

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

January 3, 2017

Call to Order/Pledge of Allegiance/Moment of Silence

Invitations

Le Moulin Rouge

Public Notices

Boards and Committees Notice

Correspondence Review

Kent County Board of Education Funding Request

Kent County's Support of Additional Funding for KCPS

Chestertown Marina Project

Action Items

Administrative Hearings

Alleged Alcoholic Beverage Violation

Evergrain Bread Company, LLC

Douglas Rae, and Alice Kelly Holton, Owners

Appointments

Robert Edler, Alcoholic Beverage and Tobacco Inspector

BKRS, LLC t/a Tale Gate Market, Holder of a License No. 4896, Class A, Beer, Wine,
and Liquor

Request to Remove Member

Muriel Cole, and Carolyn Sorge, Co-Chairs, and Pat Clarke, Treasurer, Commission on Aging

Senior Discount Brochure

2016 Annual Report

Patricia Merritt, Chief Finance Officer, Office of Finance

Reassessment Data for Group 2

Patricia Merritt, Chief Finance Officer, Office of Finance

FY17 Financial Statements (July-October)

Scott Boone, Director, Information Technology

Fiber Project Update

County Administrator

Letter of Credit, Request for Release

Easter Seals of Delaware and Maryland's Eastern Shore, Inc.
Bid #PL 17-03 Fairlee Public Landing Pier Replacement
Request to Approve Emergency Solutions Grant Agreement

Request to Reappoint a Member to the Historic Preservation Commission

Public Comment/Media Review

Contingency Fund

For Your Information

Maryland Senior Citizens Hall of Fame

Kent County Grand Jury

Kent Center Thank You

Kent County Community Marching Band Thank You

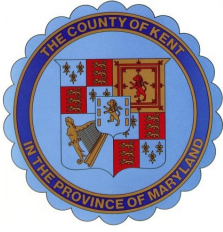
PGS Quaker Neck, LLC Determination of Case

Closed Session

Jamie Williams, Coordinator, Economic Development

Closed Session, Article §3-305 (b) (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State

(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.)



**Le Moulin Rouge
1/3/2017
County Commissioners Meeting**

ATTACHMENTS:

Description

Le Moulin Rouge

HORIZONS OF KENT & QUEEN ANNE'S

The Horizons program provides academics, cultural enrichment and swim lessons to children from low-income families in Kent and Queen Anne's counties each summer. The dedicated teachers and staff help these children, grades pre-K through 8, develop the motivation, skills and confidence to realize their potential. The six-week summer program is designed to stop the learning loss known as "summer slide" that can progressively weaken a child's academic performance and lead to disengagement and failure in the classroom.

Our wonderful host schools—Radcliffe Creek School, Gunston School and Washington College—donate use of their campuses for six weeks each summer. Radcliffe Creek School also provides year-round office space. All other expenses are covered through private donations.

We appreciate your support!



HORIZONS' DANCE WITH THE STARS 2017

LE MOULIN ROUGE



FEBRUARY 4, 2017

KENT COUNTY COMMUNITY CENTER, 11041 WORTON ROAD, WORTON, MD

HORIZONS'
Dance with the Stars

MOULIN
ROUGE!



Come out of the cold and into the Parisian warmth of the world's best-known night club! Support your favorite Stars and Pros as they compete to raise funds for the children who learn each summer at Horizons. Our fabulous pairs will dance their hearts out to earn your votes (\$1 a vote) for Horizons. Please come prepared to vote by check, cash or credit card.

OUR 2017 STARS & PROS

Sheila Bair
President, Washington College
dancing with
Darryl Calloway

David Bowman
Vice President, Peoples Bank
dancing with
Aundra Anderson

Eric Fitch
Co-owner, Physically Fitch
dancing with
Natalie Lane

Jamie Kirkpatrick
Columnist, College Counselor
dancing with
Jennifer Tosten

Bryan Matthews
Vice President, KRM Development
dancing with
Lucia Calloway

Kristen Owen
Investment Advisor,
Chesapeake Bank & Trust
dancing with
Mark Pagano

Pat Parkhurst
Art Teacher, Kent School
dancing with
Diego Guzman

John Schratwieser
Exec. Director, Maryland Citizens
for the Arts
dancing with
Melissa McGlynn

Morey "Moe" Weimer
English teacher, Gunston School
dancing with
Jennifer Tunis

Genie Wootton
Attorney, Rasin, Wootton & Hurd
dancing with
Tom Allen

February 4, 2017
Doors open, cocktail buffet
with cash bar at 6 pm

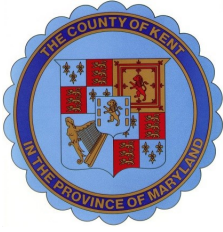
Showtime at 7 pm!



Reservations Required:
Premium Ringside Table for Ten, \$1,500
Standard Table for Ten, \$1,250
Premium Cocktail Table for Six, \$900
Standard Cocktail Table for Six, \$750
Cocktail Table for Four, \$500
General Admission, \$80 per person
(limited bleacher seats)

Reserve online at www.horizonskentqueenannes.org
or call 410-708-6901

Vote for your favorite dancers online or use the enclosed card.



**Boards and Committees Notice
1/3/2017
County Commissioners Meeting**

ATTACHMENTS:

Description

Boards and Committes Notice



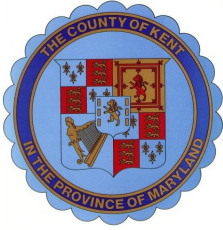
Kent County Commissioners Seek

Citizens for Boards and Committees

The County Commissioners of Kent County are looking for persons willing to serve on a variety of county boards and committees. Applicants must be residents of Kent County. If you have applied previously, please send a new letter of interest and resume at this time.

The following boards and committees are seeking members to fill current or future vacancies: Agricultural Advisory Commission, Agricultural Preservation Advisory Board, Agricultural Resolution Board, Bay Bridge Monitoring Committee, Board of Building Appeals, Board of Electrical Examiners, Commission on Aging, Economic Development Commission, Emergency Services Board, Ethics Commission, Family & Community Partnerships of Kent County, Historic Preservation Commission, Housing Appeals Board, Library Board of Trustees, Parks & Recreation Advisory Board, Planning Commission, Property Tax Assessment Appeals Board, Public Landings and Facilities Board, Tourism Development Advisory Board, Workforce Investment Board, and the Zoning Appeals Board. For more details about each board and committee go to www.kentcounty.com, click on "Government" then "Boards and Committees." Click the title of any board or committee and full details are available, such as when and where they meet, length of term, members, etc. An interest form can be found at: <http://www.kentcounty.com/committees/interestform>.

If interested in serving on any of these committees, please send a letter of interest and resume to kentcounty@kentgov.org or by mail to Kent County Commissioners, Attn: April Bitter, 400 High Street, Chestertown, MD 21620. For questions call 410-778-4600.



**Kent County Board of Education Funding Request
1/3/2017
County Commissioners Meeting**

ATTACHMENTS:

Description

Board of Education Funding Request



Kent County Board of Education

Growing a Community of Leaders

Dr. Karen M. Couch
Office of the Superintendent

December 22, 2016

Via Email(david.brinkley@maryland.gov)

Fax (410-974-2585) & U.S. Mail

Honorable David Brinkley
Secretary of the Department of
Budget & Management
State of Maryland
45 Calvert Street
Annapolis, Maryland 21401

RE: Kent County Public Schools FY'18 Funding Request

Dear Secretary Brinkley:

I first want to thank you for the opportunity to meet with you on December 12, 2016, in order to address some of the pressing budgetary problems facing the Kent County Public Schools. As one of Maryland's smallest counties, we have consistently faced both declining enrollments and budgetary constraints.

Following up the meeting we held in your office, the Board of Education met with the Kent County Commissioners on December 20, 2016, in order to review their respective budget projections for fiscal years 2018 and 2019. The discussion was a cooperative and productive one, and included a thorough review of budgetary considerations affecting both these governmental agencies. As a result of this meeting, I can report to you that the consensus of both the Commissioners and the Board of Education on the key issues we discussed with you are as follows:

- The Board of Education will maintain a fund balance reserve of \$500,000, and will commit the remaining \$985,000 of that reserve towards resolving the projected \$5,722,128 structural deficit during fiscal years 2018 and 2019.
- The Kent County Commissioners have agreed to maintain local funding levels for FY 2018 and FY 2019 in order to insure that the Kent County Public School system is held harmless as the result of projected declining enrollment; provided, however, that this commitment does not obligate the Commissioners to commit to a specific funding level for FY 2020. (It is hoped and expected that, by FY 2020, the recommendations of the

Honorable David Brinkley
December 22, 2016
Page Two of Two

Kirwan Commission will have been legislatively implemented, thereby resolving some of the fiscal issues that the school system continues to face.)

- The Kent County Public Schools is committed to reducing its operational costs by \$885,000. In order to achieve this goal, however, the Board of Education will have to consider a number of options, one of which may be the consolidation or even closure of some schools that remain under-enrolled.
- The Kent County Commissioners are prepared to assume State debt relating to future capital expenditures in the school district of \$994,100, assuming that the local and State boards of education are prepared to approve the consolidation or closure of schools should the local Board of Education decide to pursue that course of action.
- The Board of Education will establish a Long-Term Planning Committee in order to develop a 10-year Strategic Plan. The role of this Committee will be to consider current economic and student enrollment trends so as to best plan the school system's future, including making realistic budget projections based upon its anticipated needs.

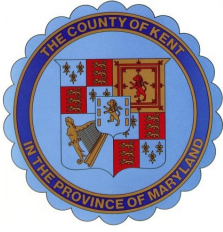
Given the mutual agreements between the Board of Education and the County Commissioners as outlined above, on behalf of the Board of Education I am respectfully requesting additional State funding of \$2.5 million for fiscal years 2018 and 2019, in order to insure that the school system will enjoy some degree of financial stability for the next two (2) fiscal years. Your understanding of our unique situation is most appreciated, and I trust that you will do everything in your power to guarantee the future success of the children of the Kent County Public School system.

Respectfully submitted,



Dr. Karen M. Couch
Superintendent of Schools

cc: Members, Board of Education of Kent County
Members, Board of Commissioners of Kent County
Senator Stephen S. Hershey, Jr.
Delegate Jay A. Jacobs
Delegate Stephen J. Arentz
Delegate Jefferson L. Ghrist



**Kent County's Support of Additional Funding for KCPS
1/3/2017
County Commissioners Meeting**

ATTACHMENTS:

Description

Kent County Funding Request Letter

The County Commissioners of Kent County

WILLIAM W. PICKRUM
PRESIDENT
CHESTERTOWN, MD

RONALD H. FITHIAN
MEMBER
ROCK HALL, MD

WILLIAM A. SHORT
MEMBER
STILL POND, MD

R. Clayton Mitchell, Jr.
Kent County Government Center
400 High Street
Chestertown, Maryland 21620
TELEPHONE 410-778-4600
FACSIMILE 410-778-7482
E-MAIL kentcounty@kentgov.org
www.kentcounty.com

SHELLEY L. HELLER
COUNTY ADMINISTRATOR

THOMAS N. YEAGER
COUNTY ATTORNEY

December 22, 2016

The Honorable David R. Brinkley
Secretary of Department of Budget & Management
State of Maryland
45 Calvert St.
Annapolis, MD 21401

The Honorable Stephen S. Hershey, Jr.
Room 420, James Senate Office Building
11 Bladen Street
Annapolis, MD 21401-1991

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

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

The Honorable Jeffery Ghrist
Room 410, Lowe House Office Building
6 Bladen Street
Annapolis, MD 21401-1912

Re: Kent County Public Schools FY2018 Funding Request

Dear Secretary Brinkley, Senator Hershey and Delegates Jacobs, Arentz and Ghrist:

With declining enrollment, the Kent County Public School (KCPS) System's revenue is also declining as a result of the nature of the Maintenance of Effort (MOE) formula as established by the State of Maryland. Even after contemplating all possible consolidation scenarios, KCPS has, even



The Honorable David R. Brinkley, et al.

December 20, 2016

Page 2 of 2

with the most immediately ideal consolidation scenario, an annual structural deficit of approximately \$2,000,000.00. In a school system with an annual budget of \$27,500,000.00, that is a significant percentage of the total budget. It will take time for KCPS to explore viable long-term school configurations and options, and the County will remain supportive of those efforts.

Kent County has typically funded the school at level funding, or even in excess of level funding when possible, despite the MOE stipulations and declining enrollment. With County funding streams projected to be relatively flat in the upcoming years, Kent County is not in a position to further increase the amount of funding to KCPS. As in prior years, Kent County is, however, able to hold the schools financially harmless despite declining enrollment.

Kent County has traditionally provided in-kind services whenever possible, such as IT support, a resource officer, and grounds maintenance assistance. The County is able to continue to provide those services as well as explore other creative partnerships with KCPS in an effort to reduce costs.

Because Kent County ended the FY2016 year under budget, there is available funding that can be used for nonrecurring expenditures such as necessary consolidation renovation projects and repayment on State Capital Improvement Plan (CIP) debt. Enclosed are two year projections for KCPS and Kent County.

KCPS has requested your financial support to help alleviate the short-term hardship while a long-term solution is sought. The County would like to endorse the request, and appeal to your assistance for any contributions you can offer in FY2018 and FY2019.

Very truly yours,

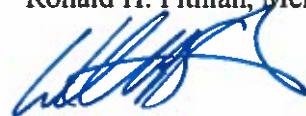
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND



William W. Pickrum, President



Ronald H. Fithian, Member



William A. Short, Member

KCC:sh
Enclosures

cc: Kent County Board of Education

**Kent County Public Schools
FY16 - FY19
No Consolidation**

	<u>Actual FY16</u>	<u>Budget FY17</u>	<u>Projection FY18</u>	<u>Projection FY19</u>
Revenues:				
County	17,432,020	17,112,378	17,112,378	17,112,378
State	9,063,012	8,704,091	8,704,091	8,704,091
State One Time	-	300,000	-	-
Less 14 Students	-	-	(75,147)	(75,147)
Less 26 Students	-	-	-	(130,420)
Federal	64,723	69,000	69,000	69,000
Other	218,327	182,989	182,989	182,989
	<u>26,778,082</u>	<u>26,368,458</u>	<u>25,993,311</u>	<u>25,862,891</u>
Expenditures:				
Base	26,665,278	27,497,522	27,497,522	27,497,522
Encumbrances	-	299,812	-	-
Salary & Benefits Increase	-	-	700,000	1,400,000
	<u>26,665,278</u>	<u>27,797,334</u>	<u>28,197,522</u>	<u>28,897,522</u>
Excess Revenues over Expenditures	<u>112,804</u>	<u>(1,428,876)</u>	<u>(2,204,211)</u>	<u>(3,034,631)</u>
Beginning Fund Balance	<u>2,914,371</u>	<u>1,485,495</u>	<u>(718,716)</u>	<u>(718,716)</u>
Ending Fund Balance	<u>2,914,371</u>	<u>1,485,495</u>	<u>(718,716)</u>	<u>(3,753,347)</u>
Target Fund Balance	500,000	500,000	500,000	500,000
Excess / (Deficit) Fund Balance	2,414,371	985,495	(1,218,716)	(4,253,347)

**Kent County Public Schools
FY16 - FY19
Consolidation**

	<u>Actual FY16</u>	<u>Budget FY17</u>	<u>Projection FY18</u>	<u>Projection FY19</u>
Revenues:				
County	17,432,020	17,112,378	17,112,378	17,112,378
State	9,063,012	8,704,091	8,704,091	8,704,091
State One Time	-	300,000	-	-
Less 14 Students	-	-	(75,147)	(75,147)
Less 26 Students	-	-	-	(130,420)
Federal	64,723	69,000	69,000	69,000
Other	218,327	182,989	182,989	182,989
	<u>26,778,082</u>	<u>26,368,458</u>	<u>25,993,311</u>	<u>25,862,891</u>
Expenditures:				
Base	26,665,278	27,497,522	27,497,522	27,497,522
Encumbrances	-	299,812	-	-
Salary & Benefits	-	-	700,000	1,400,000
Consolidation Savings	-	-	(885,000)	(1,285,000)
	<u>26,665,278</u>	<u>27,797,334</u>	<u>27,312,522</u>	<u>27,612,522</u>
Excess Revenues over Expenditures	<u>112,804</u>	<u>(1,428,876)</u>	<u>(1,319,211)</u>	<u>(1,749,631)</u>

Beginning Fund Balance	<u>2,914,371</u>	<u>1,485,495</u>	<u>166,284</u>
Ending Fund Balance	<u>2,914,371</u>	<u>1,485,495</u>	<u>(1,583,347)</u>
Target Fund Balance	500,000	500,000	500,000
Excess / (Deficit) Fund Balance	2,414,371	985,495	(333,716)

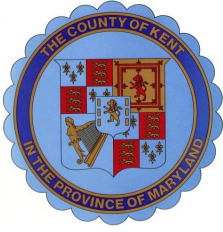
Non Recurring Costs:

Consolidation Renovations	200,000
State Funding Repayments	
Worton Elementary	207,099
Millington Elementary	211,597
BOE Office	575,404
	<u>994,100</u>

**Kent County
FY16 - FY19**

	<u>Actual FY16</u>	<u>Budget FY17</u>	<u>Projection FY18</u>	<u>Projection FY19</u>
Revenues:				
Property Tax	29,951,731	30,477,131	30,477,131	30,477,131
Income Tax	12,232,681	12,386,099	12,386,099	12,386,099
Property Tax Increases	-	-	125,000	250,000
Other	3,685,081	3,211,819	3,211,819	3,211,819
	45,869,493	46,075,049	46,200,049	46,325,049
Expenditures:				
Base	45,442,499	51,209,953	51,209,953	51,209,953
Fiber Project	-	-	(4,500,000)	(4,500,000)
Inflationary Increases - 2%	-	-	934,199	1,868,398
	45,442,499	51,209,953	47,644,152	48,578,351
Excess Revenues over Expenditures	426,994	(5,134,904)	(1,444,103)	(2,253,302)

Beginning Fund Balance	<u>10,620,107</u>	<u>5,485,203</u>	<u>4,041,100</u>
Ending Fund Balance	<u>10,620,107</u>	<u>5,485,203</u>	<u>1,787,798</u>
Target Fund Balance 7.5%	3,408,187	3,840,746	3,643,376
Excess / (Deficit) Fund Balance	7,211,920	1,644,457	(1,855,579)



Chestertown Marina Project
1/3/2017
County Commissioners Meeting

ATTACHMENTS:

Description

12.21.16 D. Brinkley Letter re Chestertown Marina Project



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

December 21, 2016

County Commissioners Of Kent County
Kent County Government Center
400 High Street
Chestertown, MD 21620-1312

Dear Commissioners:

Thank you for your correspondence to Governor Hogan regarding the Chestertown Marina project. As Secretary of the Department of Budget and Management, the Governor has asked me to respond on his behalf.

This year Governor Hogan included \$200,000 in his capital budget for the marina project. Additionally, in the past three years the Maryland Department of Natural Resources has provided \$600,000 for construction of the bulkhead and docks and \$500,000 for dredging of the marina.

While some of these funds have been used, there are still funds available to the Town of Chestertown that have not yet been expended. **The total available balance available to the Town at this time is nearly \$800,000.**

The Department has also provided many hours of technical assistance for survey work, concept drawings, and cost estimates. Also in 2016, the Town of Chestertown received a \$200,000 Community Legacy Grant from the Department of Housing and Community Development.

In October as a follow up to his personal visit to the marina, the Governor sent a team to Chestertown to meet with Mayor Chris Cerino. That team included representatives from the Department of Budget and Management, the Maryland Department of Natural Resources, the Department of Housing and Community Development, the Maryland Department of the Environment, and the Maryland Department of Commerce.

Collectively, they offered over \$4 million in potential funding sources for this project, but to date, the Town has not submitted any grant applications.

County Commissioners

Office

Date 12-29-16

~Effective Resource Management~

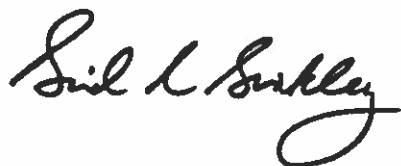
45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7041 • Fax: (410) 974-2585 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

<http://www.dbm.maryland.gov>

We understand and appreciate the importance of this project to Chestertown and the region. We encourage the Mayor and Council to use the funds that are currently available to them and to give serious consideration to the future funding options that were offered by the Administration.

Sincerely,

A handwritten signature in black ink, appearing to read "David Brinkley". The signature is fluid and cursive, with a large loop at the end of the last name.

