



Town Council AGENDA

Monday, May 15, 2023 - 5:30 PM
Council Chambers, Easton Town Office
14 S Harrison Street

5:30 PM: Call to Order by President Cook.

Opening remarks and Pledge of Allegiance by Councilmember Abbatiello.

Approval of Minutes.

Minutes of the May 1 Budget Workshop and May 1, 2023 Meeting.

Oath of Office Administered to Mayor-Elect Megan JM Cook by Kathleen M. Duvall, Talbot County Clerk of the Court.

Oath of Office Administered to Ward 1 Councilmember - Elect Maureen E. Curry by Mayor Megan JM Cook.

Oath of Office Administered to Ward 3 Councilmember - Elect William David Montgomery by Mayor Megan JM Cook.

Members of the Council Elect Acting President of the Council.

Municipal Official Items.

Items by Mayor Cook.

Items by the Town Manager.

Approval for Living Ecosystems Property Maintenance Bid for FY2023/24 as recommended by staff.

Items by the Town Attorney.

Public Hearings.

5:35 PM PUBLIC HEARING to obtain views of citizens on community, economic development, and housing needs to be considered for submission of an application to the MD Community Development Block Grant Program (CDBG). Citizens will have the opportunity to discuss the proposed project for the construction of The Hope Center Application.

5:40 PM PUBLIC HEARING to consider the FY2023/24 Budget.

Ord. 796, Budget FY2023/24.

Ord. 797, Taxation Ordinance.

Ord. 798, FY2023/24 Carry Forward Ordinance.

Res. No. 6165, "A RESOLUTION OF THE TOWN OF EASTON REVISING THE TOWN'S LICENSE, APPLICATION, PERMITS, INSPECTION, CERTIFICATE AND OTHER FEES."

Legislation.

Resolution No. 6164, a resolution authorizing the submittal of an application for Community Development Block Grant funds in the amount of \$800,000.

Public Participation/Comments.

Items by Members of the Council:

Adjournment.

The public can access the meeting as follows:

<https://www.eastonmd.gov/129/Agendas-Minutes>

If you are an Easton Cable subscriber, you can view the meeting through TV-Channel 98.

Please note: There is a possibility of all or part of the meeting may be held in Closed Session.



TOWN OF EASTON
Building Inspection/Code Enforcement
14 South Harrison St.
P.O. Box 520
Easton, Maryland 21601
410-822-2526 / Fax 410-822-8738
www.eastonmd.gov



STAFF MEMO

DATE: April 20, 2023
FROM: Jackie Naylor
SUBJECT: Staff Recommendation for the Award of Contract for 23-01
TO: Don Richardson

On Monday April 17, 2023, one package was received for Bid # 23-01 (Property Maintenance Bid for the 2023/2024 year)

Upon reviewing the details of the bids, Living Ecosystems was the only bidder and has been doing it now for several years. He has kept the prices with little change for the 2023/2024 season.

Therefore, the staff recommends that the contract be awarded to Living Ecosystems for the 2022/2023 year.

Thank You,
Jackie Naylor
Code Enforcement Manager

**TOWN OF EASTON PUBLIC NOTICE
BID FORM**

TITLE: Property Maintenance

BID NUMBER: 23-01

DATE: March 16, 2022

OPENING: Monday April 17, 2023 @ 1:00 P.M. LOCAL TIME

BID FORM

Proposal made by: LIVING ECOSYSTEMS

Address: P.O. Box 2752, EASTON, MD 21601

Bidder is organized and existing under the laws of the State of MARYLAND doing business as a;
Corporation, Partnership, Joint Venture, or Individual (circle one).

Bidder hereby submits a proposal for the above titled work and agrees to enter into a contract within five days after acceptance of this proposal. Having carefully considered the work and having received clarification on all items of conflict or upon which any doubt arose, the undersigned hereby agree(s) to furnish all labor, material and equipment required to complete the work as notified.

Bidder also understands that the Town of Easton will give notice of the location of the work periodically during the contract period, where as the work shall be completed within forty-eight (48) hours. The contract period shall be for a one year period from the notice of award of the contract.

Bidder hereby agrees to perform all the work described in the specifications for the unit prices of:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE
A.	Lawn mowing and trimming For properties up to 2 acres Inclusive of a precutting examination & flagging	¼ Acre* ½ Acre*	Each	\$35.00 \$40.00
B.	Lawn mowing and trimming For properties greater than 1 acre plus Inclusive of a precutting examination & flagging	1 Acre* 1 Acre +	Each	\$ 45.00 \$ 45.00
C.	Bushhog and trimming For properties greater than 2 acres to 7 acres Inclusive of a precutting examination & flagging	Acre*	Each	\$ 45.00
D.	Bushhog and trimming For properties greater than 7 acres Inclusive of a precutting examination & flagging	Acre*	Each	\$55.00
E.	Hedge and tree trimming per hour	Hour	Each	\$25.00
F.	Debris removal per ton Inclusive of Midshore Regional Solid Waste Facility tipping fees of \$79.50, tipping receipt shall be attached for payment	Ton	Each	\$ 95.00
G.	Brush removal per ton Inclusive of Midshore Regional Solid Waste Facility tipping fees of \$54.50, tipping receipt shall be attached for payment	Ton	Each	\$ 85.00

* Properties needing Lawn Mowing, Bushhogging and Trimming will have grass and weeds in excess of ten (10) inches in height at the time of notification, all unit prices shall take this into consideration.

The Town of Easton reserves the right to reject any or all bids or to accept any bid, or portions thereof, when in their judgment, the public will be better served. The Town of Easton reserves the right to select the proposal, which will, in its judgment, best serve the public interest. It is understood that the bid price will be firm for a time period of ninety (90) calendar days from the bid opening date. If the undersigned is notified of the acceptance of this proposal within this time period, they agree to execute a contract for the above stated compensation and supply all required bonds, insurance forms, workmen's compensation and related documents within (10) calendar days of the notification, and to guarantee the completion of this work in 48 hours of notice to proceed on any given property address.

Affidavits I and II are to be submitted by all bidders with this Bid Form.

Timothy R. Goertemiller, P.O. Box 2752, Easton, MD 21601 410-310-1842
Contractor Name, Address, Telephone Number

Timothy R. Goertemiller, P.O. Box 2752, Easton, MD 21601 410-310-1842
Bidder Name, Address, Telephone Number

Timothy R. Goertemiller
Signature

20-0530539

(Federal Employer I.D. Number)

June 1996

(Date Issued)

Easton, MD

(Place of Issue)

**TOWN OF EASTON PUBLIC NOTICE
AFFIDAVIT I**

TITLE: Property Maintenance

BID NUMBER: 23-01

DATE: March 16, 2023

OPENING: Monday April 17, 2023 @ 1:00 P.M. LOCAL TIME

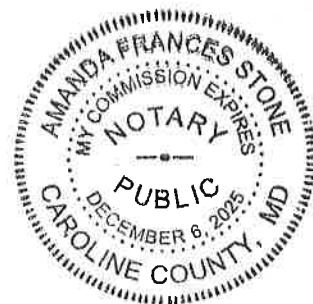
NON-COLLUSION CERTIFICATE

COUNTY OF: Talbot

STATE OF: Maryland

Before me, the undersigned, a Notary Public, in and for the County and State aforesaid, personally appeared Timothy Goertemiller and made oath in due form of law that the Respondent herein, their Agents, servants and/or employees, to the best of their knowledge and belief, have not in any way colluded with anyone for and on behalf of the Respondent, or themselves, to obtain information that would give the Respondent an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Respondent, or themselves, to gain any favoritism in the award of the Contract herein.


(NOTARY PUBLIC)



**TOWN OF EASTON PUBLIC NOTICE
AFFIDAVIT II**

TITLE: Property Maintenance

BID NUMBER: 23-01

DATE: March 16, 2023

OPENING: Monday April 17, 2023 @ 1:00 P.M. LOCAL TIME

DISCLOSURE OF INTEREST BY PERSONS DOING BUSINESS WITH THE TOWN OF EASTON

The undersigned does hereby declare that no officer or employee of the Town of Easton, whether elected or appointed has in any manner whatsoever any interest in or has received prior to hereto or will receive subsequent hereto any benefit, monetary or material consideration from the profits or emoluments of this contract, job, work or service for the Town, and that no officer or employee has accepted or received or will receive, directly or indirectly, any part of any fee, commission or other compensation paid or payable by the Town in connection with the contract, job, work, or service for the Town, excepting, however, the receipt of dividend or corporation stock.

I, we, do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing affidavit are true and correct to the best of my knowledge, information and belief.

3-27-2023

DATE

Timothy R. Goertemiller

SIGNATURE

Timothy R. Goertemiller

PRINTED NAME AND TITLE

FIRM NAME AND ADDRESS

Living Ecosystems

P.O. Box 2752

Easton, MD 21601

TELEPHONE NUMBER

410-310-1842

FAX NUMBER

410-476-5742

TOWN OF EASTON
NOTICE OF PUBLIC HEARING
MAY 15, 2023 – 5:35 PM

The Town of Easton will conduct a Public Hearing to obtain the views of citizens on community, economic development, and housing needs to be considered for submission of an application to the Maryland Community Development Block Grant Program (CDBG). Citizens will have the opportunity to discuss the proposed project for the construction of The HOPE Center. The Public Hearing is scheduled for May 15, 2023 at 5:35 PM and will be held at the Council Chambers at 14 South Harrison Street. A draft of the application will be available for public review on May 15, 2023 from 9:00 AM to 4:00 PM.

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

- the amount of CDBG funds available for State Fiscal Year 2024
- the range of activities that may be undertaken with CDBG funds; and
- the proposed projects under consideration by the Town of Easton.

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

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

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

The public is hereby invited to provide comments on this scheduled public hearing. Said comments may either be submitted in writing at any time during normal business hours (8:30 AM to 4:00 PM) prior to the public hearing or may be directed to the Council at the public hearing on May 15, 2023.

Persons wishing to attend or participate in the public hearing who require special accommodations or assistance because of a disability should contact the Town Clerk, Kathy Ruf at the Town Office, telephone number: 410-822-2525 during normal business hours by 12:00 noon May 8, 2023.

Kathy Ruf
Town Clerk

TOWN OF EASTON NOTICE

The Council of the Town of Easton will hold a Public Hearing on Monday, May 15, 2023 at 5:40 P.M., in the Municipal Building, to consider the fiscal year 2023-2024 Budget. Written and oral comments will be accepted. A copy of the entire budget may be inspected during normal business hours in the Town Office. A summary of the proposed budget is as follows:

GENERAL FUND **REVENUE**

Taxes	\$17,055,823
Licenses and Permits	1,179,648
Revenue from Other Governments	4,118,499
Service Charges	3,004,455
Fines and Forfeitures	65,000
Miscellaneous Revenues	3,006,708
Interfund Transfers	3,376,379
TOTAL REVENUE	<u>\$ 31,806,512</u>

EXPENDITURES

General Government	\$4,859,017
Public Safety	11,679,011
Public Works	6,304,005
Recreation	570,668
Economic Development	2,062,116
Miscellaneous	385,000
Debt Service	1,407,535
TOTAL EXPENDITURES	<u>\$27,267,352</u>

OTHER FINANCING USES:

Transfer to Debt Service	\$0
Transfer to Capital	4,539,160
Transfer to Land Enterprise	0
TOTAL OTHER FINANCING USES	<u>\$4,539,160</u>

TOTAL EXPENDITURES AND OTHER FINANCING USES

\$31,806,512

CAPITAL FUND **REVENUES**

INTERFUND TRANSFERS

Transfer from General Fund	<u>\$4,539,160</u>
TOTAL INTERFUND TRANSFERS	<u>\$4,539,160</u>

TOTAL REVENUES

\$4,539,160

EXPENDITURES

General Government	\$364,000
Public Safety	3,487,098
Public Works	476,562
Recreation	211,500
Economic Development	0
TOTAL EXPENDITURES	<u>\$4,539,160</u>

TOWN OF EASTON
Kathy M. Ruf
Town Clerk

Ordinance No. 796

AN ORDINANCE OF THE TOWN OF EASTON ESTABLISHING THE TOWN BUDGET FOR FISCAL YEAR 2024

Introduced By: _____

SECTION 1. BE IT ENACTED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF EASTON, that the budget for the twelve month period from July 1, 2023, as submitted by Mayor, Megan JM Cook is adopted to read as follows:

