

**COUNCIL OF THE TOWN OF BLADENSBURG
WORK SESSION AGENDA - DRAFT**

December 13, 2021 @ 5:30PM

**Public Access Virtual via live stream on the Town's Facebook and YouTube pages
Or Zoom (access info below).**

Mayor, Council Members, and specific Town staff will meet at Town Hall.

- | | | |
|-------------|--|----------|
| I. | CALL TO ORDER | 1 min. |
| II. | APPROVAL OF AGENDA | 1 min. |
| III. | APPROVAL OF MINUTES | 1 min. |
| IV. | APPEARANCES | |
| | a. Legislative update: Tony Perez, President and CEO, LA Perez Consulting, LLC | |
| | 1. State Bond Process | 15 mins. |
| V. | OLD BUSINESS | |
| | a. Phone System Update | 5 mins. |
| | b. Port Towns Quarterly Meeting | 5 mins. |
| VI. | NEW BUSINESS | |
| | a. Updated Forms | 5 mins. |
| | b. Appointments: COG Boards and Committees | 10 mins. |
| | c. Employee Excess Leave - 2021 | 10 mins |
| | d. Black History Month planning preparations update | 10 mins |
| | e. Town Code Update Project | 5 mins. |
| | f. Tax Differential | 10 mins |
| VII. | ADJOURNMENT | |

Future Agenda Items

Meeting Access Information

<https://zoom.us/j/97463669358?pwd=QkNNKzRDNFJUK3pWLOZGc0E0NDdGZz09>

Meeting ID: 974 6366 9358

Passcode: 930725

Join by phone:

One tap mobile

+13017158592,,97463669358#,,,,*930725# US (Washington D.C)

Calendar Link:

<https://zoom.us/join/jtMpcequqDlpH9ytHXCuoJtxlyirS->

4fnxy1/ics?icsToken=98tyKuCvqj0pHNKcsxyPRowEBo ob-7wplhegvpEiDfdIDVcSBfuH tLIIEyRN7e

**COUNCIL OF THE TOWN OF BLADENSBURG
DRAFT COUNCIL MEETING AGENDA**

December 13, 2021 7:00pm

**Public Access Virtual via live stream on the Town's Facebook and YouTube pages
Or Zoom (access info below).**

Mayor, Council Members, and specific Town staff will meet at Town Hall.

- | | |
|--|----------|
| I. CALL TO ORDER | 1 min. |
| II. OPENING PRAYER | 2 min. |
| III. PLEDGE OF ALLEGIANCE | 1 min. |
| IV. ANNOUNCEMENT OF CLOSED SESSIONS (NONE) | |
| V. APPROVAL OF AGENDA | 3 mins. |
| VI. APPEARANCES | |
| A. Recognition of Katherine and Patrick Kim, owners of Kim's Cleaners, for 30+ years of outstanding service to the Bladensburg community | 5 mins. |
| B. Medal of Valor Award: Recognition of Colton Burnett, A/Cpl. Chad Perez, Pfc. Ryan Harris, and Police Communications Officer John Threlfall | 10 mins. |
| C. Life Saving Medal Award: Recognition of A/Cpl. Chad Perez, Ofc. Jerrold Pickering, Police Communications Officer John Threlfall, and Ofc. Colton Burnett | 10 mins. |
| VII. APPROVAL OF MINUTES | |
| VIII. PUBLIC COMMENTS | |
| A. Written comments can be submitted prior to meeting to be read into the record. Comments can be submitted to clerk@bladensburgmd.gov and dgriffin@bladensburgmd.gov | |
| IX. UNFINISHED BUSINESS | |
| A. Fiscal Forensic Audit | 5 mins. |
| B. Speed Camera Contract | 5 mins. |
| X. FINANCIAL BUSINESS | |
| XI. NEW BUSINESS | |
| A. Updated Forms | 5 mins |
| B. State Bond | 10 mins |

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|--|---------|
| C. Employee Excess Leave - 2021 | 10 mins |
| D. Appointments: COG Boards and Committees | 10 mins |

XII. STAFF REPORTS

- A. Public Works; Treasurer; Public Safety; Town Clerk; Town Administrator** 10 mins.