David Brinkley
Secretary, Department of Budget and Management

Potential Funding Sources:

Department of Natural Resources (DNR)

Waterway Improvement Funds

CoastSmart Green Infrastructure Resiliency Grants

Working Waterfronts

Clean Marinas

Resiliency Assistance

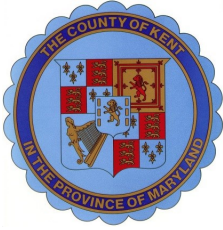
Assessment Assistance

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)

Community Legacy Grant

Strategic Demolition and Stabilization

Maryland Heritage Area Grant



**Alleged Alcoholic Beverage Violation
1/3/2017
County Commissioners Meeting**

ATTACHMENTS:

Description

24-2802 PENALTIES, Hearing and penalty for violation

Md. Ann. Code art. AB, § 24-2802

Annotated Code of Maryland
Copyright 2016 by Matthew Bender and Company, Inc., a member of the LexisNexis Group
All rights reserved.

*** Statutes current through July 1, 2016 ***

ALCOHOLIC BEVERAGES
DIVISION II. PROVISIONS AFFECTING INDIVIDUAL JURISDICTIONS
TITLE 24. KENT COUNTY
SUBTITLE 28. PENALTIES

Md. Ann. Code art. AB, § 24-2802 (2016)

§ 24-2802. Hearing and penalty for violation

(a) Board hearing. --

(1) The Board shall hear a case within 30 days after the violation is reported by an inspector or law enforcement officer.

(2) The Board shall make a determination of the case within 15 days after the conclusion of the hearing.

(b) Penalty. --

(1) Unless another penalty is provided, for a violation of this article, the Board may impose:

(i) for the first offense:

1. a fine not exceeding \$ 1,000;
2. suspension of the license; and
3. closure of the place of business not exceeding 15 days;

(ii) for the second offense:

1. a fine not exceeding \$ 2,000;
2. suspension of the license; and
3. closure of the place of business not exceeding 30 days;

(iii) for a third or subsequent offense that is different from either of the two previous offenses:

1. a fine not exceeding \$ 2,500;
2. suspension of the license; and
3. closure of the place of business not exceeding 90 days; and

(iv) for a third offense that is the same as either of the two previous offenses:

1. revocation of the license;
2. prohibition of licensure of the violator; and

3. prohibition of licensure of the premises for a period not exceeding 1 year after the revocation.

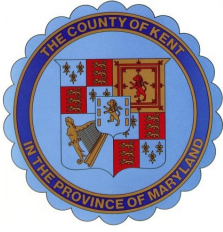
(2) The penalties provided in paragraph (1) of this subsection:

(i) do not limit, but are in addition to, other specific or general penalties for the same violation under this article; and

(ii) are independent of any related court action based on the same violation.

(c) Petition for judicial review. -- A petition seeking judicial review may not stay an order of the Board to suspend a license or close a place of business.

HISTORY: An. Code 1957, art. 2B, § 16-507(p)(2)-(5); 2016, ch. 41, § 2.



**Muriel Cole, and Carolyn Sorge, Co-Chairs, and Pat Clarke, Treasurer,
Commission on Aging
1/3/2017
County Commissioners Meeting**

ATTACHMENTS:

Description

2016 COA Annual Report

KENT COUNTY COMMISSION ON AGING
Chestertown, Maryland

ANNUAL REPORT
January- December 2016



COMMISSION MEMBERS

- Patricia E. Clarke, Chair (Chestertown)
Margie R. Baker (Chestertown)
Lindsay K. Batcheller (Chestertown: Heron Point Retirement Community)
Ronnie Edelman, Vice-Chair (Galena)
Lauretta M. Freeman (Worton)
Joseph Harding (Worton)
Olthea B. Hunley (Still Pond)
Samuel L. Johnston (Millington)
Harry J. Pisapia (Galena)
Mary Etta Reedy (Rock Hall)
Carolyn Sorge (Betterton)
Muriel Cole, Secretary (and Commissioners' Representative) (Chestertown)



Cover illustration by Deb Brown, The Finishing Touch, Chestertown

Background

The Kent County Commission on Aging, established in 1969, is made up of representatives having an interest in seniors’ issues and in alleviating problems faced by older citizens in Kent County. Members are appointed by the County Commissioners for a term of three years. Every effort is made to maintain a group which reflects the racial, gender, and socio-economic mix in the County as well as representation from the various towns and villages.

Meetings are held at 10:30 a.m. the third Friday of each month, nine times per year, at Upper Shore Aging, 100 Schaubert Road, Chestertown. Meetings are open to the public.

The purposes of the Commission, as listed in the revised by-laws and approved by the Kent County Commissioners on January 13, 2015, 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.

Demographics and Trends

From the year 2000 to 2010 the median age for the State of Maryland increased two years - to 38.0 years. The percent of the State’s population aged 65 and over increased to 12.3 percent from 11.3 percent in 2000. In several jurisdictions on the Eastern Shore, the elderly make up more than one-fifth of the population, including Talbot (23.7%), Worcester (23.2%) and Kent (21.8%).

Unfortunately, Kent County also has a significantly low median income for older adults:

	State of Maryland	Kent County
2010 Median Income 55+	\$59,887	\$44,678
2015 Projected Median Income 55+	\$72,307	\$50,596

Dr. Memo Diriker of Salisbury University and his students have examined the need for health care and housing options for an aging Eastern Shore senior citizen population. The Maryland Department of Planning ranks Worcester, Talbot, Kent, and Dorchester as the top four counties projected to increase in percentage of population over 65 by the year 2030.

“We used to get sick and die,” he says. “Now we get sick and live, get sick and live, get sick and live. The aging of the Eastern Shore is reaching truly crisis proportions,” he warns.

As we become older we are more likely to fall at home, become ill, or have some type of crisis. Many on the Eastern Shore are fairly isolated and live alone in our later years. Being safe and secure

needs to be a priority, and though it may not be our preference, we may have to make some changes and depend on others to help with our safety and security.

Already our senior population far exceeds the number of school-age children. Public services for seniors locally are the joint responsibility of the Health Department, the Department of Social Services, and the Area Agency on Aging, which for Kent County (as well as Caroline and Talbot Counties) is Upper Shore Aging, Inc. None are adequately funded, and none have a formal volunteer program. All local seniors programs continue to face challenges due to reduced budgets and increasing demands. Elderly persons are frequently physically unable to be strong advocates for their needs, which exacerbate these challenges. Cutbacks in resources occur, regardless of the cost-effectiveness of the cutbacks.

2016 Commission on Aging Resource Allocation

The Commission on Aging requests and receives a small annual budget allocation for administration. In FY16 \$3750 was allocated by the Kent County Commissioners. The majority of the budget is earmarked for reimbursement to members for expenses. The remainder is used for administrative expenses such as advertisements, sponsorships, and facility costs for events, and memberships in regional organizations that advocate for seniors. A 1978 County rule requires that members of all county commissions be reimbursed for expenses incurred. The county has interpreted this rule as a standard policy of paying members \$25 per meeting attended, but in 2010 reduced the reimbursement to \$25 per quarter. The Chair receives \$30 per quarter.

Although the County Commissioners proposed decreasing the number of meetings per year for the Commission on Aging to reduce costs, the Commission on Aging voted in 2010 to continue to meet nine times annually and members continue to accept one reimbursement per quarter regardless of expenses incurred.

SUMMARY OF 2016 ACTIVITIES

Coordination with Upper Shore Aging, Inc.

The Commission maintained cognizance over programs and services for Kent County seniors supported by Upper Shore Aging, Inc., which serves as the Area Agency on Aging for Kent, Caroline, and Talbot Counties. The Commission seeks to ensure that Kent County receives its fair share of the services and that, in turn, the County responds to the local seniors' resource needs, to the extent possible.

The Executive Director of Upper Shore Aging gave monthly updates to the Commission on the FY16 and FY17 Upper Shore Aging budgets and anticipated changes. Upper Shore Aging requested and received an increase of \$19,700 from Kent County for FY17 to support programs for older men and health promotion. While this increase was gratifying, the Commission on Aging remains concerned that *the level of funding does not reflect the rapidly increasing need for local senior services and programs* that support healthy and safe aging.

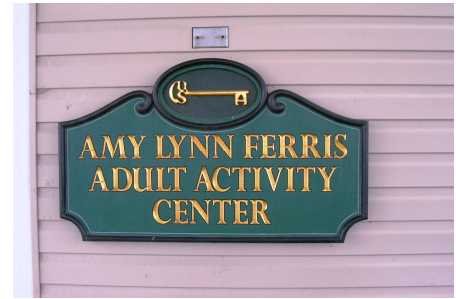
At the State level, there is increasing emphasis on health promotion and evidence-based programs. Self-management of chronic illness reduces demands on the health care system. In FY16 Upper Shore Aging received a 2% overall cut by the Department of Aging. Funding for FY17 and FY 18 from the State has remained level, and State-funded programs continue to be underfunded. For example, there continues to be a waiting list for Upper Shore Aging's program called "Senior Home Care", which provides home help aides, reducing the demands on long-term care and, ultimately, the public resources that support those costs.

At the Federal level funding has increased only 10% over the past ten years. Ten years ago that funding amounted to \$25 per senior; now the figure is \$12. The FY17 budget is very unclear, with Congress having enacting a "continuing resolution" until April 28, meaning that funding continues at the same level as the previous year, with possible severe cuts toward the end of the fiscal year.

Amy Lynn Ferris Adult Activity Center

At each month's Commission meeting, Rosemarie Curlett, Director of the Center, reports on upcoming events, and recommendations are given.

The Commission has commended Upper Shore Aging, Inc. for increasing the number of activities at the Center, especially physical exercise offerings, which have proven to be very popular. The Commission stressed the importance of maintaining an adequate budget for the Center, especially noting that usage is increasing each year.



State Legislative Oversight

The Commission remained active in the coalition of organizations called United Seniors of Maryland (USM), sending a representative to monthly meetings in Annapolis. That group monitors legislation coming before the General Assembly each year that has a potential impact on seniors.

Eight Kent Countians participated in the annual USM Legislative Forum held in Annapolis on February 3, the largest ever, with over 300 representatives. After listening to presentations from several State officials, the Kent County group led an Eastern Shore caucus, who discussed aging issues and priorities with the 36th and 38th District State Senators and Delegates.



Figure 1- Representatives from the Upper Shore at the State Capitol for the United Seniors of Maryland Annual Forum



Figure 2 – Del. Jay Jacobs speaks with Eastern Shore participants

Community Health Expo

The Commission was a Bronze Sponsor of the Community Health and Wellness Expo held at the Kent County High School on October 20. For the first time the Kent County Public Schools as well as the Kent County Health Department, the University of Maryland Shore Regional Health, and Anne Arundel Medical Center participated as partners. Features included free health screenings, flu shots, ten expert talks, and over 80 exhibitors. Deborah Mizeur, Chair of the Rural Health Care Working Group, also spoke about the status of that effort. This event, the largest event of its kind ever held here, was organized by HomePorts, the local aging-in-place non-profit organization. This financial support contributed to publicity and printing costs. Close to 200 written evaluations were submitted, and all rated the event as "Excellent" (75%) or "Good" (25%).



Older Americans Month

May is Older Americans Month. Commission members attended the signing of a proclamation by the Kent County Commissioners. The 2016 theme was “Blaze A Trail”.

Coordination with Other Commissions on Aging

The Commission began a now annual tradition of an Eastern Shore regional meeting of Commissions on Aging in June of each year, which has been well-received and increasingly well-attended. The purpose is to share ideas, experiences, and lessons learned. This year the Worcester County Commission on Aging hosted the group in Snow Hill, MD, on June 24. Nine members attended, traveling together with Queen Anne’s County representatives. Kent County represented the largest contingent, with a total of 30 in attendance.



Figure 3- Upper Shore Attendees at Regional Meeting in Snow Hill in June

Programs

The Commission held ten meetings in 2016, and frequently invited a speaker on a topic of interest to seniors. Members are encouraged to disseminate the information they receive at these meetings to their own churches and communities. The Commission also emphasizes to speakers the prevalence of seniors in Kent County and the need to be cognizant of the concerns and interests of older adults.

In January Debbie Toth from the Kent County Health Department spoke about services for seniors. Among these are Adult Evaluation and Review Services (AERS). AERS is designed to help Kent County’s aged and functionally disabled adults who are at risk of losing their independence due to health, social or environmental problems. They evaluate medical issues, activities of daily living and

financial criteria, and then refer them to Medical Adult Day Care, Hospice, Home Health, Senior Care, the Senior Center, Respite Care, Meals on Wheels, Medicaid Waiver, or Community First Choice.

In March local Gerontologist Nancy Cowdrey spoke about recent findings from research on aging. She emphasized the importance of happiness as a component of successful aging, noting that happiness has “tremendous consequences for your health”. The National Institutes of Health has found that it is a skill that can be cultivated by: 1) independence and interdependence, 2) good health (fortified by good nutrition), 3) a positive attitude, 4) physical activity, and 5) staying socially active.

In April the Commission arranged for a public forum at the Amy Lynn Ferris Adult Activity Center. State Senator Stephen S. Hershey, who represents this district in the General Assembly, opened the forum and discussed the results of the latest session. Santo Grande, President and CEO of Delmarva Community Services spoke about the recently completed transportation plan.



Figure 4- Senator Hershey speaks at the Amy Lynn FerrisCenter in April

Susan Higgs, Senior Care Case Manager for Kent and Caroline Counties, spoke in May about the Senior Care Program. The program serves frail residents over 65 who need help with Activities of Daily Living. After an application is received, a thorough medical assessment is done by Health Department staff, followed by a risk assessment measuring the resident’s ability to remain at home. Applicants are rated and those with the a high level of need are provided with some medical supplies, a personal emergency response system, and in some cases tuition for attendance at the Medical Adult Day Care

Center. Currently, there are 70 cases, predominantly in Chestertown, Rock Hall, and a few from Millington. The State provides \$100,000 per year to Kent County for the Senior Care Program; she strongly advocated for greater funding, in order to reduce the waiting list.

The Commission has identified the need for an Assisted Living facility in Chestertown and has recommended that this be addressed in the next Kent County Comprehensive Plan. The group has noted the steep start-up costs and regulations as well as barriers to using such facilities, including the high out-of-pocket costs for residents. It may be difficult to document the need for such a facility in order to receive approval (a “certificate of need”) from the State. However, The Commission, therefore, invited Jamie Williams, Economic Development Coordinator for Kent County, in November. Who spoke about her role promoting economic development in Kent County. She encouraged the group to seek the support of all local public officials for an Assisted Living facility.

Needs Assessment

Evaluation of the 2015 Needs Assessment Survey was completed. The questionnaire was designed to elicit both present needs and those anticipated five years into the future. It was widely distributed and promoted throughout the County. A total of 449 responses were received, with 267 individuals reporting themselves as homeowners, and 52 (20%) with a household income of under \$30,000 per year. Medical care was ranked the top concern, with transportation second, and housing third.

In March the Commission on Aging Chair met with the Kent County Commissioners to review the results. At that meeting they asked for specific recommendations from the Commission on Aging, and a sub-committee subsequently met to propose recommendations. Inquiries to Upper Shore Aging professionals included a request for comment on existing services by DelMarVa Transit. They reported that riders have had problems in trying to get to medical appointments due to scheduled buses not arriving. There is significant driver turnover and more drivers are needed. A covered seating area at bus stops is also needed, such as at Dollar General in Chestertown.

Recommendations, shown as Appendix 1, were provided to the Kent County Commissioners.

Homeowners’ Property Tax Credit

The Commission identified the need to promote the availability of the property tax credit for low income seniors. After consultation with the Kent County Finance Office, the Commission paid for ads in the Kent County News and Tidewater Trader, explaining the procedures and deadlines for applying for this credit.

Senior Discount Brochure

The brochure developed and distributed in 2014 was very well-received but was in need of updating so the group agreed to gather the information for a revised version. Members visited many local businesses to request participation and 100 businesses agreed to offer a discount for seniors. The new enhanced brochure is now being distributed throughout the county, including at the Visitors Center, libraries, Department of Social Services, Town Offices, and the Amy Lynn Ferris Center. The discount period is from January 1, 2017 through December 31, 2018. Merchant decals noting their participation have also been given out to those businesses listed, for placement in storefront windows.

Senior Citizens Hall of Fame

The group nominated Chairperson Pat Clarke to the Maryland Senior Citizens Hall of Fame and obtained the endorsement of the Kent County Commissioners. She was selected and was an honoree at a luncheon in Glen Burnie on October 27. Five members attended.



Other Local Advocacy for the Senior Community

Members of the Commission continue to set examples for volunteer service. Several Commission members regularly participate and volunteer in Kent County senior support activities. Ronnie Edelman is a volunteer AARP tax preparer and serves on the Board of Upper Shore Aging, Inc. Muriel Cole is a volunteer Ombudsman for those in long-term care. Joe Harding is a Board member of HomePorts, Inc. and the Kent County Public Library. Mary Etta Reedy founded the Kent County Learning Center. Both she and Carolyn Sorge are Character Counts coaches in the Kent County Public Schools. Others are very active in community civic organizations.

Possible closure of in-patient services at the local hospital was a high profile community-wide concern in 2016. The General Assembly allocated \$500,000 for a study on rural health needs that must be completed before any further consideration is given to closing the service at the Shore Regional Health Center at Chestertown. Commission members closely followed progress, attending “Save our Hospital” meetings and briefings. The Commission repeatedly reminded officials that seniors are the primary users of the service, frequently without the financial or physical ability to travel a greater distance for medical care. There will be no changes in the immediate future; recommendations have yet to be made. The plans for a new hospital in Talbot County are proceeding but are not expressly intended to cover the need for in-hospital services in our area. The difficulty of getting new doctors in the county when present ones retire is also a concern.

Shore Health has applied for a grant for transportation to follow-up appointments for patients after discharge. The request is \$150,000 for six months. The Commission on Aging was pleased that the Kent County Commissioners signed a letter of support.

Two members participated in a Senior Summit Conference hosted by Talbot Community Connections in Easton on June 9.

The Commission helped to promote the Walk to End Alzheimer’s held at Wilmer Park in Chestertown on October 22, which raised funds for research.

A Commission representative participated in the Caregivers Conference Planning Committee. The conference is an annual event led by the Alzheimer’s Association, which was held this year at the Heron Point Continuing Care Retirement Community on November 1. Dr. Allan Anderson, geriatric psychiatrist and Alzheimer’s expert, spoke, as well as several others. Over 75 attended.



PLANS FOR 2017

- The Commission will continue to monitor the results of the Needs Assessment and coordinate the findings with appropriate local officials, in an effort to address the concerns reported.

- The Commission will continue to participate in the physician-led group, “Save the Hospital”, that is advocating for continued in-patient services at the Shore Regional Health Center in Chestertown.
- The Commission will maintain its involvement as an advocate locally and State-wide for adequate funding for senior programs and services.. Several members plan to visit the State House on January 25, 2017, for the United Seniors of Maryland Legislative Forum.
- The Commission will continue its concern with and advocacy for the issue of local transportation needs. Existing services are underfunded and inadequate to meet growing demands.
- Visits to the ten long-term care facilities in Kent County are being planned for the Spring.
- The Talbot County Commission on Aging has initiated a speaker series in conjunction with Chesapeake College, to include all areas served by Chesapeake College. Kent County has been asked to arrange a presentation in Kent County in March 2017. The subject will focus on advocacy for seniors in hospital settings. The Commission will make an effort to ensure good attendance, to include both seniors and their families.

7844 Chester Court
 Chestertown, MD 21620
 March 23, 2016

Kent County Commissioners
 400 High Street
 Chestertown, MD 21620

Dear Commissioners:

This letter is written as a follow-up to the Commission on Aging meeting with you on March 8th. At that time you had several questions regarding the Senior Survey results.

There were 267 individuals that reported owning their homes, 52 (20%) of them stated that their household income was less than \$30,000. However, it is possible that two persons from the same household may have responded to the survey.

A subcommittee of the Commission on Aging has met twice to develop recommendations based on the survey data. The following is a list of our conclusions:

Activities of Daily Living/ Medical

Encourage the development of Assisted Living facilities as defined by the Department of Health and Mental Hygiene by offering tax credits, zoning and other incentives. These facilities are for persons who need assistance with activities of daily living in a residential setting. There are currently seven of these small facilities in Kent County, with none in Chestertown. Most residents must pay privately for this type of housing.

Encourage Upper Shore Aging, Inc. to explore the development of a Partners in Care program similar to the ones in Talbot and Caroline counties. This program provides volunteer services, especially transportation for those who need them. Upper Shore Aging, Inc. estimates that it would require approximately \$50,000 a year for the first two years to implement the program.

Transportation

Provide funding for protected bus stops so that passengers can sit under cover while waiting for the driver at the currently designated stops in Kent County

Conduct an assessment of the current transportation system that will provide recommendations for changes. This should be done by an independent contractor from a Department of Transportation list of contractors.