ESTIMATED REVENUE-GENERAL FUND

TAXES

Property Taxes

Real Property	\$ 12,937,331
Unincorporated Personal	\$ 18,550
Personal Property-Corporation	\$ 734,450
Railroads & Public Utilities	\$ 80,000
Discounts Allowed on Taxes	\$ (87,500)
Penalties and Interest	\$ 44,900

Income Taxes

Income Tax-State Shared	\$ 2,100,000
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Other Local Taxes

Admissions and Amusement	\$ 3,157
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State Shared Taxes

Franchise-Corp. Filing	\$ 750
Highway User	\$ 1,224,185

TOTAL TAXES

\$ 17,055,823

LICENSES & PERMITS

Business License & Permits

Trader's License-State Shared	\$ 66,500
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Other Licenses & Permits

Building Permits	\$ 490,188
Alteration Permits	\$ 242,000
Mechanical Permits	\$ 65,630
Plumbing Permits	\$ 57,260
Electrical Permits	\$ 97,220
Sign Permits	\$ 10,000
Use & Occupancy Permits	\$ 62,250
Sidewalk Café Permits	\$ 300
Rental Housing License	\$ 88,000
Other License and Permits	\$ 300

TOTAL LICENSES & PERMITS

\$ 1,179,648

REVENUE FROM OTHER GOVERNMENTS

Federal Grants	\$ 3,389,276	
State Grants		
Police Protection	\$ 250,000	
Conservation and Critical Area	\$ 3,500	
Fire, Rescue and Ambulance	\$ 14,000	
Other State Grants	\$ 6,000	
County Shared Taxes		
Financial Corporations	\$ 5,723	
Hotel/Motel Tax	\$ 450,000	
Other County Grants	\$ -	
TOTAL REVENUE FROM OTHER GOVERNMENTS		\$ 4,118,499

SERVICE CHARGES

General Government		
Zoning & Subdivision	\$ 80,000	
Other General Government Service Charges	\$ 25,000	
Public Safety		
Crossing Guard Service	\$ 52,200	
Other Police Service	\$ 66,755	
Highway & Streets		
Street and Curb Repairs	\$ 25,000	
Public Parking Facilities	\$ 62,000	
Sanitation & Waste Removal		
Waste Collection & Disposal	\$ 2,064,000	
Recycling	\$ 544,000	
Other	\$ 10,500	
Recreation		
Recreation	\$ 30,000	
Other Recreation	\$ 45,000	
Economic Development	\$ -	
TOTAL SERVICE CHARGES		\$ 3,004,455

FINES & FORFEITURES

Parking Fines	\$ 35,000	
Municipal Infractions	\$ -	
Inspection Violations	\$ 30,000	
TOTAL FINES & FORFEITURES		\$ 65,000

MISCELLANEOUS REVENUE

Interest Income	\$ 225,000	
Investment Income	\$ -	
Rents & Concessions	\$ 12,000	
Contributions and Donations	\$ 320,000	
Payment in Lieu of Tax-EUC	\$ 2,343,708	
Sale of Town Property	\$ 100,000	
Miscellaneous	\$ 6,000	
TOTAL MISCELLANEOUS REVENUE		\$ 3,006,708

INTERFUND TRANSFER

Transfer In	\$ 3,376,379	
TOTAL INTERFUND TRANSFER		\$ 3,376,379

DEBT PROCEEDS

Proceeds from Bond and Loans	\$ -	
TOTAL DEBT PROCEEDS		\$ -

TOTAL GENERAL FUND REVENUE**\$ 31,806,512****ESTIMATED EXPENDITURES-GENERAL FUND****GENERAL GOVERNMENT**

Town Council	\$ 213,778	
Town Clerk	\$ 293,575	
Mayor	\$ 116,818	
Town Manager	\$ 507,195	
Information Technology	\$ 704,335	
Human Resouces	\$ 368,690	
Financial Administration	\$ 1,377,480	
Planning and Zoning	\$ 812,735	
General Services Municipal Building	\$ 464,411	
TOTAL GENERAL GOVERNMENT		\$ 4,859,017

PUBLIC SAFETY

Police	\$ 9,045,605	
Traffic Control	\$ 54,791	
Fire Department	\$ 337,525	
Code Enforcement	\$ 830,221	
Rental Housing Inspection	\$ 330,421	
Town Engineering	\$ 1,080,448	
TOTAL PUBLIC SAFETY		\$ 11,679,011

PUBLIC WORKS

Public Works Administration	\$ 749,261	
Waste Collection	\$ 2,496,921	
Street, Road and Alley Maintenance	\$ 2,176,309	
Street, Road and Alley Construction	\$ 881,514	
TOTAL PUBLIC WORKS		\$ 6,304,005

RECREATION

Parks & Recreation Administration	\$ 570,668	
TOTAL RECREATION		\$ 570,668

ECONOMIC DEVELOPMENT

Economic Development	\$ 2,062,116	
TOTAL ECONOMIC DEVELOPMENT		\$ 2,062,116

MISCELLANEOUS

Miscellaneous	\$ 35,000	
Retirement & Pension	\$ -	
Contingency	\$ -	
Liability & Other Insurance	\$ 350,000	
Appropriations to Others	\$ -	
TOTAL MISCELLANEOUS		\$ 385,000

DEBT SERVICE

Principal & Interest	\$ 1,407,535	
Leases	\$ -	
TOTAL DEBT SERVICE		\$ 1,407,535

INTERFUND TRANSFERS

Transfer to Debt Service		
Transfer to Capital	\$ 4,539,160	
Transfer to Land Enterprise	\$ -	
TOTAL INTERFUND TRANSFERS		\$ 4,539,160

**TOTAL GENERAL FUND EXPENDITURES AND
OTHER FINANCING USES****\$ 31,806,512****ESTIMATED REVENUE-CAPITAL FUND****INTERFUND TRANSFERS**

Transfer from Debt Service	\$ -	
Transfer from General Fund	\$ 4,539,160	
Transfer from Impact Fee	\$ -	
TOTAL INTERFUND TRANSFER		\$ 4,539,160

DEBT PROCEEDS

Proceeds from Bond and Loans	\$ -	
TOTAL DEBT PROCEEDS		\$ -

TOTAL CAPITAL FUND REVENUE**\$ 4,539,160****ESTIMATED EXPENDITURES-CAPITAL FUND****GENERAL GOVERNMENT**

Town Council	\$ -	
Town Clerk	\$ -	
Mayor	\$ -	
Town Manager	\$ -	
Information Technology	\$ 324,000	
Human Resources	\$ -	
Financial Administration	\$ 10,000	
Planning and Zoning	\$ -	
General Services Municipal Building	\$ 30,000	
TOTAL GENERAL GOVERNMENT		\$ 364,000

PUBLIC SAFETY

Police	\$ 1,259,929	
Traffic Control	\$ -	
Fire Department	\$ 130,500	
Code Enforcement	\$ -	
Rental Housing Inspection	\$ 30,000	
Traffic Engineering	\$ 2,066,669	
TOTAL PUBLIC SAFETY		\$ 3,487,098

PUBLIC WORKS

Public Works Administration	\$ 106,000	
Sanitation	\$ 225,562	
Street, Road and Alley Maintenance	\$ 145,000	
Street, Road and Alley Construction	\$ -	
TOTAL PUBLIC WORKS		\$ 476,562

RECREATION

Parks & Recreation	\$ 211,500	
TOTAL RECREATION		\$ 211,500

ECONOMIC DEVELOPMENT

Economic Development	\$ -	
TOTAL ECONOMIC DEVELOPMENT		\$ -

TOTAL CAPITAL FUND EXPENDITURES**\$ 4,539,160**

SECTION 2. BE IT FURTHER ENACTED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF EASTON, that this Ordinance shall take effect as of July 1, 2023.

Ordinance No. 797

AN ORDINANCE TO PROVIDE FOR THE RAISING BY TAXATION THE AMOUNT NECESSARY TO PAY THE ORDINARY EXPENSES OF THE TOWN OF EASTON AND TO PROVIDE FOR THE PAYMENT OF INTEREST ON THE VARIOUS BOND ISSUES AND THE REDUCTION OF CERTAIN BONDS AND NOTES FOR THE PERIOD OF TWELVE MONTHS AND SETTING THE INTEREST AND PENALTY FOR DELINQUENT BILLS, COMMENCING ON JULY 1, 2023 AND ENDING JUNE 30, 2024.

INTRODUCED BY _____

SECTION 1. BE IT ENACTED AND ORDAINED, that a tax of Forty-Seven Cents on the One Hundred Dollars be levied upon the taxable real property of the Town of Easton and a tax of One Dollar Seventeen and One-Half Cents on the One Hundred Dollars be levied on the taxable personal property of the Town of Easton to pay the ordinary running expenses of the Town, as provided for in the Charter of the Town of Easton; and

SECTION 2. BE IT FURTHER ENACTED AND ORDAINED, that a Special Tax of Five Cents on the One Hundred Dollars be levied on the taxable real property of the Town of Easton and a tax of Twelve and One-Half Cents on the One Hundred Dollars be levied on the taxable personal property of the Town of Easton to provide for the redemption of Bonds in the amount of Nine Hundred Twenty Thousand Dollars and the payment of interest on the Public Facilities Bonds of 2015 and 2020, outstanding and unpaid as authorized by Ordinance No. 663 and 754 adopted by the Town of Easton on August 24, 2015 and September 6, 2020; and

SECTION 3. BE IT FURTHER ENACTED AND ORDAINED, that interest is to be charged at the rate of $\frac{2}{3}$ of 1% per month and a penalty is to be charged at the rate of $\frac{5}{6}$ of 1% per month on all delinquent bills. The total interest and penalty will be 1 $\frac{1}{2}$ % per month.

SECTION 4. BE IT FURTHER ENACTED AND ORDAINED, that the Finance Officer is hereby authorized and empowered to collect, and it shall be her duty to collect, Forty-Seven Cents on the One Hundred Dollars of all taxable Real Property in the Town of Easton and One Dollar Seventeen and One-Half Cents on the One Hundred Dollars of all taxable Personal Property for general purposes, and Five Cents on the One Hundred Dollars of all taxable Real Property in the Town of Easton and Twelve and One-Half Cents on the One Hundred Dollars of all taxable Personal Property, as required by the various Acts of the General Assembly of Maryland and by Resolutions and Ordinances of the Town of Easton herein set forth, for the several Special Taxes enumerated in this Ordinance, and the interest and penalty enumerated in this Ordinance; and

SECTION 5. BE IT FURTHER ENACTED AND ORDAINED, that the Finance Officer is hereby authorized and empowered to allow a discount of 1% on Real Estate Taxes paid by July 31, 2022 or .5% on real estate taxes paid by August 31, 2022; and

SECTION 6. BE IT FURTHER ENACTED AND ORDAINED, that this Ordinance shall take effect as of July 1, 2023.

Ordinance No. 798

AN ORDINANCE OF THE TOWN OF EASTON TO CARRY FORWARD CERTAIN CAPITAL FUND EXPENDITURES INTO FISCAL YEAR 2024

Introduced By: _____

WHEREAS, Certain budgeted capital expenditures in the current fiscal year will not be accomplished prior to the fiscal year end; and

WHEREAS, The Town of Easton wishes to carry forward the unspent balance for those specific projects into the fiscal year 2024.

NOW THEREFORE, Be it resolved by the Town Council of the Town of Easton that the Mayor is hereby authorized to carry forward the following capital fund expenditures into Fiscal Year 2024:

SECTION 1. The following specific projects shall be carried forward from Fiscal Year 2019, 2020, 2021, 2022 and 2023 into the same capital funds for Fiscal Year 2024.