XIII. MAYOR AND COUNCIL REPORTS

- A. Council Member Blount – Ward II
- B. Council Member Route – Ward I
- C. Council Member Brown – Ward I
- D. Council Member McBryde – Ward II
- E. Mayor James

XIV. ADJOURNMENT

Meeting Access Information via Zoom

<https://zoom.us/j/97463669358?pwd=QkNNKzRDNFJUK3pWL0ZGc0E0NDdGZz09>

Meeting ID: 974 6366 9358

Passcode: 930725

Join by phone:

One tap mobile

+13017158592,,97463669358#,,,,*930725# US (Washington D.C)

Calendar Link:

https://zoom.us/join/tJMpcquqDlP9ytHXCuoJtxlyirS-4fnxy1/ics?icsToken=98tyKuCvqi0pHNKcsxyPRowEBo_ob-7wplhegvpEiDfdIDVcSBfuH_tLIIEyRN7e

Legislative Bond Initiatives – What to Know

- **How to Request a Legislative Bond Initiative (LBI):** The entire LBI process is explained in the *Guidelines for the Submission of Legislative Bond Initiative Requests to the Maryland General Assembly* available on the Maryland General Assembly (MGA) web site under the Budget Tab <http://mgaleg.maryland.gov/pubs-current/current-bond-initiative-submission-guidelines.pdf>
- **Sponsorship:** Only a member of the Maryland General Assembly may request/sponsor an LBI.
- **Request Form:** Sponsorship is initiated with the submission of an LBI Request Form. <http://mgaleg.maryland.gov/pubs-current/current-bond-initiative-info-sheet.pdf>
- **Request Form Submission:** Request for the 2022 session will **begin December 1, 2021**. The request form is a fillable PDF file that members should submit electronically using the following email address, LegislativeBondInitiative@mlis.state.md.us
- **LBI Document:** Once a member submits an LBI request form to DLS, it is entered into a database for tracking purposes and generates an official LBI document. See linked sample. <http://mgaleg.maryland.gov/pubs-current/current-bond-initiative-submission-guidelines.pdf#page=29>
- **LBI Introduction:** Sponsors should carefully review their LBI document to ensure that it accurately reflects the request. If no changes are required and all signatures acquired, the document should be delivered to the Secretary of the Senate or the Chief Clerk of the House of Delegates for formal introduction during a floor session. **IMPORTANT:** members who need changes to an LBI should contact Valarie Kwiatkowski at <mailto:legislativebondinitiative@mlis.md.us> to request a new LBI be generated and delivered to the member for signature and introduction.
- **LBI Tracking:** Once an LBI is entered into the proceedings, the project can be tracked on the MGA web page <http://mgaleg.maryland.gov/mgawebsite/Budget/BondInitiatives>
- **LBI Fact Sheet:** LBI Sponsor will receive an email from DLS with a link to their specific project Fact Sheet Form, the Sponsor will be responsible to send to the grantee. This form must be completed and submitted in accordance with the guideline instructions. Once submitted, the Fact Sheet will be linked on the tracking report. <http://mgaleg.maryland.gov/pubs-current/current-bond-initiative-submission-guidelines.pdf#page=30>
- **LBI Hearings and Testimony:** The budget committees will schedule a joint hearing on LBI's in early March – consult the MGA webpage in early March for specific hearing times. Hearing testimony time is limited, so it is important to be concise – written

testimony will be accepted, but please limit to one page and bring only one copy each for the House and Senate staff. Applicants are encouraged to provide all relevant and important project information in the Fact Sheet submission in lieu of written testimony.

Important Dates and Contacts

- Valarie Kwiatkowski is the primary LBI contact with the Department of Legislative Services. Email correspondence should be sent to LegislativeBondInitiative@mlis.state.md.us
- **LBI Introduction Deadlines:** LBIs must be introduced by 27th day (Senate) and 31st day (House) as “guarantee” dates whereby DLS guarantees the members will have what they need by the 55th day to drop signed LBI request forms with the clerks for introduction. After the 55th day the clerks will accept LBI’s for introduction but require the rules be suspended to introduce during a floor proceeding.
- **Fact Sheet Submission:** Grantees are encouraged to submit their project Fact Sheet by March 1 so they can be posted on the MGA website and available when funding decisions are made by the committees. The failure to submit a Fact Sheet could result in the decision not to fund a project.
- **Effective Date:** LBIs selected for funding are amended into the annual capital budget bill and are effective June 1 of the year in which they are authorized.
- **Post Authorization:** The Department of General Services administers the grant process after MGA authorization. They can be reached at 410-767-4530 – <https://dgs.maryland.gov/Pages/Grants/index.aspx>

**Guidelines for the Submission of
Legislative Bond Initiative Requests to the
General Assembly of Maryland
2022 Session**

**Department of Legislative Services
Office of Policy Analysis
Annapolis, Maryland**

November 2021

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For further information concerning this document contact:

Library and Information Services
Office of Policy Analysis
Department of Legislative Services
90 State Circle
Annapolis, Maryland 21401

Baltimore Area: 410-946-5400 • Washington Area: 301-970-5400

Other Areas: 1-800-492-7122, Extension 5400

TTY: 410-946-5401 • 301-970-5401

TTY users may also use the Maryland Relay Service
to contact the General Assembly.

