

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

February 14, 2023

10:00 AM Call to Order/Pledge of Allegiance/Moment of Silence

Meeting Announcements - Time Is Allotted At The End Of Each Meeting For The Commissioners To Receive Comments From The Public

Consent Items

#1 - Regular Session Minutes, February 7, 2023

#2 - Liquor Minutes, February 7, 2023

#3 - Closed Session Minutes, February 7, 2023

Appointments

Sara Rich, CEO, and Lucie Hughes, Director of Communications, Choptank Community Health

Community Update

Public Works Director

Dedication and Release of Letter of Credit

Humane Society of Kent County

Fleet Management

Vehicle Request

Departmental Appointments

Lisa Mazingo, Director, Kent Family Center

Departmental Update

Dawson Hunter, Housing and Transportation Coordinator, Economic and Tourism Development

Thriving Communities Program Letter of Commitment

County Administrator

Muriel Cole, Commission On Aging

Request to Change Bylaws

County Administrator Report

Keith Adkins, Deputy Director, Delmarva Community Services, Inc.

Hearing Announcement

Public Hearing February 27, 2023 by Delmarva Community Services

OPPOSITION Senate Bill 327, Hunting, Wildlife Conservation, and Outdoor Recreation-Funding, Promotion, Management, Licenses, Permits, and Stamps

Senate Bill 327

SUPPORT House Bill 402/Senate Bill 402 - Kent County Board of Education - Student

Member

House Bill 402/Senate Bill 402

Public Comment/Media Review

Procedures For Public Comment

American Rescue Plan Act Funds

American Rescue Plan Act (ARPA) Funds Spend Plan

Contingency Fund

Contingency and Use of Fund Balance Report

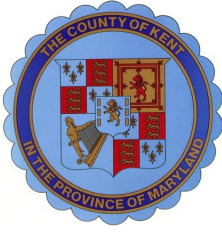
Closed Session

Shelley Heller, County Administrator and Pat Merritt, Acting Director, Human Resources

Personnel

The meeting was closed under the Annotated Code of Maryland, General Provisions Article § 3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

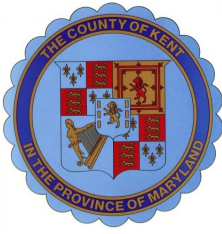
(Meetings are conducted in Open Session unless otherwise indicated. All or part of County Commissioners' meetings can be held in closed session under the authority of the MD Open Meetings Law by vote of the Commissioners. Breaks are at the call of the President. Please note that times listed for specific 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.)



**#1 - Regular Session Minutes, February 7, 2023
2/14/2023
County Commissioners Meeting**

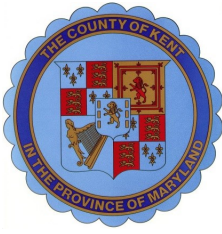
ATTACHMENTS:

Description



**#2 - Liquor Minutes, February 7, 2023
2/14/2023
County Commissioners Meeting**

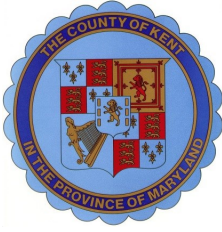
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**#3 - Closed Session Minutes, February 7, 2023
2/14/2023
County Commissioners Meeting**

ATTACHMENTS:

Description



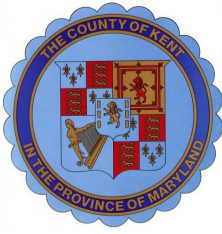
**Sara Rich, CEO, and Lucie Hughes, Director of Communications,
Choptank Community Health**

2/14/2023

County Commissioners Meeting

Item Summary:

Community Update



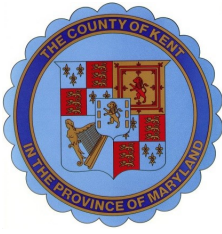
Dedication and Release of Letter of Credit
2/14/2023
County Commissioners Meeting

Item Summary:

Humane Society of Kent County

ATTACHMENTS:

Description



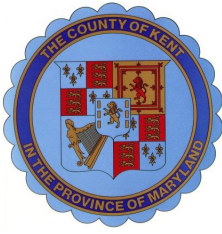
Fleet Management 2/14/2023 County Commissioners Meeting

Item Summary:

Vehicle Request

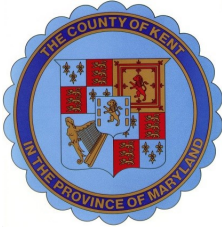
ATTACHMENTS:

Description



Lisa Mazingo, Director, Kent Family Center
2/14/2023
County Commissioners Meeting

Item Summary:
Departmental Update



**Dawson Hunter, Housing and Transportation Coordinator, Economic
and Tourism Development**

2/14/2023

County Commissioners Meeting

Item Summary:

Thriving Communities Program Letter of Commitment

ATTACHMENTS:

Description

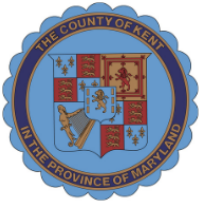
02.14.23 United States Department of Transportation (USDOT), Thriving Communities Program, Letter of Commitment

TCP Letter of Commitment UM Shore Medical Center 02.09.23

TCP Letter of Commitment Rebuilding Together Kent County

Thriving Communities Letter of Interest (LOI)

USDOT Thriving Communities Program



The County Commissioners of Kent County
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

February 14, 2023

DRAFT

United States Department of Transportation
Build America Bureau
Thriving Communities Team
1200 New Jersey Avenue, SE
Washington, DC 20590

RE: Thriving Communities Program Letter of Commitment

Dear United States Department of Transportation Thriving Communities Team:

The Kent County Board of County Commissioners ("Kent County") submitted a Letter of Interest to the US Department of Transportation (USDOT) to participate in the Fiscal Year 2022 Thriving Communities Program (TCP) to receive technical assistance, planning, and capacity building support from capacity building providers ("Capacity Builders") that are funded through the USDOT.

This letter of commitment verifies that my organization is committed to working with the community partners identified in our TCP Letter of Interest (LOI) to advance the local vision and needs we articulated in our LOI.

Per Section F of the Call for LOIs, my organization commits to providing staff resources over the two-year TCP period of performance to enable our engagement and support coordination with our community partners and the DOT-funded Capacity Builder; and to meeting other program commitments.

This includes:

- Coordinating with the assigned Capacity Builder and engage in the TCP Community of Practice.
- Coordinating with and meaningfully engage with community partners (both those identified in the LOI and additional partners that may be useful to engage in the work supported through this program) and with other staff or departments in the lead applicant agency.
- Participating in program evaluations undertaken by USDOT and/or by the Capacity Builders funded through this program. The evaluation may include an implementation assessment to help identify outstanding technical assistance needs, lessons learned from effective delivery models, and progress toward programmatic and community-identified goals. USDOT anticipates that community recipients should spend no more than three hours annually providing qualitative and quantitative input to meet these annual evaluation reporting requirements.
- Coordinating participation and engage in annual TCP meetings with Capacity Builders and USDOT, noting that funding is provided through the program to support participation of three individuals in total from my organization and the community partner organizations.

If selected, Kent County will coordinate with the assigned TCP Capacity Builder to develop and co-sign with them a Memorandum of Agreement (MOA) that describes the technical assistance, planning, and capacity building to be provided through this program for the two-year period of performance. The Capacity Builder is responsible for coordinating the MOA and providing it to USDOT. The MOA will delineate the implementation roles and responsibilities of respective organizations (including the partner organizations), anticipated timelines, deliverables, and other items that both parties feel are relevant.

We look forward to participating in the TCP to build local capacity in our organization and community to advance transformative infrastructure projects.

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

Ronald H. Fithian, President

Albert H. Nickerson, Member

John F. Price, Member

KCC/ltc

cc: Jamie Williams, Director, Economic and Tourism Development



February 9, 2023

Ronald H. Fithian, President
Dawson Hunter, Housing and Transportation Coordinator
Kent County Board of County Commissioners
400 High Street
Chestertown, MD 21620

SUBJECT: Thriving Communities Program Letter of Commitment

The University of Maryland Shore Medical Center (UMSMC) at Chestertown is listed as a key community partner in the Letter of Interest (LOI) submitted to the US Department of Transportation (USDOT) by the Kent County Board of County Commissioners to participate in the Fiscal Year 2022 Thriving Communities Program (TCP) to receive technical assistance, planning, and capacity building support from capacity building providers ("Capacity Builders") that are funded through the USDOT.

This letter of commitment verifies that UMSMC at Chestertown is committed to working with Kent County and other community partners identified in the TCP LOI to advance the local vision and needs articulated in the LOI.

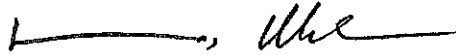
Per Section F of the Call for LOIs, I am providing the following information for my organization:

- UMSMC at Chestertown has been meeting regularly with Kent County to fully develop a partnership that initially focuses on transporting community members to and from health care appointments, and later expands to include transportation to more fully promote healthy lifestyles. We are enthusiastic about working with the County on the Thriving Communities Program to increase services such as on-demand transportation that ensures seamless access not only to medical appointments, but also to healthy food, pharmacies, fitness facilities, recreational facilities and parks, and other resources that strengthen and sustain healthy lifestyles.
- UMSMC at Chestertown intends on being actively involved in program planning, capacity building support, and assist with a need's assessment.
- As the hub of health care serving rural communities in Kent and Queen Anne's Counties, UMSMC at Chestertown provides the following key services: acute inpatient care, 24/7 emergency department, ambulatory surgical services, and a full array of diagnostic and therapeutic services. Additional community programs include: mobile wellness, population health, health education, expanded inpatient telemedicine, a Geriatric Emergency Department designation, and development of an Aging & Wellness Center.

If selected for participation in the program, UMSMC at Chestertown commits to regularly engaging with the assigned TCP Capacity Builder and members of the TCP Community of Practice. This includes the

potential to participate in annual TCP meetings with Capacity Builders and USDOT, noting that funding is provided through the program to support participation of three individuals in total from our community. We look forward to participating in the TCP to build local capacity in our organization and community to advance transformative infrastructure projects.

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis Welsh", with a long horizontal stroke extending to the right.

Dennis Welsh, MHA, FACHE
Vice President, Rural Health Care Transformation
Executive Director, UM Shore Medical Center Chestertown
University of Maryland Medical System

A handwritten signature in black ink, appearing to read "Lara D. Wilson", with a long horizontal stroke extending to the right.