FY23-01 Fund 390-1010-510.60-64	Council Room Sound System	\$ 18,000
FY23-02 Fund 390-1050-510.60-64	Office Furniture and Décor (6,000 less 1,960)	\$ 4,040
FY23-03 Fund 390-1060-510.60-64	Mayor Equipment (25,000 less 11,095)	\$ 13,905
FY23-04 Fund 390-1065-510.60-64	Meeting Room Furniture	\$ 10,000
FY23-07 Fund 390-1070-510.60-64	Mobile Application – Parking Enforcement	\$102,600
FY19-06 Fund 390-1200-510-60-63	Accounting Software (750,000 less 126,736)	\$623,264
FY20-04 Fund 390-1400-510-60-62	Visitor Center Renovation (159,500 less 47,867)*	\$111,633
FY23-12 Fund 390-1400-510.60-62	Rail Road Station – Roof Replacement	\$ 40,000
FY23-13 Fund 390-1400-510.60-62	Town Hall Door Replacement	\$ 25,000
FY22-12 Fund 390-2010-520.60-64	Patrol Vehicles and Equipment (54,923 less 7,314)	\$ 47,609
FY23-20 Fund 390-2010-520.60-64	Patrol Vehicles and Equipment	\$220,620
FY19-36 Fund 390-2110-521-60-62	Training Facility (49,536 less 360)	\$ 49,176
FY20-13 Fund 390-2110-520-60-62	Kitchen Replacement (75,000 plus FY24 80,000)	\$155,000
FY23-24 Fund 390-2110-520.60-62	Fire Engine Bay Door Replacements	\$ 72,000
FY19-38 Fund 390-2310-523-60-64	North Harrison Street (480,000 less 421,121)*	\$ 58,879
FY21-20 Fund 390-2310-523.60-63	Cherry Street Storm Drain (10,000 less 800)*	\$ 9,200
FY21-22 Fund 390-2310-523.60-63	Parking Lot 2 Reconstruction (92,000 less 3,370)*	\$ 88,630
FY21-19 Fund 390-2310-523.60-63	Storm Drain Maintenance (265,026 less 2,734)	\$262,292
FY22-22 Fund 390-2310-523.60-63	Storm Drain Washington to Papermill	\$160,000
FY22-23 Fund 390-2310-523.60-63	Port Street Infrastructure (975,000 less 5,135)	\$969,865
FY23-29 Fund 390-2310-523.60-63	Annual Mill and Overlay (350,000 less 904)	\$349,096
FY23-34 Fund 390-2310-523.60-63	Rails to Trails Conduit	\$ 60,000
FY22-27 Fund 390-3010-522.60-63	Fencing for New Lot (34,850 plus Bond 70,200 less 350)	\$104,700
FY22-29 Fund 390-3025-630.60-64	Refuse Truck Replacement	\$169,500
FY20-36 Fund 390-4010-540-60-62	NESC Building (75,000 plus Bond 435,000)	\$510,000
FY23-52 Fund 390-4010-540.60-63	NESC Hatcher Field Renovation	\$ 25,000
FY23-53 Fund 390-4010-540.60-63	NESC Field Lights	\$550,000
FY23-61 Fund 390-4010-540.60-63	Easton Point Boat Ramp Design (65,000 less 9,563)	\$ 55,437
FY23-62 Fund 390-4010-540.60-63	Easton Point Site Cleanup (138,270 less 43,270)	\$ 95,000
FY23-63 Fund 390-4010-540.60-62	Easton Woodland Park Parking	\$ 30,000

FY20-67 Fund 390-4010-540-60-62	Easton Point Park Kayak Launch Access	\$ 30,000
FY23-68 Fund 390-4010-540.60-63	Easton Point Park Road, Entrance Wall/Gate	\$ 65,000
FY23-69 Fund 390-4010-540.60-63	East Side Rails to Trails Project	\$300,000
FY23-70 Fund 390-4010-540.60-63	North Easton Sport Complex Entrance Wall/ Gate	\$ 75,000
FY20-71 Fund 390-4010-540-60-62	North Easton Sport Complex Skatepark Expansion	\$265,000
FY23-72 Fund 390-4010-540.60-63	Matthewstown Run Park Sidewalk and Landscaping	\$240,000
FY23-73 Fund 390-4010-540.60-63	Mulberry Station Park Sidewalk and Landscaping	\$ 25,000
FY20-74 Fund 390-4010-540-60-63	Hunters Mill Park Playground Equipment	\$250,000
FY20-75 Fund 390-4010-540-60-62	Indoor Sports Complex Utility/Infrastructure Design	\$115,000
FY20-76 Fund 390-4010-540-60-62	Brewer Lane Dog Park	\$425,000
FY20-77 Fund 390-4010-540-60-62	Indoor Sports Complex Concept Plans	\$105,000
FY20-78 Fund 390-4010-540-60-63	North Easton Park Water Fountains	\$ 30,000
FY20-79 Fund 390-4010-540-60-63	Idlewild Park Water Fountains	\$ 30,000
FY20-80 Fund 390-4010-540-60-63	Moton Park Water Fountains	\$ 30,000
FY20-81 Fund 390-4010-540-60-62	North Easton Park Skate Pump Track	\$200,000
FY23-57 Fund 390-6000-560.60-62	Welcome Center – Roof Replacement	\$ 30,000
FY23-58 Fund 390-6000-560.60-62	Welcome Center – HVAC Replacement	\$ 18,000
ARP007 Fund 390-3045-530.60-63	Flood Avenue Improvements (88,400 less 73,820)	\$ 14,580
ARP008 Fund 390-2310-523.60-63	Street and Sidewalk Improvements	\$341,963
ARP009 Fund 390-2310-523.60-63	Traffic Signal Conversion and Upgrade	\$375,000
ARP010 Fund 390-2310-523.60-63	Stormwater, Cherry Street	\$ 54,750
ARP011 Fund 390-2310-523.60-63	Stormwater, North Harrison St. (580,800 less 76,628)	\$504,172
ARP012 Fund 390-2310-523.60-63	Stormwater, N. Higgins St. (1,940,400 less 137,365)	\$1,803,035
ARP013 Fund 390-2310-523.60-63	Stormwater, Station Lane (336,600 less 84,003)	\$252,597
ARP014 Fund 390-2310-523.60-63	Stream Restoration, Bridge St. (818,484 less 252,598)	\$525,970
ARP015 Fund 390-2310-523.60-63	Stream Restoration, Glenwood Avenue	\$198,880
ARP017 Fund 390-2310-523.60-63	Stream Restoration, West Glenwood	\$161,264
ARP204 Fund 390-6000-560.80-82	Fire Engine 50%	\$340,587
ARP205 Fund 390-6000-560.80-82	Fire Engine Options 50% (6422 plus 2500)	\$ 8,922
ARP206 Fund 390-6000-560.80-82	Fire Engine Apparatus 50% (32,500 plus 10,000)	\$ 42,500
ARP209 Fund 390-2310-523.60-63	Traffic Signal Conversion and Upgrade	<u>\$950,000</u>

SECTION 2. This Ordinance shall become effective July 1st 2023.

RESOLUTION NO: 6165

A RESOLUTION OF THE TOWN OF EASTON
REVISING THE TOWNS
LICENSE, APPLICATION, PERMITS, INSPECTION, CERTIFICATE AND OTHER FEES

Introduced By: _____

Whereas, by Resolution 6154 the Town Council established a schedule for license, permit, inspection and review fees;

Whereas, the Town Council wishes to repeal Resolution 6154 and revise the schedule for licenses, applications, permits, inspections, certificates and other fees.

Now therefore, the Town of Easton hereby resolves:

Section 1. The following fee schedule is hereby adopted.

TOWN OF EASTON – SCHEDULE OF FEES	
BUSINESS LICENSES	
The following enumerated license fees shall be paid to the Town by the person subject to the licensing provisions of this Code. Such license fee shall be paid annually unless otherwise specified herein.	
(a) Amusement Devices	\$10.00 per day (Including but not limited to carousels, merry-go-rounds, flying horses and gravity railroads)
(b) Billiards and Pool Parlors	
(i) First Table	\$5.00
(ii) Each Additional Table	\$2.50
(c) Bowling Alleys	
(i) One Alley	\$10.00
(ii) Two or More Alleys	\$20.00
(iii) One Box Ball Alley	\$5.00
(iv) Each Additional Box Ball Alley	\$2.50
(d) Circuses and Menagerie Show	\$75.00 per day
(e) Coal Dealer	\$5.00
(f) -(e) Peddlers	
(i) Per Year	\$500.00 per person
(ii) Daily	\$100.00 per person
(g) Pinball Machines	\$25.00 per machine
(h) -(f) Private Skating Rinks	
(i) Per Year	\$25.00
(ii) For Periods less than a Year	\$5.00 per month or fraction of a month
(i) -(g) Traveling Shows, Athletic Exhibitions, Concert Performances, Dramatic Performances, Motion Pictures and Vaudeville Shows	
(i) Non-Resident Performers	\$25.00 per performance
(ii) Performance is under management of regularly operating theater in Town or primarily for the benefit of and under the auspices of some local organization, business or charity	No Fee
(j) -(h) Transient Business	
(i) First two (2) Days	\$500.00 each day
(ii) Each Additional Day	\$150.00
OTHER LICENSES AND PERMITS	
(a) Cat and Dog Licenses	As prescribed by Talbot County
(b) Parking Permit	
(i.) Residential	No Charge
(ii.) Residential Additional Visitor	\$1.00
(c) Off Street Parking Permit	
(i) January – December	\$175.00
(ii) Replacement	\$15.00
(d) Blue Parking Permit	
(i) January – December	\$300.00
(e) Hourly Parking Meter Rate	\$0.25 in Lots 3, 4 and 6 and \$0.50 in Lots 1, 2 and 5
(f) Smart Parking Application, Minimum Charge	\$10.00
(g) Parking Fines	
(i.) Expired Meter or Exceeding Posted Time Limit	
First Violation	\$25.00
Second Violation within one calandar year	\$50.00
Third or Subsequent Violation within one calandar year	\$100.00
(ii.) Vehicle Backed into Meter/Pole	\$25.00
(iii) Parking Outside Designated Space	\$25.00
(iv) Other Violation (Resolution 6060)	\$25.00
(v) Fire Lane	\$50.00
(vi) Handicapped Parking	\$75.00
(vii) Fire Hydrant	\$50.00
(viii) Yellow Curb	\$50.00
(ix) Blocking/Obstructing Driveway	\$50.00
(x) Other Violation (Parking in Crosswalk,ect - Resolution 6060)	\$50.00
(h) Sidewalk Cafes Permit	
(i) First time permit fee	\$75.00
(ii) Renewal fee	\$25.00

ZONING AND SUBDIVISION FEES	
Note items with an * and see information following the Schedule of Fees	
(a) Annexation*	\$15,000.00
(b) Zoning Map or Text Amendment*	\$5,000.00
(c) Subdivision*	
(i) Subdivisions Minor Review	\$400.00 Base fee plus \$200.00 per lot
(ii) Subdivision Major Review	\$600.00 Base fee plus \$400.00 per lot
(iii) Property Lot Line Adjustment Revision	\$500.00
(d) Growth Allocation Review*	\$5,000.00
PLAN REVIEWS	
(a) Site Plan Review *(One & Two Family Excluded) (5,000 Square Feet or greater GFA or addition of 10% or greater GFA)	\$2,700.00
(i) Over 2,500 Square Feet (Gross Floor Area)	\$2,700.00
(b) Planned Unit Development (PUD), or Planned Healthcare (HC), or MXW Zoning District Site Plan Review*	\$8,000.00
(c) Minor -PUD's Site Plan Review (four or fewer residential lots and/or 10,000 square feet or less non-residential uses) Infill and Redevelopment	\$3,200.00-\$5,000.00
(d) Planned Redevelopment (PR) Review*	
(i) Staff Level Review	\$500.00 plus additional review fees as determined
(e) Stormwater Management Plan Review*	\$150.00 plus additional review fees as determined
(i) For projects up to one (1) acre	\$1,250.00
(ii) For project over one (1) acre	\$3,000.00
(f)-(e) Forest Conservation Plan Review	
(i) Less than five (5) acre site	\$500.00
(ii) Greater than five (5) acre site	\$800.00
(iii) Fee-in-lieu	\$0.305 per square foot
(g)-(f) Critical Area Plan Review	
(i) Buffer Management Plan	\$150.00
(ii) Critical Area Vegetation Removal	\$100.00
(iii) Buffer Mitigation Fee-in-Lieu	\$1.50 per square foot
(iv) Outside the Buffer Fee-in-Lieu	\$0.30 per square foot
(h)-(g) Impact Fees	
(i) Residential Single Family	\$3,499.00 \$3,809.00
(ii)-(ii) Multi Family	\$2,670.00 per unit \$2,870.00
(iii)-(iii) Retail - Commercial	\$2.24 per square foot \$2.36 per square foot
(iv)-(iv) Office	\$1.34 per square foot \$1.41 per square foot
(v)-(v) Warehousing	\$0.42 per square foot
(vi)-(vi) Industrial	\$0.57 per square foot \$0.62 per square foot
(vii)-(vii) Institutional	\$1.42 per square foot \$1.49 per square foot
(viii)-(viii) Medical	\$1.68 per square foot \$2.00 per square foot
(ix)-(ix) Hotel	\$0.75 per square foot \$0.86 per square foot
MIXED-USE WATERFRONT DISTRICT	
(a) Bonus Provisions - Development Incentives	
(i) Residential	\$7.13 \$9.50 per square foot (Until 6/30/2023)
(ii) Commercial or Mixed Use	\$5.70 \$7.60 per square foot (Until 6/30/2023)
ADDITIONAL REVIEWS AND INSPECTIONS	
(a) Commercial As-Built Review and Inspection	\$300.00
(b) Critical Area Review and Inspection	\$125.00
(c) Pier or Shoreline Erosion Control Review and Inspection	\$150.00
(d) Traffic Impact Study Review*	\$500.00
(e) Signs	
(e) Tree Removal	\$75.00
(f) Waiver Request	\$50.00
(g)-(g) Family Day Care Review	\$100.00 (without Board of Appeals hearing)
(h)-(h) Zoning Verification, Certification - Temporary Use or Special Event	\$50.00
(i)-(i) Enterprise Zone	\$500.00
HISTORIC DISTRICT COMMISSION	
(a) Residential Applications	\$75.00
(b) Commercial Applications	\$200.00
(c) Commercial Sign Applications	\$75.00
(d) Consent Docket and Staff Approval Application	\$25.00
BOARD OF APPEALS FEES	
(a) Variances	\$250.00
(b) Special Exceptions	\$700.00
(c) Appeals	\$550.00 Refundable if appeal is successful
(d) Sign Replacement Fee (Non-Returned Signs)	\$40.00
PLANNING COMMISSION FEES	
(a) Concept, Use and Design Review	\$250.00