Email: libr@mlis.state.md.us

Home Page: <http://mgaleg.maryland.gov>

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Introduction

The *Guidelines for the Submission of Legislative Bond Initiative Requests to the General Assembly of Maryland* is published by the Department of Legislative Services to assist those requesting funding from the General Assembly for capital projects through legislative bond initiatives (LBI). The manual provides a summary of the basic eligibility requirements and evaluation criteria, the legislative process, and the schedule for LBI consideration by the General Assembly. This manual also provides instructions for requesting alterations to an authorization of State debt enacted during a prior session, commonly referred to as a prior authorization.

In prior years, members of the General Assembly sponsored individual bond bills to request bond authorization to support specific local or non-State-owned capital projects. Since the 2001 session, the General Assembly has not passed individual bond bills but has instead included bond bill projects in the annual capital budget. In keeping with this institutionalized process, starting in the 2019 session, bond initiative requests no longer require separate legislation but instead are handled as requests for amendments to the capital budget bill.

Although the LBI process mirrors the bond bill process in many ways, the elimination of individual bond bills produces a more efficient use of resources and a clearer process for members and the public. The committees have revised some of the basic eligibility requirements and evaluation criteria for bond initiatives for the 2022 session. Notable is the elimination of matching fund requirements. The House and Senate request guarantee dates will continue to apply to LBI's, and the fifty-fifth day of session will serve as the introduction deadline.

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Guidelines for the 2022 Submission of Legislative Bond Initiative Requests to the General Assembly of Maryland

This document is intended to provide basic information on eligibility and priority for State funding of local capital projects, or legislative bond initiatives (LBI). LBI funding is authorized for projects initiated by members of the General Assembly. These projects include various cultural, historic, health, educational, and economic development projects not funded by other State capital grant and loan projects.

Overview of the Capital Budget (Consolidated Capital Bond Loan)

The capital budget bill, synonymous with the Maryland Consolidated Capital Bond Loan bill, is introduced by the Presiding Officer of each chamber of the General Assembly as an Administration bill. The capital budget bill sets forth the amount of State debt to be created and details the amount to be allocated to specific purposes for each proposed capital project. It also specifies the source of funds to pay the debt created – the State property tax. The capital budget bill is assigned to the budget committees and cannot be passed until the operating budget bill has been enacted.

Both legislative budget committees, the Senate Budget and Taxation Committee and the House Appropriations Committee, review proposed projects in the capital budget bill through separate capital budget subcommittees. The committees bring the capital budget bill to the floor in a manner similar to the operating budget bill, using a committee reprint.

Unlike the operating budget, the General Assembly has the power to modify the capital budget bill in any manner since it is a supplementary appropriation bill. The projects proposed by the Governor may be deleted, the amounts allocated for specific purposes of a project may be increased or decreased, or the General Assembly may add specific projects and dollar amounts. Since the 2001 session, the General Assembly has used this power to amend LBI projects into the annual capital budget bill instead of passing individual bond authorization bills.

State Funding of Legislative Bond Initiatives

With the support of a legislative sponsor, any applicant may request funding from the General Assembly for a capital project. The number and type of projects funded by the General Assembly is limited – requests for funding greatly exceed available resources each year. In some years, the total amount requested for local capital projects has exceeded 10 times the available resources. Thus, the eligibility and priority of sponsored projects is heavily scrutinized to ensure that State-authorized funds will be expended expeditiously and for project that serve a public purpose in the community in which they are located.

Project Eligibility and Prioritization Criteria

LBIs are subject to a number of required and suggested criteria that the General Assembly uses to assess each project's eligibility and need for State funding. The General Assembly receives a large volume of requests for funding each year and therefore must determine each project's basic eligibility and level of priority in the context of the total project requests received that year. These criteria are discussed in the following sections and are also summarized in **Appendix 1**.

Eligibility Criteria

Projects must meet certain criteria in order to be eligible for funding consideration.