Note: DCT has stated that the following are needed to improve services:

1. Smaller vehicles to accommodate the medically frail
2. More door to door service for medical appointments, shopping, etc.
3. Weekend and later hours of weekend services
4. Financial support of the mobility management travel training program to provide personalized and education to encourage and help aging persons use transit services
5. Expansion of one or two routes that would reach more remote areas

The Commission on Aging agrees with the DCT observations and requests that you provide additional funding to improve current transportation service.

Housing

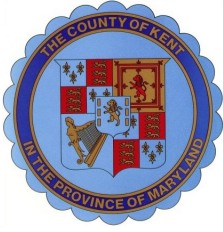
Apply for Federal, State and Foundation funding to construct and manage affordable senior housing.

Include information about the Homeowners' Property Tax Credits with the tax bills that are mailed in July.
Note: The Commission on Aging is placing an ad in the Tidewater Trader publicizing this program.

On April 15, 2016 at 10:30 AM the Commission on Aging is holding an informational meeting at the Amy Lynn Activity Center. Santo Grande from DCS/DCT will be there to discuss the transportation plan and to answer questions. Senator Hershey has also been invited to review the 2016 MD legislative session especially as it relates to senior issues. We hope that you all will be able to join us at that meeting.

Sincerely,

Pat Clarke, Chair
Kent County Commission on Aging



Patricia Merritt, Chief Finance Officer, Office of Finance
1/3/2017
County Commissioners Meeting

Item Summary:

Reassessment Data for Group 2

ATTACHMENTS:

Description

Group 2 Reassessment Data

Table R-1
Residential and Commercial Full Cash Value Change

Value and Percent Change for Reassessment Group 2

January 1, 2014 Base Full Cash Values Compared To January 1, 2017 Reassessment Full Cash Values

Group 2 Jurisdiction	Residential			Commercial			Residential & Commercial Combined		
	1-Jan-14	1-Jan-17	% Change	1-Jan-14	1-Jan-17	% Change	1-Jan-14	1-Jan-17	% Change
Allegany	966,240,905	963,773,300	-0.3%	249,999,200	250,063,500	0.0%	1,216,240,105	1,213,836,800	-0.2%
Anne Arundel	19,915,064,400	21,362,493,300	7.3%	11,543,195,074	13,981,045,000	21.1%	31,458,259,474	35,343,538,300	12.4%
Baltimore City	7,401,441,050	7,657,007,100	3.5%	6,341,015,300	6,940,463,800	9.5%	13,742,456,350	14,597,470,900	6.2%
Baltimore	24,582,867,038	26,499,464,200	7.8%	10,326,659,000	11,393,601,900	10.3%	34,909,526,038	37,893,066,100	8.5%
Calvert	3,491,667,000	3,621,559,000	3.7%	291,949,700	305,114,000	4.5%	3,783,616,700	3,926,673,000	3.8%
Caroline	889,462,100	890,267,600	0.1%	191,426,500	182,107,300	-4.9%	1,080,888,600	1,072,374,900	-0.8%
Carroll	5,184,513,900	5,438,703,100	4.9%	444,037,295	485,806,000	9.4%	5,628,551,195	5,924,509,100	5.3%
Cecil	2,356,518,100	2,500,569,600	6.1%	466,865,200	494,902,400	6.0%	2,823,383,300	2,995,472,000	6.1%
Charles	3,709,262,100	4,044,839,200	9.0%	308,613,400	307,222,200	-0.5%	4,017,875,500	4,352,061,400	8.3%
Dorchester	762,955,700	772,237,600	1.2%	292,614,700	305,327,900	4.3%	1,055,570,400	1,077,565,500	2.1%
Frederick	7,845,527,079	8,323,990,800	6.1%	1,543,195,700	1,656,586,300	7.3%	9,388,722,779	9,980,577,100	6.3%
Garrett	2,143,017,800	2,142,043,300	0.0%	206,925,100	211,004,600	2.0%	2,349,942,900	2,353,047,900	0.1%
Harford	8,547,115,500	9,009,631,000	5.4%	1,787,872,800	1,945,651,200	8.8%	10,334,988,300	10,955,282,200	6.0%
Howard	13,961,933,000	14,510,421,700	3.9%	3,768,797,200	4,296,510,100	14.0%	17,730,730,200	18,806,931,800	6.1%
Kent	1,142,601,600	1,142,061,400	0.0%	21,753,100	20,460,000	-5.9%	1,164,354,700	1,162,521,400	-0.2%
Montgomery	47,133,158,000	49,378,670,600	4.8%	14,495,065,300	17,077,205,300	17.8%	61,628,223,300	66,455,875,900	7.8%
Prince George's	27,166,935,100	31,016,899,000	14.2%	8,447,405,910	9,416,400,400	11.5%	35,614,341,010	40,433,299,400	13.5%
Queen Anne's	1,167,616,000	1,204,508,800	3.2%	105,793,200	114,545,600	8.3%	1,273,409,200	1,319,054,400	3.6%
St. Mary's	4,484,531,400	4,503,706,900	0.4%	378,832,700	382,445,100	1.0%	4,863,364,100	4,886,152,000	0.5%
Somerset	330,440,300	309,207,800	-6.4%	72,778,300	68,110,400	-6.4%	403,218,600	377,318,200	-6.4%
Talbot	2,564,743,800	2,538,384,700	-1.0%	153,491,000	166,225,800	8.3%	2,718,234,800	2,704,610,500	-0.5%
Washington	2,436,541,600	2,470,776,900	1.4%	1,183,200,400	1,229,998,500	4.0%	3,619,742,000	3,700,775,400	2.2%
Wicomico	1,579,344,400	1,681,174,200	6.4%	665,745,000	708,685,200	6.4%	2,245,089,400	2,389,859,400	6.4%
Worcester	2,069,023,700	2,163,578,900	4.6%	530,886,900	543,907,600	2.5%	2,599,910,600	2,707,486,500	4.1%
TOTAL	191,832,521,572	204,145,970,000	6.4%	63,818,117,979	72,483,390,100	13.6%	255,650,639,551	276,629,360,100	8.2%

State Department of Assessments and Taxation
December-2016

Table R-2

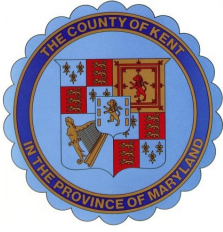
Increases in Group 2 Full Cash Values
Compares the January 1, 2017 Reassessment Full Cash Values
to the Prior Valuation done January 1, 2014

County	Total Number of Residential Improved Properties	Number That Increased in Value	Percentage That Increased in Value	Total Number of All Properties	Number That Increased in Value	Percentage That Increased in Value
Allegany	9,601	3,452	35.95%	13,716	3,685	26.87%
Anne Arundel	70,823	57,565	81.28%	81,695	61,487	75.26%
Baltimore City	71,991	29,324	40.73%	81,726	29,346	35.91%
Baltimore County	79,711	67,148	84.24%	91,830	67,282	73.27%
Calvert	10,554	7,106	67.33%	12,123	7,174	59.18%
Caroline	4,210	2,123	50.43%	5,835	2,164	37.09%
Carroll	18,257	11,624	63.67%	21,176	11,768	55.57%
Cecil	10,991	8,626	78.48%	13,324	8,631	64.78%
Charles	14,795	12,530	84.69%	18,196	13,250	72.82%
Dorchester	5,606	2,474	44.13%	8,908	2,495	28.01%
Frederick	33,071	27,622	83.52%	36,682	27,676	75.45%
Garrett	7,309	1,130	15.46%	10,970	1,224	11.16%
Harford	29,747	26,253	88.25%	32,674	26,509	81.13%
Howard	29,694	19,349	65.16%	33,045	19,439	58.83%
Kent	3,727	846	22.70%	5,021	850	16.93%
Montgomery	88,965	63,202	71.04%	94,268	63,446	67.30%
Prince George's	98,030	93,702	95.59%	113,769	94,103	82.71%
Queen Anne's	4,674	2,944	62.99%	6,628	3,118	47.04%
St. Mary's	13,765	4,556	33.10%	17,353	4,808	27.71%
Somerset	3,102	213	6.87%	5,222	219	4.19%
Talbot	4,473	2,288	51.15%	5,672	2,393	42.19%
Washington	16,873	6,975	41.34%	19,508	7,059	36.19%
Wicomico	11,026	7,502	68.04%	14,608	7,768	53.18%
Worcester	10,311	6,161	59.75%	14,820	6,645	44.84%
Totals	651,306	464,715	71.35%	758,769	472,539	62.28%

State Department of Assessments and Taxation
December-2016

Table R-3
Triennial Change in Full Cash Value (Residential & Commerical)
 January 1, 2004 through January 1, 2016

	2004 Group 1	2005 Group 2	2006 Group 3	2007 Group 1	2008 Group 2	2009 Group 3	2010 Group 1	2011 Group 2	2012 Group 3	2013 Group 1	2014 Group 2	2015 Group 3	2016 Group 1	2017 Group 2
Allegany	10.6%	10.6%	21.4%	43.3%	34.5%	16.8%	0.4%	-4.5%	-5.3%	-2.4%	-2.8%	-0.4%	1.3%	-0.2%
Anne Arundel	49.0%	47.6%	65.9%	55.4%	34.9%	-0.3%	-17.9%	-16.6%	-12.6%	-1.9%	9.9%	10.8%	11.5%	12.4%
Baltimore City	18.5%	21.6%	45.6%	58.5%	75.0%	20.9%	-2.6%	-8.7%	-6.8%	-3.1%	7.0%	9.6%	10.9%	6.2%
Baltimore	19.3%	38.1%	53.4%	64.8%	32.6%	13.3%	-13.2%	-13.6%	-14.5%	-8.1%	1.2%	6.4%	12.4%	8.5%
Calvert	29.7%	50.4%	71.7%	69.7%	38.3%	3.1%	-15.1%	-20.7%	-16.1%	-11.4%	-2.9%	0.8%	3.9%	3.8%
Caroline	25.0%	38.9%	49.7%	73.6%	40.6%	13.4%	-15.6%	-18.8%	-18.9%	-15.7%	-3.6%	-2.8%	0.5%	-0.8%
Carroll	35.9%	42.2%	54.0%	56.9%	37.4%	5.1%	-19.2%	-19.6%	-15.4%	-3.8%	-3.0%	4.1%	6.0%	5.3%
Cecil	20.5%	33.1%	56.7%	54.0%	33.3%	2.5%	-11.0%	-20.0%	-15.4%	-10.4%	-2.3%	3.9%	1.1%	6.1%
Charles	27.5%	47.2%	70.2%	62.6%	41.4%	-4.6%	-19.8%	-26.6%	-15.2%	-6.8%	-4.2%	3.3%	12.4%	8.3%
Dorchester	19.4%	32.5%	60.8%	58.5%	34.5%	6.8%	-9.9%	-21.4%	-10.8%	-11.7%	-7.9%	-0.8%	-1.4%	2.1%
Frederick	33.5%	56.0%	60.9%	52.2%	27.4%	-4.7%	-22.0%	-24.1%	-18.8%	-2.2%	4.0%	11.2%	9.3%	6.3%
Garrett	11.1%	39.2%	47.6%	38.3%	29.0%	8.5%	0.0%	-2.4%	-14.7%	-3.6%	-14.0%	-2.8%	1.5%	0.1%
Harford	25.5%	37.6%	48.2%	55.5%	38.6%	9.0%	-14.3%	-15.3%	-5.8%	-6.5%	1.6%	3.1%	3.2%	6.0%
Howard	39.3%	48.5%	58.7%	50.3%	24.2%	-2.3%	-19.8%	-18.8%	-8.7%	2.5%	8.1%	10.5%	9.0%	6.1%
Kent	30.6%	46.5%	36.8%	65.2%	37.3%	13.5%	-10.3%	-12.5%	-9.0%	-6.0%	-5.5%	-0.7%	-1.6%	-0.2%
Montgomery	51.8%	65.0%	63.3%	43.4%	16.2%	-10.6%	-17.0%	-14.5%	-8.6%	4.1%	11.0%	18.7%	11.1%	7.8%
Prince George's	32.8%	40.1%	60.6%	79.5%	51.6%	14.6%	-18.4%	-28.7%	-24.8%	-10.6%	5.3%	19.5%	24.7%	13.5%
Queen Anne's	40.9%	48.3%	58.7%	50.1%	36.8%	7.2%	-12.4%	-18.6%	-13.7%	-9.0%	-10.3%	1.2%	7.7%	3.6%
St. Mary's	19.1%	37.2%	57.2%	84.3%	49.0%	8.2%	-15.5%	-16.0%	-9.6%	-7.9%	-2.2%	1.5%	0.8%	0.5%
Somerset	17.1%	49.5%	65.0%	79.6%	45.5%	4.4%	-10.6%	-18.5%	-20.6%	-11.5%	-13.3%	3.1%	-5.2%	-6.4%
Talbot	31.3%	47.9%	53.5%	54.8%	42.7%	13.6%	-9.0%	-15.0%	-15.3%	-11.5%	-11.4%	-7.1%	1.7%	-0.5%
Washington	21.4%	32.4%	58.6%	64.7%	40.2%	3.0%	-18.4%	-18.3%	-9.0%	-6.9%	-3.0%	5.5%	4.3%	2.2%
Wicomico	16.9%	21.3%	40.2%	53.2%	40.6%	5.1%	-15.6%	-20.1%	-20.2%	-17.4%	-6.2%	2.6%	3.5%	6.4%
Worcester	55.5%	26.7%	78.9%	54.1%	33.3%	-12.7%	-20.0%	-14.9%	-17.4%	-14.3%	-7.8%	2.2%	9.4%	4.1%
State Average	36.0%	46.6%	60.2%	56.1%	33.2%	0.8%	-16.1%	-17.9%	-13.0%	-3.6%	4.7%	10.8%	10.9%	8.2%



**Patricia Merritt, Chief Finance Officer, Office of Finance
1/3/2017
County Commissioners Meeting**

Item Summary:

FY17 Financial Statements (July-October)

ATTACHMENTS:

Description

FY17 Financial Statements (July-October)

General Fund
Statement of Revenues & Expenditures
As of October 31, 2016

	<u>July - Oct Budget</u>	<u>July - Oct Actual</u>	<u>\$ Fav/Unfav</u>
<u>Revenues</u>			
Property Tax	29,092,425	28,784,131	(308,294)
Income Tax	299,468	325,860	26,392
Recordation Tax	300,801	324,980	24,179
Property Transfer Tax	169,514	198,095	28,581
Other Local Taxes	154,158	114,819	(39,339)
Service Charges	185,220	260,524	75,304
Intergovernmental Revenue	55,357	42,034	(13,323)
Licenses & Permits	104,502	92,058	(12,444)
Fines & Forfeitures	3,088	4,027	939
Transfers In	-	-	-
Other	42,863	61,823	18,960
Total Revenue	30,407,396	30,208,351	(199,045)
<u>Expenditures</u>			
Board of Education	4,723,268	4,723,268	-
Salaries & Benefits	5,077,816	4,922,457	155,359
Operating Expenditures	2,998,803	2,656,997	341,806
Allocations	1,505,978	1,500,237	5,741
Debt Service	4,661	4,661	-
Capital Expenditures	128,606	136,759	(8,153)
Transfers to Other Funds	316,233	220,449	95,784
Contingency	132,000	27,337	104,663
Total Expenditures	14,887,365	14,192,165	695,200
Excess/(Deficiency) Revenues Over Expenditures	15,520,031	16,016,186	496,155

General Fund Explanation of Major Variances October 31, 2016

Revenue Variances

Service Charges..... federal prisoners - \$32,680, house bill 474 - \$12,878, provider fees - \$9,168, per diem - \$7,236, pool - \$6,969.....	75,304
Property Transfer Tax..... receipts \$66,223 more than prior year.....	28,581
Income Tax..... receipts \$26,392 more than prior year.....	26,392
Recordation Tax..... receipts \$85,800 more than prior year.....	24,179
Property Tax..... homestead credit - \$10,930, assessment changes - (\$319,454).....	(308,294)
Other Local Taxes..... lodging tax - (\$7,639), highway user - (\$30,243).....	(39,339)
Intergovernmental Revenue..... local contributions - (\$12,081).....	(13,323)
Licenses and Permits..... slip rental - \$4,645, trailer permit - \$3,041, building permit - (\$7,256), business license - (\$11,491).....	(12,444)
Other..... interest - \$17,356, sale of assets - \$3,654, bayside transfer - (\$3,224).....	19,899
Total Revenue Variance	<u>(199,045)</u>

Expenditure Variances

Operating Expenditures		341,806
Information Technology.... data processing - \$54,475, data lines - \$16,769.....	71,116	
Building & Grounds..... fuel oil - \$23,245, repair and maintenance service - \$14,251, electric - \$13,941, water and sewer - \$9,147.....	77,195	
Sheriff's Office travel - \$8,643, vehicle services - \$8,035, gasoline - \$6,121, administration - \$5,618, education - \$4,201..... ammunition - \$3,832, uniforms - \$3,744, GPS system - \$3,591.....	56,396	
Detention Center..... medical services - \$12,028, prisoner food - \$9,984, repair and maintenance - \$8,052.....	32,100	
Environmental Operations machine services and supplies - \$10,582, gasoline and diesel - \$4,140, tipping fees - (\$6,213).....	16,936	
Tourism..... advertising - \$10,024, postage - \$2,406.....	11,920	
Purchasing..... insurance premiums.....	11,572	
Legal..... outside counsel - \$12,067.....	11,086	
Streets and Highways patching materials - \$68,801, diesel fuel - \$20,469, aggregates - (\$8,436), surface treatment - (\$97,161).....	11,073	
Other.....	42,412	
Salaries & Benefits		155,359
Salaries - Full Time..... vacancies & turnover: patrol and investigation - \$29,659, school resource officer - \$12,108..... communications - \$11,283, buildings and grounds - \$8,567.....	45,965	
Salaries - Overtime..... sheriff's office - \$16,818, roads - \$6,452, detention center - \$5,795, office of emergency services - (\$1,943).....	29,497	
Benefits - Retirement..... maryland state retirement - \$29,066 due to vacancies & transfers.....	29,601	
Benefits - Health..... deductible - \$30,895, state reimbursement - \$8,253, premium due to vacancies and option selections - (\$28,859).....	18,334	
Salaries - State Payroll election workers - vacancies	17,544	
Benefits - Payroll Taxes..... vacancies.....	11,838	
Benefits - Worker's Comp.	6,055	
Salaries - Seasonal..... kidcreation - \$11,906, day camp - (\$17,534), lifeguards - (\$25,850).....	(32,588)	
Salaries - Interns.....	8,981	
Salaries - Part Time..... environmental operations - \$8,192.....	8,819	
Benefits - Other..... unemployment - \$2,035, tuition reimbursement - \$935.....	3,652	
Salaries - Other..... transfers - \$6,573, parks and recreation - \$2,236, reimbursement - \$1,944, leave payout - (\$1,903)	7,661	
Contingency		104,663
Transfers to Other Funds water wastewater - \$70,366, local management board - \$21,620.....		95,784
Allocations fire companies - \$4,297, state assessment office - \$1,456.....		5,741
Capital Expenditures sheriff's office - (\$6,389), detention center - (\$2,001).....		(8,153)
Total Expenditure Variance		<u>695,200</u>

**Water and Wastewater Services
Statement of Revenues and Expenses
As of October 31, 2016**

	July - Oct <u>Budget</u>	July - Oct <u>Actual</u>	\$ <u>Inc/(Dec)</u>	% <u>Inc/-Dec</u>
Revenues				
Water Service Charges	197,684	195,096	(2,588)	-1.3%
Sewer Service Charges	465,888	462,689	(3,199)	-0.7%
Septage Service Charges	35,883	35,975	92	0.3%
Other	6,318	8,273	1,955	30.9%
Gratitude Reimbursement	141	-	(141)	-100.0%
Interest Income	-	(98)	(98)	
Total Revenues	<u>705,914</u>	<u>701,935</u>	<u>(3,979)</u>	<u>-0.6%</u>
Expenses				
Salaries	261,229	215,887	45,342	17.4%
Benefits	121,512	92,116	29,396	24.2%
Operating	328,787	331,770	(2,983)	-0.9%
Capital	15,759	15,759	-	0.0%
Interest Expense	133,255	132,143	1,112	0.8%
Principal Expense	55,328	55,357	(29)	-0.1%
Operating Reserves	14,546	13,111	1,435	9.9%
Repair/Rpl/Rehab Reserves	727	656	72	9.9%
Total Expenses	<u>931,143</u>	<u>856,798</u>	<u>74,345</u>	<u>8.0%</u>
Transfers In				
General Fund	225,229	154,863	(70,366)	-31.2%
Total Transfer In	<u>225,229</u>	<u>154,863</u>	<u>(70,366)</u>	<u>-31.2%</u>
Subsidy %	24.2%	18.1%		