PUBLIC SAFETY LICENSES, PERMITS AND FEES	
(a) Bicycles, Permit-License	\$1.00 (Permanent)
(b) Public Assemblies Permit	\$100.00 (per each open air public meeting, rally, conference, assembly or similar gathering)
(c) Standard Billing Rate per Officer	\$65.00 per hour
(d) Standard Billing Rate per Meter Enforcement Officer	\$40.00 per hour
(e) Standard Billing Rate per Crossing Guard	\$35.00 per hour
ENGINEERING AND PUBLIC WORKS FEES	
(a) Curb Cuts	\$40.00 per linear foot
(b) Sidewalks	\$10.00 per square foot
(c) Driveway Apron Residential	\$12.00 per square foot
(d) Driveway Apron Commercial	\$12.25 per square foot
(e) Valley Gutter	\$55.00 per linear foot
(f) Brick Sidewalk	\$15.00 per square foot
(g) Street Patching (Asphalt)	\$12.00 per square foot
(h) Standard Billing Rate	\$50.00 per hour per employee
(i) Municipal Solid Waste Disposal	
(i.) Single Family Residence	\$165.00 \$205.00 per year
(ii.) Multi- Family	\$148.00 \$185.00 per unit per year
(iii.) Commercial	\$1,375.00 \$1,700.00 per 2 CY dumpster per year
(j) Municipal Recycling	
(i.) Single Family Residence	\$60.00 \$70.00 per unit per year
(ii.) Multi- Family	\$55.00 \$65.00 per unit per year
(iii.) Commercial	\$200.00 \$235.00 per unit per year
GRADING PERMITS	
Grading Permit fees are waived when a Building Permit is approved for the same project	
(a) Less than 5,000 sq. ft.	\$200.00
(b) 5,000 sq. ft. to 20,000 sq. ft.	\$250.00
(c) Over 20,000 sq. ft.	\$350.00
RIGHT OF WAY ACCESS (ROW) APPLICATIONS	
Right of Way Access Applications are minimum fees, higher applications fees may apply, if quantifiable costs exceed the minimum fee	
(a) Application Fee for Residential	\$50.00
(b) Application Fee (Non-Residential or Up to 5 Devices)	\$500.00
(c) Application Fee (Each Device over 5)	\$100.00
(d) Application Fee (Each New or Replacement Pole)	\$1,000.00
(e) Annual Fee per Device	\$270.00
STORMWATER MANAGEMENT PLAN REVIEW	
(a) For projects up to one (1) acre	\$1,250.00
(b) For project over one (1) acre	\$3,000.00
PARKS AND RECREATION FEES	
NORTH EASTON SPORT COMPLEX	
Nonrefundable, per field, per hour	
(a) Daytime use, without lights	
(i.) Easton (Municipal) Based Business in Good Standing	\$0.00
(ii.) Non-Easton (Municipal) Based Business in Good Standing	\$35.00
(b) Evening use, with lights	
(i.) Easton (Municipal) Based Business in Good Standing	\$25.00
(ii.) Non-Easton Based Business in Good Standing	\$60.00
CODE ENFORCEMENT & BUILDING INSPECTION LICENSES	
RENTAL HOUSING	
(a) Rental Housing License	\$25.00 per unit per year
BUILDING INSPECTION APPLICATIONS AND PERMITS	
APPLICATION REVIEW	
(a) Residential	\$125.00
(b) Commercial	\$225.00
(c) Residential Revision	\$60.00
(d) Commercial Revision	\$120.00
(e) Temporary Structures	\$50.00
BUILDING PERMITS**	
Building Permit fees are waived when less than the Application Review fee. Each Building Permit issued is inclusive of one non-refundable re-inspection. See endnote ** regarding fee waiver for affordable housing under certain circumstances.	
(a) New Construction and Additions	The Permit Fee is determined using the “Building Gross Area”, multiplied by the “Square Foot Construction Costs” (as published in the Building Safety Journal by the International Code Council, which is updated at six-month intervals), multiplied by a “Permit Fee Multiplier” of .0080 .0085
(b) Existing Buildings	
(i.) Repairs	20% of the Permit Fee for New Construction
(ii.) Alteration Level 1	40% of the Permit Fee for New Construction
(iii.) Alteration Level 1 – Reroofing	15% of the Permit Fee for New Construction (\$2,500

(iv.) Alteration Level 1 – Residential Reroofing	\$200.00 (\$125.00 + \$75.00 Certificate of Completion)
(v) Alteration Level 2	60% of the Permit Fee for New Construction
(vi.) Alteration Level 3	80% of the Permit Fee for New Construction
(vii.) Change of Occupancy	80% of the Permit Fee for New Construction
(viii.) Historic Buildings	80% of the Permit Fee for New Construction
(ix) Relocated or Moved Buildings	60% of the Permit Fee for New Construction
(c) Temporary Structures	50% of the Application and Permit Fees
(d) Temporary Structures w/Building Permit	No Fee
MECHANICAL, PLUMBING/FUEL GAS AND ELECTRICAL TRADE PERMITS	
Each Trade Permit issued is per contractor and is inclusive of one non-refundable re-inspection.	
Commercial Trade Permit Fees are determined using the “Building Gross Area for New Construction and Additions and the Work Area for Existing Buildings and Site Systems”, multiplied by the “Square Foot Construction Costs” (as published in the Building Safety Journal by the International Code Council, which is updated at six-month intervals), multiplied by a “Permit Fee Multiplier” as indicated below;	
MECHANICAL PERMITS	
(a) Residential Mechanical Systems	\$125.00 per dwelling
(b) Residential Mechanical Systems	\$85.00 per dwelling (trade project only without building permits)
(c) Commercial Mechanical Systems	(\$125.00 minimum)
(i) New Construction and Additions	“Permit fee Multiplier” of .0010
(ii) Existing Buildings	“Permit fee Multiplier” of .0012
(iii) Temporary Structures	“Permit fee Multiplier” of .0008
(iv) Site Systems	“Permit fee Multiplier” of .0002
PLUMBING/FUEL GAS PERMITS	
(a) Residential Plumbing Systems	\$75.00 per dwelling
(b) Residential Fuel Gas Systems	\$75.00 per dwelling
(c) Residential Fuel Gas Systems	\$75.00 per dwelling (trade project only without building permits)
(d) Commercial Plumbing or Fuel Gas Systems	(\$125.00 minimum)
(i) New Construction and Additions	“Permit fee Multiplier” of .0010
(ii) Existing Buildings	“Permit fee Multiplier” of .0012
(iii) Temporary Structures	“Permit fee Multiplier” of .0008
(iv) Site Systems	“Permit fee Multiplier” of .0002
ELECTRICAL PERMITS	
(a) Residential Electrical Systems	\$125.00 per dwelling
(b) Residential Electrical Systems	\$75.00 per dwelling (trade project only without building permits)
(c) Residential Signaling Systems	\$75.00 per dwelling
(d) Swimming Pool, Spas & Hot Tub Electrical	\$95.00 each
(e) Commercial Electrical Systems	(\$125.00 minimum)
(i) New Construction and Additions	“Permit fee Multiplier” of .0010
(ii) Existing Buildings	“Permit fee Multiplier” of .0012
(iii) Temporary Structures	“Permit fee Multiplier” of .0008
(iv) Site Systems	“Permit fee Multiplier” of .0002
(v) Signaling Systems	“Permit fee Multiplier” of .0003
ADDITIONAL PERMITS	
(a) Decks	\$75.00 per permit
(b) Demolition	\$200.00 plus \$2,500.00 bond or letter of credit
(c) Fences	\$75.00 per permit
(d) Signs	\$150.00 per sign
(e) Swimming Pool, Spa and Hot Tub	\$180.00 per permit
CODE ENFORCEMENT, BUILDING INSPECTION & ZONING INSPECTIONS AND CERTIFICATES	
INSPECTIONS	
Each Rental Unit Inspection is inclusive of one non-refundable re-inspection.	
(a) Added Inspection	\$150.00
(b) Property Maintenance Inspection	\$80.00
(c) Rental Unit Inspection	\$100.00 per unit
(d) Re-Inspections	
(i) Residential Building Permits	\$150.00
(ii) Commercial Building Permits	\$250.00
(iii) Residential Mechanical, Plumbing, Fuel Gas, Electrical, Grading and Additional Permits	\$75.00
(iv) Commercial Mechanical, Plumbing, Fuel Gas, Electrical, Grading and Additional Permits	\$125.00
(iv) Rental Unit	\$35.00 per unit
(e) Inspection Violations	
(i) Certificate Violation	\$500.00
(ii) Permit Violation	\$500.00
(iii) Stop Work Order Violation	\$500.00
(iv) Life Safety Violation	\$250.00
CERTIFICATES	
(a) Use and Occupancy	\$125.00
(b) Use and Occupancy – Update	\$25.00
(c) Completion	\$75.00
(d) Furniture, Fixture, Equipment (Stocking)	\$150.00
(e) Temporary Use	\$250.00
(f) Temporary Structures	\$50.00
(g) Temporary Structure Renewal	\$25.00
MARYLAND PERMIT FEES	
(a) Home Builder Guaranty Fund	\$50.00

OTHER FEES	
(a) Dishonored of NSF Check Charge	\$25.00 per check
(i) By Mortgage Company	\$25.00 per each property tax id account impacted
(b) Copy Charge	\$0.50 per page if paper, \$40 \$25.00 if provided on USB thumb drive or equivalent
(c) Large Format Copy Charge	\$0.75 per square foot
(d) Audio Tape Duplication Fee	\$20.00 per tape or CD (if digital format)
(e) Easton Utilities Charges	See Easton Utilities Tariffs
(f) Written Report for Real Property Taxes	\$5.00 per Property ID Number
(g) Digital Record for Real Property Taxes	
(i) 0 to 50 Accounts	\$25.00
(ii) 51 to 250 Accounts	\$100.00
(iii) Over 251 Accounts	\$200.00
(h) Convenience Charge	
(i) Credit Card	2.50%
(ii) Debit Card	\$3.95
(iii) Electronic Check	\$3.00
(i) Fire Department Room Rental	See Resolution No. 5680 for Terms and Conditions
(i) Less than Four (4) Hours	\$400.00
(ii) Four (4) to Six (6) Hours	\$450.00
(iii) Six (6) to Eight (8) Hours	\$500.00
(iv) Over Eight (8) Hours	\$600.00
(v) Custodian Charge	\$25.00 per hour

* The fees designated with asterisks represent the minimum fees. The Applicant shall reimburse the Town for the reasonable costs incurred by the Town from third parties (including Easton Utilities) who invoice the Town for their services rendered to the Town. All billing rates, fees, and out-of-pocket costs of all such third party costs shall be billed at their rates otherwise charged to the Town or as otherwise agreed upon by the Town and the entity providing the service. Third party costs include, but are not limited to, legal fees, engineering fees, consulting fees, inspection fees, court reporting fees, advertisement costs for publishing and posting of public notices, etc. In addition to the fees and expenses from third parties, the Applicant shall reimburse the Town for the reasonable time spent by Town employees relating to the consideration, analysis and/or evaluation of the issues relating to, and/or the processing of, the application on behalf of the Town. Town employees will log their time spent on the application, and the Applicant shall reimburse the Town for this time at the rate of seventy-five dollars (\$75.00) per hour or portion thereof. The minimum base fee collected will be applied to all outstanding bills and the Applicant will be billed for all fees, costs, and expenses in excess of the minimum base fee. No final action will be taken on any application with an outstanding balance. At any time during the processing of an application that the Applicant is more than thirty (30) days in arrears, all action on the application will cease until the Town's costs are reimbursed in full.