Lara D. Wilson, MS
Director, Rural Health Care Transformation
UM Shore Medical Center Chestertown
University of Maryland Medical System



February 10, 2023

Ronald H. Fithian, President
Dawson Hunter, Housing and Transportation Coordinator
Kent County Board of County Commissioners
400 High Street
Chestertown, MD 21620

SUBJECT: Thriving Communities Program Letter of Commitment

My organization, Rebuilding Together Kent County, is listed as a key community partner in the Letter of Interest (LOI) submitted to the US Department of Transportation (USDOT) by the Kent County Board of County Commissioners to participate in the Fiscal Year 2022 Thriving Communities Program (TCP) to receive technical assistance, planning and capacity building support from capacity building providers ("Capacity Builders") that are funded through the USDOT.

This letter of commitment verifies that my organization is committed to working with the lead applicant and other community partners identified in the TCP LOI to advance the local vision and needs articulated in the LOI.

Per Section F of the Call for LOIs, I am providing the following information for my organization:

- Rebuilding Together Kent County has worked with Kent County Health & Social Services departments, as well as the Local Management Board, the local United Way, and other agencies and organizations that serve our most vulnerable populations. Through the Thriving Communities Program, Rebuilding Together Kent County intends to partner with Kent County and other community organizations to develop and execute an affordable housing plan—a great need in our community—that encourages collaboration, a shared vision and measurable action steps at all levels.
- Rebuilding Together Kent County intends to be even more actively involved in collaborating to create affordable housing in our community, and will commit to, at minimum, being centrally involved in the planning and execution processes.
- As an organization that repairs and rehabilitates homes for income-eligible seniors, veterans, those with disabilities, and families with children, Rebuilding Together Kent County has historically worked with disadvantaged communities. In 2022, we worked at 32 properties helping more than 60 residents live in homes that are safer, warmer and drier. The average income of the homeowners we served was \$22,644; 60% of residents were Black, 39% were seniors, and 30% indicated they were living with one or more disability.

Repairing homes, revitalizing communities, rebuilding lives.
410.708.9936 | P.O. Box 180, Chestertown, Maryland 21620 | info@rtkc.org
www.RebuildingTogetherKCMD.org

This is an equal opportunity program. Discrimination is prohibited by Federal Law.

If selected for participation in the program, my organization commits to regularly engaging with the assigned TCP Capacity Builder and members of the TCP Community of Practice. This includes the potential to participate in annual TCP meetings with Capacity Builders and USDOT, noting that funding is provided through the program to support participation of three individuals in total from our community.

We look forward to participating in the TCP to build local capacity in our organization and community to advance transformative infrastructure projects. Thank you for consideration of our county, one that is small enough that together we can make a big difference!

Sincerely,

A handwritten signature in blue ink, reading "Genevieve Croker". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Genevieve Croker
Executive Director, Rebuilding Together Kent County

Needs Statement:

Kent County is a rural Eastern Shore landscape encompassing 277 square miles, nine small towns, and five historically disadvantaged census tracts. Our dispersed population has access to a disjointed public transportation system shared with two other counties. A 2022 State-sponsored study of these three counties identified top concerns as limited hours of weekday public transportation and a lack of weekend transportation. The current weekday community transit service stops before 7:00 pm, while a shuttle service operates limited hours only part of the year Thursday through Sunday.

With towns dating to the 17th century and navigable waters on three sides (with Chesapeake Bay access), Kent County is a draw for tourists, yet many complain that they have no way of getting around. A local college has an annual enrollment of approximately 1000 students, many of whom have limited transportation options if they want to travel beyond Chestertown. At the other end of the spectrum, the aging population (60 and older) constitutes more than 35% of the County population, and is projected to grow to 40% by 2025. Of those under age 65, nearly 10% report having a disability. The combination of aging and/or having a disability while living in a rural area results in residents not obtaining needed services. Local healthcare facilities report that the lack of transportation is preventing people from receiving care.

As with transportation, Kent County lacks sufficient housing, particularly affordable housing. According to a 2022 National Association of Counties report, the typical Maryland household would have to pay 4.26 times their annual income to purchase a median-priced home in Kent County (home value-to-income ratios between 2.5-3.5 are ideal). Households earning less than \$40,280 (46% of the area median income) would have difficulty paying rent. Nearly 20% of local renters are considered severely cost-burdened; these are the residents also facing the most critical transportation barriers.

Kent County—a beautiful, promising area—has been losing residents and is the least populous Maryland county. While transportation and housing studies have been conducted, they have focused on multiple counties, and efforts to address local transportation and housing issues have been disparate and ultimately unsuccessful. Consequently, the economy suffers, residents' needs are not met, and communities do not thrive.

Three years ago, the County hired a Housing and Transportation Coordinator—a step forward. The Coordinator is focused on expanding the part-time shuttle service and partnering with University of Maryland Shore Medical Center at Chestertown in a pilot project to provide residents on-demand transportation services that promote healthy lifestyles (access to medical appointments, healthy food, pharmacies, etc.). The broader but much more costly goal is to add an electric shuttle service to support residents traveling to and from appointments, work, shopping, and activities while also providing transportation to tourists (many arriving by boat) while creating affordable housing, thereby bolstering the local economy, adding businesses, attracting more residents, establishing a robust workforce, and creating a better quality of life.

Vision Statement:

Kent County requires solid transformational plans and investments to provide accessible, reliable, and sustainable transportation options as well as safe and affordable housing, particularly workforce

DOT Thriving Communities Letter of Interest
Submitted December 2022

housing—both of which will support economic and population growth while creating a healthy thriving community. Although housing, transportation, and economic growth go hand-in-hand, Kent County has one employee working on transportation and housing. We envision eventually forming a fully staffed Transportation and Housing Office to develop and manage projects and services, working with various businesses, organizations, and individuals in the community. But first, we must form a vibrant collaboration to lead the efforts in getting plans and projects in motion.

We have chosen the Rock Hall Shuttle (DelMarva Craft), University of Maryland Shore Medical Center, and Rebuilding Together Kent County as the lead project partners. We work with the Rock Hall Shuttle to collect transportation data and, more recently, to extend services through a pilot project. The owner is enthusiastic about the idea of expanding to an electric on-demand shuttle service that will more fully meet community needs. We have met with University of Maryland Shore Medical Center regarding a partnership to provide transportation focusing on healthcare appointments and healthy lifestyle needs. Rebuilding Together Kent County repairs and rehabilitates homes for income-eligible seniors, veterans, and those with disabilities as well as families with children. They are dedicated to collaborating to create affordable housing in the county. In addition, Kent County has received promises of support for this endeavor from YMCA of the Chesapeake, Upper Shore Aging (the Area Agency on Aging), and Minary's Dream Alliance, a local minority-led nonprofit serving disadvantaged youth, adults, seniors, and families. The partners all serve and work with traditionally underrepresented voices and community stakeholders, and we are committed to inclusion with the intent to utilize diverse voices, backgrounds, and knowledge in the planning, capacity-building, and launching of community improvement projects. Cognizant of the fact that a range of community members' input is central to success, we will use surveys, meetings/focus groups, community hearings and Commissioners' meetings, committee development and recruitment, and vast social media avenues and tools to engage low-income, minority, aging, LGBTQ+, and immigrant residents as well as those with disabilities.

Our goal is to create a strong collaboration that will succeed in creating a healthy, thriving community (and individual communities in our towns) with decent affordable housing and a robust transportation system while also promoting healthy alternatives such as walking and biking trails. Kent County has incredible potential to rehabilitate, revitalize, and rebuild affordable homes and neighborhoods while establishing a transportation network serving all county residents and visitors. We are certain that with assistance, we can address the current needs of our residents and adapt to residents' changing needs as we attract new people to our community, providing options for residents and visitors to explore the natural, historical, and cultural amenities that Kent County has to offer. Success will mean providing residents with avenues to healthy lifestyles in a community focused on equity, economic growth, and sustainability.

Call for Letters of Interest to Participate in the Thriving Communities Program (FY 2022)

The U.S. Department of Transportation (DOT) invites Letters of Interest (LOIs) from eligible organizations seeking technical assistance, planning, and capacity building support through the new Thriving Communities Program. **LOIs must be submitted no later than 11:59 PM EST on December 6, 2022**, through a [fillable web-based form](#) available on DOT's Thriving Communities Program page at <https://www.transportation.gov/thriving-communities-program-letter-of-interest>.

A. What is the Thriving Communities Program?

The Thriving Communities Program (TCP)—established by the Consolidated Appropriations Act, 2022 (P.L.-117-103 Division L, Title I)—is designed to provide technical assistance, planning, and capacity building support to advance a pipeline of transportation¹ and community revitalization activities that increase mobility, reduce pollution from transportation sources, expand affordable transportation and housing options, improve health outcomes, facilitate efficient land use, preserve or expand jobs, and enhance connections to health care, education, and food security to benefit disadvantaged populations and communities. The TCP will also support and build local capacity to improve project acceleration, access to and management of Federal funding, and deployment of local hiring, workforce development and inclusive community engagement practices. DOT is issuing a separate [Notice of Funding Opportunity](#) (NOFO) to select Capacity Builders to provide technical assistance, which can be viewed at <https://www.transportation.gov/grants/thriving-communities>.

DOT is using this LOI process to select at least 30 recipients of comprehensive planning, technical assistance, and capacity building support. Recipients will be composed of coalitions of organizations from a geographic region. Selected recipients will be matched with TCP Capacity Builders to receive support over two years.

Participation in DOT's TCP is voluntary and does not obligate the awardee or recipients to apply for DOT grants or credit programs in the future, nor does participation offer preferential treatment to future applications or a guarantee of Federal funding.

B. What does the Thriving Communities Program offer?

Over a two-year period (calendar years 2023-2025), TCP recipient communities will have access to:

1. Direct, individualized deep-dive technical assistance, planning, and capacity building support including assistance with grant applications, project scoping, planning and pre-development activities, and pre-engineering studies. As applicable, assistance is also

¹ This includes pre-application planning and technical assistance for capital projects eligible under titles 23, 46, and 49, United States Code.

provided through project development, project funding and financing, and project delivery.

2. A Community of Practice comprised of local and national partners to advance policies, practices, and projects informed by meaningful public involvement and partnership.
3. Targeted technical support as part of the national TCP capacity building network.