**Water and Wastewater Services
Explanation of Major Variances
As of October 31, 2016**

	<u>Inc/(Dec)</u>
Revenues	
Sewer Penalties	(4,226)
Water Penalties	(2,529)
Sewer User Fees - slightly fewer full rate EDU's	1,027
Other	1,749
	(3,979)
 Salaries	
Salaries - two vacant positions	49,479
Overtime	(3,705)
Reimbursements - Workmen's Compensation claim	(337)
Leave Payout	(110)
On Call Pay	15
	45,342
 Benefits	
Position vacancies	29,396
	29,396
 Operating Expenses	
Maintenance - Machinery & Equipment	(7,618)
Sludge Testing & Removal	6,689
Other	(2,054)
	(2,983)

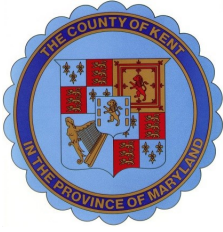
**WATER AND WASTEWATER CAPITAL PROJECTS
STATEMENT OF REVENUES AND EXPENSES
AS OF OCTOBER 31, 2016**

	<u>Annual Budget</u>	<u>July - Oct Actual</u>	<u>Balance</u>
<u>Revenues</u>			
Fairlee/Delta Heights Water Line Extension	859,960	412,957	447,003
Galena - WWTP Upgrade	1,894,862	241,088	1,653,774
Galena - Collection System Upgrade	<u>2,181,322</u>	<u>11,650</u>	<u>2,169,672</u>
Total Revenue	4,936,144	665,696	4,270,448
<u>Expenses</u>			
Fairlee/Delta Heights Water Line Extension	859,960	412,957	447,003
Galena - WWTP Upgrade	1,894,862	241,088	1,653,774
Galena - Collection System Upgrade	<u>2,181,322</u>	<u>11,650</u>	<u>2,169,672</u>
Total Expenditures	4,936,144	665,696	4,270,448
Excess/(Deficiency) Revenues over Expenditures	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

<u>Project</u>	<u>Project Status</u>	<u>Funding Status</u>	
Fairlee/Delta Heights Water Line Extension	Under construction	581,320	Settling on loan and begin drawing on grant funds in December, 2016
Galena - WWTP Upgrade	Under construction	618,812	Settling on loan and begin drawing on grant funds in December, 2016
Galena - Collection System Upgrade	Engineering design underway	<u>155,158</u>	Settling on loan and begin drawing on grant funds in December, 2016

**CAPITAL PROJECTS FUND
STATEMENT OF REVENUES AND EXPENDITURES
AS OF OCTOBER 31, 2016**

	<u>Annual Budget</u>	<u>July - Oct Actual</u>	<u>Balance</u>
<u>Revenues</u>			
Broadband	4,500,000	-	4,500,000
Fairlee Creek	293,333	-	293,333
Mill Creek	280,000	-	280,000
Nicholson Landfill	133,865	24,456	109,409
Coast Guard Station at Still Pond	210,000	-	210,000
Worton Park	246,400	162,111	84,290
All Parks	18,000	-	18,000
Kent County Public Schools	150,000	-	150,000
Kent County Public Library	233,000	4,987	228,013
Total Revenue	6,064,598	191,553	5,873,045
<u>Expenses</u>			
Broadband	4,500,000	-	4,500,000
Fairlee Creek	293,333	-	293,333
Mill Creek	280,000	-	280,000
Nicholson Landfill	133,865	24,456	109,409
Coast Guard Station at Still Pond	210,000	-	210,000
Worton Park	246,400	162,111	84,290
All Parks	18,000	-	18,000
Kent County Public Schools	150,000	-	150,000
Kent County Public Library	233,000	4,987	228,013
Total Expenditures	6,064,598	191,553	5,873,045
Excess/(Deficiency) Revenues over Expenditures	-	-	-



**Letter of Credit, Request for Release
1/3/2017
County Commissioners Meeting**

ATTACHMENTS:

Description

Easter Seals Irrevocable Standby Letter of Credit

Easter Seals LOC Release Request

PNC Bank, National Association
Trade Services Operations
500 First Avenue - 2nd Floor
Pittsburgh, PA 15219
Mail Stop: P7-PFSC-02-T

Customer Service: 1-800-682-4689
SWIFT Address: PNCCUS33



BENEFICIARY:
COUNTY COMMISSIONERS OF
KENT COUNTY MARYLAND
400 HIGH STREET
CHESTERTOWN, MD 21620

APPLICANT:
EASTER SEALS OF DELAWARE AND
MARYLAND'S EASTERN SHORE, INC.
61 CORPORATE CIRCLE
NEW CASTLE, DE 19720

ATTENTION: RICK MYERS

IRREVOCABLE STANDBY LETTER OF CREDIT

OUR REFERENCE: 18122333-00-000
AMOUNT: USD \$43,925.00
ISSUE DATE: SEPTEMBER 11, 2014
EXPIRY DATE: SEPTEMBER 11, 2015
EXPIRY PLACE: OUR COUNTERS

WE HEREBY ESTABLISH OUR IRREVOCABLE STANDBY LETTER OF CREDIT NO. 18122333-00-000 IN YOUR FAVOR FOR THE ACCOUNT OF EASTER SEALS OF DELAWARE AND MARYLAND'S EASTERN SHORE UP TO THE AGGREGATE AMOUNT OF US\$ 43,925.00 (FORTY THREE THOUSAND NINE HUNDRED TWENTY FIVE AND 00/100 UNITED STATES DOLLARS) AVAILABLE FOR SIGHT PAYMENT AT OUR COUNTERS AT 500 FIRST AVENUE, 2ND FLOOR, P7-PFSC-02-T, PITTSBURGH, PA 15219 AGAINST PRESENTATION OF YOUR DRAFT(S) DRAWN AT SIGHT ON PNC BANK, NATIONAL ASSOCIATION AND ACCOMPANIED BY YOUR STATEMENT PURPORTEDLY SIGNED BY AN AUTHORIZED REPRESENTATIVE OF COUNTY COMMISSIONERS OF KENT COUNTY MARYLAND READING AS FOLLOWS:

"I (INSERT NAME AND TITLE) HEREBY CERTIFY THAT I AM AN AUTHORIZED REPRESENTATIVE OF COUNTY COMMISSIONERS OF KENT COUNTY MARYLAND AND HEREBY DEMAND PAYMENT IN THE AMOUNT OF US\$ (INSERT AMOUNT) WHICH REPRESENTS FUNDS DUE US AS EASTER SEALS OF DELAWARE AND MARYLAND'S EASTERN SHORE, INC. IS NOT IN COMPLIANCE WITH THE TERMS OF THE LANDSCAPING AGREEMENT EXECUTED ON AUGUST, 2014."

THIS LETTER OF CREDIT EXPIRES AT THIS OFFICE WITH OUR CLOSE OF BUSINESS AT 5:00 EASTERN TIME ON SEPTEMBER 11, 2015.

IT IS A CONDITION OF THIS LETTER OF CREDIT THAT IT WILL AUTOMATICALLY BE EXTENDED, WITHOUT AMENDMENT FOR AN ADDITIONAL PERIOD OF ONE (1) YEAR FROM THE PRESENT OR ANY FUTURE EXPIRY DATE, UNLESS WE NOTIFY YOU IN WRITING BY CERTIFIED MAIL, OR OVERNIGHT COURIER, SENT TO YOU AT THE ABOVE ADDRESS AT LEAST SIXTY (60) DAYS PRIOR TO THE THEN PRESENT EXPIRY DATE, NOTIFYING YOU THAT WE ELECT NOT TO EXTEND THIS LETTER OF CREDIT FOR AN ADDITIONAL PERIOD OF ONE YEAR. UPON RECEIPT OF SUCH NOTICE, YOU MAY DRAW HEREUNDER BY MEANS OF YOUR SIGHT DRAFT(S) DRAWN ON US AND ACCOMPANIED BY YOUR STATEMENT PURPORTEDLY SIGNED BY AN AUTHORIZED REPRESENTATIVE OF COUNTY COMMISSIONERS OF KENT COUNTY MARYLAND READING AS FOLLOWS:

PNC Bank, National Association
Trade Services Operations
500 First Avenue - 2nd Floor
Pittsburgh, PA 15219
Mail Stop: P7-PFSC-02-T

Customer Service: 1-800-682-4689
SWIFT Address: PNCCUS33



"I (INSERT NAME AND TITLE) HEREBY CERTIFY THAT I AM AN AUTHORIZED REPRESENTATIVE OF COUNTY COMMISSIONERS OF KENT COUNTY MARLAND AND HEREBY DEMAND PAYMENT IN THE AMOUNT OF US\$ (INSERT AMOUNT) UNDER PNC BANK, NATIONAL ASSOCIATION LETTER OF CREDIT NO. 18122333-00-000 WHICH REPRESENTS FUNDS DUE US AS WE HAVE BEEN NOTIFIED THAT PNC BANK, NATIONAL ASSOCIATION HAS ELECTED NOT TO FURTHER EXTEND THIS LETTER OF CREDIT AND WE HAVE NOT RELEASED EASTER SEALS OF DELAWARE AND MARYLAND'S EASTERN SHORE, INC. FROM THEIR LIABILITY TO US."

DRAFT(S) DRAWN UNDER THIS LETTER OF CREDIT MUST BE MARKED: "DRAWN UNDER PNC BANK, NATIONAL ASSOCIATION LETTER OF CREDIT NO. 18122333-00-000."

THIS LETTER OF CREDIT IS SUBJECT TO THE INTERNATIONAL STANDBY PRACTICES 1998, INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 590.

WE HEREBY ENGAGE WITH YOU THAT DRAFT(S) DRAWN UNDER AND IN COMPLIANCE WITH THE TERMS AND CONDITIONS OF THIS LETTER OF CREDIT WILL BE DULY HONORED IF PRESENTED TO US AT THIS OFFICE ON OR BEFORE THE EXPIRY DATE.

Christian Harris

PNC BANK, NATIONAL ASSOCIATION
GLOBAL TRADE SERVICE OPERATIONS



December 13, 2016

Easter Seals

61 Corporate Circle
New Castle, DE 19720-2405
302.324.4444 phone
800.677.3800 toll free
302.324.4441 fax
302.324.4442 tdd
302.324.4443 transportation
www.de.easterseals.com

County Commissioners of Kent County
Att: Planning Office Rick Myers
400 High Street
Chestertown, MD 21620

Re: PNC # 18122333-00-000 Request to Release Irrevocable Standby Letter of Credit

Dear Rick;

Per this letter Easter Seals of Delaware and Maryland's Eastern Shore is asking to be released from (PNC # 18122333-00-000) Irrevocable Standby Letter of Credit for \$43,925, issued September 11, 2014. We are confident that we have fulfilled your requirements regarding the storm water/sediment landscaping as well as those applying to the grinder pumps.

Thank you.

Sincerely,

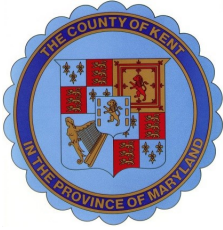
John Shaw, CFM
Director Easter Seals Facility Operations

OK to release S/W per approved as built.
mrm 12/15/16
OK TO RELEASE *[Signature]*

DEPARTMENT OF
PLANNING, HOUSING & ZONING
RECEIVED 12/15/16



Rev. 10/10



**Bid #PL 17-03 Fairlee Public Landing Pier Replacement
1/3/2017
County Commissioners Meeting**

ATTACHMENTS:

Description

BID #PL 17-03 Bid Tabulation

Grant Allocation Email from DNR 12-20-16

DNR Grant Approval Letter 5-27-16

**FAIRLEE CREEK PUBLIC LANDING
PIER REPLACEMENT PROJECT**

BID #PL 17-03

Bid Tabulation

10:00 a.m. Wednesday, December 13, 2016

Bidder	Bid Amount
1. Coastal Dock & Pile, Inc. P.O. Box 124 Church Hill, MD 21623	\$57,750.00

Recommendation: Award bid to Coastal Dock & Pile, Inc.



Marty Holden <mholden@kentgov.org>

Fairlee Creek Pier Replacement

Sandi Pepe -DNR- <sandi.pepe@maryland.gov>
To: Marty Holden <mholden@kentgov.org>

Tue, Dec 20, 2016 at 8:36 AM

Marty,

We have been able to secure the additional \$10,000 funding needed for the Fairlee Dock project. Our office concurs with the award of the bid to Coastal Dock and & Pile int the amount of \$57,750. DNR will amend Kent County's FY2014 Grant Maintenance Grant LG-1435B-14A which will have a new current balance of \$10,663.56

Please forward a copy of the contract/purchase when approved by the County Commissioners.

Don't hesitate to contact me if you have any questions.

Thanks,
Sandi

--

Sandra Pepe
Maryland DNR, Chesapeake & Coastal Service
580 Taylor Avenue E-4
Annapolis, MD 21401

sandi.pepe@maryland.gov
(410)260-8466 phone (410) 260-8453 fax
[Quoted text hidden]

*Chief Marshall
L. James Miller*



STATE OF MARYLAND
OFFICE OF THE GOVERNOR

LARRY HOGAN
GOVERNOR

STATE HOUSE
100 STATE CIRCLE
ANNAPOLIS, MARYLAND 21401-1925
410-974-3901
TOLL FREE 1-800-811-8336

TTY USERS CALL VIA MD RELAY

May 27, 2016

The Honorable William W. Pickrum
President
Kent County Commissioners
400 High Street
Chestertown, MD 21620

Dear Commissioner Pickrum:

I am pleased to advise you that the Maryland General Assembly has approved the Fiscal Year 2017 budget request to provide the attached Waterway Improvement Fund grant to your jurisdiction. The approved project funds will become available on July 1, 2016.

Boating is a cornerstone of Maryland and this grant is an important resource to ensure that visitors and residents alike will continue to benefit from Maryland's world-class recreational boating opportunities, which contribute thousands of jobs and billions of dollars to our economy. Expanding and enhancing access to public boating opportunities, while also improving boating safety, will benefit your local area as well as the entire state.

I want to personally thank you and your staff for your support to make these grants possible, as we continue to manage Maryland's waterways as a true public resource available to both current and future generations.

If you have any questions regarding your grant, please contact Mr. Mark O'Malley, Department of Natural Resources' Director of Boating Services at (410) 260-8462 or via email at mark.o'malley@maryland.gov.

Sincerely,

Larry Hogan
Governor

Attachment

cc: Member of the Kent County Delegation
Mr. Marty T. Holden, Dept. of Public Works

County Commissioners
Office
Date 06/03/15

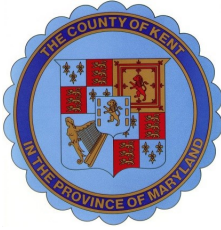
Approved Waterway Improvement Projects
 FY 2017

Kent County

"PROJECTS TO BE COMPLETED BY THE LOCAL GOVERNMENT"

Grant #	County	Project Location	Description	Type	Approved Amount
MFDG-0901A-17	Kent	Mill Creek, Chestertown	Main channel dredging to restore boating access to Mill Creek	MFDG	\$140,000.00
LG-1415A-17	Kent	Fairlee Creek Public Landing, Chestertown	Replace pier at Fairlee Creek Public Landing	LG	\$48,000.00

Key
DG - 100% Dredging/Navigation
LG - 100% Local Grant
MF - Matching Funds Local Governments
MFFR - Matching Funds Fire/Rescue
MFDG - Matching Funds Dredging Grants
SP - 100% State Project
ST - Statewide Project



Request to Approve Emergency Solutions Grant Agreement 1/3/2017 County Commissioners Meeting

Item Summary:

FFY 2016/SFY 2017 grant agreement for the ESG administered by the Maryland Department of Housing and Community Development (DHCD). Kent County has been awarded \$43,024 by DHCD to support homeless assistance administered by Saint Martin's Ministries.

ATTACHMENTS:

Description

Grant Agreement

Letter of Matching Funds Commitment

Original Application

Exhibit C

EMERGENCY SOLUTIONS GRANTS PROGRAM AGREEMENT

THIS EMERGENCY SOLUTIONS GRANTS PROGRAM AGREEMENT (the "**Agreement**") is entered into as of the Effective Date (as defined in Section 15 hereof) by and between the DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, a principal division of the government of the State of Maryland (the "**Department**") and Kent County Board of County Commissioners, a body politic and corporate of the State of Maryland (F.I.D. -) (the "**Grantee**").

RECITALS

WHEREAS, the Emergency Solutions Grants program ("**ESG**"), formerly known as the Emergency Shelter Grants program, was established under the Homeless Housing Act of 1986, as part of the United States Department of Housing and Urban Development ("**HUD**") Independent Agencies Appropriations Act, 1987, enacted as Public Law 99-591, and was modified and amended by (i) Public Law 100-77, the Stewart B. McKinney Homeless Assistance Act, (ii) Public Law 100-628, the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, (iii) the Housing and Community Development Act of 1992, and (iv) the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 ("**HEARTH Act**") (hereinafter referred to collectively as the "**Act**");

WHEREAS, the Department receives federal funding from HUD for distribution by the Department to units of general local governments within the State of Maryland (the "**Local Governments**"). The Local Governments are authorized to use the funds primarily for costs directly related to homeless prevention, rapid re-housing, street outreach, maintenance, staffing, administration, and operation of homeless shelters and post-shelter transitional units, including costs for case management and client services, and assistance to sheltered persons to facilitate their transition to permanent housing and independent living (the "**Program**"). The funds must be used in accordance with the provisions of the Act and the HUD regulations set forth in 24 CFR Part 576, as amended from time to time (the "**Regulations**");

In response to the increasing need to support and expand homeless services, the State of Maryland is providing operating funds to supplement the federal ESG program funding. The State Fiscal Year 2017 funds eligible grantees are defined as General Units of Local Governments within the State of Maryland in non-entitlement areas, with the exception of services to unaccompanied homeless youth. General Units of Local Governments in both Entitlement and non-Entitlement Areas that provide services for unaccompanied homeless youth are eligible.

WHEREAS, the Local Governments may distribute all or any portion of such funding to Maryland nonprofit organizations providing services to homeless persons (the "**Nonprofit Recipients**");

WHEREAS, the Department may also distribute such funding directly to Maryland nonprofit organizations providing services to homeless persons (the "**Nonprofit Organizations**");

WHEREAS, Grantee submitted an application to the Department for Fiscal Year 2017 funding under the Program (the "**Application**"), and the Application describes certain activities which are eligible for funding under the Program;

WHEREAS, in reliance upon the statements, representations and certifications contained in the Application, the Department has approved a grant award to Grantee; and

WHEREAS, the provisions of the Act, the Regulations, and the Department's ESG Program Guide, as amended from time to time (the "**Guide**"), are hereby incorporated into this Agreement.

AGREEMENTS

IN CONSIDERATION of the Recitals (which are incorporated herein by reference) and other good and valuable considerations, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Department and Grantee agree as follows:

- 1) Grant; Grant Period; Department's Program Coordinator.
 - a) The Department shall provide Grantee grant funds in an amount not to exceed **Forty-Three Thousand Twenty-Four and 00/100 Dollars (\$43,024.00)** (the "**ESG Grant**"). Disbursement of the ESG Grant is subject to the availability and receipt of grant funds from HUD and the Department.
 - b) Grantee shall use the ESG Grant to carry out the approved activities described in the attached Exhibit A (the "**Local Project**"). Grantee certifies its activities are eligible activities as set forth in the Regulations. See 24 CFR 576.100 for a complete list of eligible activities.
 - c) The Grant period shall commence on October 1, 2016 and terminate on March 31, 2018 (the "**Grant Period**").
 - d) The Department designates the Project Manager to serve as the Department's program coordinator for this Agreement (the "**Project Manager**").
- 2) Grantee Matching Funds. Grantee hereby agrees to allocate and provide matching funds ("**Grantee's Matching Funds**") for the Local Project in an amount at least equal to 50% of the ESG Grant, pursuant to Section 8(f) of this Agreement.

3) Obligation and Expenditure of the ESG Grant.

- a) Grantee shall obligate the ESG Grant on or before 120 days following the commencement of the Grant Period.
 - i) Within the time frame set forth in Section 3(a) above, Grantee may obligate all or a portion of the ESG Grant to one or more Nonprofit Recipients that will perform the approved activities set forth in Exhibit A.
 - ii) For the purposes of this Section, the terms "obligate" and "expend" shall have the meaning set forth in the Regulations.
- b) All expenses related to approved activities which will be paid for with the proceeds of the ESG Grant or Grantee's Matching Funds must be incurred within 18 months following the commencement of the Grant Period.
- c) Any ESG Grant funds that have not been obligated in accordance with Section 3(a) of this Agreement or have not been expended in accordance with Section 3(b) of this Agreement shall be returned to the Department, and Grantee shall have no further rights with respect to such funds. The Department shall have the rights and remedies with respect to unobligated and unexpended funds as provided by Section 9 of this Agreement and the Regulations.

4) Applicability to Nonprofit Recipients.