- ***A Project Must Be Capital in Nature:*** A capital project deals with land and/or structures. Capital projects do not include items such as employee salaries, benefits, expendable equipment (*i.e.*, automobiles), or operating costs.
- ***A Project Must Have a Useful Life of 15 Years:*** Capital projects, including LBIs, must have a useful life greater than or equal to the life of the bonds sold to finance the project, which are limited by the State Constitution to 15 years. Items such as automobiles and computers do not have a useful life of 15 years. A group that is leasing land and/or a structure relating to the proposed capital project must demonstrate that the lease will extend for 15 years or more.
- ***A Project Must Serve a Public Purpose:*** Capital funds may be distributed to private organizations but must be used for projects with a public purpose.
- ***Project Funds May Not Be Used for Religious Purposes:*** No portion of the proceeds of a loan or any of the matching fund provided for a project may be used (1) for the furtherance of sectarian religious instruction; (2) in connection with the design, acquisition, construction, or equipping of any building used or to be used as a place of sectarian religious worship or instruction; or (3) in connection with any program or department of divinity for any religious denomination. If the LBI request supports a religious organization, the applicant should be prepared to submit a letter certifying that the funds will not be used in furtherance of sectarian purposes.

Prioritization Criteria

After the General Assembly determines the eligibility of a project, all projects are evaluated based upon several additional criteria to prioritize projects in the context of all requests received for that year.

- ***Alternative Funding:*** Applicants should show that they have explored alternative sources of funding. In addition to requesting alternative funding from agencies, corporations, etc., an applicant may be asked to show whether a potential revenue source, such as entrance fees, membership fees, or concession profits, could cover the cost of the capital project. Please refer to **Appendix 2** of this document for information on potential alternative sources of funding for LBI requests through State capital grant and loan programs.
- ***Delegation Support:*** In an effort to leverage legislative initiative funding, the General Assembly may give special consideration to county delegation priorities.
- ***Matching Funds and Funding Plan:*** For the 2022 session, applicants will not be required to provide a matching fund for their project. The committees, however, will review the strength of an applicant's funding plan as set forth in the Fact Sheet submitted in support of the project. A strong application includes adequate non-State funding sources that demonstrate the ability of the applicant to complete the project.
- ***Construction Readiness:*** Applicants will be required to supply the General Assembly with a detailed funding analysis for their project through submission of a Legislative Bond Initiative Fact Sheet prior to their LBI hearing. Projects that show a history of adequate fundraising or documentation of adequate future funding (*e.g.*, letters of commitment) generally are given priority. Awarding funds to projects that are not ready to move forward reduces the funds that are available for projects that are ready. Shovel-ready, high-impact projects that can be certified as ready to proceed with design and construction within an 18-month period from the effective date of the capital budget bill in which they receive funding are typically given priority consideration. Construction readiness will be evaluated based on the extent to which project programs and designs are in place; necessary permits are specified, applied for, or approved; and a project financing plan is in place, including commitments from other funding partners.
- ***Employment Creation/Retention:*** Project funding consideration will include an evaluation of project employment creation and/or retention. Special consideration may be given to projects that can demonstrate significant employment opportunity.
- ***State or Local Purpose:*** Priority for funding may be given to local projects that serve a wide spectrum of the community or the State as well as an important public purpose.
- ***Municipal/Governmental Projects:*** Prioritization for funding is typically given to projects that do not involve municipal, governmental, local police department, or fire department buildings.

Legislative Consideration and Approval Process

The legislative consideration portion of the LBI process begins with identification of a legislative sponsor, typically in the fall or winter preceding a legislative session, and ends with final LBI funding decisions passed in the capital budget bill by early April. The process requires submission of two forms prior to funding decisions: the Legislative Bond Initiative Request Form; and the Legislative Bond Initiative Fact Sheet. Each of these forms gathers important information required for the consideration of LBIs. This section outlines the typical schedule for legislative consideration of LBIs, details each step, and describes the requirements of the two forms.

Schedule

LBIs move through the General Assembly under the following schedule:

- ***Mid-January to Early February:*** The deadline for sponsors to request LBIs to guarantee that they are prepared by the introduction deadline is the *27th day of session for Senate members and the 31st day of session for House members*.
- ***Early March:*** The *55th day* of session is the deadline for members to introduce LBIs (introduction deadline) without having to request suspension of the introduction rules.
- ***Mid-March:*** Senate Budget and Taxation Committee and House Appropriations Committee hold a joint hearing on LBIs.
- ***Late March/Early April:*** Each chamber votes on LBIs. Approved LBIs are amended into the capital budget bill.
- ***Mid-April:*** Both chambers vote on the final capital budget bill, which includes the approved LBIs.
- ***June 1:*** Effective date for the capital budget bill.

Legislative Sponsorship

While any organization may seek funding for a capital project, organizations must arrange for legislative sponsorship of an LBI in order for the Department of Legislative Services (DLS) to begin the process of administering the request. Although not required, LBI projects are encouraged to be cross-filed in both legislative chambers. Failure to obtain a cross-file will preclude an applicant from obtaining funding in both chambers. Organizations, therefore, should arrange for both a senate and delegate sponsor.