DOT believes that communities best know the specific challenges and opportunities they face. TCP Capacity Builders will utilize a community-centered approach to work with selected recipients and their community partners to refine areas of focus and tailor assistance.

A portion of the funding DOT is providing to TCP Capacity Builders is expected to provide direct financial, staffing, and resource support to TCP recipients and their community partners.

The TCP is one of several technical assistance programs administered through DOT's Build America Bureau. The TCP will coordinate and leverage other Federal place-based technical assistance and capacity building initiatives that align with TCP goals to provide comprehensive support to selected recipient communities. DOT staff from its regional, division, or headquarters offices will serve as Federal liaisons to recipient communities. The U.S. Department of Housing and Urban Development (HUD) is funding a separate Thriving Communities technical assistance program to support communities working to increase location-efficient housing choices that will also be available to eligible DOT TCP communities. More information is available at <https://www.huduser.gov/portal/nofos/thriving-communities.html>.

C. What Types of Communities Does the TCP Support?

Eligible applicants include local, state, or Tribal governments including pueblos or villages; United States territories; metropolitan planning organizations (MPOs); transit agencies; or other political subdivisions of state or local governments. TCP will prioritize support to disadvantaged communities (see Appendix A for how DOT defines these) and others that face capacity challenges. Applicants will identify a specific geographic area of focus for TCP, described in more detail in Section E.2 below.

The TCP is focused on helping communities develop and deliver transportation projects that support and align with broader community goals. As such, the lead applicant must form Community Partnerships with other organizations working with or located in the identified focus area to collectively advance technical, organizational, and community capacity to advance a pipeline of comprehensive, community-driven infrastructure and community development projects. The composition of these Community Partnerships will be at the discretion of the lead applicant, but could include nonprofits, private sector and community-based organizations, labor unions, advocacy groups, other government entities, chambers of commerce and major employers, academic or other anchor institutions, and philanthropic organizations.

The TCP recognizes that not all communities have the same needs, and that peer learning across communities works best when there are shared challenges and goals. Accordingly, the TCP is organized into three different Communities of Practice. Each is described further in Section E.3.

Interested TCP recipients should identify to which one (1) of the following three (3) Communities of Practice they are applying to receive support and participate:

- **Main Streets** – Focused on Tribal and rural communities and the interconnected transportation, housing, community, and economic development issues they face.
- **Complete Neighborhoods** – Focused on urban and suburban communities located within metropolitan areas working to better coordinate transportation with land use, housing, and economic development.
- **Networked Communities** – Focused on those communities located near ports, airports, freight, and rail facilities to address mobility, access, environmental justice, and economic issues including leveraging their proximity to these facilities for wealth-building and economic development opportunities.

Across all three Communities of Practice, the TCP will support selected communities and government agencies to advance projects and processes aligned with DOT’s [Strategic Plan](#) and [Equity Action Plan](#) priorities for meaningful public involvement, workforce development, labor and hiring preferences, small business development and procurement, climate and decarbonization, safety, and technology transformation.

D. Who should consider applying?

Consider applying to receive planning, technical assistance, and capacity building support if:

☒	You are a state, local, or Tribal government; United States territory; MPO; transit agency; or other political subdivision of a state or local government (e.g., rural planning transportation organization, economic development district, public health department, etc.) committed to advancing the goals of the TCP to support disadvantaged communities; and are prepared to act as a lead applicant (<i>see more information on lead applicant responsibilities in Section E.1</i>).
☒	You have a team, or can assemble a team, of community partner organizations committed to working with your organization over the two-year TCP period to grow local capacity.
☒	Your organization or community has had limited success in applying for and/or receiving Federal transportation funding, or successfully delivering integrated infrastructure and community development projects.

E. How do I apply?

Those interested in receiving technical assistance, planning, and capacity building support through the TCP must submit an LOI no later than 11:59 PM EST on December 6, 2022. LOIs must be submitted by [completing the fillable webform](#) on the DOT Thriving Communities webpage: <https://www.transportation.gov/thriving-communities-program-letter-of-interest>.

A complete LOI responds to the following five steps outlined below. Interested applicants can prepare for online submission by utilizing the [preparation worksheet](#) (provided in [Word](#) and [PDF](#) formats) and by following the steps described below.



1. Form a Community Partnership Team

One of DOT's equity goals is that individuals and communities have a greater voice in transportation decisions affecting them. The TCP framework is organized around collaborative local capacity building to support comprehensive and integrated infrastructure and community development approaches. Those submitting an LOI for TCP assistance must identify a lead applicant and two key community partners. A key partner is one who can help with implementation activities and community engagement during the two-year period. For instance, this partnership could include, but is not limited to, another government agency that may have regulatory, planning, or funding tools it can contribute. Alternatively, it could be a church, local planning firm, or artist collaboration that can assist with inclusive community engagement activities. It could be a local business owner or health center from the identified focus area that will represent business and employer interests during planning processes. It may be a community

development corporation, private developer, or neighborhood advocacy group that brings community finance and housing perspectives. These are merely illustrative examples.

Applicants may assemble a team of more than two community partners if doing so supports the team's ability to meaningfully engage with the community to identify, plan, and deliver comprehensive and transformative transportation projects. For those applicants working in larger communities or metropolitan areas, DOT will view more favorably LOIs that include more than two partners and those with demonstrated skills, relationships, and experience engaging with or directly representing community interests. Applicants are **not** required to identify more than two partners in the LOI submission, and partners are **not** required to provide funding. If selected, lead applicants may also add members to their team over the two-year period.

If selected as a finalist for participation in TCP, the lead applicant will need to submit letters of commitment from its own organization and from both key community partner organizations identified in its LOI within 10 business days of notification by DOT (see Section F.1 for more details). Community partners are **not required** to make any financial commitments to participate in TCP.

Lead Applicant Role and Responsibility	Who Can be a Community Partner Organization?
• A lead applicant must be a state, local, or Tribal government; a United States territory; an MPO or rural transportation planning organization; a transit agency; or other political subdivision of a state or local government. • The lead applicant must have an implementation role for current or future transportation projects in the identified area that will be supported through the TCP. • The lead applicant must identify a staff person to serve as the primary point of contact to coordinate with the assigned TCP Capacity Builder, community partners, and the Bureau throughout the entire two-year period of support.	• Any entity that is eligible to be a lead applicant. • Eligible non-governmental partners include community-based organizations, business employers or labor organizations, private sector firms or developers, educational or anchor institutions, workforce development boards, faith-based organizations, community development financial institutions, philanthropic and civic organizations, nonprofits, and community advocacy groups with ties to the focus area. • Any of the above entities who will specifically provide local or regional technical assistance, planning and capacity building support.

2. Identify your community

The TCP is designed to support an identified community within which the program's activities for comprehensive community- and data-driven transformative infrastructure and community development activities shall take place. It is not intended to support an entire state, MPO, or transit service area or other similar large-scale geographies but rather those communities and

targeted geographies where technical assistance, planning, and capacity building needs are greatest. Applicants should identify the geographic area that will receive the TCP support based upon locally understood boundaries and transportation patterns and needs. For example, this could be the name of the town, pueblo, or suburb in need of basic transportation infrastructure improvements or located near a major freight facility, or it could be the specific city neighborhood(s) or area(s) of the county along a transportation corridor experiencing high rates of air pollution, or that are wanting to promote more development near transit stations, or where traffic safety and long-term community disinvestment challenges exist. The identified area is referred to as the “community” for the purposes of this program. Lead applicants who are Tribal governments or United States territories have the option to identify their entire political geography or identify a more focused area for participation in TCP.

Applicants should next verify whether the identified geographic focus area includes Federally identified disadvantaged census tracts, and whether these comprise a majority of the geographic area or not. This can be done using any one or a combination of the following:

- a. [DOT’s mapping tool for Historically Disadvantaged Communities](#), See Transportation Disadvantaged Census Tracts in ArcGIS Dashboards
- b. [Areas of Persistent Poverty table](#) for the County or Census tract level

Note: All Tribal lands and United States territories receive priority under Justice40; and are therefore provided disadvantaged community status.

- c. Applicants may also indicate in their LOI form whether there are other Federally designated community development zones (for example: [Empowerment Zones](#), [Promise Zones](#), or [Choice Neighborhoods](#)) within the identified geographic area

If selected as a finalist for TCP participation, DOT will validate disadvantaged community status, and may prioritize communities based on their disadvantaged community status.

3. Identify your Thriving Communities Community of Practice

Each lead applicant and its community partners must determine which Community of Practice it seeks to participate in based upon the community size, location, needs, and priorities. Each Community of Practice will focus on advancing equity through transportation improvements by addressing environmental injustice, mobility, housing choice, public health, pollution, workforce development, labor issues, and economic development through meaningful public involvement and other inclusive community engagement efforts. The table below summarizes the characteristics of each.

TCP Community of Practice	Target Applicants	Possible Transportation Focus Areas*
Main Streets	Eligible applicants located in or working with Tribal lands, United States territories, rural communities, and small towns, including communities that are not covered by an MPO. Use this MPO database to identify whether your community is covered by an MPO.	- Main Street revitalization projects - Road safety and context sensitive design solutions - Rural transit and intercity passenger travel - Trails and transportation alternatives - Improving basic infrastructure conditions alongside economic and community revitalization strategies - Climate resiliency, adaptation, and decarbonization efforts including electric vehicle charging stations
Complete Neighborhoods	Eligible applicants located in or representing metropolitan areas with an MPO. Use this MPO database to identify whether your community is covered by an MPO.	- Increasing accessibility to safe, accessible, affordable, and reliable transportation options and basic infrastructure - Transit-oriented and walkable development strategies that mitigate risk for displacement, increase affordable housing production, and/or improve access to jobs and community facilities - Transportation projects that reduce greenhouse gas emissions and improve air quality and climate resiliency - Integrating transportation and park and recreation plans to develop complete transportation networks. - Updating plans, policies, and zoning to facilitate stronger coordination of transportation, housing, land use and economic development.