- a) Where Grantee is a Local Government and the approved grant activity is to be performed by a Nonprofit Recipient, the provisions of this Agreement, the Act, and the Regulations shall be binding on such Nonprofit Recipient. This shall be accomplished by written agreement between Grantee and the Nonprofit Recipient that includes the provisions set forth in the attached Exhibit H (the "Subrecipient Agreement"). Where the term "Grantee" appears in this Agreement it shall be interpreted to include any Nonprofit Recipient. Grantee acknowledges and agrees that Grantee has the ultimate legal responsibility for ensuring compliance with the requirements of this Agreement, the Act, and the Regulations.
- b) If a Nonprofit Recipient engages in explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization), the explicitly religious activities must be offered separately, in time or location, from the programs or activities supported by the ESG Grant and participation must be voluntary for the beneficiaries of the programs or activities that receive funds from the ESG Grant, in accordance with the principles set forth in 24 CFR §§ 576.406 and 5.109.

5) Disbursement.

- a) The ESG Grant may be disbursed to Grantee as reimbursement for expenditures by Grantee for the approved activities upon receipt by the Department of a completed

request for disbursement in the form attached as **Exhibit C**. A request for disbursement shall identify in detail all expenses incurred for which reimbursement is being sought, and shall have attached copies of the supporting invoices and other documentation of such expenses. A request for disbursement must be based on the actual expenses incurred by Grantee for approved grant activities and Grantee's actual cash disbursement for approved grant activities. **All requests for disbursement must be submitted to the Department on a quarterly basis.**

- b) The Department reserves the right not to disburse any ESG Grant funds if, in the Department's discretion:
 - i) Grantee has failed to supply a material fact in a request for disbursement;
 - ii) Grantee has failed to document or provide the requisite Grantee's Matching Funds or any portion thereof;
 - iii) Grantee's disbursement request, when combined with all prior disbursement requests, exceeds the total amount of the ESG Grant;
 - iv) Grantee has used any portion of the ESG Grant for uses or activities other than the Local Project, or in a manner inconsistent with the terms and conditions of this Agreement, the Act, and the Regulations; or
 - v) Grantee is in default under any other term or condition contained in this Agreement.
- 6) **Records; HMIS Reporting Requirements; Inspections.**
 - a) **General Requirements of Records.** Grantee shall maintain accurate financial records in a form acceptable to the Department of all transactions relating to the receipt and expenditure of the ESG Grant and Grantee's Matching Funds for the Local Project. Grantee shall provide the Program Coordinator with copies of any audits performed on Grantee's records by other entities. Grantee shall make these records, and its administrative offices, personnel, whether full-time, part-time, consultants or volunteers, who are involved in the Local Project available to the Department upon request.
 - b) **Homeless Management Information Systems Reporting Requirements**
 - i) Grantee is required to report Program progress and all activity that is assisted through the ESG Grant to a Homeless Management Information System ("HMIS") maintained and operated by the applicable continuum of care in Grantee's jurisdiction, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.
 - ii) If Grantee or the Nonprofit Recipient is a victim service provider or a legal services provider, it may use a comparable database instead of HMIS that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports

based on the data. Information entered into a comparable database other than HMIS must not be entered directly into or provided to an HMIS.

- c) Inspection. All financial and programmatic records of the Grantee with respect to the ESG Grant shall be available for inspection by authorized personnel of the Department and agents of the federal government. The Grantee shall further permit the Department to perform program monitoring, evaluation and audit activities as determined to be necessary, at the discretion of the Department. The Department may conduct inspections of the Local Project at any time during the term of this Agreement.

7) General Covenants.

- a) Grantee shall comply with all applicable laws, regulations, terms, and conditions established by HUD, the Department and the State of Maryland with respect to the use of ESG Grant funds, including the making of a certification prohibiting the use of federal funds for lobbying in the form attached as Exhibit F.
- b) Grantee shall commence and diligently pursue completion of the Local Project in accordance with the schedule set forth in the Application which shall not exceed 18 months from the commencement of the Grant Period, unless otherwise agreed to in writing by the Department.
- c) Grantee must notify and obtain written approval of the Program Coordinator for any substantial change in the approved Local Project.
- d) Grantee shall establish a formal process, satisfactory to the Department, to address the termination of any assistance provided by the Local Project to an individual or family.
- e) Grantee shall establish a plan, satisfactory to the Department, to involve individuals and families who are occupants of a facility that is the subject of the Local Project, to the maximum extent practicable, in constructing, renovating, maintaining and operating the Local Project, including providing services to other occupants of the facility.

8) Grantee's Certifications. Grantee certifies to the Department that:

- a) If Grantee is a Local Government, a resolution or ordinance as may be required by local law has been introduced and adopted, passed or enacted as an official act of Grantee's governing body, authorizing the execution and delivery of this Agreement by Grantee, and authorizing and directing the person executing this Agreement to do so for and on behalf of Grantee;
- b) If Grantee is not a Local Government, this Agreement has been duly authorized, executed and delivered by Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of Grantee;
- c) No person who is an employee, agent, consultant, officer, or elected or appointed official of Grantee and who exercises or has exercised any functions or responsibilities with

respect to activities assisted through the Grant funds, or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself, or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter.

- d) The representations, statements, certifications and other matters contained in the Application are and remain true and complete in all material respects;
- e) Grantee has or shall comply with all special conditions set forth in the attached **Exhibit E**;
- f) Grantee has provided Matching Funds of 50% of the ESG Grant to the Department's satisfaction.
- g) All federal, State and local government approvals, permits and reviews which may be required to begin and complete the Local Project have been obtained or Grantee has reasonable assurances that they will be obtained;
- h) Grantee certifies that all of the ESG Grant funds will be used for eligible Program activities as defined in § 576.100 of the Regulations;
- i) If Grantee is a Local Government, any portion of the ESG Grant which Grantee has given to a Nonprofit Recipient is being used and will continue to be used for eligible activities as set forth in Section 576.100 of the Regulations.
- j) Grantee will comply, and will ensure compliance by a Nonprofit Recipient to which it distributes any portion of the ESG Grant, with all of the requirements under 24 CFR 91 and 576, including but not limited to the following:
 - i) 24 CFR 576.102 concerning building standards and the continued use of buildings for which emergency shelter grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
 - ii) 24 CFR 576.407, other appropriate provisions of 24 CFR Part 576, and other applicable Federal laws concerning nondiscrimination and equal opportunity, and requiring affirmative outreach.
 - iii) 24 CFR 576.408 concerning minimizing the displacement of persons as a result of a project assisted with these funds, prohibiting temporary relocation, and relocation assistance for displaced persons.
 - iv) 24 CFR 576.102(b) concerning involuntary family separation.
 - v) 24 CFR 576.400(d) concerning centralized or coordinated assessment.

- vi) The Drug-Free Workplace Act of 1988 (41 U.S.C. 701, *et seq.*) and HUD's implementing regulations at 2 CFR part 2429, insofar as applicable to the Grantee and the Nonprofit Recipients.
 - vii) The requirements of 24 CFR 576.500 that grantees develop and implement written procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
 - viii) 24 CFR 576.405(c) concerning the involvement, to the maximum extent practicable, of homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities.
 - ix) 24 CFR 576.407(d) concerning compliance with the provisions, regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 CFR Part 58.
- k) Grantee, and any Nonprofit Recipient to which it distributes any portion of the ESG Grant, will not carry out the following activities:
- i) Funding of renovation, major rehabilitation, or conversion of any building listed on the National Register of Historic Places; located in an historic district; immediately adjacent to a property listed on the National Register, or deemed to be eligible for inclusion on the National Register by the State Historic Preservation Officer.
 - ii) Funding of any renovation, major rehabilitation, or conversion of any building in a 100 year flood plain designated by map by the Federal Emergency Management Agency.
 - iii) Funding of any renovation, major rehabilitation, or conversion of any building which will jeopardize the continued existence of an endangered or threatened species designated by the U.S. Department of the Interior's Fish and Wildlife Service or by the U.S. Department of Commerce's National Maritime Fisheries Services, or affecting the critical habitat of such a species.
 - iv) Any activity that is inconsistent with HUD's environmental standards at 24 CFR Part 51 or with the State's Coastal Zone Management Plan.

9) Default, Repayment and Remedies.

- a) A default under this Agreement shall occur if:

- i) Grantee fails to obligate and expend the ESG Grant funds within the time frames set forth in Section 3 of this Agreement;
 - ii) There is any use of the ESG Grant by Grantee, or any Nonprofit Recipient, for any purpose other than authorized by the Act, the Regulations, any documents promulgated under the Regulations, this Agreement, and as specifically described in the Local Project description attached as Exhibit A;
 - iii) Grantee has not provided Grantee's Matching Funds in an amount at least 50% of the amount of ESG Grant; or
 - iv) There is a breach of any covenant, agreement, provision, representation, warranty or certification of Grantee which was made in this Agreement or the Application.
- b) Upon the occurrence of any default, the Department shall have the right to terminate this Agreement by notice to Grantee, subject to the provisions of Section 9(c) of this Agreement. Pursuant to Section 5(b) of this Agreement, upon default the Department may withhold the disbursement of any ESG Grant funds. If a default described in Section 9(a) (i) of this Agreement occurs, the Department may demand the immediate repayment from Grantee, and Grantee shall immediately repay to the Department any ESG Grant funds not obligated or expended within the time frames set forth in Section 3 of this Agreement.
- c) Except in the case of a default under Section 9(a)(i) of this Agreement, Grantee shall have 30 days from the date the Department's notice was postmarked to cure the default, unless HUD requests the repayment of any ESG Grant funds, in which case Grantee shall immediately return the ESG Grant funds to the Department. If HUD has not requested repayment and, after the conclusion of the 30 day period Grantee has not cured the default to the satisfaction of the Department, the Department may terminate this Agreement.
- d) In the event of termination of the Agreement:
- i) Grantee's authority to request a disbursement shall cease and Grantee shall have no right, title or interest in or to any of the ESG Grant funds not disbursed; and
 - ii) The Department may demand the immediate repayment of all or a portion of the ESG Grant which has been disbursed.
- e) The Department's remedies may be exercised contemporaneously, and all of such rights shall survive any termination of this Agreement.
- f) If a default occurs, the Department may at any time proceed to protect and enforce all rights available to the Department under the Regulations, the Act, at law or in equity, or by any other appropriate proceedings, which rights and remedies shall survive the termination of this Agreement. Furthermore, no failure or delay of the Department to

exercise any right, power or remedy consequent upon a default shall constitute a waiver of any such term, condition, covenant, certification or agreement or of any such default or preclude the Department from exercising any such right, power or remedy at any later time or times.

- 10) **Indemnification.** To the extent permitted by the laws of the State of Maryland, and subject to appropriations as well as the notice requirements and damages limitations stated in the Local Government Tort Claims Act, Md. Code Ann., Cts. & Jud. Proc. § 5-301, et seq. (2013 Repl. Vol.) (the “LGTC”) and Md. Code Ann., Cts. & Jud. Proc. §§5-509 and 5-5A-02 (2013 Repl. Vol.), all as amended from time to time, and except in the event of the Department’s negligence or willful misconduct or the negligence or willful misconduct of Department’s officers, agents, employees, successors and assigns, Grantee shall indemnify and hold harmless, the Department, its officers, agents, employees, successors and assigns against liability for any suits, actions or claims of any character arising from or relating to the performance by Grantee (or its officers, agents, employees, successors or assigns) of any of its rights or obligations under this Agreement.
- 11) **Notices.** All notices, requests, approvals and consents of any kind made pursuant to this Agreement shall be in writing. Any such communication, unless otherwise specified, shall be deemed effective as of the date it is mailed, postage prepaid, addressed as follows:
 - a) Communications to the Department shall be mailed to: ESG Program Manager, Division of Neighborhood Revitalization, Department of Housing and Community Development, 7800 Harkins Rd, Lanham, MD 20706.
 - b) Communications to Grantee shall be mailed to the person designated by Grantee whose name and address are provided on Grantee’s contact information form attached hereto as **Exhibit G.**
- 12) **Amendment.** This Agreement or any part hereof, may be amended from time to time only by a written instrument executed by both of the parties.
- 13) **Assignment.** This Agreement may not be assigned without the prior written approval of The Department.
- 14) **Governing Law.** This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Maryland.
- 15) **Term of Agreement.** Unless sooner terminated pursuant to Section 9 of this Agreement or by the mutual consent of Grantee and the Department, the term of this Agreement shall be from the date of execution of this Agreement by the Department (the “Effective Date”) until the proceeds of the ESG Grant have been either disbursed or returned to the Department, all reports and records due by Grantee to the Department have been received and approved by the Department, and there has been a final settlement and conclusion between the Department and Grantee of all issues arising out of the ESG Grant.

WITNESS the hands and seals of the parties.

WITNESS/ATTEST:

GRANTEE: Kent County Board of County Commissioners

Signature

By: _____

Name: William W. Pickrum
Title: President

Approved for form and legal sufficiency by:

County Attorney

DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT, a
principal department of the State of Maryland

Witness Signature

By: _____

Kenneth C. Holt
Secretary

Date Executed on behalf of Department

Approved for form and legal sufficiency
by Assistant Attorney General

Attachments

- Exhibit A - Local Project Description
- Exhibit B - N/A
- Exhibit C - Request for Disbursement
- Exhibit D - N/A
- Exhibit E - Special Conditions
- Exhibit F - Certification Prohibiting the Use of Federal Funds for Lobbying
- Exhibit G - Grantee's Contact Information
- Exhibit H - Subrecipient Agreement
- Exhibit I - Nonprofit Recipient Certifications

Exhibit A - FFY 16
 Grantee: Kent County

Total ESG Award: \$43,024.00
 ESG State Award: \$26,308.00
 ESG Federal Award: \$16,716.00

	Saint Martin's Ministries	Total Per Activity
Street Outreach		
Federal		\$0.00
State		\$0.00
	\$0.00	\$0.00
Emergency Shelter		
Federal		\$0.00
State		\$0.00
	\$0.00	\$0.00
Homelessness Prevention		
Federal	\$8,597.00	\$8,597.00
State	\$13,529.00	\$13,529.00
	\$22,126.00	\$22,126.00
Rapid Re-Housing		
Federal	\$8,119.00	\$8,119.00
State	\$12,779.00	\$12,779.00
	\$20,898.00	\$20,898.00
HMIS		
Federal		\$0.00
State		\$0.00
	\$0.00	\$0.00
Administrative		
Federal		\$0.00
State		\$0.00
	\$0.00	\$0.00
		Grand Totals
Total Federal Award	\$16,716.00	\$16,716.00
Total State Award	\$26,308.00	\$26,308.00
Total Per Provider	\$43,024.00	\$43,024.00

EXHIBIT E

**EMERGENCY SOLUTIONS GRANTS PROGRAM – FFY 2017
SPECIAL CONDITIONS**

Grantee's Emergency Solution Grants Program grant has been approved with the following conditions [if none, so state]: **NONE**

EXHIBIT F

**EMERGENCY SOLUTIONS GRANTS PROGRAM – FFY 2017
CERTIFICATION PROHIBITING THE USE OF FEDERAL FUNDS
FOR LOBBYING**

Grantee hereby certifies that to the best of its knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the State, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the State shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The State shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all **subrecipients [Nonprofit Organizations or Nonprofit Organizations]** shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any persons who fail to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

By: _____

Signature of Grantee's Authorized and Designated ESG Contact

10/20/16
Date

EXHIBIT H

EMERGENCY SOLUTIONS GRANTS PROGRAM
HOMELESS SERVICES SUBRECIPIENT AGREEMENT
FEDERAL FISCAL YEAR 2017

THIS AGREEMENT is made this 17 day of October, 2016 by and between Saint Martin's Ministries Inc., a non-profit tax-exempt organization incorporated under the laws of the State of Maryland (hereinafter referred to as "Subrecipient") and Family and Community Partners, a body politic and corporate of the State of Maryland (hereinafter called the "Grantee").

EXPLANATORY STATEMENT

WHEREAS, the Emergency Solutions Grants program ("ESG"), formerly known as the Emergency Shelter Grants program, was established under the Homeless Housing Act of 1986, as part of the United States Department of Housing and Urban Development ("HUD") Independent Agencies Appropriations Act, 1987, enacted as Public Law 99-591, and was modified and amended by (i) Public Law 100-77, the Stewart B. McKinney Homeless Assistance Act, (ii) Public Law 100-628, the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, (iii) the Housing and Community Development Act of 1992, and (iv) the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 ("HEARTH Act") (hereinafter referred to collectively as the "Act");

WHEREAS, pursuant to an agreement between the Maryland Department of Housing and Community Development (hereinafter referred as "DHCD") and HUD, DHCD is entitled to receive certain funds from HUD which DHCD may distribute to units of general local government within the State of Maryland in accordance with the provisions of the Act and regulations set forth in 24 CFR Part 576, as amended from time to time; and

WHEREAS, DHCD has awarded Grantee a \$43,024 ESG grant for the period October 1, 2016 through March 31, 2018. The ESG program provides funding to: (1) engage homeless individuals and families living on the street; (2) provide maintenance, operations, and services through emergency shelters for homeless individuals and families; (3) rapidly re-house homeless individuals and families, (4) prevent families/individuals from becoming homeless, ; and (5) collect information on services provided to clients through a Homeless Management Information Systems (HMIS) or comparable database; and

WHEREAS, Grantee has agreed to comply with the requirements of the ESG Program as set forth in its ESG Grant Agreement with DHCD, has designated Subrecipient to provide homeless services according to the ESG application Grantee submitted to DHCD, and has allocated some or all of its ESG award to Subrecipient for that purpose.

EXHIBIT G

**EMERGENCY SOLUTIONS GRANTS PROGRAM – FFY 2017
GRANTEE CONTACT INFORMATION (LOCAL GOVERNMENT)**

Name of Grantee: *Family & Community Partnerships of Kent County*

Contact: *Rosemary Ramsey Granillo*

Contact's Title: * *Director*

* This person is authorized to execute Request for Disbursement Certifications

Mailing Address:

Street Address (if different):

115 S Lynchburg St. Suite F Chester town MD 21620

Phone: *410-810-2673*

Fax: *410-810-2674*

E-mail: *rgranillo@kentgov.org*

Other information that may facilitate communication:

NOTE: THIS FORM IS INTENDED TO BE CONTINUING IN NATURE. IF THE GRANTEE DESIGNATES A NEW PERSON AS ITS ESG CONTACT OR IF ANY OF THE CONTACT INFORMATION SHOULD CHANGE, A REVISED EXHIBIT G SHOULD BE SUBMITTED AS SOON AS POSSIBLE VIA MAIL TO DHCD/NR/ESG, 7800 Harkins Road, Lanham, Maryland 20706 OR VIA FAX TO 410-558-6527 OR VIA EMAIL TO NR-ESG.DHCD@MARYLAND.GOV

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement and intending to be legally bound, the parties agree as follows:

1. Grantee shall faithfully perform and certify the operation of the "**Project**" as outlined in the ESG Grant Agreement with DHCD, Contract No. _____ (hereinafter the "**Contract**").
2. Grantee, as recipient of grant funds, shall reimburse Subrecipient quarterly in an amount equal to the actual expenses incurred for approved grant activities as certified to Grantee by Subrecipient using the Request for Disbursement Form attached to the Contract as Exhibit C. Receipt of the ESG funds from DHCD is a condition precedent to the Grantee's reimbursement obligation as set forth in this paragraph.
3. Subrecipient shall maintain accurate financial records and prepare and certify all reports required by the Contract. Reports will be provided to Grantee's ESG Contact set forth in paragraph 6 of this Agreement for approval and forwarding to DHCD.
4. Subrecipient shall adhere to all HMIS reporting requirements for all activities assisted under the ESG Grant, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS or a comparable database. The following HMIS Reporting requirements should be followed:

The HMIS is an information system designed to comply with HUD's data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. All activities assisted under ESG must be entered into the applicable community-wide HMIS in the area in which those persons and activities are located in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.

Subrecipients of ESG funding, with the exception of victim service providers and legal services providers, are required to collect and report universal and ESG program specific data elements as specified in the HMIS Data Standards Manual as specified in the most recent version of HUD's HMIS data standards.

Victim service providers and legal services providers may use a comparable database instead of HMIS that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a

comparable database by these providers must not be entered directly into or provided to an HMIS.

The Recipient will monitor all subrecipients of ESG funding at least quarterly to ensure a minimum standard of data quality is maintained. On timeliness of data entry, subrecipients are expected to ensure that all universal and ESG project specific data elements are entered into HMIS no more than five business days from the date of service transaction (date of data collection). On completeness of data entered, subrecipients are expected to ensure missing information does not exceed 5 percent for all HUD Universal and Project-Specific Data Elements for all clients served. On accuracy of data entered, subrecipients are expected to ensure that 95 percent of data entered into an HMIS reflects what clients are reporting.