Sponsors are generally from the district where the proposed project is located; however, a legislator who has a personal interest in the project may also be willing to sponsor the LBI. Each LBI may also have a sponsor and two co-sponsors, should more than one senator or delegate wish to sponsor the same LBI. In some cases, delegates representing the same legislative district may choose to co-sponsor LBIs.

Organizations seeking sponsorship of a project are encouraged to provide the potential sponsor with information demonstrating the merits of the project, including:

- the reason for, justification for, and importance of the project;
- the location, size, and scope of the project;
- the type of work required and a schedule for completion;
- current cost estimates for the entire project, with a cost breakdown by phase; and
- anticipated funding sources (private, State, federal, and local government).

This information will be necessary during the course of the LBI request preparation and funding consideration process.

Request Preparation

In order to make an official request, the legislative sponsor must submit a Legislative Bond Initiative Request Form, available under the Budget tab by selecting Bond Initiatives and then Documents on the Maryland General Assembly (MGA) website. (See **Appendix 3**, Sample Legislative Bond Initiative Request Form.) The form may be submitted via email to LegislativeBondInitiative@mlis.state.md.us. The request form identifies information required by DLS in order to prepare an LBI for introduction. An organization seeking funding should ensure that its sponsor has the information required on the request form in order to make the request. While the initial request for an LBI must come directly from a member or the member's staff, the member must also designate a grantee contact for communication for the remaining preparation of the LBI.

Once the completed request has been entered into the Legislative Bond Initiative System, the sponsor will receive an email acknowledging receipt of the request, followed by the delivery of four printed copies of the Legislative Bond Initiative Request Document. (See **Appendix 4**, Sample Legislative Bond Initiative Request Document.) Documents for requests submitted before the start of the legislative session will be delivered no earlier than the first day of session.

Formal Introduction

Introduction of an LBI is accomplished by the sponsor delivering all copies of the Legislative Bond Initiative Request Document to the Secretary of the Senate or the Chief Clerk of the House. One copy of the document must be signed by the sponsor and all co-sponsors. Documents will be processed for introduction in batches, and the LBIs in each batch will be indicated on sequentially numbered Introductory Legislative Bond Initiatives letters. As each letter is introduced and entered into the proceedings, each corresponding LBI will populate the current session's Bond Initiatives Funding report (available on the Budget tab of the MGA website by selecting Bond Initiatives and then Funding) and will also be linked to each sponsor's bill page.

Fact Sheet Submission

Upon introduction, the lead sponsor during the initial request process will receive an email containing instructions for submission of the web-based Legislative Bond Initiative Fact Sheet. (See **Appendix 5**, Sample Legislative Bond Initiative Fact Sheet.) The email will contain a link and access to the applicant's specific fact sheet for submission. This email will be sent to the lead sponsor and the sponsor will need to forward the email to the applicant. It is important that the applicant retain the fact sheet email, as the provided link can be used by the applicant to gain access to the fact sheet at any time up until it is submitted.

The fact sheet describes in detail and justifies the LBI project and provides information required by the General Assembly. The budget committees primarily rely on the information in the fact sheets when making funding decisions. Applicants are strongly encouraged to include all relevant information about their project on the fact sheet. A fact sheet must be submitted before an LBI may be scheduled for a hearing, and failure to complete a fact sheet will likely result in the legislature not funding the LBI request.

Please note that fields 1 through 9 are automatically completed by the system from the information provided to DLS previously. Fields 1 through 9 are locked and cannot be modified by the organization when completing the fact sheet. If the information contained in fields 1 through 9 is incorrect, please contact DLS to request a change.

After the applicant has completed the Legislative Bond Initiative Fact Sheet, the form should be submitted to DLS using the "submit" button available at the top of the fact sheet screen. Once submitted, the form will be linked to the current session's Bond Initiatives Funding report, available on the Budget tab of the MGA website by selecting Bond Initiatives and then Funding, and accessible for public review.

Appendix 5 provides detailed instructions for completing each field of the fact sheet.

Hearings

Most LBI projects are heard by the capital budget committees during what is commonly referred to as “LBI Saturday,” which typically takes place in early March. LBI hearings provide an opportunity for organizations to supply information and respond to questions on the need, funding sources, and timeline for each project. Because of the large number of LBI requests, presentations are strictly limited in duration and should be brief and concise. Presentations may include written materials; however, organizations are strongly encouraged to incorporate all relevant information and comments in the required Fact Sheet submission.

Funding Decisions and Project Tracking

As part of the decision-making process on the capital budget bill, each chamber’s selected LBI projects are amended into the capital budget bill and included in the committee report that is presented to the House of Delegates and the Senate. The chambers alternate which acts on the capital budget bill first each year: the Senate acts first in even-numbered years, and the House acts first in odd-numbered years.