TCP Community of Practice	Target Applicants	Possible Transportation Focus Areas*
Networked Communities	Eligible applicants in or representing communities of any size that are located near intercity transportation facilities such as ports, airports, and freight or rail facilities	- Projects that address environmental justice, pollution, and public health challenges - Improving community access and connectivity, including for bicyclists and pedestrians. - Road and railroad safety and design improvements, especially at crossing points and intersections and including the integration of paths, trails, and parks into transportation networks. - Projects that help transition to transportation decarbonization technologies and clean energy economies - New or extended passenger rail service

** This list is not intended to be exhaustive but rather illustrate possible transportation projects and issues that the specific Community of Practice may advance.*

4. Prepare a Needs and Vision Statement

LOI respondents must provide a 500-word needs statement and a separate 500-word vision statement along with other requested information that will be used to evaluate and select recipients of TCP support and to appropriately match those selected for participation with the appropriate TCP Capacity Builders and Communities of Practice.

The lead applicant and its community partners should collectively develop a needs statement and a vision statement which will be submitted by the lead applicant that makes the case for seeking TCP technical assistance.

The needs statement must describe in 500 words or less:

- Key challenges or needs (transportation, equity, environmental, health and safety, housing, and/or economic) that the identified community faces, including those caused by harmful historic or current policies (e.g., displacement, discrimination, segregation, exclusionary zoning) that could be addressed through the TCP.
- Technical or capacity challenges the applicant or community has faced when seeking Federal funding or delivering transportation projects, or in trying to coordinate infrastructure projects with broader community and economic development efforts.

- Any infrastructure projects that may be planned or underway, and specific or anticipated challenges your team may face in funding or implementing these projects (if applicable).

The vision statement must describe in 500 words or less:

- Community and/or organizational goals to be advanced through participation in the TCP.
- Why the key community partners were chosen and how the assembled team will be able to successfully work together to meet identified goals.
- Ways in which traditionally underrepresented voices and community stakeholders, including but not limited to those with Limited English Proficiency and those with disabilities, will be engaged in the technical assistance, planning, and capacity building process throughout the two-year period.

5. Complete LOI Worksheet

A set of additional questions are included in the [LOI submission form](#). To help prepare, review the [LOI worksheet](#) that includes all of the questions that will be asked of lead applicants. The worksheet is provided in Word and PDF formats and can be downloaded and saved to be used as a working draft in advance of submission of the webform.

6. Submit your Letter of Interest Online

The lead applicant must submit the LOI by 11:59 PM EST on December 6, 2022 via the webform available at <https://www.transportation.gov/thriving-communities-program-letter-of-interest>. Late submissions will not be reviewed.

Please review your LOI to ensure all fields have been completed before submitting the form. Please do not submit the webform more than once.

Potential applicants can request paper copy materials at:

Telephone: (202) 366-2414
Mail: U.S. Department of Transportation
 1200 New Jersey Avenue SE
 W12-412
 Washington, DC 20590

Applicants may also submit paper copy LOIs to the same mailing address listed above. Submissions must be postmarked no later than December 6, 2022.

In the event of any technical challenges, please contact ThrivingCommunities@dot.gov.

F. Additional Program Requirements

1. Obtain Letters of Commitment

DOT anticipates selection of finalists in early 2023. If selected as a finalist to participate in the TCP, DOT will notify the lead applicant and request letters of commitment from the lead applicant and the two key community partners to be submitted electronically within 10 business days of notification, as a condition of participation in the program. DOT will provide additional instructions at that time for the process to submit letters.

REQUIRED IF NOTIFIED AS A FINALIST: Lead Applicant Letter of Commitment

The lead applicant letter of commitment should be signed by the organization's senior executive committing the organization to playing the lead coordinating role for its community team if selected as a finalist. The letter should clearly demonstrate that the senior executive is aware of its commitment of staff resources for the two-year period of performance, including to:

- Coordinate with the assigned Capacity Builder and engage in the TCP Community of Practice.
- Coordinate with and meaningfully engage with the identified community partners and with other staff or departments in the lead applicant agency.
- Coordinate and submit the required reporting detailed in section F.2 of this LOI.
- Participate in annual meetings with Capacity Builders and DOT.

REQUIRED IF NOTIFIED AS A FINALIST: Community Partner Letters of Commitment

The two key community partners identified in the LOI must also submit a letter of commitment signed by the organizations' executive director, commissioner, top elected official, or equivalent if the team is selected as a finalist to participate in TCP. Letters should clearly demonstrate that the partner is aware of its commitment to participate in TCP and must clearly describe:

- The specific anticipated role of the partner organization and nature of the relationship between the lead applicant and partner organization, including a brief description of past formal or informal partnerships, if applicable.
- If applicable, indicate whether your organization may be providing technical assistance, planning or capacity building support that could be directly supported by the TCP.
- The partner organization's relationship to the identified disadvantaged community and, if applicable, its experience with engaging meaningfully with the community.

2. Reporting and Evaluation

As a condition of receiving technical assistance, participants are required to participate in program evaluations undertaken by DOT or by the Capacity Builders funded through this program. The evaluation may include an implementation assessment to help identify outstanding technical assistance needs, lessons learned from effective delivery models, and progress toward programmatic and community-identified goals. DOT anticipates that to meet these annual evaluation reporting requirements, community recipients should spend no more than three hours annually providing qualitative and quantitative input. The lead applicant will also be invited to

review and provide input to the final report developed by the Capacity Builder, which will be made publicly available by DOT.

DOT is interested in the opportunities for broader outreach and shared learning to inform future program design. This may include an annual 1.5-day TCP convening organized by DOT for capacity builders, recipients, and their community partners. Funding will be provided through TCP to enable up to 3 individuals total from the lead applicant organization and/or community partner organizations to participate, if required.

3. Administration Priorities

It is the policy of DOT to reflect Administration priorities and incorporate criteria for selection considerations related to climate change and sustainability, racial equity including environmental justice, Title VI and Civil Rights, and barriers to opportunity, labor, and workforce in its grant programs, to the extent possible and consistent with law. Those applicants selected for participation in the TCP are expected to advance these priorities via the planning, capacity building, and technical assistance they receive during the two-year period of engagement.

G. How will Community Partners be selected?

DOT anticipates selecting at least 30 communities to receive intensive support through the program in its first year; with each community assigned to a specific Community of Practice and Capacity Builder. The exact number of communities selected will be dependent upon the LOIs received, the number of Capacity Builder teams selected, and the design of each Community of Practice.

DOT may share publicly the information submitted through the LOIs to promote broader awareness of the challenges faced by disadvantaged communities and their related technical assistance needs; and to facilitate connections with other Federal or non-governmental technical assistance resources.

1. Eligibility Review

An Eligibility Review Team comprised of DOT and contractor staff will review all LOIs to confirm eligibility. The Eligibility Review Team will disqualify from consideration any LOI that:

1. Does not identify an eligible entity as a lead applicant.
2. Does not identify two key community partners.
3. Does not identify a geographic area of focus.
4. Does not verify that it has checked for disadvantaged community designation.
5. Does not submit all required LOI information.
6. Is not submitted by 11:59 PM EST on December 6, 2022.

LOIs determined to be eligible will be advanced to a Second-Level Review Team for evaluation based on the Needs-Based Selection Criteria and Priority Considerations described below.

2. Second-Level Review

An Evaluation Team comprised of DOT, inter-agency Federal staff, and contractor staff will evaluate each eligible LOI based on the following evaluation criteria. Please read each criterion carefully:

Demonstration of Need and Vision

LOI submission demonstrates:

- Commitment to develop a pipeline of transformative transportation projects in selected communities that provide equity, environmental, safety, mobility and economic benefits including to disadvantaged community residents.
- Persistent challenges in accessing Federal funding to support programs and projects benefitting disadvantaged communities.
- Limited staff, budget, and/or organizational capacity or economic hardship of the lead applicant.
- A compelling case for how participation in the TCP program will support identified community and organizational goals; including to advance current or future infrastructure and community development projects.
- Community has a demonstrated history of disadvantage, poverty, disproportionate environmental and human health burdens due to harmful past or current policies; and/or a majority of the identified geographic is identified as a disadvantaged community.

Strength of Partnerships

LOI submission demonstrates:

- How the partnerships will infuse an equity lens into technical assistance, planning, and capacity building approaches that are received, developed, and utilized.
- A comprehensive and collaborative approach among partners to infrastructure, community, and economic development; including whether for lead applicants from working in and with larger communities or metropolitan areas there are more than two key partners.
- A robust partnership team that includes at least one partner with demonstrated skills and experience building relationships to meaningfully engage with or represent community interests.
- At least one partner is a minority-owned or other disadvantaged business enterprise, a Minority-Serving Institution (for example, a historically black college or university, a Hispanic-serving institution, a Tribal college or university, an Asian American and Native American Pacific Islander-serving institution, and others), or non-profit organization located within the disadvantaged community that is identified as playing a capacity building role.

Community Leadership

LOI submission demonstrates:

- Commitment to support community visioning and inclusive engagement strategies, including engagement with those with Limited English Proficiency and those with disabilities.
- Commitment to build and sustain partnership networks with local and/or regional transportation, economic and community development, public health and/or environmental entities, stakeholders, and civic leadership.
- Strong ties among partners to and from within the disadvantaged community that will increase potential for successful long-term implementation.

The Evaluation Team will assign a rating of ‘High,’ ‘Medium,’ ‘Low,’ or ‘Non-Responsive’ to each of the three categories of criteria described above.

Rating Scale	High	Medium	Low	Non-Responsive
Description	The LOI is substantively and comprehensively responsive to the criterion. It makes a strong case for the community need, the strength of identified partnerships, and presence of community leadership and engagement.	The LOI is moderately responsive to the criterion. It makes a moderate case for the community need, the strength of identified partnerships, and presence of community leadership and engagement.	The LOI is minimally responsive to the criterion. It makes a weak case for the community need, the strength of identified partnerships, and presence of community leadership and engagement.	The LOI does not contain sufficient information. It does not advance or may negatively impact criterion goals.

The Evaluation Team will assign an overall LOI rating based on the individual criteria category ratings. The overall LOI rating may be ‘Highly Recommended,’ ‘Recommended,’ or ‘Not Recommended,’

Overall LOI Rating	Individual Criteria Ratings
Highly Recommended	• At least two ‘High’ ratings, • Zero ‘Low’ ratings, and • Zero ‘Non-Responsive’ ratings
Recommended	• At least one ‘High’ rating or three ‘Medium’ ratings,

Overall LOI Rating	Individual Criteria Ratings
	• No more than one ‘Low’ rating, and • Zero ‘Non-Responsive’ ratings
Not Recommended	• Two ‘Medium’ and one ‘Low’ rating, • More than one ‘Low’ rating, or • One or more ‘Non-Responsive’ ratings

The Evaluation Team will advance Highly Recommended LOIs to the Senior Review Team (SRT), which is comprised of DOT and HUD senior leadership as determined by the Under Secretary of Transportation for Policy (“Under Secretary”).