5. Subrecipient agrees to hold Grantee harmless and to indemnify Grantee against all claims, suits and actions arising out of any of Subrecipient's duties and obligations under this Agreement. In addition, the parties agree that Subrecipient shall act as an independent contractor for the purposes of fulfilling its duties and obligations under this Agreement.
6. Subrecipient shall be subject to the same terms and conditions applicable to the Grantee as contained in the Contract between the Grantee and DHCD. Should a conflict arise during the performance of administration of the project between this Agreement and the Contract the terms of the Contract shall prevail.
7. Subrecipient acknowledges that the Grantee has designated J. Austin whose title and address are PO Box 996 Ridgely, MD 21660 CEO to administer the Contract (pursuant to the "Grantee Contact Information" form attached to the Contract as Exhibit G). This designation may be revised from time to time by Grantee by written notice to Subrecipient.
8. Subrecipient shall arrange for and provide satisfactory evidence of all matching funds to the operating budget as may be required under the Contract.
9. Any modifications to the Homeless Services operations as described in this Agreement, which are mutually agreed upon by the Grantee and the Subrecipient, may be incorporated in this Agreement by a written letter amendment.

10. Subrecipient shall permit authorized representatives of DHCD to inspect and audit all data and records of Subrecipient relating to its performance under this Agreement.

11. In performance of its obligations under the Agreement, Subrecipient, its agents, employees and assigns, shall comply with all applicable State and federal laws and requirements.

12. The following provisions regarding equal employment opportunity shall apply:

A. Subrecipient shall comply with the requirements of Section 13-219 of the State Finance and Procurement Article of the Annotated Code of Maryland, and its amendments, and any executive order barring discrimination; further, in accordance with these requirements Subrecipient shall not discriminate in any manner against any employee or applicant for employment because of political or religious opinion or affiliation, race, creed, color, sex, sexual orientation and gender identity, or national origin. Subrecipient will take affirmative action to insure that applicants are employed and employees are treated fairly during employment without regard to their political or religious opinion or affiliation, race, creed, color, sex, sexual orientation and gender identity or national origin. Such action shall include, but not be limited to the following: employment, promotion, demotion, transfer, recruitment, or recruitment advertising, furloughs or terminations, rates of pay or other forms of compensation, and selection for training, including apprenticeships. Subrecipient shall post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

B. Subrecipient shall, in all solicitations or advertisements for employees placed by or on behalf of Subrecipient, state that all qualified applicants will receive consideration for employment without regard to political or religious opinion or affiliation, race, creed, color, sex, sexual orientation and gender identity, or national origin.

C. Subrecipient shall permit access to its books, records and accounts by Grantee for purposes of investigation to ascertain compliance with this Article.

D. If Subrecipient fails to comply with the nondiscrimination clauses of this Agreement, this Agreement may be canceled in whole or in part by written notice from Grantee and Subrecipient may be declared ineligible for further agreements with Grantee. Subrecipient shall include the provisions of the foregoing paragraphs in every subcontract or purchase order so that such provision will be binding upon each subcontractor or vendor. Subrecipient shall take such action with respect to any subcontract or purchase order as Grantee may direct as means of enforcing such provisions including sanctions for noncompliance; provided, however, that if Subrecipient becomes involved in or is threatened with litigation with the subcontractor or vendor as a result of such direction by Grantee, Subrecipient may request that Grantee participate in the litigation to protect Grantee's interests.

13. The following provision regarding religious organizations operating the ESG program shall apply: No portion of the grant proceeds may be used for the furtherance of sectarian religious instruction or in connection with the design, construction, or acquisition of any building used or to be used as a place of sectarian religious worship or instruction, or in connection with any program or department of divinity for any religious denomination.

14. If Subrecipient is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes which is supervised or controlled by or in connection with a religious or denominational institution or organization; and provides essential services and operational costs to individuals and families who are in an emergency shelter, in accordance with 576.102, then Subrecipient agrees to the following in connection with such essential services and operational costs.

- a. It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
- b. It will not discriminate against any person seeking emergency shelter and related services on the basis of religion and will not limit such services or give preference to persons on the basis of religion;
- c. It will provide no religious instruction or counseling, conduct no religious

workshop or services, engage in no religious proselytizing, and exert no other religious influence in the provision of services or the use of facilities or furnishings assisted in any way under this agreement.

15. In accordance with the guidelines of the ESG, no officer, member or employee of the Grantee, or other local public agencies which exercise any functions or responsibilities in review or approval of the undertaking or carrying out of this Agreement, shall have any personal interest, direct or indirect, apart from his or her official duties, in this Agreement or its proceeds.

16. This Agreement contains the entire understanding and obligations of the parties and supersedes all prior representations, understandings, and communications. Furthermore, this Agreement shall not be construed to imply that Grantee will pay for any expenses incurred by Subrecipient as provided above and beyond the period ending March 31, 2018.

WITNESS the hands and seals of the parties hereto, with the specific intention of creating a document under seal.

ATTEST:

(Title)

Grantee: Family & Community Partnerships of Kent County
Rosemary Ramsey Granillo
(Grantee)

By: [Signature] {SEAL}
(Signature)

Director
(Title)

WITNESS:

[Signature]

Saint Martin's Ministries, Inc
(Subrecipient)

By: [Signature] {SEAL}
(Signature)

CEO
(Title)

EXHIBIT I


CERTIFICATION WITH RESPECT TO NON-PROFIT RECIPIENTS ("NPR")

The undersigned certifies that:

- (1) Grantee has examined executed originals or certified copies of the NPR's articles of incorporation and by-laws or articles of organization and operating agreement, and any amendments thereto, authorizing resolutions and good standing certificate.
- (2) Grantee has verified that the NPR is duly organized, validly existing and in good standing under the laws of the state of Maryland. The NPR has all requisite power and authority and all governmental certificates of authority, licenses, permits and qualifications to carry out the Local Project on Grantee's behalf and in accordance with the terms and conditions of the Grant Agreement.
- (3) Based on Grantee's knowledge and inquiry of the NPR, there is no litigation or investigation pending or threatened, or any judgment or order entered against the NPR or its assets at law or equity by or before any governmental instrumentality or agency having jurisdiction over the NPR.

This certification is a material representation of fact upon which reliance was placed when the Grant Agreement was made or entered into. Submission of this certification is a prerequisite for making or entering into the Grant.

GRANTEE

By:  (SEAL)
Name: Rosemary Ramsay Garrillo
Title: Director

10/20/16
Date



Kent County Department of Social Services

Lisa Falls, LCSW-C
Acting Director

350 High Street
PO Box 670
Chestertown, MD 21620

Telephone Number: 410-810-7600
FAX: 410-778-1497

Office of Child Support Enforcement
315 High Street, Suite 208
Chestertown, MD 21620
Telephone: 1-800-332-6347



December 21, 2016

Maryland Department of Housing and Community Development
7800 Harkins Rd.
Lanham, MD 20706

Dear Mr. Holt,

On behalf of the Kent County Department of Social Services, I write to express our commitment to serving clients who are currently homeless and those who are at risk of becoming homeless.

For State Fiscal Year 2017 the Kent County Commissioner's received \$40,000 under the Rental Allowance Program for Rapid Re-housing and Homelessness Prevention, and we serve as the sub-recipient to disburse these funds to families in need. We will apply for the same funding in Fiscal Year 2018. We are pleased to match 50% of the Emergency Solutions Grant funds that DHCD has awarded to the Kent County Commissioner's and St. Martin's Ministries (as sub-recipient) for the same programs.

Thank you,

Julia K. Handzo
Family Investment Assistant Director
Kent County Department of Social Services
350 High Street PO Box 670
Chestertown, MD 21620

Maryland Department of Housing and Community Development (DHCD)

Federal FY16 and State FY17 Emergency Solutions Grant Program

Part 1: Local Government Application

City / County: Kent

Total Funding Request: \$61,800.00



Larry Hogan
GOVERNOR

Boyd K. Rutherford
LT. GOVERNOR



Kenneth C. Holt
SECRETARY

SECTION I. GENERAL INFORMATION

City / County Applicant: Kent

Federal ID # and DUNS #: 52-6000974 and 086131901

Street Address: 400 High Street

City: Chestertown County: Kent State: MD Zip Code: 21620

Phone: 4108102221 Ext.: Web Address: www.kentcounty.com

Local Government Contact

Contact Person: Shelley Heller Title: County Administrator

Contact Address: 400 High Street

City: Chestertown State: MD Zip Code: 21620

Phone #: 4107783805 Ext.: Email: sherman@kentgov.org

Local government will: (Check one)

- Keep 100% of funds
- Keep % of funds and disburse % of funds
- Disburse 100% of funds

SECTION II. FUNDING REQUEST INFORMATION

Please list all sub-grantees included under this application and include the amount per each application. Please note that the funding request limit for non-entitlement jurisdictions is \$145,000 for the complete application, and \$80,000 for entitlement jurisdictions. Entitlement jurisdictions can only apply for services to unaccompanied homeless youth. Each sub-grantee should submit a separate Service Provider Application form, to be attached to this Local Government Application.

A. Funding Request (by sub-grantee):

<u>Name of Sub-grantee</u>	<u>Amount</u>
St. Martin's Ministries	<u>61,800</u>

TOTAL FUNDING REQUEST:	<u>61,800</u>

B. Funding Request (by program type):

<u>Component</u>	<u>Amount</u>
Street Outreach	_____
Emergency Shelter	_____
<i>Street Outreach and Emergency Shelter should not exceed 60% of the total request.</i>	
Homelessness Prevention	<u>31,500</u>
Rapid Re-Housing	<u>30,300</u>
HMIS	_____
Administrative	_____
TOTAL FUNDING REQUEST:	<u>61,800</u>

SECTION III. LOCAL GOVERNMENT QUESTIONS

1. Explain the process that you used to select the best sub-grantees for efficient and effective service delivery that complies with all ESG requirements.

Saint Martin's Ministries is the only service provider seeking funds through the County Commissioners of Kent County. Saint Martin's Ministries has been effective in delivering efficient services to those in need and complies with all current requirements.

2. Explain the process by which you will issue payments once an invoice is received from a sub-grantee. Please note: all payments must be made within 30 days of receiving a request.

Saint Martin's Ministries will complete all reporting and invoicing and submit to Family and Community Partnerships of Kent County for review, approval and coding. If there are no questions, FCPKC will then forward the approved invoice to the Kent County Finance Office who will process payment. If the invoice requires further review, FCPKC will request clarification from SMM before denial or approval.

3. Explain your process for ensuring compliance with HMIS or comparable database requirements for all sub-grantees.

Kent County plans on ensuring HMIS requirements are met through guidance from HUD and Mid-Shore Continuum of Care guidelines and completing a sub-grantee monitoring check at least once per quarter, which will include an onsite visit to Saint Martin's Ministries by a Family and Community Partnerships of Kent County staff member.

4. If you requested administrative funds (for a maximum of 1% of the total funding request), please explain how they will be used.

N/A

5. Please list the status of ESG awards made to the local government in federal fiscal years 2014 and 2015, including the amount awarded and the percentage currently remaining.

	Amount Awarded	Percentage Remaining
Fiscal Year 2014	13,950	0
Fiscal Year 2015	12,053	0

6. Please include total numbers expected to be served across all sub-grantees for this application.

Number of homeless adults:	46
Number of homeless children:	54-58
Total number of homeless individuals:	97-104
Total number of homeless families:	23

Please indicate the estimated number of people to be served in each subpopulation:

Chronically homeless: 0	Victims of domestic violence: 2
Veterans: 3	Unaccompanied homeless youth: 1
Other special needs: 7	General population: 10

ON-SITE MONITORING

All local government applicants are required to complete on-site monitoring of their funded sub-grantee(s) at least once during the grant cycle, including financial and programmatic monitoring. Submission of a signed funding request certifies that the local government agrees to ensure that their sub-grantees are meeting all of the requirements of the Emergency Solutions Grant program.

SECTION IV. MATCHING FUNDS

Please demonstrate how this request will meet the 50% matching requirement, including cash and non-cash contributions from both the local government and service providers.

Local Government Cash Contributions: 105,000

Local Government Non-Cash Contributions:

Please attach supporting documentation (funding letters, etc.) for all local government matching funds.

Service Provider Cash Contributions:

Service Provider Non-Cash Contributions:

TOTAL MATCHING FUNDS: 105,000

Attachments

Service Provider Applications from all sub-grantees who will be carrying out ESG activities should be attached to this application. Every sub-grantee should have Sections I – III and Section IX. Sections IV – VIII should **only** be included if the sub-grantee is applying for funding within that component (Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing, HMIS). **Attachments in Section X of the Service Provider Application should not be submitted to Maryland DHCD, but should be kept with the local government, as these will be needed for monitoring.**

The Continuum of Care Certification should also be attached to this application. Local governments must consult with the Continuum of Care before submitting their ESG funding application, to verify that proposed activities are in accordance with the Continuum of Care plans for service delivery.

The undersigned hereby certifies that the submission of this application for Emergency Solutions Grant (ESG) funds is authorized under local law and that the applicant, a unit of local government, possesses the requisite authority to administer the Emergency Solutions Grant, and that program activities contemplated by the application are in accordance with applicable law and regulations of the U.S. Department of Housing and Urban Development and of the State of Maryland.

The undersigned further certifies that the information set forth in this application and in the attachments in support of the application is true, correct and complete to the best of the undersigned's knowledge and belief.

In witness whereof, the applicant has caused this document to be duly executed in its name on this 21st day of June, 2016.

Kent County

(Name of applicant, a unit of local government)

By: 

(Signature of chief elected official)

Name Type: William W. Pickrum

Maryland Department of Housing and Community Development (DHCD)

Federal FY16 and State FY17 Emergency Solutions Grant Program

Part 2: Service Provider Application

City / County: Kent

Provider Name: Saint Martin's Ministries

Provider Funding Request: \$61,800.00



Larry Hogan
GOVERNOR

Boyd K. Rutherford
LT. GOVERNOR



Kenneth C. Holt
SECRETARY

Section I. GENERAL INFORMATION

Legal Name of Applicant: Saint Martin's Ministries

Address for the main agency location

Address: 14374 Benedictine Lane
City / County, State, Zip: Ridgely, MD 21660

Main mailing address

Address: PO Box 996
City / County, State, Zip: Ridgely, MD 21660

Please provide information for the grant contact

First Name: Jean Last Name: Austin
Phone: 410 634 2537 Ext.: 101
Email: execdir@stmartinsministries.org

Please provide information for the Executive Director

First Name: Jean Last Name: Austin
Phone: 410 634 2537 Ext.: 101
Email: execdir@stmartinsministries.org

Federal Tax Employer Identification Number: 52-1913673

DUNS Number: 88-429-2348

Has your agency previously been awarded ESG funds within the past five years?

If "yes," list grant type and year(s) those funds were awarded.

Grant Type	Year	Amount
Emergency Shelter/Homeless Prev	2015	137,240
Emergency Shelter/Homeless Prev	2014	130,500
Emergency Shelter	2013	86,250
Emergency Shelter/Homeless Prev	2012	58,125
Emergency Shelter/Homeless Prev	2011	58,926

Has your agency been awarded any funds besides ESG funds through Maryland DHCD within the last five years?

If "yes," list program(s) and year(s) those funds were awarded.

Program	Year	Amount
RAP	2011-16	\$40,000 annually
CITC	2011-16	\$10-20,000 credits every 2 years

Section II. AGENCY INFORMATION

Current Projects and Programs

1. Describe the history and mission of your organization.

Saint Martin's Ministries (SMM) has completed more than thirty years focusing on its mission to help people in poverty meet the basic human needs of food, clothing and housing. Every family served by SMM is experiencing a shortage of financial resources to meet the needs of their family members. Our long term goal is to be a factor in helping end poverty in our area. Short term we work on a daily basis with families in need.

We provide service in four programs from Ridgely, Maryland. This application is to expand our homeless prevention services into Kent County. The four programs are emergency food pantry, thrift store, transitional housing shelter, and eviction prevention funding. Our clients come from Caroline County and the surrounding Mid-Shore counties of Kent, Queen Anne's, and Talbot. The Ministries is a 501 (c)(3) non-profit under the direction of an independent Board and serves all families without regard to religious affiliation. More than 350 families are served yearly.

2. Please explain your agency's efforts to reduce homelessness within your community, specifically describing your agency's strategies for connecting clients with housing solutions.

Saint Martin's addresses homelessness within the Mid-shore community using the following programs: Rental Assistance Program (RAP), ESG-Eviction Prevention and ESG-Emergency Transitional Shelter. We have a strong track record of using these funds as required by the program and expend all funds. Our history using ESG eviction prevention funds is strong, helping 85 families in the past five years. The case manager is very experienced in this type of work. Expansion of our services into Kent County will require acquiring knowledge of local landlords and other resources. SMM's Executive Director resides in Kent County, has served on local human service Boards in the county, and will work directly with SMM staff and Kent resources to bring these much needed funds to the families of Kent County. Kent County Public Schools (KCPS) and Family and Community Partnerships of Kent County will be important contacts to build the process.

3. HUD requires that agencies funded with ESG funds have homeless or formerly homeless representation on their Board of Directors. Does your agency have this representation on your board? No

If no, please explain your agency's plan for complying with the above mentioned HUD requirement.

In the past 5 years nearly 25 % of Saint Martin's House (SMH) residents have come from Kent County. SMH is establishing a residents council that will include current and former residents to provide input to management on policy issues. We will work to include a Kent County resident. This council will report once a year to the Board of Directors and meet quarterly with House management to discuss concerns. This will be a more formal process than our 'House meetings' which have served this purpose over the 20+ years that SHM has been in operations. We have asked for technical assistance on ensuring that this approach meets the requirement.

Please note that this is a HUD requirement, and agencies which do not have this representation or a plan in place to get homeless representation cannot be funded through ESG.

Performance Measures and Outcomes

4. What measureable outcomes is your agency documenting to demonstrate your impact on reducing homelessness in your area? Please provide at least two measureable outcomes your agency is tracking to identify the effectiveness of your program.

SMM keeps accurate records on homelessness outcomes in HMIS. We work with the Continuum of Care (CoC) to ensure that our quarterly Annual Homelessness Assessment Review (AHAR) data is accurate and support the annual Point In Time count (PIT). All Homelessness prevention clients are entered into HMIS, and we would do the same with Rapid Rehousing Clients (RRH). For Homelessness prevention clients we offer follow-up services by phone in order to record outcomes. In Kent County, services to prevent eviction or to provide respite from homelessness are provided through the Salvation Army, and two local groups, Good Neighbor Fund and the Samaritan Group. These are small organizations that do not participate in the CoC or HMIS. The local DSS office also provides some funds and screening. SMM services would input the data for those served in Kent via ESG funds into HMIS reporting and encourage other groups to engage in HMIS reporting.

5. Please explain the efforts that your agency takes to evaluate your program in order to ensure the most effective and efficient use of resources. Please provide at least two examples of how your agency conducts program improvement.

SMM is a small non-profit with limited infrastructure. We rely on volunteer resources and trainings offered by other human service providers for support in many areas. A training consultant has volunteered his time to work with our key staff in the past 2 years working on issues of teamwork and job accountability and responsibility. All staff have attended appropriate technical trainings offered by others, such as Mental Health First-Aid. Sharing and discussing new ideas is a part of the daily operation of SMM -- we work together to make the most of our limited resources and are flexible in our response to challenges. For ESG Eviction, we ensure that all data needs are achieved by a periodic review of the forms and also by requiring a process checklist as a part of the file.

6. Please explain how your agency is working to reduce barriers to entry for your programs and implement Housing First principles into your services.

SMM has participated in the meetings and discussions held by the CoC coordinator to establish common entry for the Mid-Shore area. We listen and participate in monthly round table meetings to understand what our peer organizations in other counties are doing. Lack of affordable housing and lack of housing with convenient access to places of employment are two barriers faced in Kent County. There is minimal public transportation and many low income families do not have reliable transportation of their own. The availability of ESG funding for Eviction Prevention and RRH would be a major step forward in adopting a Housing First approach. The strong history of a home visiting program in the county and the frequency with which these families experience homelessness (40%) is a client base that we will focus on. In addition Family and Community Partnerships of Kent County will be advocating that the County establish a Housing department or at least identify a Housing coordinator. This change would make a significant difference in the county's approach to homelessness. Internally, we have engaged in discussion and will continue to pursue training regarding housing first principles.

We look for technical assistance to help us answer the challenges of implementing this program in a rural area with very limited affordable housing.

Continuum of Care

7. Does your agency currently participate in your local Continuum of Care meetings? Choose an item.

If yes: Please describe your current level of involvement

Yes. For 2015-16 we have attended meetings and participated. In previous years we have served on the Executive Committee. We are a strong HMIS user and ask questions and keep our data up to date.