Applicants are strongly encouraged to track the progress of their request throughout the committee decision process. Decisions concerning capital projects and amendments to the capital budget bill, including funding for LBIs, generally are not made until committee action on the operating budget bill is completed. The committees bring the capital budget bill to the floor in a manner similar to that for the operating budget bill – *i.e.*, a reprint of the bill incorporating committee amendments and a report explaining each amendment. As the capital budget bill is approved by each chamber, LBI funding decisions will be updated on the current session’s Bond Initiatives Funding report, available on the Budget tab of the MGA website by selecting Bond Initiatives and then Funding (See **Appendix 6**, Legislative Bond Initiative Tracking).

After Project Authorization

The State, through the Department of General Services (DGS), requires LBI grantees and grantees receiving other miscellaneous capital grants to complete and submit a grant application package.

Grant Application Notification and Package

Authorized representatives of organizations that have received a capital grant must complete and sign the documents in the grant package received from DGS. After June 1, DGS’ Project Management and Design Division will contact all organizations whose LBIs or other capital miscellaneous grants were included as line item funding authorizations in the annual capital budget bill. Grantees will receive further instructions on how to proceed from:

Department of General Services
Capital Grants Program Manager
301 West Preston Street, Room 1405
Baltimore, Maryland 21201
(410) 767- 4478

Please note that it is very important that **the name of the legally incorporated entity that has received a state grant authorization is the same name that is on record with the State Department of Assessments and Taxation**. Furthermore, the legally incorporated entity on the capital grant authorization must also match the name listed on the grant application form that must be signed and returned to DGS.

If an organization has questions about receiving LBI funds after the General Assembly has authorized funding for its project, the organization should contact DGS at (410) 767-4530. Information pertaining to the capital grants projects policies and procedures, forms, and contacts can be found at <https://dgs.maryland.gov/Pages/Grants/index.aspx>.

Projects Subject to Historical Easement

Grantees are required to contact the Maryland Historical Trust (MHT) to request a project review if their project received State grant funds. Certain structures may be subject to an internal and/or external historic easement. The applicant may be required to grant an easement to the MHT as a condition for State funding. To the extent that a project is deemed to have historical significance, the grantee should contact:

Maryland Historical Trust
Office of Preservation Services
100 Community Place
Crownsville, Maryland 21032
(410) 697-9591

Prior Authorization Requests

Occasionally, organizations may receive legislative authorization for funding of an LBI or other miscellaneous State capital grant but then discover that certain information in the authorizing language needs to be changed in order for the organization to access the funding. Under those circumstances, the organization should seek a prior authorization. A prior authorization is a request to alter an authorization of State debt enacted during a prior session. Alterations can include:

- extending the time to present evidence of a matching fund;
- modifying the types of funds that can be used as a matching fund;
- modifying the amount of matching funds;
- extending the time to expend or encumber the funds;
- modifying the scope and/or purpose of the project; and
- adding, removing, or modifying the grantee organization.

Legislative Sponsorship

Only a member of the Maryland General Assembly may request amendments to a prior enacted authorization, and only authorizations funded with general obligation bond funds may be subsequently amended by an Act of the General Assembly. Generally, legislative sponsors are from the district where the project is located.

Many of the required steps and forms in the prior authorization request and consideration process are similar to those of the LBI request and consideration process. **Please note, however, that a request to amend a prior enacted authorization is not a request for new funding, and unlike the LBI process, there is no formal legislative introduction required for prior authorization consideration.**

Initial Request

In order to make an official request, the legislative sponsor must complete a Prior Authorization Request Form, as shown in **Appendix 7**, and submit the form by email to Prior.Authorization@mlis.state.md.us. The request form identifies information required by DLS to complete the prior authorization request process and the requesting member should ensure that they can provide the information required to complete the request form. In addition, the requesting member must also designate and be prepared to coordinate with a grantee contact to facilitate the request process.

Fact Sheet Completion

After the completed request has been entered into the Prior Authorization System, the requesting member will receive an email from Prior.Authorization@mlis.state.md.us containing instructions for submission of the web-based Prior Authorization Fact Sheet. The email will contain a link and access to the requestor's project specific fact sheet that must be completed and submitted in accordance with the instructions (See **Appendix 8a**). It is important that the member sponsor retain the fact sheet email, as the provided link can be used to gain access to the fact sheet at any time up until it is submitted in accordance with the instructions (See the Sample Prior Authorization Fact Sheet in **Appendix 8b**.)

