Pier and Mooring
10/6/20	Planning and Zoning	15,000	Task Force Support - Comprehensive Rezoning Update
10/20/20	Commissioners Office	30,000	Workstations and items to complete security configuration
10/27/20	Environmental Operations	16,600	Accrued penalties for effluent violations at Nicholson Landfill
11/17/20	Detention Center	4,000	Control Panel System
12/8/20	Capital Projects	65,900	Turner's Creek Bulkhead & Boat Ramp Replacement
1/26/21	Water/Wastewater Services	85,000	Repairs & Maintenance Services Worton Lagoon
3/2/21	Information Technology	29,294	Replace Uninterrupted Power Supply (UPS)
4/13/21	information Technology	8,100	Network security testing software
4/13/21	Capital Projects	21,183	Turners Creek Bulkhead-Change Order No. 2
4/13/21	State's Attorney Office	13,000	Part-time aid
4/20/21	Capital Projects	3,910	Turners Creek Bulkhead-Additional Engineering Services-unforeseen site conditions
5/4/21	WWS	13,125	Worton Portalogic System
5/4/21	WWS	7,000	Worton Tower Security Fencing
5/4/21	WWS	2,000	Plan Cabinets
5/4/21	Environmental Operations	15,031	Compact Utility Tractor
5/11/21	Buildings/Grounds-Court House	60,200	HVAC split system-Court House
TOTAL		<u>\$ 407,093</u>	
BEGINNING CONTINGENCY BUDGET		\$ 800,000	
ENDING CONTINGENCY BALANCE		<u>\$ 392,907</u>	
USE OF FUND BALANCE			
DATE APPROVED	DEPARTMENT	AMOUNT APPROVED	DESCRIPTION
09/08/2020	Alcoholic Beverage Inspector	\$ 11,732	Full-time equivalent hours increased from .50 to .70
09/29/2020	The Health Department	\$ 59,611	COLA Increase from prior years
12/08/2020	Commissioner's Office	\$ 1,380	Maintenance on Hearing Room audio/visual equip
TOTAL		<u>\$ 72,723</u>	
USE OF FUND BALANCE			
Note: If expenses are not reduced or offset by the same amount of fund balance used, this will result in a decrease in fund balance below our 7.5% target.			