8. How many meetings has your agency attended in the prior twelve months? 9

HMIS

9. Is your agency currently entering client-level program data into HMIS? Yes

If no: ESG grantees are required to enter ESG data into an HMIS or comparable database. If your agency is not entering into HMIS and is a first-time applicant, or if your agency has never received ESG funds, what is your agency's plan and timeline to begin using HMIS or comparable database?

Please note that this is a HUD requirement, and agencies which are not entering data into HMIS or a comparable database, or do not have a plan to do so, cannot be funded through ESG.

If yes: Provide the following information for the period January 1, 2015 thru December 31, 2015:

Number of households served: Data is from our work in Caroline County 22 Eviction Prevention

Number of households served according to HMIS: 22

Number of households entered as anonymous into HMIS: 0

Of households entered as anonymous, how many were due to fleeing domestic violence? 0

If households were entered as anonymous for any other purpose, provide further details:

10. ESG grantees must be in compliance with HMIS requirements at the time of the application. Has your agency received any HMIS or comparable database concerns or findings since January 2015? No

If yes, discuss how your agency addressed these concerns or findings, including any corrective action.

Section III. PROPOSAL INFORMATION

Program / Project Name: SMM ESG for Kent County

Agency Fiscal Year: 8/1--7/31

Continuum of Care: MD 511 Midshore Continuum of Care

County to be Served by ESG Program: Kent

Funding Request -

Program Component	Amount
Street Outreach:	\$
Emergency Shelter:	\$
Homelessness Prevention:	\$ 31,500
Rapid Re-Housing:	\$ 30,300
HMIS:	\$
Administration:	\$
TOTAL FUNDING REQUEST:	\$ 61,800

Section IV. STREET OUTREACH INFORMATION

To be completed by Street Outreach applicants only

Name of Program:

Address:

City, State, Zip Code:

Hours and days clients can receive services:

Proposed ESG Street Outreach Program Budget:

	ESG Funds Requested	Eligible Activities Proposed to Provide
Engagement	\$	
Case Management	\$	
Emergency Health Services	\$	
Emergency Mental Health Services	\$	
Transportation	\$	
Services for Special Populations	\$	
Total Proposed Budget:	\$	

Numbers and Demographics to be Served

Daily Average:

Please indicate the estimated unduplicated number anticipated to be served annually

Number of homeless adults:

Number of homeless children:

Total number of homeless individuals:

Total number of homeless families:

Please indicate the estimated number in each subpopulation to be served

Chronically homeless:
Veterans:
Other special needs:

Victims of domestic violence:
Unaccompanied homeless youth:
General population:

1. Provide a brief description of your Street Outreach program, including the goals of the program.
2. Describe the existing needs that your agency has identified to be addressed by this program. Explain your agency's methods for determining these needs, specifically including local data.
3. Describe the unsheltered populations that will be served. Explain the methods of outreach your agency will use to engage with these populations.
4. Please describe any efforts your program makes to connect participants with mainstream benefits and other services.
5. In addition to Street Outreach, what other related services does your agency provide?
6. Please provide data regarding the exit destinations of the households served by your agency's program.

Section V. EMERGENCY SHELTER INFORMATION
To be completed by Emergency Shelter applicants only

Name of Program:
 Address:
 City, State, Zip Code:

Hours and days clients can receive services:

Proposed ESG Street Outreach Program Budget:

	ESG Funds Requested	Eligible Activities Proposed to Provide
ESSENTIAL SERVICES		
Case Management	\$	
Child Care	\$	
Education Services	\$	
Employment Assistance and Job Training	\$	
Legal Services	\$	
Life Skills Training	\$	
Mental Health Services	\$	
Outpatient Health Services	\$	
Substance Abuse Treatment Services	\$	
Transportation	\$	
OPERATIONS		
Equipment	\$	
Food	\$	
Fuel	\$	
Furnishings	\$	
Hotel/Motel Vouchers	\$	

Insurance	\$
Maintenance	\$
Rent	\$
Security	\$
Supplies	\$
Utilities	\$
Total Proposed Budget:	\$

Numbers and Demographics to be Served

Daily Average:

Please indicate the estimated unduplicated number anticipated to be served annually

- Number of homeless adults:
- Number of homeless children:
- Total number of homeless individuals:
- Total number of homeless families:

Please indicate the estimated number in each subpopulation to be served

- | | |
|-----------------------|-------------------------------|
| Chronically homeless: | Victims of domestic violence: |
| Veterans: | Unaccompanied homeless youth: |
| Other special needs: | General population: |

1. Provide a brief description of the Emergency Shelter program, including the goals of the program.

2. Describe the existing needs that your agency has identified to be addressed by this program. Explain your agency's methods for determining these needs, specifically including local data.

3. Describe the unsheltered populations that will be served. Explain the methods of outreach your agency will use to engage with these populations.

4. Please describe the intake process utilized within your Emergency Shelter program. Please explain any diversion methods your agency utilizes prior to a participant's entry to shelter.

5. Please explain the eligibility requirements your agency has for program entry. Please provide justification for any restrictions on program entry.

6. Please explain the steps that your program takes to ensure that families seeking assistance are not separated or denied admission.

Please note that this is a HUD requirement, and agencies which serve families and children that are separating families or denying them admission cannot be funded through ESG.

7. Please describe the efforts your agency takes to move clients into permanent housing. Describe how your program increased, or will increase, the housing stability and/or self-sufficiency of participants served. Explain the methods your agency will utilize to determine the effectiveness of your program.

8. Please describe the efforts your agency takes to reduce each client's length of stay in your facility. Please include the average length of stay of program participants in your Emergency Shelter program and the methods of evaluation your agency utilizes to improve your program.

9. Please explain the supportive services provided by your Emergency Shelter program. Please describe the types of services provided, frequency of services, type of case management provided, and goal planning.

10. What support does your agency provide or will provide to shelter residents for obtaining and maintaining employment?

11. Please describe any efforts your program makes to connect participants with other mainstream benefits and services.

12. Please provide data regarding the exit destinations of households served by your program.

13. Please explain how your agency addresses returns to homelessness, specifically describing the methods your agency utilizes to identify participants who have returned to homelessness and the services provided to those participants.

Section VI. HOMELESS PREVENTION INFORMATION

To be completed by Homelessness Prevention applicants only

Name of Program: SMM-ESG Kent
 Address: PO Box 996
 City, State, Zip Code: Ridgely, MD 21660

Hours and days clients can receive services: Services to Kent County residents will be available by phone M-F noon to 4:30PM. Since the extension of services to Kent County is a new undertaking for SMM, details of how the process will work remain to be worked out. A SMM case manager will travel to Kent County on a regular schedule to be determined.

Proposed ESG Homelessness Prevention Program Budget:

	ESG Funds Requested	Eligible Activities Proposed to Provide
FINANCIAL ASSISTANCE		
Last Month's Rent	\$	
Moving Costs	\$	
Rental Application Fees	\$	
Security Deposits	\$500	
Utility Deposits	\$	
Utility Payments	\$12,500	Payments to utility providers
SERVICES		
Credit Repair	\$	
Housing Search and Placement	\$500	Identify landlords
Housing Stability Case Management	\$4000	Employment and budget counseling
Legal Services	\$	
Mediation	\$1,500	Advocate with utility companies
RENTAL ASSISTANCE		
Project-Based Rental Assistance	\$	
Tenant-Based Rental Assistance	\$12,500	Payments to landlords
Total Proposed Budget	\$31,500	

Numbers and Demographics to be Served

Daily Average: <1

Please indicate the estimated unduplicated number anticipated to be served annually

Number of homeless adults: 40

Number of homeless children: 48

Total number of homeless individuals: 88

Total number of homeless families: 20

Please indicate the estimated number in each subpopulation to be served

Chronically homeless: 0

Veterans: 3

Other special needs: 6

Victims of domestic violence: 1

Unaccompanied homeless youth: 1

General population: 9

1. Provide a brief description of your Homelessness Prevention program, including the goals of the program.

SMM Homeless Prevention program's goal is to keep families in their residence by providing financial support to prevent eviction and utility disconnection. Families will be referred by local churches, the local DSS office, the Family Support Center and by word of mouth. The case manager who would be assigned to this program has more than 7 years experience and has highly credible standing with both local utility companies and landlords. SMM track record for making payments is trusted and accepted in the community. Our primary goal is to keep at risk families housed. A family's program eligibility (30% or less of area median income) is an important criterion. SMM is seeking to expand ESG Homeless Prevention services to Kent County, building on our staff and experience in delivering this type of service in Caroline County for more than 10 years.

2. Describe the existing needs that your agency has identified to be addressed by this program. Explain your agency's methods for determining these needs, specifically including local data.

Kent County Public Schools (KCPS) report that there were 54 homeless families including 77 children in the 2015-16 school year. The Salvation Army reports paying for 74 bednights at a local motel over the 9 month period of Jan-Sept 2015, providing shelter to 53 individuals (Kent DSS report on Homelessness in Kent County). In a community survey conducted for Family and Community Partnerships of Kent County (FCPKC) 8% of youth reported worrying at least once in the past 30 days about where they will sleep at night. These local organizations are concerned about homelessness in Kent County. SMM will work with these providers and other local organizations to make the best use of the funds provided.

3. Describe the population at risk of homelessness that will be served. Explain the methods of outreach your agency will use to engage with these populations.

As indicated above, families, especially young families with preschool and school age children are most at risk in Kent County. The poverty rate for children, youth and families in Kent County is 21%, much higher than the state average of 14% (2015 KIDS COUNT). SMM will create a flyer and Frequently Asked Questions style document for distribution to all local organizations that support families, including but not limited to those mentioned above (KCPS, FCPKC, and Kent Family Center). Presentations to the staff in these organizations and to DSS will get the word out. In addition SMM Executive Director or Program Director and Case Manager will attend the local ministerial organization, Chester Valley Ministers Association, which meets monthly and works closely with all providers to address issues of concern to the county.

4. Please explain the eligibility requirements your agency has for program entry. Please provide justification for any restrictions on program entry.

In our homeless prevention work in Caroline County, SMM restricts assistance to once every 18 months. This seems to be consistent with the requirement for expenditure of the funds under the grant guidelines and we would like to continue this practice in Kent County. The once every 18 month rule serves the purpose of minimizing the budget technique used by some low income families wherein a specific source of cash income is used each year to pay off a specific bill (tax refund to pay off credit card debt is a common example). Otherwise SMM would follow all ESG guidelines and use the funds to help families remain in their homes. Our use of HMIS will also allow us to monitor whether a family has received ESG funds from another county, as this sometimes happens.

5. Please describe the efforts your agency takes to assist clients in maintaining permanent housing. Describe how your program increased, or will increase, the housing stability and/or self-sufficiency of participants served. Explain the methods your agency will utilize to determine the effectiveness of your program.

Maintenance of permanent housing is best addressed by carefully following case management best practices: checking on employment and income, verifying housing rental guidelines and providing case management counseling that determines what support the client may need to remain housed if funds are given. SMM would follow all ESG guidelines and best practice suggestions in this area. Supervisory sign-off on clients assisted also requires that the case manager defends any repeat clients. Our process requires the case manager to make at least 2 follow-up phone calls after funds are disbursed. This allows us to determine whether the family remains housed for at least 2-3 months after funding. For our new work in Kent County we will seek feedback from the key providers group from whom we expect to receive referrals to determine the effectiveness in the first year.

6. Please explain the methods your agency utilizes to evaluate client need and progress.

Need is evaluated by the client's presentation of appropriate documentation in the form of a bill, eviction or shut-off notice. Employment and future sustainability is determined by asking about the family's housing history and work history. Employment verification includes contacting the employer. In our work in Caroline County, most homeless prevention clients receive a one time payment to prevent eviction. We believe that continuing this practice will support the needs of Kent County residents. We would look to our relationships with those organizations that make referrals to assist in monitoring a clients progress. The case manager would also contact the clients by phone to check on stability.

7. Please explain any limitations your agency has within the program, specifically addressing the length of time and amount of assistance clients are able to receive.

Homeless Prevention funding under ESG allows for the opportunity to provide an number of different supports: application fees, security deposits, utility deposits and payments and services such as housing stability case management. The history of homeless prevention work in Kent County has focused on one-time or smaller payments from the local agencies such as Samaritan Group or Good Neighbor Fund. Bringing ESG funding and the case management services of SMM to Kent County may open an opportunity to offer the broader array of services that ESG allows. Clear communication with other supporting service providers for vulnerable families and identification of landlords who are willing to work with both the families and SMM will determine the scope of services offered. It would be the goal of SMM to provide any needed services without limitations if that provides the best approach to helping a family remain housed.

8. Please explain the case management services provided by your Homelessness Prevention program. Please describe the types of services provided, frequency of services, type of case management provided, and goal planning.

As indicated in question 6 above the case management process seeks information on the clients' housing and work history. Information is collected on all household members and the forms used to document SMM use of ESG funds in this area closely resemble those forms created for the use of funds during ARRA fund availability in the period of 2009-11. Before making a decision, the case manager not only checks for eligibility, but also weighs all of the information collected to make suggestions to the client. These suggestions may include educational resources that the client might want to use, local employers who are hiring, landlords who may have available properties that better suit the clients needs. These suggestions are provided to the client before funds are awarded and are incorporated into the case manager's follow-up notes for review on future contacts. This is the process followed by SMM in Caroline County; our goal is to bring this same approach to clients in Kent County.

9. Please describe any efforts your program makes to connect participants with other mainstream benefits and services.

As stated in question 8 above, the case management process includes information and referral regarding education, employment and housing. At SMM's location in Caroline County, the case management process occurs in our food pantry/thrift shop area which allows the case manager to offer both food and clothing. Being able to provide for these basic needs often creates a situation where trust is increased and the client responds positively. In expanding this service to Kent County, we would want to make the client aware of local resources to meet their basic needs, as this is often a part of the client's overall situation. Careful selection of the location for service delivery will be a part of SMM expansion to Kent County.

10. What support does your agency provide or will provide to participants for obtaining and maintaining employment? If employment support is provided by a third party, please describe.

Support would be referrals within the case management process. The case manager would offer information on the services available through the Workforce Investment Board. A resource listing for the three local counties of Kent, Caroline and Queen Anne's would be developed listing key employers

and local access to job listings. In this small rural community, clients who qualify for ESG Homelessness Prevention often have had an interruption of employment due to illness, reduction in hours or seasonality of the work. These families are often capable of returning to work when work is available, but their overall financial status creates an urgent need when episodic interruptions occur.

11. Please provide data regarding the exit destinations of the households served by your agency's program.

This would be a new program in Kent County with SMM as the provider. There are no data on outcome destinations or employment from local providers that we are aware of. A first step for this project would be to work with the Kent Chamber of Commerce and the Kent Realtors Association to identify all potential housing opportunities. Safe, affordable housing (no mold, bed bugs or high crime in the immediate area) was identified in the community assessment report conducted by Maryland Non-profits in 2016 for FCPKC as a area of concern. Having a housing inventory would be the first step to address this question, especially in that there is not yet a Housing department or coordinator in the county government.

Section VII. RAPID RE-HOUSING INFORMATION

To be completed by Rapid Re-Housing applicants only

Name of Program: SaintMartin's Ministries -Rapid Rehousing Kent County

Address: PO Box 996

City, State, Zip Code: Ridgely, MD 21660

Hours and days clients can receive services: TBD This is a new program for SMM and is an expansion of services to Kent County. Phone contact would be available during normal business hours M to F and emergency contact could be made to Saint Martin's house which is staffed 24/7.

Proposed ESG Rapid Re-Housing Program Budget:

	ESG Funds Requested	Eligible Activities Proposed to Provide
FINANCIAL ASSISTANCE		
Last Month's Rent	\$	
Moving Costs	\$	
Rental Application Fees	\$300	Housing start-up
Security Deposits	\$3000	Housing start-up
Utility Deposits	\$2000	Housing start-up
Utility Payments	\$2000	Housing start-ip
SERVICES		
Credit Repair	\$500	
Housing Search and Placement landlords	\$2000	Case manager identifies housing stock,participating
Housing Stability Case Management	\$6000	Case manager visits, work on retention barriers
Legal Services	\$	
Mediation	\$	
RENTAL ASSISTANCE		
Project-Based Rental Assistance	\$	
Tenant-Based Rental Assistance	\$15,000	3 clients, time limited rental assistance per plan
Total Proposed Budget:	\$30,300	

Numbers and Demographics to be Served

Daily Average: <1

Please indicate the estimated unduplicated number anticipated to be served annually

Number of homeless adults: 6

Number of homeless children: 6-10

Total number of homeless individuals: 9-16

Total number of homeless families: 3

Please indicate the estimated number in each subpopulation to be served

Chronically homeless: 0

Victims of domestic violence: 1

Veterans: 0

Unaccompanied homeless youth: 0

Other special needs: 1

General population: 1

1. Provide a brief description of your Rapid Re-Housing program, including the goals of the program.

SMM would be entering into RRH for the first time. Additionally, this would be an expansion of our services into Kent County. We look forward to the promised technical assistance from the Project Management Team, especially with regard to sample forms and policies so that we do not have to design the program from scratch. Given that we are a very rural area with limited affordable and suitable housing stock we have a modest goal of housing 3 families in the first year of the program. Our strategy would be to work with key family service providers in Kent County (Family Support, DSS, KCPS) to identify potential clients. Regardless of referral, we would look to work with families who have experienced a temporary setback due to illness, job loss or other emergency. Even a house fire can trigger the need for RRH services in a rural area. We look forward to being able to offer assistance to families that may be outside the qualifications of the Homeless Prevention funding stream.

2. Describe the existing needs that your agency has identified to be addressed by this program. Explain your agency's methods for determining these needs, specifically including local data.

The area of greatest need is young families who are doubled up and living with friends or relatives. School district data thru out the mid-shore substantiates this. The KCPS system indicates that 3.8% of families were homeless in 2015 using the McKinney-Vento definition. These families are often working but cannot save the funds to manage move-in costs. We will network with the school systems' homelessness coordinator and with the local winter shelter programs in the counties of the Mid-Shore to use funds to the best advantage of homeless families identified by these front line agencies. An example of three generations of a family that would benefit from RRH includes a homeless grandmother, currently residing at SMH, and caring for two grandchildren while her daughter, the children's mother, works two jobs to save enough to move into an apartment.

3. Describe the homeless populations that will be targeted. Explain the methods of outreach your agency will use to engage with these populations.

We will target temporarily homeless families who do not have sufficient means to rehouse themselves. These might be first time homeless due to economic hardship such as divorce, or departure of a primary wage earner. We will work with families that self-identify or who are referred by other agencies. A major factor in our work will be the identification of the landlords and available housing that will meet the families' needs. Clients will be made aware of our services thru contact with our other programs. Community outreach will include libraries, DSS, and other community events such as homeless resource day. We will send an announcement to other human service providers about SMM ability to support RRH when training is complete and the program has been conceptualized to an operating level.

4. Please explain the eligibility requirements your agency has for program entry. Please provide justification for any restrictions on program entry.

We have no restrictions at present as we will be developing the program as training and technical assistance is provided. We understand that the point of this program is not to restrict access, but rather to house and then provide supportive services. A concern would be that this program not be used for chronically homeless clients who have no evidence of a history of successful self-care.

5. Please describe the efforts your agency takes to assist clients in maintaining permanent housing. Describe how your program increased, or will increase, the housing stability and/or self-sufficiency of participants served. Explain the methods your agency will utilize to determine the effectiveness of your program.

Since this will be the first year of the program we will rely on two sources for guidance in helping clients maintain housing: best practices from similar rural programs as identified by the state project leadership in trainings and technical assistance and our own past case management experience in our transitional housing project. SMH program emphasizes life skills such as time and money management, physical and mental health and using SMART goal setting practices to address short and long term life objectives. Case management will be offered. We would envision follow-ups at least two times a month, one by phone and one in person. A major challenge for past residents from SMH who move out into their own housing has always been keeping child care in place in order to keep their own employment; we will especially monitor this situation and determine what support might be useful. The most important measure of effectiveness will be length of stay in housing with and without support.

6. Please explain the methods your agency utilizes to evaluate client need and progress.

We have not yet designed this part of this start up program. It is likely that we would use the case management practices in place for SMH residents of monthly goal setting and follow up to discuss progress. For RRH this will need some adjustment, since the case manager is available and interacts with clients at least four days per week on site at SMH. We believe that the greatest struggle in RRH will be to have the client have sufficient trust that they will reach out in times of emergency or difficulty. We have done some research and reviewed the RRH Triage or Assessment Tool from the National Alliance to End Homelessness. As is stated elsewhere in this section of the application we would work with the RRH client to assess family strengths and weaknesses and set regular goals. Our vision for the program would be guided by the best practices and technical training provided by the state project leadership, especially taking note of the limited resources of our rural area.

7. Please explain any limitations your agency has within the program, specifically addressing the length of time and amount of assistance clients are able to receive.