- **Waiver of Building Permit fees for certain affordable housing units.** The Town will waive payment of Building Permit fees under the following circumstances:
1. The applicant is a tax exempt “charitable organization” under Internal Revenue Service Code Section 501©(3). The applicant shall provide a copy of the IRS’s determination letter that it is a charitable organization and shall certify in writing that the determination of charitable status has
 2. The property will be initially offered to sale only to persons meeting the eligibility standards for participation in the Town of Easton’s Affordable Housing Program as those standards are determined from time to time by the Easton Affordable Housing Board; and
 3. The property will be sold subject to a covenant that it will be owner-occupied

The Town may request further documentation from the applicant as to any of these matters and before waiving the building permit fee.

- Section 2.** The list of fees set forth herein is not all-inclusive. There may be other fees which are in addition to the fees set forth above and which are included in other ordinances and resolutions of the Town.
- Section 3.** Resolution Number 6154 is hereby repealed.
- Section 4.** This resolution shall become effective when approved by the Mayor.

MEMO

TO: Mayor and Don Richardson

CC: Council Members

FROM: Dawn Hutchison, Grants Clerk

DATE: May 5, 2023

RE: Community Development Block Grant Application

All,

The following draft application will be amended with additional information prior to the submission due date of June 7, 2023 @ 2:00PM. This application has been pulled together quickly to provide you with an overview for consideration at the May 15, 2023 meeting.

Some sections will require answers from The Town, of which I will make sure are completed.

Submission deadline is June 7, 2023 @ 2:00 PM and is submitted in hard copy paper format, as online/digital submission is not permitted.

Should you have any questions concerning this application process, please do not hesitate to reach out.

Respectfully,

Dawn

STATE OF MARYLAND CDBG PROGRAM

**SFY 2024
APPLICATION**

**COMMUNITY DEVELOPMENT
SPECIAL PROJECTS**



Maryland

**DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**

**Wes Moore, Governor
Aruna Miller, Lt. Governor**

*Jacob R. Day, Secretary
Owen McEvoy, Deputy Secretary*

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



MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION SFY 2024	
1. Name of Jurisdiction: Town of Easton	2. County (Municipal applicants only): Talbot County
3. Address: 14 S. Harrison Street Easton, MD 21601	4. Name of Subrecipient or Business, if applicable, and their Unique Entity Number: Foundation of H.O.P.E., Inc.
5. FID Number: 52-6000787 Unique Entity Number: JZ1BQ5N9JL77	6. Name, phone number and email of jurisdiction's contact person for this application: Dawn Hutchison dhutchison@eastonmd.gov 410-822-2525
7. Project title, brief description & location (Full street address(es) and zip code of Project is required): Foundation of H.O.P.E. Inc., Construction Project The project involves construction of a new 5,400 square foot facility to house the Foundation of H.O.P.E., which includes classrooms for the Economic Development and Empowerment Afterschool Program. The building will allow the program to increase and expand to serve 60 girls with the majority living in low to moderate income households. The facility will also include office space, community space, three private offices and a teaching/learning kitchen. Project location: 52 S. Washington Street, Easton, MD 21601	
8. Project type: ☐ Housing ☒ Public Facilities ☐ Infrastructure ☐ Economic Development ☐ Other ☐ Public Services	9. National objective(s): Low and moderate income benefit
10. CDBG request: \$ 800,000 Local funds \$ Other funds \$ Total costs \$	11. U.S. Congressional District No.1 State District No. 37B (List State legislators for entire district): Senator John F. Mautz, IV Delegate Thomas S. Hutchinson Delegate Christopher T. Adams
12. Date Public Hearing held: 5/15/23 (Attach minutes and hearing notice to application)	13. Required Resolution attached? X Yes ☐ No
14. Is Citizens Participation Plan current? ☒ Yes ☐ No Dated: Insert Date of Document If not, did you attach new plan? Yes ☐ No	
15. Is Anti-Displacement Plan current? ☒ Yes ☐ No Dated: Insert Date of Document If not, did you attach new plan? ☐ Yes ☐ No	
16. If applicable, did you complete Debarment Check on application subrecipient, developer or business? ☐ Yes ☐ No	
17. Digital Photos and Drive included? ☐ Yes X No (each must be labeled)	18. Date: / /

PART A

PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.

The project involves construction of a new building of 5,400 square feet to house the Foundation of H.O.P.E., which includes classrooms for the Economic Development and Empowerment Afterschool Program and summer programming. The building will allow the program to increase and expand the program to serve 60 girls for afterschool programming and 60 for summer programming with a focus on those living in low to moderate income households. The program is offered to any sixth-grade girl seeking emotional, social and educational skills. The facility will include office space, community space, three private offices and a teaching/learning kitchen.

Currently, the property is vacant land that was acquired by the Foundation of H.O.P.E., Inc., on July 15, 2021. Preliminary planning for the project has been done and the rendering and site plan has been completed and shared with the Town of Easton Planning and Zoning. While we are waiting for the remaining funding to be approved, we will complete the site plan approval process with the Town of Easton. Upon approval of funding, the project is shovel ready and ready to proceed.

Additionally, we are actively fundraising for this project and have our annual fundraiser planned for December 9, 2023 and our Broadway Musical Review entitled "Hope in Harmony" fundraiser March 2024.

PART B

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

The Foundation of H.O.P.E., Inc., currently provides education and support services to sixth grade adolescent girls at Easton Middle School who reside in Talbot County. The organization was founded in 2013 and started the Economic Development & Empowerment Program in 2017. The program has served over 59 girls. Focusing on low-to-moderate-income households, although majority are in this category some are higher level households find the program to be beneficial and enroll their student in the program. The goal is to encourage them to be viable contributors to the future workforce, help build a stronger community and provide self-sufficiency tools for adolescent girls. The program covers topics such as: dealing with low self-esteem, bullying, social media, healthy eating and cooking class, exercising, workforce development such as mock job applications and interviews, economic and community development, entrepreneurship, financial literacy and developing a vision board.

The program is results-oriented and we monitor each individual completing the program thru 12th grade. Expected outcomes through the quality program include learning soft skills that can be used in the real world especially in the community where they will become leaders. After completing the program, each participant will receive a certificate of completion and eligible to apply for a scholarship their senior year to help with their college education. We will award our first scholarship May 2023.

In the field of economic development, we continue to hear about adults lacking soft skills for employment and are not prepared to be in the workforce. It is our goal to prepare our cohorts to be college and workforce ready. Our first cohort will graduate from high school on May 31, 2023, this group of young ladies which consist of the following diverse racial/ethnicity breakdown; three African Americans, one Caucasian, one identifying as two or more races and one Hispanic. We continue to strive for racial/ethnicity diversity in our program and will continue to serve all who are interested in participating and completing the rigorous program.

Anna E. Casey foundation statistics show if a child is not reaching reading and math proficiency by the third grade, they are more likely to quit school and not graduate. A research study by the Anna E. Casey Foundation found that in 2007, nearly 6.2 million young people (16% of the 16–24 age group) were high school dropouts. Every student who does not complete high school costs our society an estimated \$260,000 in lost earnings, taxes, and productivity. High school dropouts also are more likely, than those who graduate, to be arrested or have a child while still a teenager, both of which incur additional financial and social costs.

Public School Review, local Easton Middle School stats includes

- Easton Middle School serves 801 students in grades 6-8.
- Easton Middle School placed in the bottom 50% of all schools in Maryland for overall test scores in (math proficiency is bottom 50%) and reading proficiency is bottom 50%) for the 2018-2019 school year.
- The percentage of students achieving proficiency in math is 21% (which is lower than the Maryland state average of 38%) for the 2018-2019 school year. The percentage of students achieving proficiency in reading/language arts is 34% (which is lower than the Maryland state average of 46%) for the 2018-2019 school year.
- The student/teacher ratio of 16:1 is higher than the Maryland state level of 15:1
- Minority enrollment is 42% of the student body (majority Hispanic), which is lower than the Maryland state average of 63% (majority Black).

- Most adolescent girls are marginalized, emotional, have low self-esteem and suffer from depression. Therefore, this program is meeting an unmet need for adolescent girls and is not duplicating any current program.

PART B WORKSHEET

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

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

Federal funding has been requested from U.S. Senators Cardin & Van Hollen.
Funding requested from Rural Maryland Council.
We have secured over \$650,000 in private funds which includes funds used to purchase the property.

- 2. Please provide copies of award and rejection letters.**

All of the requests are in queue and waiting for approval. No requested funding has been currently rejected or denied.

- 3. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges? No**
If yes, what is the estimated monthly cost?

Is the cost per person or households?

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

If yes, what is the % increase? _____

Discuss how new or increased costs were determined:

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



Dawn Hutchison <dhutchison@eastonmd.gov>

Fwd: FY24 Congressionally Directed Spending Notification

Keasha Haythe <Keasha@foundationofhopemaryland.org>
To: Dawn Hutchison <dhutchison@eastonmd.gov>

Fri, May 5, 2023 at 7:40 AM

FYI

Keasha Haythe, CEcD
Foundation of HOPE, Inc.
P.O. Box 1604
Easton, MD 21601
410/443/9936
Sent from my iPhone

Begin forwarded message:

From: "Haynie, Deborah (Van Hollen)" <Deborah_Haynie@vanhollen.senate.gov>
Date: May 4, 2023 at 10:08:31 PM EDT
To: Keasha Haythe <Keasha@foundationofhopemaryland.org>
Subject: FY24 Congressionally Directed Spending Notification

Dear Keasha Haythe:

I am writing to let you know that your request for Congressionally Directed Spending (CDS) for "**HOPE Center**" was submitted by Senator Van Hollen to the Appropriations Committee. The Senator agreed that supporting your project would be important to Maryland and a good use of federal taxpayer funds.

A link to all of the Senator's requests can be found here:

<https://www.vanhollen.senate.gov/fy24-community-funding-project-requests>

The next step is for the Appropriations Committee to review all of the requests submitted, audit their details, and determine which ones will be funded or not due to eligibility or other factors.

The Appropriations Committee will make the list of projects included in the draft bills public ahead of their mark-up. Once the list of projects are public you will receive another notification from our office on the outcome of the Committee's review. You can contact us at any time and information on the Appropriations Committee hearings will be available on their website as well.

Should you have questions as this process unfolds please feel free to reach out to me anytime.

Sincerely,

Deb

Deborah J. Haynie

Policy Advisor

Office of Senator Chris Van Hollen

110 Hart Senate Office Building

Washington, DC 20510

202-224-4654

PART C

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

Talbot County Public Schools has been instrumental in providing no cost space for us to have the afterschool program. We continue to partner with Shore United Bank, Maryland Extension Office, Talbot County 4-H, Department of Labor, Licensing and Regulation, Dock Street Foundation, Eastern Shore Entrepreneurship Center and our local delegation.

Letters have been requested and are steadily coming in. We anticipate the receipt of others prior to submission of the final application.

DRAFT

PART D

LOCAL PLANNING/GROWTH MANAGEMENT: Answer the following questions:

1. Describe how the proposed project conforms to revitalization strategies, marketing studies, economic development strategies, capital improvement plans, housing study, a comprehensive plan or other community plan. Do *not* submit copies of the entire plan(s), but reference the name and date of the plan, the section and the page. You should ATTACH a copy of the REFERENCED portion which specifically mentions your project.
2. For economic development projects discuss any feasibility studies, economic conditions survey, financial analysis, economic impact assessment or market analysis completed in relation to the proposed activity. Provide the dates those items were completed and information on who prepared them.
3. Is your project located in a Priority Funding Area? X Yes No

ATTACH MAP(S) OF PROJECT AREA

List Census Tract(s) and Block Groups for all projects:

TOWN OF EASTON COMPREHENSIVE PLAN, COMMUNITY FACILITIES AND SERVICES

Pg. 199,:To continue to provide a high-quality of community services and facilities through adequate maintenance of existing systems and the addition of new facilities/services when necessary to guarantee public health, safety and welfare and enhance the quality of life for those who visit, live, or work in Easton.

Pg. 200: To coordinate Town community facilities with Plans and services of other agencies.