3. Team and Community Verification

DOT will notify lead applicants if their team has been selected for the Senior (“final”) Review Team and will request that the lead applicant submit the required letters of commitment within 10 business days of notification by DOT. DOT will provide additional instructions for the process to submit letters. If letters are not submitted as requested per DOT instructions, the team will not be selected to receive support through TCP.

DOT will also analyze the disadvantaged community status of those applicants selected for final review according to one of the tools listed in section E.1. If DOT cannot verify the information provided in the LOI, the applicant may be disqualified. DOT will also verify any final review applicants for whom a majority of the community’s geographic area is identified as disadvantaged to validate this as a priority consideration by the Senior Review Team.

4. Senior Review Team

The SRT will review all eligible ‘Highly Recommended’ LOIs and anticipates selecting at least 30 applicants for participation in the TCP. The SRT will assign selected communities to their Community of Practice. The SRT may also elect to review and select ‘Recommended’ LOIs that provide exceptional benefit to economically disadvantaged communities or that support other program goals at its discretion, conducting a similar verification process as identified above. The SRT will develop a list of applicants for consideration and final selection by the Under Secretary of Transportation for Policy, who may consult the Secretary of Transportation on those selections.

The SRT will consider the following when making final decisions:

- Diversity of geographies, community types, and lead applicant types.
- Communities and/or lead applicants and community partners with the greatest demonstrated need and/or lowest level capacity and resources.
- Communities with the greatest history of harm (e.g., displacement, segregation, exclusionary zoning), existing socioeconomic disparities, and environmental burdens and risks.

- Communities that share similar challenges and/or goals as other applicants for technical assistance that can fit well into a specific Community of Practice.
- Alignment of the needs and challenges of the community being served with the specific technical assistance, planning, and capacity building support that will be provided through selected TCP Capacity Builders.
- The extent to which the community partners' goals support broader TCP goals and can be accomplished by receiving assistance through the TCP.
- Alignment with regions and communities identified for priority consideration through other Federal initiatives such as, but not limited to, the Department of Agriculture's Rural Partners Network, the Interagency Working Group on Coal and Power Plan Communities and Economic Revitalization, the Economic Development Administration's Economic Recovery Corps, and the Environmental Protection Agency's Environmental Justice Thriving Communities Technical Assistance Centers.
- Communities that have disproportionate rates of pollution and poor air quality; are experiencing disproportionate effects (as defined by Executive Order No. 12898); are an area of persistent poverty as defined in section 6702(a)(1) of title 49, United States Code; and/or are historically disadvantaged.

APPENDIX A. DEFINITIONS

For the purposes of the TCP, DOT has defined the following definitions.

Areas of Persistent Poverty: An area of persistent poverty is a county with 20 percent or more of the population living in poverty over the 30 years preceding the date of enactment of the Infrastructure Investment and Jobs Act, November 15, 2021, as measured by the 1990 and 2000 decennial census and the most recent Small Area Income and Poverty Estimates. Alternatively, data to support eligibility may also be from any census tract with a poverty rate of at least 20 percent as measured by the 2013-2017, five-year data series available from the American Community Survey of the Census Bureau.

Capacity Building: Activities designed to improve the ability of an organization to design and implement the necessary technical, financial, business, data analysis, and management skills of grantees to access Federal funding, meet Federal requirements, undertake statewide and metropolitan long-range planning and programming activities, and implement other activities that broadly support project development and delivery. This includes developing long-term community capacity to sustain partnerships and engage non-governmental partners, leadership and workforce development, and program evaluation.

Community-based organizations: The term "community-based organization" means a public or private nonprofit organization of demonstrated effectiveness that (A) is representative of a community or significant segments of a community; and (B) provides educational or related services to individuals in the community.

Disadvantaged Community: (1) Any Tribal land or any territory or possession of the United States and (2) those census tracts (a) experiencing disproportionate effects (as defined by Executive Order 12898); (b) that contain areas of persistent poverty as defined in 49 U.S.C. section 6702(a)(1); (c) that are historically disadvantaged as defined by DOT's mapping tool for Historically Disadvantaged Communities; or (d) other Federally designated community development zones.

Equitable development: Equitable development is a development approach for meeting the needs of all communities, including underserved communities through policies and programs that reduce disparities while fostering livable places that are healthy and vibrant for all.

Historically Disadvantaged Community: Any Tribal land or any territory or possession of the United States, or certain census tracts in the top 50% (75% for resilience) in at least four of the following categories - transportation access, health, environmental, economic, resilience, and equity disadvantage. For more information see <https://www.transportation.gov/grants/dot-navigator/federal-tools-determine-disadvantaged-community-status>.

Location-efficient housing: Housing that benefits from being located in communities near work, schools, services, and amenities and has accessibility to public transportation networks.

Meaningful Public Involvement: A process that proactively seeks full representation from the community, considers public comments and feedback, and incorporates that feedback into a

project, program, or plan when possible. The impact of community contributions encourages early and continuous public involvement and brings diverse viewpoints and values into the decision-making process. This process enables the community and agencies to make better-informed decisions through collaborative efforts.

Planning: Efforts that support inclusive and meaningful public participation and community engagement in developing and implementing a range of activities to identify, assess, and evaluate community needs, including but not limited to environmental reviews, data and mapping visualization, market and mobility studies, health and safety impacts, and climate vulnerability assessments. Planning assistance may involve developing or designing for a program or project that aligns with the goals of the DOT Strategic Plan: <https://www.transportation.gov/dot-strategicplan>.

Rural: For the purposes of this Call for LOIs, rural jurisdictions are those outside of Urbanized Areas with populations below 50,000. See U.S. Census Bureau resources on [Rural America](#) and [Maps of Urbanized Areas](#). A list of [Urban Areas for the 2010 Census is available in the Federal Register](#).

Technical Assistance: Programs, processes, and resources that provide targeted support, knowledge or expertise to a community, region, organization, or other beneficiary to help them access and utilize Federal funding to develop, analyze, design, and deliver transportation plans and projects.

APPENDIX B. LOI FORM QUESTIONS

This appendix contains all of the information applicants will be required to submit through the [LOI webform](http://www.transportation.gov/thriving-communities) that can be accessed at www.transportation.gov/thriving-communities.

Key Information

Lead applicant organization name			
Lead applicant organization type (Select one)	☐ State government ☐ Local government ☐ Tribal government ☐ United States territory ☐ Metropolitan Planning Organization ☐ Transit agency ☐ Other political subdivisions of state or local governments		
Lead organization's primary staff contact (Name, email, and phone number)			
Which type of TCP Community of Practice are you seeking to apply? (see sections C and E.3) (Select one)	☐ Main Streets: Focused on Tribal and rural communities and the interconnected transportation, housing, community, and economic development issues they face. ☐ Complete Neighborhoods: Focused on urban and suburban communities located within metropolitan areas working to better coordinate transportation with land use, housing, and economic development. ☐ Networked Communities: Focused on those communities located near ports, airports, freight, and rail facilities to address mobility, access, environmental justice, and economic issues, including leveraging their proximity to these facilities for wealth-building and economic development opportunities.		
Provide organizational names of the lead applicant's two key community partners and indicate the organization types. <i>If applicable, note any additional organization attributes that may affect priority consideration.</i>	Community Partner Name	Type of Organization ☐ Government ☐ Non-profit organization ☐ Private sector ☐ Philanthropy ☐ Community-based Organization	Is this organization a (select all that apply): ☐ Minority-owned, woman-owned, or other disadvantaged business enterprise (DBE) ☐ Minority-Serving Institution (for example, a historically black college or university, a Hispanic-serving institution, a Tribal college or university, an Asian American and Native American Pacific

		☐ Tribe ☐ Other (please specify:)	Islander-serving institution, and others) ☐ Non-profit organization located within the community that is identified as playing a capacity building role
If your team includes more than two community partners, please list the names and type of the additional community partners. (e.g., Acme Industries, Private Sector). <i>If applicable, please indicate if the organization is a minority-owned, woman-owned, or other DBE; a Minority Serving Institution; or a non-profit organization located within the community that is identified as playing a capacity building role.</i>			
Provide the prior fiscal year's annual budget of the lead applicant organization.			
Provide any clarification on the budget provided above (optional).			
Select the number of staff at the lead organization who work primarily on transportation planning, public engagement, and/or grant application and administration	☐ 0 staff ☐ 1-5 staff ☐ 6-30 staff ☐ 31-50 staff ☐ 51+ staff		
Describe the geographic area that will receive the TCP support (see section E.2)			

Does your defined geographic area include disadvantaged populations or census tracts? (Select one)	☐ Yes, but less than a majority of the area is disadvantaged ☐ Yes, with a majority of the area disadvantaged, ☐ No NOTE: All Tribes and United States territories qualify as Justice40 disadvantaged communities and should check “Yes, with a majority.”
If geographic area that will receive the TCP support includes a disadvantaged populations or census tracts, please indicate which tool(s) used to verify.	☐ DOT mapping tool for Historically Disadvantaged Communities ☐ Areas of Persistent Poverty Table ☐ Other Federally designated community development zones (please specify): _____ ☐ I am a Tribe or United States territory and do not need to verify status ☐ N/A: The geographic area does not include a disadvantaged community
Is the lead applicant or focus of TCP support located in a rural area? See Appendix A for definitions (Select one.)	☐ Yes ☐ No
Describe the lead applicant’s experience with DOT discretionary grant funding (Select one)	☐ My organization has never applied for a DOT grant ☐ My organization has applied but has been unsuccessful in obtaining a DOT grant (i.e., has never received a DOT grant) ☐ My organization has been awarded one or more DOT grants at some point in the past If yes, please list the most recent grant(s) and award year: _____
Has the lead applicant received Federally funded technical assistance in the past or is currently receiving? If yes, please indicate granting Federal agency and type of technical assistance	☐ Yes ☐ No If yes, please specify: _____

Needs and Vision Statement

The needs statement must describe in 500 words or less:

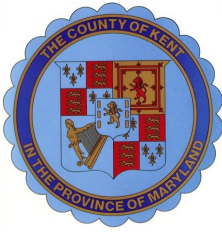
- Key challenges or needs (transportation, equity, environmental, health and safety, housing, and/or economic) that the identified community faces, including those caused by harmful historic or current policies (e.g., displacement, discrimination, segregation, exclusionary zoning) that could be addressed through the TCP.