The fact sheet provides important information required by the budget committees during the decision process. Failure to complete and submit a fact sheet prior to March 1 using the online submission form may result in the legislature not approving a member's request. Detailed instructions for completing the Prior Authorization Fact Sheet can be found in Appendix 8a.

This form requests that the member sponsor coordinate with the grantee organization to complete fields 10 through 16. Please note that some fields may not be applicable to every organization's request. In addition, fields 1 through 9 are automatically completed by the system from the information provided to DLS previously. Fields 1 through 9 are locked and cannot be modified by the organization when completing the fact sheet. If the information contained in fields 1 through 9 is incorrect, please contact DLS via the email Prior.Authorization@mlis.state.md.us to request a change.

After the requesting member has completed all applicable fields of the Prior Authorization Fact Sheet, the form should be submitted to DLS using the submit button at the bottom of the fact sheet screen. DLS will review the form for consistency, completeness, and clarity. Following its review, DLS may contact the organization to require additional information and, in some cases, may require the fact sheet to be resubmitted by the organization.

Committee Consideration and Tracking Prior Authorization Requests

Member requests are consolidated and included in the annual Omnibus Prior Authorization Bill, typically sponsored by the Chairs of the Capital Budget Committees and introduced after March 1. The bill is considered by the Budget Committees in conjunction with the Capital Budget Bill. Requests submitted prior to the bill's introduction are included in the Bill as introduced. After the Bill's introduction requests are processed as part of an amendment to the Bill considered by the Budget Committees prior to final passage late in session. Information about individual requests can be found [here](#).

MARYLAND GENERAL ASSEMBLY

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Prior Authorizations

Status:

Sponsors: All

Showing 1 to 32 of 32 entries

Print Filter

| Project Name | Jurisdiction | House Requestor | Senate Requestor | Purpose | Authorizations | Final Action |
|--------------------------------|------------------------|-----------------|------------------|---|-----------------------|---|
| American Legion Post 381 Annex | Prince George's County | | Sen. Peters | Change the grantee from "HVV Enterprises, LLC" to "BOARD OF DIRECTORS OF THE GREEN BRANCH MANAGEMENT GROUP, CORP." Change the project name from "American Legion Post 381 Annex" to "Liberty Sports Post" | T37 2018 (P) ZA03(BL) | This language amends a prior authorization to change the grantee. This language amends a prior authorization to change the name of the project. |

Once the Omnibus Prior Authorization Bill is introduced, it can be tracked on the MGA website by navigating using the [BUDGET](#) tab.

HB1374
CH0576

Original Chamber

1ST READING

REFERRAL TO CMTE

2ND READING

3RD READING

Opposite Chamber

1ST READING

REFERRAL TO CMTE

2ND READING

3RD READING

REVIEW IN ORIGINAL CHAMBER

Passed Both Chambers

CONF. CMTE (IF NECESSARY)

TO GOVERNOR

Title Prior Authorizations of State Debt - Alterations

Sponsored by Delegate R. Barnes

Status Enacted under Article II, Section 17(c) of the Maryland Constitution - Chapter 576

Analysis Fiscal and Policy Note (Revised)

Synopsis Amending certain prior authorizations of State Debt to alter the requirement that certain grantees provide certain matching funds; extending the termination date of certain grants; changing the locations of certain capital projects; altering the purposes of certain grants; changing the names of certain grantees; altering the authorized uses of certain grants; altering certain matching fund and expenditure requirements; repealing certain provisions that require grantees to provide and expend a certain matching fund, etc.

Committees Original: Appropriations
Opposite: Budget and Taxation

Committee Testimony Witness List

Details Bill File Type: Regular
Effective Date(s): June 1, 2021
Bill imposes a mandated appropriation in the annual State Budget Bill

History

File Code

Subjects

Statutes

The instructions, forms, and other documents needed to successfully navigate the prior authorization amendment process can be found in the Prior Authorization Tab in the Budget section of the MGA website. Archived Prior Authorizations can be found using the [Search and Archives](#) Tab on the MGA website.

Approval Notification

Approved amendments to prior capital grant authorizations will be passed as part of the Omnibus Prior Authorization. A final list of approved amendments to prior capital grant authorizations will be available on the General Assembly website upon passage of the bill.