TALBOT COUNTY COMPREHENSIVE PLAN, CHAPTER 4, COMMUNITY SERVICES AND FACILITIES

Vision – Talbot County provides services that effectively meet the County’s changing needs and are consistent with planned land use patterns. Through thoughtful planning and the integration of programs, valuable community services and facilities enhance the quality of life in Talbot County.

Countywide Community Service and Facility Policies

4.1 Public facilities and services intended to meet countywide needs should be centrally located. Likewise, facilities and services intended to serve local community needs should be located within the community.

4.2 Public facilities and services should be scaled to the needs of the area they are designed to serve.

4.5 Wherever possible, existing County and town public facilities should be expanded rather than creating new facilities.

4.8 The County should seek State coordination to assist with the establishment of effective public facilities for new development.

Census Block-3006 Tract-960400

PART E

NATIONAL OBJECTIVE:

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

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

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

☐ **Housing (LMH)**

☐ Single Family

☐ Multi-Family

☐ Financial Assistance

☐ Water and Sewer Connections

☒ **Limited Clientele (LMC)**

☐ Presumed

☒ 51% of clientele are persons whose family is LMI

☐ Nature and location conclude area is primarily LMI

☐ Removal of architectural barriers

☐ **Jobs (LMJ)**

☐ Job Creation

☐ Job Retention

Total estimated # of beneficiaries 120 Annually CDBG \$ per beneficiary \$ _____

Total estimated # of LMI beneficiaries 72 Annually CDBG \$ per LMI beneficiary \$ _____

% of LMI beneficiaries to total 60% minimum

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

The program will continue to work closely with the school to identify and reach out to adolescent girls that are currently in grades six through eight. The guidance counselors we work with provide information identifying the students as LMI, based on the majority typically receiving Free and Reduced meals. We will update our intake forms to include the needed information for reporting purposes.

NATIONAL OBJECTIVE CHART

Nat. Objective	Subcategory	Definition	Test	Examples
Low/Moderate Income Persons	Area Benefit (LMA)	Activity benefits all residents in an area where at least 51% of the residents are LMI	* Census - 51% of persons residing in the service area are LMI, determined by using the most recent data provided by State for cities or towns * Survey - applicant may do a survey of residents in the service area. The results must meet statistical reliability standards and be approved by DHCD.	* water and sewer lines * neighborhood facilities * roadway improvements
Low/Moderate Income Persons	Limited Clientele (LMC)	Activity that benefits a limited number of people as long as at least 51% of those served are LMI	Activity must qualify under one of the following: * Presumed Clientele - benefit to a group presumed to be principally LMI: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant workers; or * Require documentation on family size and income in order to show that at least 51% of the clientele are LMI; or * Be of such a nature and in such a location that it can be concluded that clients are primarily LMI	* construction of senior center * services for the homeless * meals on wheels for the elderly * construction of job training facilities for the disabled * construction of Head Start Center
Low/Moderate Income Persons	Housing Activities (LMH)	Activity that is undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI persons	* Structures with one unit must be occupied by LMI persons * If structure contains more than 1 unit, at least 51% must be LMI occupied * 2-unit structures must have at least one unit occupied by a LMI household * Rental buildings under common ownership and management located on the same or contiguous properties may be considered as a single structure	* rehabilitation of owner-occupied housing * conversion of non-residential structures into permanent housing * infrastructure for new housing
Slum/Blight	Area Basis (SMA)	Activity that aids in the prevention or elimination of slums or blight in a designated area	* Delineated area in which the activity occurs must meet definition of slum, blighted, deteriorated or deteriorating area under state or local law; and * Substantial number of deteriorated or deteriorating buildings or public improvements in the area, and the activity must address one or more of the conditions which contributed to the deterioration of the area; and * Documentation must be maintained by recipient on the boundaries of the area and the conditions that qualified the area at the time of its designation	* public facilities or improvements * elimination of safety hazards
Slum/Blight	Spot Basis (SBS)	Activity that eliminates specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area	* Only acquisition, clearance, relocation, historic preservation and building rehabilitation activities qualify for this national objective * Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety NOTE: Must demonstrate code enforcement actions taken by the local government	* elimination of damaged retaining wall creating danger for pedestrians * demolition of vacant, deteriorating building
Low/Moderate Income Persons	Jobs (LMJ)	Activity that results in the creation and/or retention of jobs	* At least 51% of jobs must be taken by LMI persons * At least 51% of jobs must be retained by LMI persons * Permanent, full-time jobs only * LMI status is determined by income of the family	* acquisition of land to construct a distribution center * extension of water and sewer service to land to be developed for a business(s) * acquisition of equipment

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

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

1. **Estimated** Total Beneficiaries 120 Annually (Count by Persons)
2. **Estimated** Total LMI Beneficiaries 70 minimum, each year (Count by Persons)
3. If the project benefits a group *presumed* to be low and moderate income, please identify the group:

- | | |
|---|---|
| ☒ Abused Children | ☐ Elderly Persons |
| ☐ Battered Spouses | ☐ Illiterate Adults |
| ☐ Migrant Farm Workers | ☐ Severely Disabled Adults |
| ☐ Homeless Persons | ☐ Person Living with AIDS |

If the project is of such a *nature* and in such a *location* that it can be concluded that the income of the persons benefitting are primarily low and moderate income, please explain why the nature and location demonstrate this:

4. If the project requires information on family size and income, does the information demonstrate that at least 51% of the clientele served are persons from households whose income does not exceed the LMI income limits. The activity is restricted to the LMI persons. Please identify activities:

Describe the proposed accomplishments of the project:

The construction of the new building which includes classroom space for programming will allow The Foundation of HOPE to continue and expand its mission to help young girls lead productive lives in their communities by providing cultural, social and educational development. We believe our children are our future and must prepare them early to be future leaders.

Additionally, we provide homework assistance to help with academics. Our students are required to maintain good grades by providing their report cards for review. Although a "D" is a passing grade for Talbot County Public Schools, we do not accept this from our participants. Should a student find herself in this unfortunate position, we work with them and teachers to bring the grade up.

We provide services that are critical to adolescent girls, their families and employers in Talbot County. The comprehensive nature of the program addresses the needs of adolescent girls not met in any other after school program. The program focuses on adolescent health and development, including nutrition, and establishing a partnership with For All Seasons for mental health. With the new building, we will be able to include programming for parents that will allow them the needed support to be successful, as well. It is our hope that adolescents who are currently living in poverty will gain the financial skills to break generational poverty and be great future leaders earning a livable wage and beyond.

PART F

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

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

ACTIVITY	SOURCES OF FUNDS					TOTALS BY ACTIVITY	STATUS
	CDBG:	APPLICANT: Town of Easton	SOURCE: FOH	EARMARK: Cardin/Vanhollen	GRANT: RMC		
Construction	800,000		500,000 (R)	322,000	460,000		P
Impact Fees			15,056				R
A & E Design				308,000			R
Land			153,000				R
Permits			15,000				R
Utility/Infrastructure Fees					40,000		
Project Admin. (Cash)							
Project Admin. (In-Kind)		3,200					
General Admin. (Cash)							
General Admin. (In-Kind)							
TOTALS BY SOURCES OF FUNDS	\$800,000	3,200	\$683,056	\$630,000	\$500,000	\$2,616,256.	

PART G

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

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

Dawn Hutchison, Town of Easton, Purchasing, Asset and Grant Clerk. Working knowledge with the reporting of CDBG projects, obtained through the administration of previous projects.

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

Keasha Haythe, CECD, who has 22 years of economic development experience which includes successfully submitting and reporting grants through United States Department of Commerce, Economic Development Administration, Maryland Department of Commerce, and Maryland Department of Housing and Community Development CDBG.

3. Amount of funds requested for Project Administration, if any: N/A

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

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds

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

Expenses	Estimated Costs

PART H

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

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

<u>Activity</u>	<u>Begin</u>	<u>Completion</u>
Grant Award	July 22, 2023	
Environmental Review	July 23	October 5
Preliminary Engineering	Completed	
Site Acquisition	October	November
Bidding & Selection Engineering	December	January 2023
Meeting 180 Day Expenditure Requirement	January 18, 2024	January 18, 2024
Engineering	February	June
Bidding & Selection Construction	June	August
Construction	September	July 31, 2025

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

<u>ACTIVITY</u>	<u>BEGIN</u>	<u>COMPLETION</u>	<u>RESPONSIBLE PERSON</u>
GRANT AWARD	October 1, 2023		
ENVIRONMENTAL REVIEW	March 2, 2024	June 2, 2024	
SITE ACQUISTION	Completed		
BID ADVERTISEMENT	March 1, 2024	April 1, 2024	
OBTAIN ALL PERMITS	October 1, 2023	April 30, 2024	
BID OPENING	April 1, 2024	April 1, 2024	
CONSTRUCTION CONTRACT AWARD	April 15, 2024	April 15, 2024	
PRE-CONSTRUCTION CONFERENCE	April 29, 2024	April 29, 2024	
ISSUANCE OF NOTICE TO PROCEED	April 29, 2024	April 29, 2024	
SUBSTANTIAL COMPLETION	December 31, 2024	December 31, 2024	
FINAL COMPLETION/ ACCEPTANCE BY OWNER	March 1, 2025	March 1, 2025	

PART I

DAVIS BACON/BUILD AMERICA BUY AMERICA:

1. Do Davis-Bacon wage rates apply to the project? ☒ Yes ☐ No
2. If yes, do cost estimates reflect use of Davis-Bacon rates? ☒ Yes ☐ No
3. Will your project use iron and steel products? ☐ Yes ☒ No

1. Discuss Davis-Bacon rates and their impact on the project.

In past experience with Davis-Bacon rates, a project is typically increased by approximately 10-12%. The construction estimate provided takes into account Davis-Bacon rates.

2. Explain how you calculated the rates into your cost estimates.

The increase is factored into unit cost (budgetary phase) and will eventually be formalized once we request specific rates for the project and will be specified in the bid documents used during the bidding phase.

3. Explain how you factored in Build America Buy America requirements for iron and steel, if applicable.

--

PART J					
ACQUISITION / RELOCATION:					
1. Has site control been secured? ☒ Yes ☐ No If yes, explain how: <i>The vacant property was purchased on July 15, 2021.</i> <i>Relocation does not apply to this project.</i>					
2. Has an option been secured? ☐ Yes ☐ No If yes, explain how:					
3. Estimated cost of acquisition: \$ _____			4. Sources of funds for acquisition:		
5. Number of parcels to be acquired: Residential: _____ Business: _____			6. Will acquisition be done with eminent domain if needed? ☐ Yes ☐ No		
7. Is acquisition of easements required? ☐ Yes ☐ No If yes, did applicant include costs associated with the Uniform Act? ☐ Yes ☐ No					
8. Has anyone been forced to move from the site within the three months prior to the initial application for funds? ☐ Yes ☐ No ☐ Unknown If yes, explain:					
9. Estimated cost of relocation: \$ _____			10. Sources of funds for relocation:		
# Units in Property(s) _____		Number of Units Occupied at time of application		Number of Occupants to Remain	
		Owner Tenant		Total Temporarily Relocated	
Residential					
Business					
10. Do the activities of this project trigger the one-for-one replacement housing requirements? ☐ Yes ☐ No If yes, discuss how you plan to meet these requirements.					

11. If property is to be leased, describe lease terms.

DRAFT

PART K

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

1. Does the jurisdiction have written employment and personnel policies and practices with equal opportunity guidelines? ☒ Yes ☐ No
2. In the past three years, have any complaints of discrimination in employment been filed against the jurisdiction by employees regarding employment? ☐ Yes ☒ No If yes, please explain:
3. Has the jurisdiction adopted a fair housing ordinance? ☒ Yes ☐ No
4. Has the jurisdiction taken any actions to affirmatively further fair housing through activities such as land development, zoning, site selection policies or programming or needs assessment? ☐ Yes ☐ No If yes, please describe:

TOE

5. Are there fair housing advocates or agencies that work in your county? If yes, who are they? Have they informed you of either public or private issues or complaints regarding discrimination?

TOE

6. Are all buildings owned or occupied by the jurisdiction that are open to the public in compliance with the Americans with Disabilities Act? If not, which ones, and what are the plans to bring them into compliance?

TOE

PART L

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

7. Will your project involve the renovation of a building that is at least 50 years old or is located in a national historic register district? ☐ Yes ☒ No
8. Will your project involve or impact an archaeological site? ☐ Yes ☒ No
9. Will your project impact any wildlife that is threatened or endangered? ☐ Yes ☒ No
10. Will your project involve the abatement or removal of asbestos from a building?
☐ Yes ☒ No
11. Will your project involve the abatement or removal of lead-based paint from a building?
☐ Yes ☒ No
12. Is your project new construction? ☒ Yes ☐ No

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

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

Comments:

The property is vacant without improvements

DRAFT

PART M

PROCUREMENT: All procurement must comply with the requirements and processes identified in the CDBG Financial and Procurement Manual.