- Technical or capacity challenges the applicant or community has faced when seeking Federal funding or delivering transportation projects, or in trying to coordinate infrastructure projects with broader community and economic development efforts.
- Any infrastructure projects that may be planned or underway, and specific or anticipated challenges your team may face in funding or implementing these projects (if applicable).

The vision statement must describe in 500 words or less:

- Community and/or organizational goals to be advanced through participation in the TCP.
- Why the key community partners were chosen and how the assembled team will be able to successfully work together to meet identified goals.
- Ways in which traditionally underrepresented voices and community stakeholders, including but not limited to those with Limited English Proficiency and those with disabilities, will be engaged in the technical assistance, planning, and capacity building process throughout the two-year period.

Note: Submission of this form does not commit DOT to providing technical assistance, but to reviewing the applicant's information for eligibility and potential participation in the Thriving Communities Program.



Muriel Cole, Commission On Aging
2/14/2023
County Commissioners Meeting

Item Summary:

Request to Change Bylaws

ATTACHMENTS:

Description

01.13.15 5971 2015-03 Adoption of Revised Bylaws for Commission on Aging

RESOLUTION 2015-03
COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

**ADOPTION OF REVISED BYLAWS FOR KENT COUNTY COMMISSION ON
AGING**

WHEREAS, the County Commissioners of Kent County, Maryland created the Kent County Commission on Aging by resolution on February 25, 1969; and

WHEREAS, the County Commissioners of Kent County, Maryland have reviewed and approved the proposed Bylaws and revised terms attached hereto and incorporate by reference herein;

NOW, THEREFORE BE IT RESOLVED BY THE COUNTY COMMISSIONERS OF KENT COUNTY, that the Bylaws and revised terms dated January 13, 2015 are hereby adopted.

ATTEST:

**COUNTY COMMISSIONERS OF
KENT COUNTY, MARYLAND**



Sondra M. Blackiston, Clerk



William W. Pickrum, President

ADOPTED: January 13, 2015

KENT COUNTY COMMISSION ON AGING

BYLAWS

Article I - Name

The name of the Commission shall be Kent County Commission on Aging, hereinafter referred to as the "Commission".

Article II – Purpose

The purposes of the Commission are:

1. To advocate for the senior citizens of Kent County, Maryland.
2. Provide information, guidance, advice, and recommendations to the County Commissioners of Kent County ("County Commissioners") pertaining to senior citizens.
3. Obtain, develop, and provide information concerning programs and services, available funds, and other resources at the local, state, and federal levels regarding the concerns and needs of senior citizens.
4. Plan, initiate, and implement projects or activities for the benefit of senior citizens as authorized by any applicable budget.
5. Support programs offered by organizations that provide services to help elderly persons to be independent and stay in their homes as long as possible.
6. Generally, to do all things necessary or proper to promote the interests, well-being, and quality of life for senior citizens in Kent County, Maryland.

Article III – Membership

Section 1. The Kent County Commission on Aging is composed of twelve (12) members and one (1) *ex officio* member from the County Commissioners or their designee, all appointed by the County Commissioners, and compensated for reasonable expenses, relative to attendance, as from time to time set by the County Commissioners. Whenever a vacancy occurs either at the end of the term or for the unexpired portion of the remaining term the Commission will submit recommendations to fill the vacancy to the County Commissioners for their consideration.

Section 2. Commission members will serve for a period of three (3) years, beginning January 1. The system of staggered terms shall be maintained. Members shall be eligible for reappointment and any vacancy in an unexpired term shall be filled by the County Commissioners for the unexpired term. Current terms shall be as stated in Appendix A to these bylaws.

Section 3. Members of the Commission shall serve without compensation.

Section 4. Members are expected to attend all meetings. Any member who fails to attend four (4) out of nine (9) meetings during a calendar year will be considered to be an inactive member. Inactive members may be removed from the Commission by the County Commissioners upon a formal request adopted by a simple majority of voting Commission members or by the initiative of the County Commissioners.

Article IV – Officers

Section 1. The officers of the Commission shall be a Chairperson, Vice-Chairperson, Treasurer, and Secretary.

Section 2. The Commission shall elect a Chairperson and Vice-Chairperson for two-year terms in November of those years in which the officers' terms expire. A Treasurer and Secretary shall be appointed by the Chairperson for one-year terms in November.

Section 3. Members of the Commission may not hold more than one Commission office at a time. The Chairperson and Vice-Chairperson may not serve more than two consecutive terms in any one office.

Section 4. Chairperson. The Chairperson shall be the principal executive officer of the Commission and shall have the following general duties:

- (1) Presiding over regular and special meetings of the Commission, when present;
- (2) Signing documents and correspondence on behalf of the Commission which the members have authorized to be executed;
- (3) Representing the Commission to the Kent County Commissioners, the community, and other public bodies;
- (4) Providing direction and leadership to the Commission in the execution of its duties and responsibilities; and,
- (5) In general, performing all duties as may be prescribed by the members from time to time.

Section 5. Vice-Chairperson. In the absence of the Chairperson, the Vice-Chairperson shall perform all of the duties of the Chairperson and, when so acting, shall have all of the powers of and be subject to all restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as from time to time may be assigned by the Chairperson or requested by a majority vote of the members.

Section 6. Secretary. The duties of the Secretary shall be to prepare correspondence and other materials on behalf of the Commission, as directed by the Chairperson. The Secretary shall also keep

attendance records, minutes of all Commission meetings, and shall be the official custodian of the records of the Commission, shall insure compliance with the requirements of the open Meetings Act, Md. Ann. Code, as adopted and amended from time to time, and shall be responsible for compliance with Public Information Act requests, as necessary. In October of each year the Secretary shall notify the Chairperson to review terms and appointments. In addition, the Secretary shall provide all required notices, perform all duties incident to the office, and assume any and all other duties from time to time that may be assigned by the Chairperson.

Section 7. Treasurer. The Treasurer shall keep account of all funds of the Commission and the disbursement thereof, and report quarterly to the Commission regarding these transactions. In March the Treasurer shall present a draft annual budget for consideration and approval of the Commission and the County Commissioners.

Article V – Meetings

Section 1. Regular Meetings. The regular meetings of the commission will be held on the third Friday of every month at a time and place in Kent county, Maryland, determined by the members. All meetings, regular or special, of the Commission shall be open to the general public in accordance with the Open Meetings Act, Title 3 of the General Provisions Article, Md. Ann. Code, as amended from time to time, unless lawfully closed in accordance therewith.

Section 2. Special Meetings. Special meetings shall be called by the Chairperson or Vice-Chairperson upon the call of three (3) or more voting members, and shall be held at a time and place designated by the officer calling the same. The purpose of the meeting shall be stated in the call. Except in the case of emergency, at least seven (7) days notice will be given.

Section 3. Quorum. A quorum of the commission shall consist of not less than seven of the total number of duly appointed and voting members of the Commission. The ex-officio member shall not be a voting member or be counted toward a quorum. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.

Article VI – Committees

The Chairperson is authorized to create and appoint committees to perform such duties and functions as the Commission may determine.

Article VII – Funding

The Commission shall be authorized to engage in fund-raising activities, from time to time, provided they are otherwise lawful and conducted in compliance with all applicable laws, ordinances, and regulations, including regulations of the United States Internal Revenue Service.

Article VIII – Annual Report

The Commission shall submit an annual report of its activities to the Kent County Commissioners and will keep them informed of important happenings in the interim between such annual reports.

Article IX – Adoption of Bylaws

Adoption of these bylaws shall occur upon approval by the Kent County Commission on Aging and the Kent County Commissioners.

Article X – Amendment of Bylaws

Amendments of these bylaws may be proposed at any time by a motion made and seconded by any voting member at any regular meeting of the Commission. The amendment shall be placed on the agenda and voted upon at the next meeting. A two-thirds vote of all members of the Commission is necessary for approval. Amendments approved by the membership shall be subject to approval and adoption by the County Commissioners before becoming effective.

Duly approved by Motion of the Commission on December 12, 2014.

Date 1/13/2015

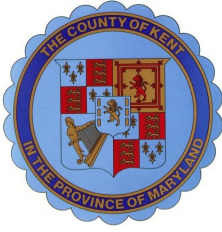
Patricia E. Clarke
Patricia E. Clarke, Chairperson
Kent County Commission on Aging

Duly approved by Resolution 2015-03 by the County Commissioners of Kent County, Maryland on January 13, 2015

COMMISSION ON AGING

<u>Name</u>	<u>Appointed</u>	<u>Expiration</u>	<u>Requested Expiration</u>	<u>Notes</u>
Thomas J. Davis	4/1/2014	3/30/2017	12/31/2017	
Margie Baker	12/4/2007 1/1/2011 1/1/2014	12/31/2010 12/31/2013 12/31/2016	12/31/2016	
Hermione S. Bantum	8/3/2010 1/1/2014	12/31/2013 12/31/2016	12/31/2016	
Patricia E. Clarke	4/5/2011 5/13/2014	4/30/2014 4/30/2017	12/31/2016	Chair
Ronnie Edelman	5/6/2014	4/30/2017	12/31/2017	
Bill Blake	12/2/2008 12/31/2011	12/31/2011 12/31/2014	12/31/2017	
Lorraine Langenfelder	10/28/2008 12/31/2011	12/31/2011 12/31/2014	12/31/2017	
Robert (Bob) Ritchie	2/14/2011	2/14/2015	12/31/2016	
Lauretta M. Freeman	12/22/2009 12/31/2012	12/31/2012 12/31/2015	12/31/2015	
Harry J. Pisapia	3/2/2010 12/31/2012	12/31/2012 12/31/2015	12/31/2015	
Joseph Harding	12/31/2012	12/31/2015	12/31/2015	
Arthur Wolfe	8/3/2010 12/31/2012	12/31/2012 12/31/2015	12/31/2015	Vice Chair
Muriel Cole	xx-xx-xxxx	xx-xx-xxxx	xx-xx-xxx	Commissioner Representative

1/14/2015



Keith Adkins, Deputy Director, Delmarva Community Services, Inc.
2/14/2023
County Commissioners Meeting

Item Summary:

Hearing Announcement

Public Hearing February 27, 2023 by Delmarva Community Services

ATTACHMENTS:

Description

02.14.23 DCT Annual Transportation Plan Public Hearing Notice



**Delmarva
Community
Services, Inc.**
Opening Doors to Independent Living



2450 Cambridge Beltway
P.O. Box 637
Cambridge, MD 21613
Phone: 410-221-1900
Fax: 410-221-1917

DATE: January 31, 2023

TO: Operators Providing Transportation Services in
Caroline, Kent and Talbot Counties (Public and Private)

FROM: Andrea Waters, CCTM, Transportation Grant Specialist 

SUBJECT: Annual Transportation Plan for FY 2024 Transportation Services

On behalf of Talbot, Kent and Caroline counties, Delmarva Community Services, Inc./Delmarva Community Transit is in the process of applying to the Maryland Department of Transportation and the Federal Transit Administration. This letter is to notify you about Delmarva Community Services' application, our FY-24 Annual Transportation Plan (ATP), and to solicit your comments on the proposed plan.