Our vision for the program would be guided by the best practices and technical training provided by the state project leadership, especially taking note of the limited resources of our rural area. Time and amount of assistance will be determined by staffing resources that we as an agency are able to put in place to support this program. The RRH tool mentioned above would be a guide for length and type of services. Although the goal of three families seems small, the difference between the on-site nature of the case management process within SMH and the external nature of the RRH model makes it difficult to estimate staffing needs and constraints. We would certainly envision a 1 year follow-up that tapered services over time. Many life skills would be addressed by service linking with programs from other organizations. Ideally this information would be shared electronically.

8. Please explain the case management services provided by your Rapid Re-Housing program. Please describe the types of services provided, frequency of services, type of case management provided, and goal planning.

Our vision for the program would be guided by the best practices and technical training provided by the state project leadership, especially taking note of the limited resources of our rural area. Family strengths and weaknesses would be a guide for the types of services provided, as would the results of the RRH Tool mentioned above. Transportation and child care are usually the two largest barriers to successful employment in our rural area. We would see these two needs as areas where we would work most closely with families, tying in the relationship between having a driveable car and dependable childcare to the fundamentals of budgeting. We believe in and use the SMART goal technique in our life skills and case management process. Services would be on a sliding scale as indicated in questions 5 and 7 above.

9. Please describe any efforts your program makes to connect participants with other mainstream benefits and services.

Service linking is a primary component of all that we do. Other major providers of needed services in our small population, rural area include Family Support (Head Start), the local library, Univ. of MD Extension, Work Force Investment Board and supports provided thru DSS. Consistent with the philosophical basis of RRH, we would hope that the client would make an effort to avail themselves of the needed services and work with us to find solutions to the barriers of transportation and childcare that often times limit the ability to take advantage of service linking.

10. What support does your agency provide or will provide to participants for obtaining and maintaining employment? If employment support is provided by a third party, please describe.

Although obtaining employment is a strong need, as stated above transportation and childcare are also barriers to maintaining employment. Our experience at SMH is that unless there are major barriers (past criminal convictions) employment is usually available. Whether the employment provides a living wage is more problematic, hence a goal of SMH program has always been to encourage career path plans. We would continue to do this if the RRH client wanted this support. Our case management process would include information and referral for local employers and also working with the client to connect them with the Work Force Investment Board.

11. Please provide data regarding the exit destinations of the households served by your agency's program.

We do not have data for RRH clients as we have not yet delivered this program. Outcomes for clients we have served under other ESG funding are provided in the appropriate sections in this application. As suggested elsewhere we would first identify the available housing stock in order to monitor exit destinations.

Section VIII. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) INFORMATION

To be completed by HMIS applicants only

Name of Program:

Address:

City, State, Zip Code:

Proposed ESG HMIS Program Budget:

ESG Funds Requested

HMIS / Comparable Database Activities

\$

1. Describe the HMIS system or comparable database that your agency currently uses and the extent to which your agency currently utilizes it.

2. Regardless of your data collection system, does your agency adhere to the HMIS Standard Operating Procedures and Requirements for ensuring data quality and integrity?

3. Please explain the timeline for entering client data into an HMIS / Comparable Database.

4. Identify and describe existing and projected data collection needs to be addressed by this project.

5. How many active users are at your agency? If your agency is funded, how many new users will be added?

Section IX. MATCHING FUNDS

Each local government is expected to provide at least **50% matching funds** for the total amount requested, including matching funds provided by sub-grantees. Please list all funding sources be used to match for ESG programs, including the source of funding, the amount, the type (cash or non-cash), and the current commitment status. Please also attach any supporting documentation for these funds, including commitment letters, grant agreements, etc.

Source of Funds	Amount	Type	Commitment Status
-----------------	--------	------	-------------------

Match provided at the local government application level.

For any funds which are not currently committed:

Please provide detailed information about how any non-committed funds will be secured prior to the start of the program.

Section X. APPLICATION ATTACHMENTS AND SUBMISSION REQUIREMENTS

Please include the following attachments with your application:

1. Written Standards
2. Articles of Incorporation and Current By-Laws
3. 501(c)3 Verification
4. Certificate of Good Standing
5. A copy of most recent audited financial statements
6. Continuum of Care certification
7. Any additional documentation

The undersigned hereby certifies that the submission of this application for Emergency Solutions Grant funds is authorized by the agency applying for the funds, and that program activities contemplated by the application are in accordance with applicable law and regulations of the U.S. Department of Housing and Urban Development and of the State of Maryland.

The undersigned further certifies that the information set forth in this application and in the attachments in support of the application is true, correct and complete to the best of the undersigned's knowledge and belief.

In witness whereof, the applicant has caused this document to be duly executed in its name on this day of , 2016.

By: 

(Signature of authorized agency representative)

In order for your application to be reviewed, this application must be submitted both electronically and by a hard copy to your local government. The local government is responsible for compiling applications, and attaching "Part 1: Local Government Application" to all requests. In order to be considered by Maryland DHCD, final applications (with both Part 1 and all Part 2 applications) must be submitted by 3:00 PM, June 10, 2016.

EXHIBIT C

Federal Fiscal Year 2016 / State Fiscal Year 2017 Emergency Solutions Grant

Grantee: Kent County Grantee Federal ID:
 Provider: Saint Martin's Ministries

	Street Outreach	Emergency Shelter	Homelessness Prevention	Rapid Re-Housing	HMIS	Admin	Total
Original Award:	\$0.00	\$0.00	\$22,126.00	\$20,898.00	\$0.00	\$0.00	\$43,024.00
Request 1 (Oct - Dec. 2016) <i>Submit by: January 17, 2017</i>							\$0.00
Request 2 (Jan. - Mar. 2017) <i>Submit by: April 17, 2017</i>							\$0.00
Request 3 (April - June 2017) <i>Submit by: July 17, 2017</i>							\$0.00
Request 4 (July - Sept. 2017) <i>Submit by: October 16, 2017</i>							\$0.00
Request 5 (Oct. - Dec. 2017) <i>Submit by: January 16, 2018</i>							\$0.00
Request 6 (Jan. - Mar. 2018) <i>Submit by: April 16, 2018</i>							\$0.00
Remaining:	\$0.00	\$0.00	\$22,126.00	\$20,898.00	\$0.00	\$0.00	\$43,024.00

Total Award: \$43,024.00 Total Remaining: \$43,024.00

Matching Funds: Source Amount

Total: \$0.00 (should meet / exceed 50% of request)

EXHIBIT C

REQUEST FOR DISBURSEMENT CERTIFICATIONS

I certify:

1. That the representations, certifications, and other materials contained in the Application, Certifications and Grant Agreement are and remain true and complete as of the date of this request;
2. That this request for disbursement is for eligible project/activity costs authorized under the Emergency Solutions Grant Program; and
3. That valid supporting invoices and other documentation are attached to this request, including evidence of Grantee's Matching Funds.
4. That financial and programmatic records in connection with the Grant are maintained on site and are available for inspection by DHCD.

10/20/16
Date


Signature of Grantee's Designated ESG Contact

Rosemary Ramsey Granillo
Name of Contact

Director of Family & Community Partnerships
Title of Contact

115 S. Lynchburg Rd. Chestertown MD 21620
Address

410-810-2673
Phone

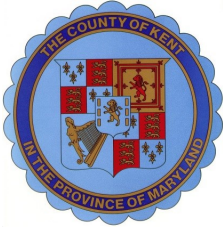
rgranillo@kentgov.org
E-mail

DHCD USE ONLY

Amount Authorized for Funding: \$ _____

ESG DIRECTOR/ASSISTANT APPROVAL

DATE



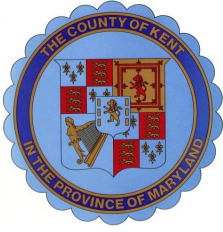
**Request to Reappoint a Member to the Historic Preservation
Commission**

1/3/2017

County Commissioners Meeting

ATTACHMENTS:

Description



**Maryland Senior Citizens Hall of Fame
1/3/2017
County Commissioners Meeting**

ATTACHMENTS:

Description

Maryland Senior Citizens Hall of Fame



The Maryland Senior Citizens Hall of Fame, Inc.

800 Southerly Road, Box 1
Towson, Maryland 21286-8403
www.msCHF.org

December 15, 2016

President Commissioner William W. Pickrum
Kent County Government Center
400 High St
Chesterton MD 21620

Dear President Commissioner Pickrum:

I would like to personally thank you and the Caroline, Kent, Talbot Upper Shore Aging for the support given to us in 2016. I am pleased to report that an 80% participation of Maryland counties was accomplished. On October 27, 2016, the Hall of Fame inducted 49 honorees and awarded 5 of these individuals with the coveted GERI award. Although improved, we still haven't achieved our goal of 100%.

A letter has been sent to the Upper Shore Aging office requesting them to partner with us to spread the word about our organization and assist in the process of getting nominations from your County. Your support in this endeavor would be greatly appreciated.

In January nomination packets for the 2017 Hall of Fame will be mailed to many senior living communities and senior-oriented organizations throughout the state and will also be available on our website. To be considered, nominations must be received by April 10. We would like to achieve our goal of 100% participation. With the support of your office and the Department of Aging, this goal is attainable.

I am enclosing our brochure and invite you to also visit our website at www.msCHF.org to learn more about our organization. We continue to improve the website to make it more user friendly.

Our seniors are the jewels of our generation in that they have dedicated their golden years to making contributions to society through volunteering and improving the lives of others. Help us in celebrating their accomplishments.

Sincerely,

Thomas Kline
President

County Commissioners

Office

Date 12-19-16

Enc.

The Maryland Senior Citizens Hall of Fame, Inc.

OUR MISSION

The Maryland Senior Citizens Hall of Fame, Inc. was founded on September 18, 1987 to:

- Recognize and acknowledge civic and humanitarian accomplishments of individual Maryland senior citizens regardless of race, creed, national origin, color, disability or religion.
- Honor each year up to 50 Maryland senior citizens, 65 years of age or older, who have made outstanding volunteer contributions affecting the lives of people in the State of Maryland.

For over thirty years, honorees have been inducted into the Hall of Fame.



WHAT WE DO

The Selection Committee receives and evaluates nominations from all across Maryland to choose up to 50 outstanding senior volunteers annually for induction into the Hall of Fame. Up to five of these honorees that have made exceptional contributions are selected to receive the GERI award.

The *Blue Book* Committee prepares a brief summary of volunteer service for each honoree to be published with their name and photo. Each year a copy of the *Blue Book* is archived at the Langsdale Library at the University of Baltimore.

A luncheon program booklet is prepared. Contributions and ads are solicited to subsidize our mission.

Honorees are inducted into the Hall of Fame at a luncheon in October. The honorees enjoy a complimentary lunch, and receive a membership certificate, MSCHF lapel pin, Program Booklet and that year's *Blue Book*.

Regional luncheons are held for members during the year.

NOMINATIONS

Senior volunteers inducted into The Maryland Senior Citizens Hall of Fame become lifetime members. These people were nominated by individuals and/or organizations for service rendered to their communities after the age of 65.

Each January, nomination packets are made available to MSCHF members, local Dept. of Aging offices, senior centers, senior living communities, and senior-oriented organizations in Maryland.

Nomination packets may also be obtained from our website, www.msCHF.org, or by calling 410-322-5193.

Nominations must be received by April 10 in order to be evaluated by the Selection Committee.

Our goal is to have nominations submitted which represent all Maryland counties and Baltimore City.

Please consider nominating a qualified senior as a candidate for induction into the Hall of Fame.

Honoring Outstanding Senior Volunteers in Maryland

ABOUT MSCHF

All members of the Board of Directors are volunteers and are not compensated in any form.

To learn more about MSCHF, visit our website. -- www.msCHF.org

MSCHF

800 Southerly Road, Box 1
Towson, MD 21286-8403

msCHF1@verizon.net 410-322-5193



The GERI sculpture, a baby's hand in the palm of an adult hand, was specially designed to represent the admired philosophy of our maturing population, namely, to give meaning and worth to the later years. Thus, the hand of the older person holding the hand of the child signifies understanding and love between generations. The GERI symbol depicts the intrinsic value of service to others regardless of race, creed, color, national origin, or handicapping condition.

GERI is a tangible expression of the leaving of a memory, a legacy, indeed a shining symbol of the fundamental value of giving and serving. The tenderness of the child is entwined with the strength and wisdom of the older person.

The Maryland Senior Citizens Hall of Fame, Inc. seeks to immortalize men and women and to record their names in the Archives of the Hall of Fame for all time because of their caring and volunteer efforts in improving the lives of others.

Please Support our Mission

Our only sources of income are through supporter contributions and luncheon program booklet ads.

** MSCHF is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue code.

I wish to support MSCHF:

Name

Address

City, State, Zip

Phone

Email

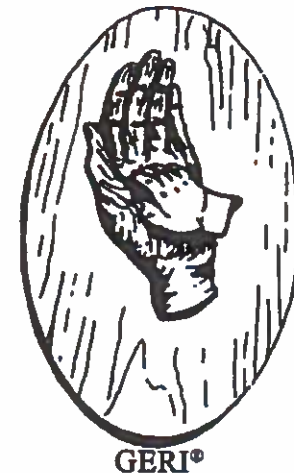
Amount:

Mail to: MSCHF

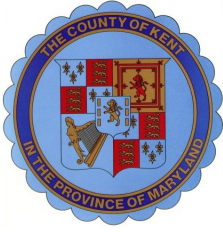
800 Southerly Road, Box 1
Towson, MD 21286-8403

Thank You!

The Maryland Senior Citizens Hall of Fame



◆◆ MSCHF ◆◆
Honoring
Outstanding
Senior Volunteers
In Maryland
Since 1987

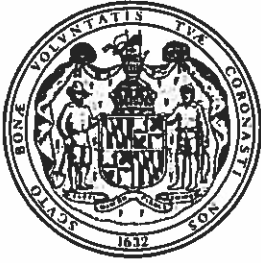


Kent County Grand Jury
1/3/2017
County Commissioners Meeting

ATTACHMENTS:

Description

Kent County Grand Jury



OFFICE OF THE JURY COMMISSIONER
THE CIRCUIT COURT FOR KENT COUNTY
103 N. CROSS STREET
CHESTERTOWN, MARYLAND 21620
Telephone: 410-778-2512



December 19, 2016

Charles D. MacLeod, Esquire
Secretary, Kent County Bar Association
201 S. Cross St, Suite 101
Chestertown, MD 21620

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

D/Sgt Robert Connolly
Maryland State Police
311 Safety Drive
Centreville, MD 21617

John F. Price, IV, Sheriff
Kent County Sheriff's Dept.
104 Vickers Drive, Unit B
Chestertown, MD 21620

Derrick Witherspoon, Superintendent
J. DeWeese Carter Youth Facility
P.O. Box 229
Chestertown, MD 21620

Herbert Dennis, Warden
Kent County Detention Center
104 Vickers Drive
Chestertown, MD 21620

Chief G. Adrian Baker
Chestertown Police Dept.
601 High St
Chestertown, MD 21620

Chief Steven Moore
Rock Hall Police Dept.
P.O. Box 367
Rock Hall, MD 21661

Gentlemen:

Please be advised that the Grand Jury for Kent County, Maryland will convene and be sworn by the Honorable Paul M. Bowman, Judge, on Monday, January 9, 2017. The proceedings will begin at 9:00 a.m. All are welcome to attend.

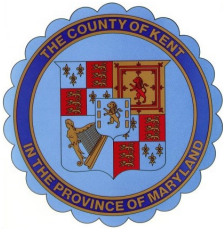
Very truly yours,

County Commissioners
Office

Ruth Voshell-Russ
Jury Commissioner

rv

Date 12-20-16



**Kent Center Thank You
1/3/2017
County Commissioners Meeting**

ATTACHMENTS:

Description

Kent Center Thank You



Kent Center

Providing Opportunities for Adults with Developmental Disabilities

December 19, 2016

Kent County Commissioners
400 High Street
Chestertown, MD 21620

Dear Commissioners Pickrum, Fithian, and Short,

On behalf of the entire Kent Center family, thank you for your terrifically thoughtful contribution to our *Wheels of Hope* campaign! Your donation helped us reach our Phase I fundraising goal to match a percentage of the Maryland Transportation Authority grant. We are grateful to recognize this achievement as a true partnership: we had fun raising funds from the community for the 10th annual Goose Bump Jump but then you took us across the finish line with your generous allocation. It is a testament to the essential nature of community support needed to make an agency like ours grow and thrive.

We have placed our order and will receive the new buses this summer. To be sure, you'll know when the busses have arrived because you'll see us around everywhere! These new vehicles will be used to connect our Kent Center adults who have intellectual and developmental disabilities with opportunities to achieve their goals and dreams and become an integral part of our local culture and economy. We can't wait until our new buses are here, and we hope you will be able to join us in their first flight celebration.

With warm wishes,

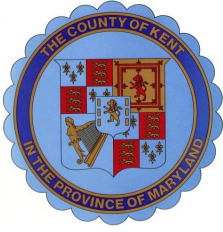
Rebekah L. Hock
Transition Coordinator and Development Associate

Thank you so much!

County Commissioners

Office

Date 12-21-16



**Kent County Community Marching Band Thank You
1/3/2017
County Commissioners Meeting**

ATTACHMENTS:

Description

Kent County Community Marching Band Thank You

Mr. Short, Mr. Fithian, and Mr. Pickrum

Thank you so much for your support of the Kent County Community Marching Band. Your support helped us put a band on the street for all the local parades with our comfy new uniforms and strong line of drums.

Star walk

- Kent County Community Marching Band

Robert W. Thomas
Dary Jackie L

Brad Holt
Claire O'Brien
Eddie King
Sara Bedwell
Malone Martinez
Isabella
Amy Lu

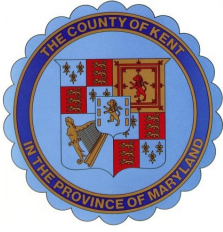
Mackenzie
Annamae

Wyo

Stephen Wall
Jamie Wall

CASPER
Donna Erickson

Joe Thomas
Star walk



**PGS Quaker Neck, LLC Determination of Case
1/3/2017
County Commissioners Meeting**

ATTACHMENTS:

Description

12.28.16 PGS Quaker Neck LLC Determination of Case

The Board of License Commissioners of Kent County

WILLIAM W. PICKRUM
PRESIDENT
CHESTERTOWN, MD

RONALD H. FITHIAN
MEMBER
ROCK HALL, MD

WILLIAM A. SHORT
MEMBER
STILL POND, MD

R. Clayton Mitchell, Jr.
Kent County Government Center
400 High Street
Chestertown, Maryland 21620
TELEPHONE 410-778-7435
FACSIMILE 410-778-7482

SHELLEY L. HELLER
COUNTY ADMINISTRATOR

THOMAS N. YEAGER
COUNTY ATTORNEY

ROBERT A. EDLER
ALCOHOLIC BEVERAGE INSPECTOR

December 28, 2016

Kimberly Gale, President
William Gale, Officer
PGS Quaker Neck, LLC
t/a Pomona Store Quaker Neck
6476 Quaker Neck Road
Chestertown, MD 21620

Re: Non-Compliant, Failure to Obtain Trader's License

Dear Mr. and Mrs. Gale:

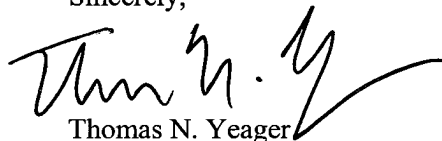
The Board of License Commissioners must make a determination of a case brought before the Board within fifteen days of the hearing. An administrative hearing was scheduled for December 20, 2016, regarding PGS Quaker Neck, LLC's failure to obtain a trader's license. In lieu of the hearing, the Board received an update and acknowledged the surrender of the Class A, Beer and Wine License No. 3969. Given the fact that the license was surrendered, the Board agreed to take no further action.

Robert A. Edler, Alcoholic Beverage and Tobacco Inspector will conduct a site visit on or before January 6, 2017. Be prepared to provide records relative to alcoholic beverage inventory.

Please be advised that enforcement actions by the Office of the Comptroller or any other entities, pending or otherwise, are completely separate from the actions of the Board of License Commissioners.

If you have any questions, please feel free to contact the Commissioners' Office at 410-778-4600.

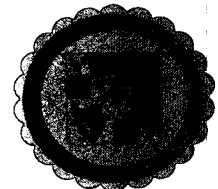
Sincerely,

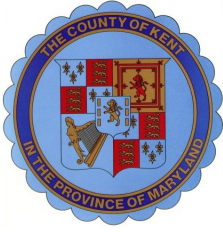


Thomas N. Yeager
County Attorney

TNY/smb

cc: Board of License Commissioners
Shelley L. Heller, County Administrator
Robert A. Edler, Alcoholic Beverage and Tobacco Inspector





Jamie Williams, Coordinator, Economic Development
1/3/2017
County Commissioners Meeting