REMINDER – For existing contractual agreements with an engineering firm, the applicant must be able to demonstrate that they hired the specific firm through a competitive process AND that the contract was for no more than a three year period with an option to extend twice for one year periods for a total of five years. Additionally, the contract must have identified all potential projects to be undertaken during the three to five year period including the one included in this application.

1. Will your project use CDBG funds for professional services? ☐ Yes ☒ No

If yes, is it for new services? ☐ Yes ☐ No

If yes, will services be under a new contract? ☐ Yes ☐ No

If no, please explain:

2. Will your project use CDBG funds for construction? ☒ Yes ☐ No

If yes, will construction be under a new contract(s)? ☒ Yes ☐ No

If no, is it for a change order? ☐ Yes ☐ No If the answer is yes, please contact CDBG staff to discuss further.

STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held a public hearing and provided appropriate notice to ensure participation of citizens in the development the project and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application; and
4. in the event that our project does trigger displacement of persons, we will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49CFR Part 24 and it has in effect and is following a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
5. will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
6. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
7. has adopted and is enforcing or will adopt if a new applicants:
 - a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
8. will certify, to the best of the certifying official's knowledge and belief, that:
 - a) no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and

- b) if any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with this Federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form- LLL, Disclosure Form to Report lobbying in accordance with its instructions; and
 - c) it will require that the language of paragraphs (a) and (b) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- 9. will adhere to federal and state Code of Conduct or Conflict of Interest standards relative to conflict of interest restrictions and financial disclosure requirements for local elected officials and candidates; and
 - 10. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary;
 - 11. will comply with the requirements of the Build America, Buy America Act which was included in the federal Infrastructure Investment and Jobs Act which was signed into law on November 15, 2021;
 - 12. will comply with the requirements of the Right to Report Crime and Emergencies from One's Home which was included in the Violence Against Women Act Reauthorization Act of 2022;
 - 13. will comply with the provisions of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 et seq., as amended, Title 24 CFR Part 570, and with other applicable State and Federal laws if awarded this grant; and
 - 14. will ensure that, if applicable, any subrecipient, developer or business will comply with all regulations, policies and laws that govern this grant.

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

Typed Name and Title
Chief Elected Official

Signature

Date

	Budget Estimate		9/15/22		5/2/23
	Foundation of Hope		Update		
	Easton, Maryland				
code	division/section	total	wage scale	inflation	total
01000	General Conditions	156,770		7,839	164,609
01016	Final Cleaning	3,017		151	3,168
21000	Sitework	279,000	69,750	13,950	362,700
03300	Concrete	56,308		2,815	59,123
03500	Ramp and Porch Concrete	8,259		413	8,672
04700	Masonry	174,240	43,560	8,712	226,512
05100	Miscellaneous Metals	4,200		210	4,410
05850	Metal Railings	2,565		128	2,693
06100	Rough Carpentry	152,494	15,249	7,625	175,368
06170	Pre-Manufactured Wood Trusses	35,495		1,775	37,269
06200	Finish Carpentry and Stairs	20,575	2,058	1,029	23,661
06400	Cabinets and Countertops	10,951		548	11,499
7100	Waterproofing	3,484		174	3,658
07200	Thermal Insulation	11,855	1,186	593	13,633
07310	Roofing, Gutters and Downspouts	47,900	11,975	2,395	62,270
07460	Siding, Columns & Trims	34,920	3,492	1,746	40,158
07900	Joint Sealants	2,120		106	2,226
08100	Doors Frames and Hardware	15,255		763	16,018
08300	Folding Partition	16,500		825	17,325
08400	Interior Glazing	8,200		410	8,610
08500	Windows and Entrance Doors	31,647		1,582	33,230
09200	Gypsum Board	61,000	15,250	3,050	79,300
09600	Flooring Allowance	19,767		988	20,755
09900	Painting	22,465	2,247	1,123	25,835
10520	Fire Extinguishers and Cabinets Allowance	1,431		72	1,503
10810	Toilet Accessories Allowance	3,263		163	3,426
11450	Residential Appliance Allowance	21,790		1,090	22,880
12490	Window Coverings Allowance	3,136		157	3,293
13900	Fire Suppression	68,170	20,451	3,409	92,030
14500	Elevator	90,000	27,000	4,500	121,500
15100	Plumbing	41,000	14,350	2,050	57,400
15700	HVAC	75,400	26,390	3,770	105,560
16000	Electrical	87,500	30,625	4,375	122,500
	Professional Liability Insurance	363		18	381
	Builders Risk Insurance	6,094		305	6,399
	Construction Management Fee	110,399		5,520	115,919
Total Budget Estimate		1,687,533	283,582	84,377	2,055,492
			16.80%	5.00%	



Visual Designs, Inc.



THE FOUNDATION OF HOPE

EASTON - MARYLAND



Visual Designs, Inc.



THE FOUNDATION OF HOPE

EASTON - MARYLAND






 J. Scott Smith
 VISUAL DESIGN, INC.



THE FOUNDATION OF HOPE

EASTON - MARYLAND




 J. Scott Smith
 Visual Designs, Inc.



THE FOUNDATION OF HOPE

EASTON - MARYLAND




 J. Scott Smith
 JSS Design, Inc.



THE FOUNDATION OF HOPE

EASTON - MARYLAND



Visual Design, Inc.



THE FOUNDATION OF HOPE

EASTON - MARYLAND




 J. Scott Smith
 Visual Designs, Inc.



THE FOUNDATION OF HOPE

EASTON - MARYLAND

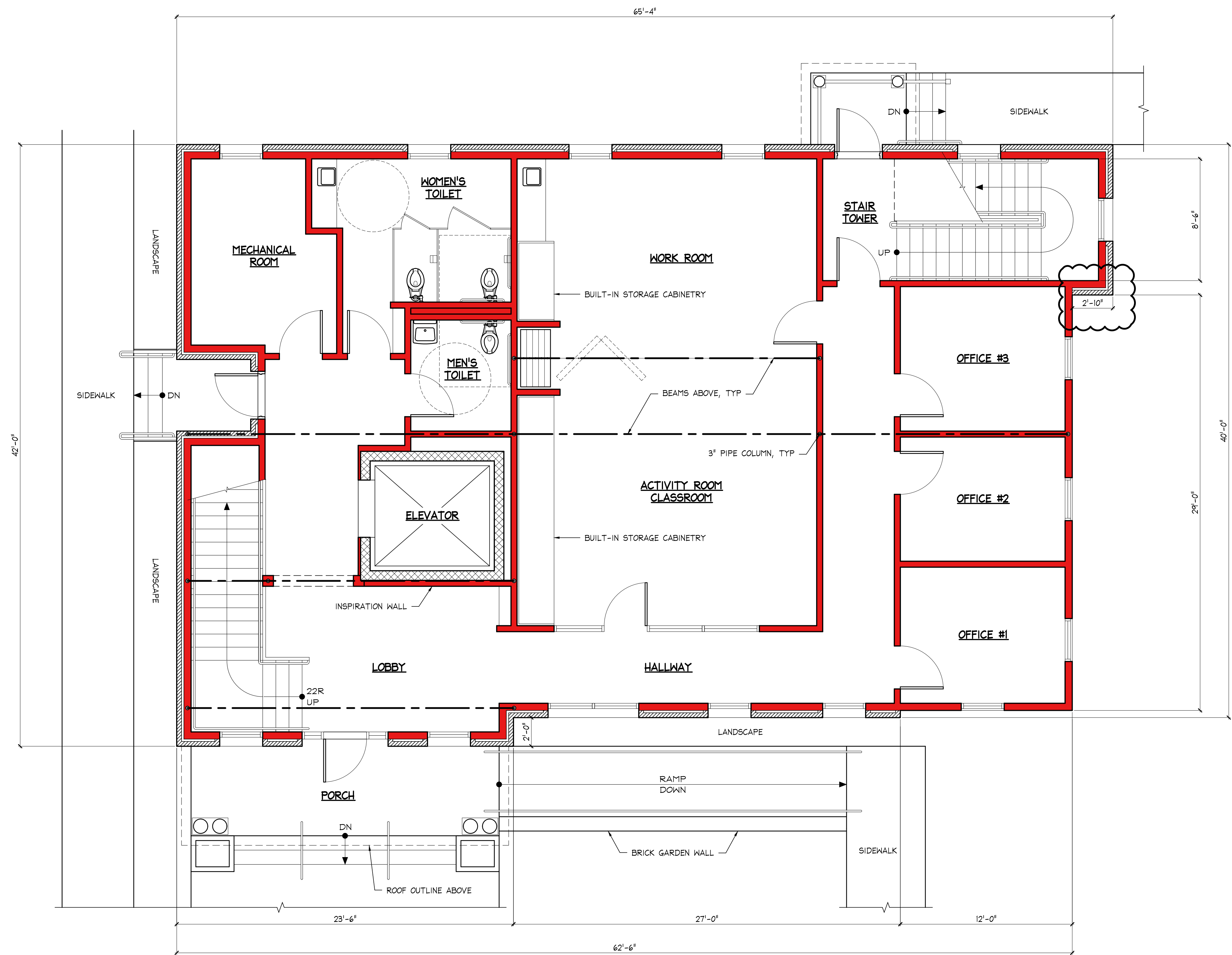
FOUNDATION OF HOPE, INC
 51 SOUTH WASHINGTON STREET
 EASTON, MARYLAND 21601

REV #	REVISION	DATE

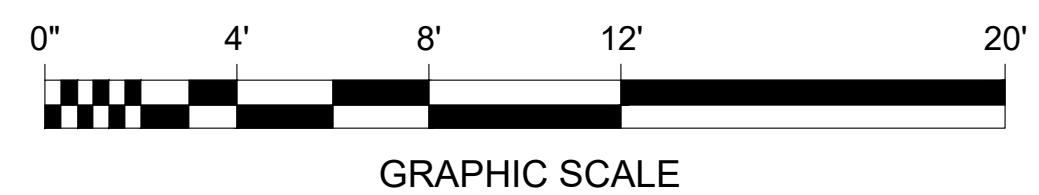
FIRST FLOOR PLAN PROPOSED

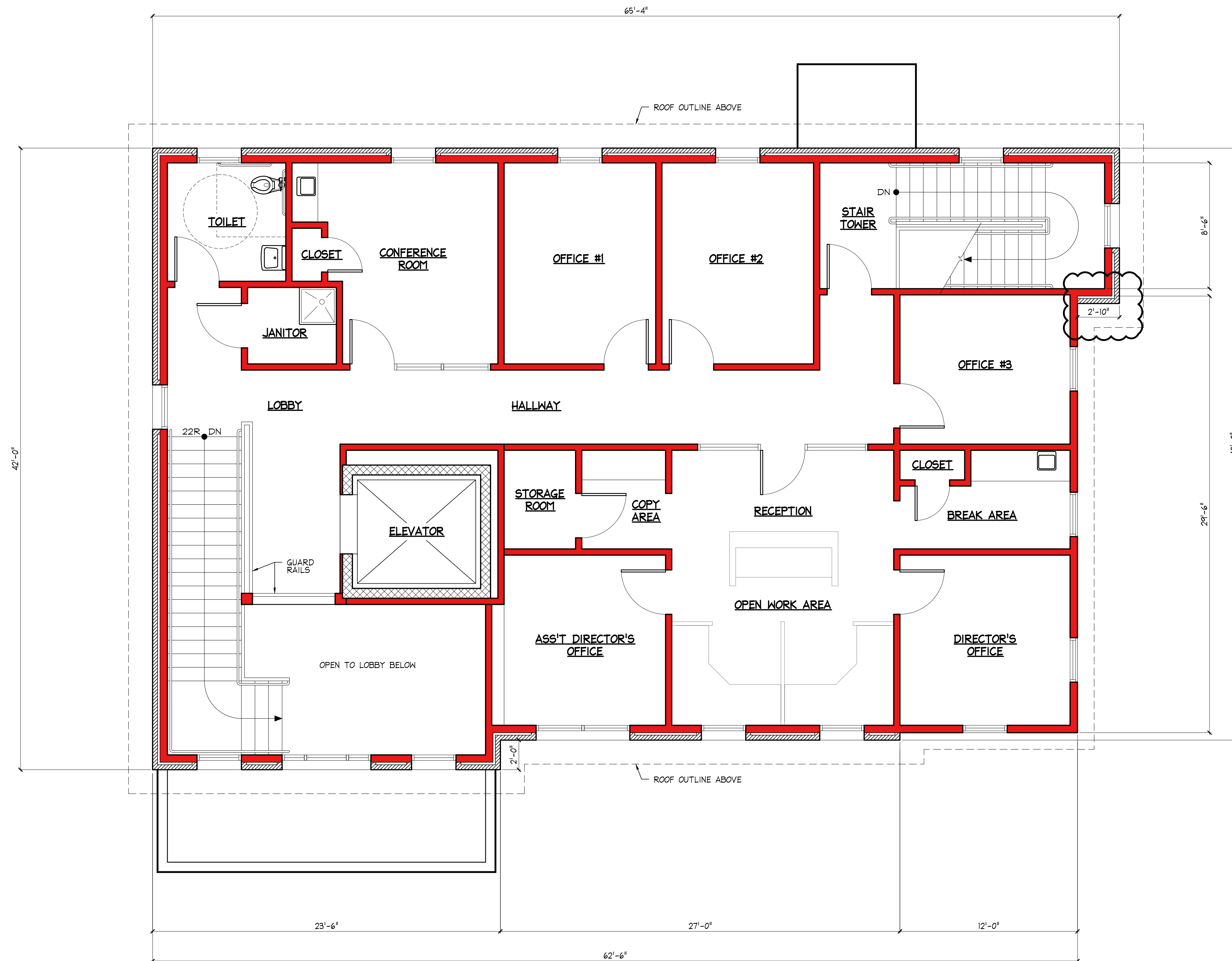
DRAWN BY:	CR
REVIEWED BY:	TFC
PROJECT NUMBER:	0092022
SCALE:	AS NOTED
ISSUE DATE:	4/21/2022
PROJECT STATUS:	SD
DRAWING NUMBER:	