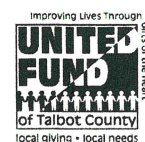
Delmarva Community Transit is a public transit system that provides transportation services for the residents of Caroline, Kent and Talbot counties, including elderly persons and persons with disabilities, as well as the general public. Delmarva Community Transit is applying for grant funds to continue to operate these public and specialized transportation services. The ATP contains requests for funding assistance from the following programs:

- the Statewide Special Transportation Assistance Program (SSTAP) which provides funds for transportation of elderly persons and persons with disabilities;
- the Section 5311 of the Federal Transit Act which provides funds for general public transit service in rural areas;
- the Americans with Disabilities Act (ADA) program which provides funds for federally required paratransit services for persons with disabilities:

Public hearings on this Plan will be conducted by Delmarva Community Services, Inc., via virtual meeting, on February 27, 2023 on behalf of Talbot County from 9:00 a.m. to 10:00 a.m.; on behalf of Caroline County from 10:15 a.m. to 11:15 a.m.; and on behalf of Kent County from 2:15 p.m. to 3:15 p.m. All interested persons may contact Andrea Waters at 410-221-1910 or email andrea@dcsdct.org for information on joining the virtual meetings. Written comments may also be submitted prior to the public hearings to Andrea Waters, Transportation Grant Specialist, Delmarva Community Transit, 10502 Greensboro Road, Denton, Maryland 21629. Alternate formats of this plan are available by contacting the Delmarva Community Transit Caroline County Dispatcher at 410-479-3867, the Kent County Dispatcher at 410-778-5187, the Talbot County Dispatcher at 410-822-4155, or the Maryland Relay Service for the hearing and speech impaired at 7-1-1, by no later than Friday, February 23, 2023.



Providing Support, Day, Residential, and Transportation to Older Persons and Persons with Developmental Disabilities



PUBLIC HEARING NOTICE

On behalf of Talbot, Kent and Caroline counties, Delmarva Community Services, Inc. intends to submit the annual application for grant funds from the State of Maryland, Mass Transit Administration and the Federal Transit Administration for continuation of existing transit services in Talbot, Kent and Caroline counties.

Statewide Specialized Transportation Assistance Program (SSTAP) provides funds for transportation of the elderly and persons with disabilities.

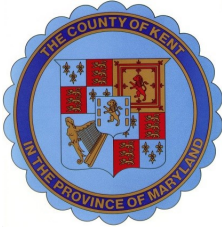
The Federal Section 5311 Public Transportation Program provides funds for the transportation of the general public.

The total FY24 capital budget will be for two (2) replacement vehicles, and Preventative Maintenance costs.

The primary goal of the Americans with Disabilities Act (ADA) funding is to provide general purpose transportation for persons with disabilities who are unable to use the fixed-route public transit in Easton due to their disability. (Talbot County only).

The Proposed FY24 Annual Transportation Plan is available for review after February 10, 2023, at the Delmarva Community Transit Transportation Office located at 10502 Greensboro Road, Denton, Maryland between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, at the Office of the Talbot County Council located at 11 N. Washington Street, Suite 13, Easton, Maryland between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, the Caroline County Commissioners office at 109 Market Street Room 123 Denton MD between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday or the Kent County Commissioners office located at 400 High Street, Chestertown MD between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday.

Public hearings on this Plan will be conducted by Delmarva Community Services, Inc., via virtual meeting, on February 27, 2023 on behalf of Talbot County from 9:00 a.m. to 10:00 a.m.; on behalf of Caroline County from 10:15 a.m. to 11:15 a.m.; and on behalf of Kent County from 2:15 p.m. to 3:15 p.m. All interested persons may contact Andrea Waters at 410-221-1910 or email andrea@dcsdct.org for information on joining the virtual meetings. Written comments may also be submitted prior to the public hearings to Andrea Waters, Transportation Grant Specialist, Delmarva Community Transit, 10502 Greensboro Road, Denton, Maryland 21629. Alternate formats of this plan are available by contacting the Delmarva Community Transit Caroline County Dispatcher at 410-479-3867, the Kent County Dispatcher at 410-778-5187, the Talbot County Dispatcher at 410-822-4155, or the Maryland Relay Service for the hearing and speech impaired at 7-1-1, by no later than Friday, February 23, 2023.



**OPPOSITION Senate Bill 327, Hunting, Wildlife Conservation, and
Outdoor Recreation-Funding, Promotion, Management, Licenses,
Permits, and Stamps**

2/14/2023

County Commissioners Meeting

Item Summary:

Senate Bill 327

ATTACHMENTS:

Description

02.10.23 Brian Feldman Letter of Opposition SB 327, Hunting, Wildlife Conservation, and Outdoor Recreation- Funding, Promotion, Management, Licenses, Permits, and Stamps

02.10.23 Stephen Hershey Letter of Opposition SB 327, Hunting, Wildlife Conservaton, and Outdoor Recreation - Funding, Promotion, Management, Licenses, Permits, and Stamps



The County Commissioners of Kent County
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

February 10, 2023

The Honorable Brian J. Feldman
Education, Energy, and the Environment Committee
2 West
Miller Senate Office Building
Annapolis, MD 21401

RE: OPPOSITION Senate Bill 327 / Hunting, Wildlife Conservation, and Outdoor Recreation – Funding, Promotion, Management, Licenses, Permits, and Stamps

Dear Chair Feldman and Members of the Education, Energy, and the Environment Committee:

On behalf of the County Commissioners of Kent County, Maryland, this letter serves as opposition for Senate Bill 327 / Hunting, Wildlife Conservation, and Outdoor Recreation – Funding, Promotion, Management, Licenses, Permits, and Stamps. The proposed bill as drafted does not encourage waterfowl habitat conservation, therefore, it is in the best interest of Kent County to oppose Senate Bill 327.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Shelley L. Heller", is written over a horizontal line.

Shelley L. Heller
County Administrator

SLH: tlt

cc: The County Commissioners of Kent County
The Honorable Stephen S. Hershey, Jr.
The Honorable Jay A. Jacobs
The Honorable Steven J. Arentz
The Honorable Jefferson L. Ghrist



The County Commissioners of Kent County

Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

February 10, 2023

The Honorable Stephen S. Hershey, Jr.
James Senate Office Building, Room 420
11 Bladen Street
Annapolis, MD 21401

RE: OPPOSITION Senate Bill 327 / Hunting, Wildlife Conservation, and Outdoor Recreation – Funding, Promotion, Management, Licenses, Permits, and Stamps

Dear Senator Hershey:

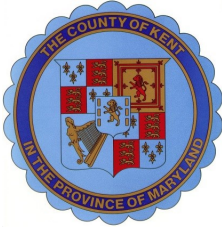
On behalf of the County Commissioners of Kent County, Maryland, this letter serves as opposition for Senate Bill 327 / Hunting, Wildlife Conservation, and Outdoor Recreation – Funding, Promotion, Management, Licenses, Permits, and Stamps. The proposed bill as drafted does not encourage waterfowl habitat conservation, therefore, it is in the best interest of Kent County to oppose Senate Bill 327.

Very truly yours,

Shelley L. Heller
County Administrator

SLH: tlt

cc: The County Commissioners of Kent County
The Honorable Jay A. Jacobs
The Honorable Steven J. Arentz
The Honorable Jefferson L. Ghrist



**SUPPORT House Bill 402/Senate Bill 402 - Kent County Board of
Education - Student Member
2/14/2023
County Commissioners Meeting**

Item Summary:

House Bill 402/Senate Bill 402

ATTACHMENTS:

Description

02.10.23 District 36 Delegates Jacobs, Arentz, Ghrist Letter of Support, HB402, SB402, Kent County Board of Education - Student Member

02.10.23 Stephen Hershey Letter of Support HB402, SB402 Kent County Board of Education - Student Member

02.10.23 Brian Feldman, Support Letter HB402, SB402 Kent County Board of Education - Student Member

02.10.23 Vanessa Atterbeary, Support Letter HB402, SB402 Kent County Board of Education - Student Member



The County Commissioners of Kent County
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

February 10, 2023

The Honorable Jay A. Jacobs
Room 321, Lowe House Office Building
6 Bladen Street
Annapolis, MD 21401-1912

The Honorable Steven J. Arentz
Lowe House Office Building, Room 308
6 Bladen Street
Annapolis, MD 21401-1912

The Honorable Jefferson L. Ghrist
Lowe House Office Building, Room 430
6 Bladen Street
Annapolis, MD 21401-1912

RE: SUPPORT House Bill 402 / Senate Bill 402 Kent County Board of Education - Student Member

Dear Delegates Jacobs, Arentz, and Ghrist:

On behalf of the County Commissioners of Kent County, Maryland, this letter serves as full support for House Bill 402 / Senate Bill 402 Kent County - Board of Education - Student Member. Kent County agrees with the framework to establish student involvement in the Board of Education.

We respectfully submit our full support to HB402 / SB402.

Very truly yours,

A blue ink signature of Shelley L. Heller, written in a cursive style.

Shelley L. Heller
County Administrator

SLH: tlt

cc: The County Commissioners of Kent County
The Honorable Stephen S. Hershey, Jr.
Dr. Karen M. Couch, Superintendent, Kent County Public Schools



The County Commissioners of Kent County
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

February 10, 2023

The Honorable Stephen S. Hershey, Jr.
Room 420, James Senate Office Building
11 Bladen Street
Annapolis, MD 21401

RE: SUPPORT Senate Bill 402 / House Bill 402 Kent County Board of Education - Student Member

Dear Senator Hershey:

On behalf of the County Commissioners of Kent County, Maryland, this letter serves as full support for Senate Bill 402 / House Bill 402 Kent County - Board of Education - Student Member. Kent County agrees with the framework to establish student involvement in the Board of Education.