A101

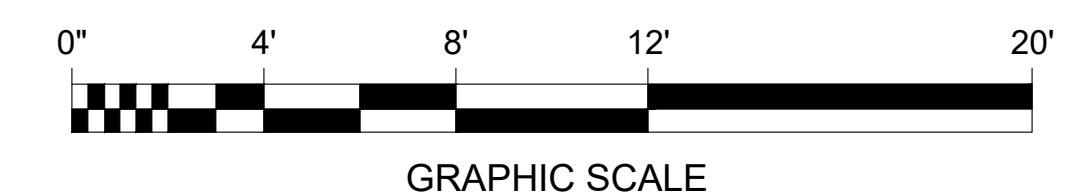


1 FIRST FLOOR PLAN - PROPOSED
 SCALE: 1/4" = 1'-0"



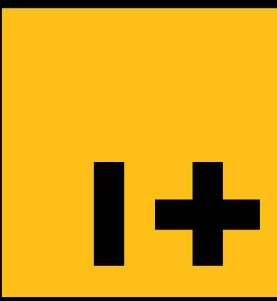


1 SECOND FLOOR PLAN - PROPOSED
A102 SCALE: 1/4" = 1'-0"



ARCHITECT
TIMOTHY F. CROSBY AIA
513 COURT LANE
CAMBRIDGE, MD 21613
LICENSE No. MD-5220-A

I certify that these documents were prepared or approved by me, and that I am a duly licensed Architect under the laws of the State of Maryland.
License number: MD-5220-A Expiration date: 5/17/2023

**CROSBY & ASSOCIATES**

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FOUNDATION OF HOPE, INC

51 SOUTH WASHINGTON STREET
EASTON, MARYLAND 21601

REV #	REVISION	DATE

SECOND FLOOR PLAN
PROPOSED

DRAWN BY: CR
REVIEWED BY: TFC
PROJECT NUMBER: 0092022
SCALE: AS NOTED
ISSUE DATE: 4/21/2022
PROJECT STATUS: SD
DRAWING NUMBER:

A102

May 2, 2023

Ms. Cindy Stone
Maryland Department of Housing and Community Development
7800 Harkins Road
Lanham, MD 20706

Re: Support for The Foundation of Hope

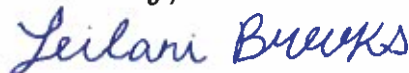
Dear Ms. Stone,

My name is Leilani Brooks and I participated in The Foundation of Hope program when I was in 6th grade. As a former Foundation of Hope member, I am writing this letter of support on behalf of The Foundation of Hope to express support for their grant application to request funding for the new building they are requesting funding to build at 52 South Washington St. in Easton. The Foundation of Hope wants to be able to offer more summer programs for their Hope girls like me. I think that this would be good because it would allow the girls to learn even more about than I was able to in the program.

The Foundation of Hope program is really important to me because it helped me learn how to present in front of an audience, fill out a job application, interview skills, how to manage m money wisely and how to become an entrepreneur all while I was able to meet new friends and develop good relationships with my peers. All the informative lessons and useful skills that I have learned has helped me become a leader among my peers and a better student because I have a 3.8 GPA in high school currently. Therefore, I hope that you will decide to allow The Foundation of Hope build their new building so that more girls like me can benefit from this great program all year long.

I feel strongly that the Foundation of Hope program has helped me be a strong successful female leader and I hope that other girls like me will be able to have the experience that I was able to have. Letting them build their own building will allow them to grow as an organization and it will allow them to touch more lives of young girls like me.

Sincerely,



Leilani Brooks
Foundation of Hope Program Participant

May 1, 2023

Ms. Cindy Stone
Maryland Department of Housing and Community Development
7800 Harkins Road
Lanham, MD 20706

Re: Support for The Foundation of Hope

Dear Ms. Stone,

I, Natalie Brooks, parent of a former Foundation of Hope member, am writing on behalf of The Foundation of Hope to express support for their grant application to request funding for their building which will be located at 52 South Washington St. in Easton. The goal of this project is to expand summer programming for The Foundation of Hope girls and to allow The Foundation of Hope to build offices and classrooms that will be accessible to them and the community.

This project is extremely important to me because my daughter, Leilani Brooks, completed the Foundation of Hope program when she was in 6th grade at Easton Middle School and it really helped her blossom into a confident, conscientious, respectful, and empathetic young lady who I am certain will become a successful adult and a responsible leader that positively contributes to our community.

I feel strongly that the Foundation of Hope program is truly a key component of developing the next generation of strong successful female leaders in our community! Having a building of their own to use will definitely further the success of their organization.

Please feel free to call me at 410-200-6268 if you have any questions or if I can assist with supporting The Foundation of Hope in any way!

Sincerely,



Natalie Brooks

Parent of Foundation of Hope Participant



Talbot County Public Schools

TALBOT COUNTY EDUCATION CENTER

12 MAGNOLIA ST.
EASTON, MD 21601

PHONE (410) 822.0330

FAX (410) 820.4260

WWW.TALBOTSCHOOLS.ORG

May 4, 2023

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

To Whom It May Concern:

Please accept this letter in support of the Foundation of HOPE, Inc. as they are seeking funding for their HOPE Center construction project. Currently, the group meets weekly in one of our schools- Easton Middle School. The new facility will be located at 52 South Washington Street in Easton. The 5,400 square foot building will provide a permanent physical structure for participating young women, where programs such as economic development and other initiatives can be taught and put into practical application. Additionally, the organization's office will be located in the building.

The first cohort of young women will graduate from our district's respective high school this coming May 2023. A couple of months ago, I attended one of their events and heard personal testimony from a member who is a Senior. She spoke of the benefits of being involved with the organization, and said that it assisted her in finding the confidence to pursue a sports journalism career. Additionally, I have popped into their weekly meetings to listen to the discussion and witness the projects they have been working on; one of which is a beautiful mosaic. Having this building as a permanent edifice in our community will truly be an asset as we support our future female leaders. Should you have any further questions, please don't hesitate to contact me using the information below.

Sincerely,

Sharon Pepukayi, Ed.D.
Superintendent
Talbot County Public Schools
sharon.pepukayi@talbotschools.org
(410) 822-0330

SHARON M. PEPUKAYI, ED.D.
SUPERINTENDENT OF SCHOOLS

EMILY L. JACKSON
BOARD PRESIDENT

CANDACE N. HENRY
BOARD VICE PRESIDENT

DEBORAH L. BRIDGES

SUSAN DELEAN-BOTKIN

AMY R. DODSON

JYMIL S. THOMPSON ED.D.

MARY E. WHEELER



TALBOT COUNTY, MARYLAND
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

11 S. Harrison Street | EASTON, MD 21601 | (P) 410-770-8000 (F) 410-770-8057

April 28, 2023

Cindy Stone
Director, Community Development Programs
Division of Neighborhood Revitalization
Maryland Department of Housing and Community Development
7800 Harkins Road
Lanham, MD 20706

Dear Ms. Stone:

I am writing on behalf of the Talbot County Department of Economic Development and Tourism to express enthusiastic support for Foundation of H.O.P.E. as a candidate for funding through the Maryland Department of Housing and Community Development.

This organization plans to build a 5,400 sq. ft. facility in Easton for their economic development and empowerment program designed for middle school adolescent girls. This is the only program on the Eastern Shore of Maryland that focuses on a curriculum that helps lower the achievement gap and teaches the skills necessary to help these young women become self-sufficient adults.

In addition to office space for the Foundation of H.O.P.E., the building will include space for community activities. The organization currently uses the Middle School for programming, but both space and accessibility during non-school hours are limited. Building a safe, dedicated space is imperative for the success of this program.

The new building also will allow Foundation of H.O.P.E. to expand its reach and offer programming to more participants. The increased capacity is critical when you consider the population the organization serves. In 2020, 50% of the children lived in poverty, more than 11% spoke English as a second language, and more than 200 children were homeless.

Further, the Foundation of H.O.P.E. has a proven record of accomplishment. In May 2023, the program's first cohort will graduate high school. The organization's founder predicts a 100% graduation rate for girls who have completed the program.

For these reasons, I sincerely ask that you give this proposal your full consideration.

Sincerely,

A handwritten signature in blue ink that reads "Cassandra M. Vanhooser". The signature is stylized with a large, looping "C" at the beginning.

Cassandra M. Vanhooser
Director, Economic Development and Tourism
Talbot County, Maryland

CHRISTOPHER T. ADAMS
Legislative District 37B
Caroline, Dorchester, Talbot,
and Wicomico Counties

Economic Matters Committee

Subcommittees

Banking, Consumer Protection,
and Commercial Law

Business Regulation

Property and Casualty Insurance

Public Utilities

Chair

Eastern Shore Delegation



The Maryland House of Delegates
6 Bladen Street, Room 405
Annapolis, Maryland 21401
410-841-3343 · 301-858-3343
800-492-7122 Ext. 3343
Christopher.Adams@house.state.md.us

THE MARYLAND HOUSE OF DELEGATES
ANNAPOLIS, MARYLAND 21401

May 2, 2023

Cindy Stone
Director, Community Development Programs
Maryland Department of Housing and Community Development
7800 Harkins Road
Lanham, MD 20706

Dear Ms. Stone,

Please accept this letter of support for the Community Development Block Grant (CDBG) application submitted by The Foundation of Hope requesting funding in the amount of \$800,000. They will use these funds to construct a 5,400 square foot building with offices upstairs for the Foundation and classrooms downstairs for programming and space for the community to use.

The Foundation of Hope is located in the Town of Easton on Maryland's Eastern Shore. The Foundation was established to help women and young girls. Their Mission is to help these young ladies lead productive lives in their communities by providing cultural, social, spiritual, and educational development. This is a program that will empower these young girls and women with skills to help them become great female leaders.

I fully support The Foundation of Hope and the initiatives set forth in their application. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Adams", written over the printed name.

Christopher T. Adams

RESOLUTION NO. 6164

Introduced by: _____

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

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

WHEREAS, the Easton Town Council has held the required public hearing(s) related to the formulation of the Town of Easton's Block Grant Application; and

WHEREAS, the Easton Town Council understands and acknowledges that they would be responsible for completion of grant activities and any corrective actions including the repayment of funds if necessary.

NOW, THEREFORE, BE IT RESOLVED, that the Easton Town Council authorizes the submittal of an application for Community Development Block Grant funds in the amount of \$800,000 this 15th day of May, 2023.

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

I hereby certify that the above Resolution was passed by a yea and nay vote of the Council this

_____ day of _____ A.D., 20 _____

President of the Council

Delivered to the Mayor by me this _____ *day of* _____, A.D., 20 _____

Town Clerk

Mayor of Easton