We respectfully submit our full support to SB402 / HB402.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Shelley L. Heller", is written over a horizontal line.

Shelley L. Heller
County Administrator

SLH: tlt

cc: The County Commissioners of Kent County
The Honorable Jay A. Jacobs
The Honorable Steven J. Arentz
The Honorable Jefferson L. Ghrist
Dr. Karen M. Couch, Superintendent, Kent County Public Schools



The County Commissioners of Kent County
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

February 10, 2023

The Honorable Brian J. Feldman
2 West, Miller State Building
Annapolis, MD 21401-1912

RE: SUPPORT Senate Bill 402 / House Bill 402 Kent County Board of Education - Student Member

Dear Chair Feldman and Members of the Education, Energy and the Environment Committee:

On behalf of the County Commissioners of Kent County, Maryland, this letter serves as full support for Senate Bill 402 / House Bill 402 Kent County - Board of Education - Student Member. Kent County agrees with the framework to establish student involvement in the Board of Education.

We respectfully submit our full support to SB402/ HB402.

Very truly yours,

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Shelley L. Heller
County Administrator

SLH: tlt

cc: The County Commissioners of Kent County
The Honorable Stephen S. Hershey, Jr.
The Honorable Jay A. Jacobs
The Honorable Steven J. Arentz
The Honorable Jefferson L. Ghrist
Dr. Karen M. Couch, Superintendent, Kent County Public Schools



The County Commissioners of Kent County
Ronald H. Fithian, President | Albert H. Nickerson, Member | John F. Price, Member
Shelley L. Heller, County Administrator | Thomas N. Yeager, County Attorney

February 10, 2023

The Honorable Vanessa E. Atterbeary
Room 131, House Office Building
Annapolis, MD 21401-1912

RE: SUPPORT House Bill 402 / Senate Bill 402 Kent County Board of Education - Student Member

Dear Chair Atterbeary and Members of the Ways and Means Committee:

On behalf of the County Commissioners of Kent County, Maryland, this letter serves as full support for House Bill 402 / Senate Bill 402 Kent County - Board of Education - Student Member. Kent County agrees with the framework to establish student involvement in the Board of Education.

We respectfully submit our full support to HB402 / SB402.

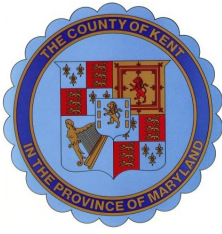
Very truly yours,

A blue ink signature of Shelley L. Heller, written in a cursive style.

Shelley L. Heller
County Administrator

SLH: tlt

cc: The County Commissioners of Kent County
The Honorable Stephen S. Hershey, Jr.
The Honorable Jay A. Jacobs
The Honorable Steven J. Arentz
The Honorable Jefferson L. Ghrist
Dr. Karen M. Couch, Superintendent, Kent County Public Schools



Procedures For Public Comment 2/14/2023 County Commissioners Meeting

ATTACHMENTS:

Description

Press and Public Comments 2022

Press and Public Comments

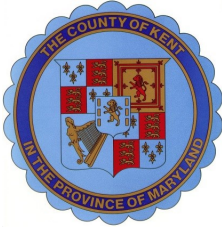
Time is allotted at the beginning and end of each meeting for the Commissioners to receive comments from the public. Anyone interested in speaking must sign up on the provided The Public Comment sign-up sheet is located on the table inside the meeting room.

The President of the Board will call the names of the listed individuals when it is time to speak. When making comments, individuals are asked to speak slowly, clearly, and concisely. Precede all comments with your name and address and speak only on the subject under discussion.

Comments in writing are welcomed and should be given to the staff after your presentation. Any person making personal, impertinent, or slanderous remarks, or whose speech or actions become disruptive, will be asked to leave the meeting.

Interested parties may address the Commissioners in writing at any time about any matter pertaining to County business. Written statements can be hand-delivered or mailed to:

The County Commissioners of Kent County, Maryland
400 High Street
Chestertown, MD 21620



American Rescue Plan Act (ARPA) Funds Spend Plan 2/14/2023 County Commissioners Meeting

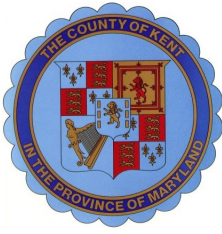
ATTACHMENTS:

Description

2-7-2023 ARPA Fund Commissioner Report

AMERICAN RESCUE PLAN ACT FUND
AS OF COMMISSIONER MEETING MINUTES DATED
2/7/2023

Project	Department	Project Estimate	Date Approved	Amount Approved	Date Completed
Feed the Elderly Year 1	Local Management Board	112,800	08/31/21	112,800	
Feed the Elderly Year 2 and 3	Local Management Board	204,115	03/08/22	204,115	
Clariflocculator Replacement Project	Water & Wastewater Fund	275,000	08/31/21	275,000	6/28/2022
Clariflocculator Replacement Project Change Order #1		2,817	01/11/22	2,817	6/28/2022
Clariflocculator Replacement Project Change Order #2		90,642	01/11/22	90,642	11/23/2022
AV System	Information Technology	67,429	10/26/21	67,429	
IT Software	Information Technology	27,095	10/26/21	27,095	
Neighborhood & Infrastructure Grants	Information Technology	262,227	12/14/21	262,227	
A/V Equipment in EOC	Emergency Operation Center	14,087	02/01/22	14,087	
SCADA Pump Station Monitoring	Water & Wastewater Fund	110,065	02/08/22	110,065	
Millington/RT301 Wastewater Treatment Feasibility Study	Water & Wastewater Fund	57,500	02/08/22	57,500	
Millington/RT301 Wastewater Conveyance System Capacity Study		9,500	09/27/22	9,500	
Tolchester Wastewater-Design Services Influent Screen	Water & Wastewater Fund	52,910	02/08/22	52,910	
Tolchester Wastewater - Bid Services and Const. Management		35,735	09/27/22	35,735	
Tolchester Wastewater Influent Screen Construction		652,897			
Worton WWTP Influent Lagoon Engineer Design & Bid Services	Water & Wastewater Fund	32,981	03/22/22	32,981	
Worton WWTP Influent Lagoon Engineer Const. Management		15,000			
Worton WWTP Lagoon Sludge Removal Contract		1,400,500	12/13/22	1,400,500	
Kennedyville Pump Station #2 Relocation Design	Water & Wastewater Fund	52,338	09/27/22	52,338	
Kennedyville Pump Station #2 Relocation Const. Management		Deferred			
Kennedyville Pump Station #2 Construction		Deferred			
Worton/Kennedyville GIS Water and Sewer Facilities Mapping	Water & Wastewater Fund	75,770	09/27/22	75,770	
Worton Vehicle Storage Building & site prep/lighting/heat	Water & Wastewater Fund	40,000	10/25/22	40,000	
Worton WWTP Solids Press Replacement Design	Water & Wastewater Fund	40,000.00			
Worton WWTP Solids Press Replacement Construction Management		20,000.00			
Worton WWTP Solids Press Replacement		250,000.00			
Total Amount of Funds Committed		<u>\$ 3,901,408</u>		<u>\$ 2,923,511</u>	
Amount of ARPA Funds		3,766,777		3,766,777	
Balance of ARPA Funds Remaining		<u>\$ (134,631)</u>		<u>\$ 843,266</u>	



Contingency and Use of Fund Balance Report 2/14/2023 County Commissioners Meeting

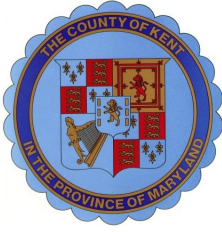
ATTACHMENTS:

Description

2-7-2023 Commissioner Report Contingency

**FY23 CONTINGENCY & USE OF FUND BALANCE
AS OF COMMISSIONERS MEETING MINUTES DATED
February 7, 2023**

CONTINGENCY					
DATE APPROVED	DEPARTMENT	AMOUNT APPROVED	DESCRIPTION		
6/14/22	Upper Shore Aging	\$ 15,000	To secure a grant funded prgram	-	
6/14/22	Circuit Court/Building and Grounds	25,000	Arch Design-lobby expansion design phase	-	
8/9/22	Circuit Court/Building and Grounds	11,291	Asbestors Abatement - Court House - asbestors insulation around exposed heat pipes	-	
9/6/22	Kent Ag Center, Inc.	7,385	Kent Ag Center-Pavilion Roof	-	
9/6/22	Kent Ag Center, Inc.	9,600	Kent Ag Center-pavilion electrical work	-	
9/6/22	LPPI Parks	20,000	Worton Park multipurpose field lighting project	-	
9/6/22	Kent Ag Center, Inc.	1,000	Kent Ag Center-asbestos assessment report of two buildings at Kent Ag Center	-	
9/27/22	Kent Ag Center, Inc.	1,625	Kent Ag Center-asbestos assessment report of two buildings at Kent Ag Center	-	
12/13/22	Office of Finance	28,275	Central Square Payments-Web Enablement.	-	
2/7/23	Water & Wastewater Fund	18,650	Click2Gov Tax & CIS, Accounts Receivable	-	
		-	Edesville sewer service district-Parcel 46 Lover's Lane	-	
		-	contruction of sewer service line to the manhole	-	
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TOTAL		\$ 137,826			
BEGINNING CONTINGENCY BUDGET		\$ 400,000			
ENDING CONTINGENCY BALANCE		\$ 262,174			
USE OF FUND BALANCE					
DATE APPROVED	DEPARTMENT	AMOUNT APPROVED	DESCRIPTION		
9/20/22	Detention Center	\$ 16,794	Opioid Use Disorder (OUD) Treatment Initiative.		
12/13/22	Office of Finance	\$ 19,172	additional costs of employee benefits.		
			Central Square Payments, Web Enablement		
			Fusion, Click2Gov Tax & CIS, Accounts Receivable		
TOTAL		\$ 35,966			
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.					



**Shelley Heller, County Administrator and Pat Merritt, Acting Director,
Human Resources
2/14/2023
County Commissioners Meeting**

Item Summary:

Personnel

The meeting was closed under the Annotated Code of Maryland, General Provisions Article § 3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.