Appendix 1

Legislative Bond Initiative Funding Eligibility

- Projects should be ready to move forward (“shovel ready”), including having sufficient other source funds immediately available, to be considered eligible for receiving legislative bond initiative (LBI) funds. Applicants should briefly outline the project funding plan and provide letters of support from organizations and local governments listed as supporting the project funding plan.
- LBI funds may not be used to fund projects with sectarian purposes. If the request supports a religious organization, the applicant must provide a letter certifying that the funds will not be used in furtherance of sectarian purposes. Grantees must also sign an affidavit not to use any authorized State grant funds for religious purposes.
- LBI funds should be used only to fund projects that benefit the public. Applicants should briefly describe the public purpose or benefit of their project within the Fact Sheet submitted in support of the project request.
- LBI funds should **not** be used to fund municipal buildings, government buildings, local police department buildings, and local fire department buildings.
- An LBI applicant must own the property or have at least a 15-year lease. Applicants must be able to provide certification of property ownership or a letter from the property owner indicating that the owner agrees to be a co-grantee or a beneficiary in the grant agreement with the State.
- In the 2022 session LBI’s will be authorized as nonmatching fund grants unless otherwise specified in the project authorization. Applicants should, however, document in the required Fact Sheet submission a strong project financing plan that includes the availability of non-State funding sources.
- LBI funds should not be used to fund projects eligible for other State capital funding. Applicants should be able to demonstrate that they have explored funding opportunities through other State capital grant and loan programs.

Legislative Bond Initiative Funding Considerations

YES **NO**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does the project have a public purpose or benefit? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the project support a nonsectarian purpose? State funds may not be used to construct a building in which religious services, Sunday school, or religious education will be held, regardless of other nonreligious uses planned for the building. |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative bond initiative funding should not be used to fund municipal, governmental, local police department, or fire department buildings. Does the project meet this criteria? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the applicant own or have a minimum 15-year lease for the property where the project is taking place? If the property is not owned by the applicant a letter from the applicant indicating that the property owner agrees to either be a co-grantee or a beneficiary in the grant agreement must be provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the applicant explored whether the project may be eligible for State funds available through other State capital grant and loan programs? Appendix 2 contains information on potential alternative sources of State funding. |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the applicant applied for funding through other State capital grant and loan programs? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the applicant have sufficient funding available to fully support the project? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the project able to begin construction immediately? Construction readiness includes the extent to which project programs and designs are in place; necessary permits are specified, applied for, or approved; and a project financing plan is in place, including commitments from other funding partners. |

Appendix 2

State Capital Grant and Loan Programs: Potential Sources of Funding for Legislative Bond Initiative Requests

Department of Aging

Senior Centers Grant Program

This program provides financial assistance to local governments for the acquisition, design, construction, renovation, and equipping of senior centers. These centers provide programs and services to support seniors with health screening, congregate meals, continuing education, recreational programs, information, and assistance. The State may provide a grant of up to 50% of the project cost, not to exceed \$800,000. Local governments are required to match State funds on a dollar-for-dollar basis.

Contact: Ami Patel (410) 767-1088

Maryland State Library Agency

Public Library Capital Grant Program

This program provides grants to local governments to acquire land, design, construct, and equip public library facilities. Grants may not exceed 50% of the eligible capital cost of the project. Grant funding will be allocated based on criteria outlined in the Education Article, § 23-510.

Contact: Irene Padilla (410) 767-0435

Maryland Energy Administration

Jane E. Lawton Conservation Loan Program

The Jane E. Lawton Conservation Loan Program, which replaced the Community Energy Loan Program and the Energy Efficiency and Economic Development Loan Program, provides low-interest loans for energy conservation project design and installation. These loans are made to nonprofit organizations, local governments, and businesses. Loans are repaid from energy savings from the project. These loans have an interest rate that is determined reasonable and necessary for the project and may be as low as 0%.

Contact: Rachel Weaver (410) 260-2615

Department of Health

Community Health Facilities Grant Program

This program provides capital grants for the acquisition, design, construction, renovation, and equipping of facilities to provide mental health, developmental disabilities, and substance abuse treatment services. The program is essential for the deinstitutionalization of the mentally ill and developmentally disabled and for preventing the institutionalization of the addicted. The funding of residential facilities within the community helps to minimize the number of persons who must be institutionalized. The State may fund up to 75% of the cost of each project.

Contact: Ahmed Awad (410) 767-6816

Federally Qualified Health Centers Grant Program

The Federally Qualified Health Centers (FQHC) Program provides grants to private nonprofit organizations that have been designated by the federal government as FQHCs. FQHCs, which must offer services to all persons regardless of ability to pay, provide primary and preventive health care services in medically underserved areas throughout the United States. The State provides grants for up to 75% of eligible costs for the acquisition, construction, renovation, and equipping of FQHC buildings. All of the projects provide preventive and primary health care services and may include dental and mental health services as well. The FQHC Program enhances access to care by increasing the development of health care facilities in underserved areas, which in turn helps maintain the health status of the client population.

Contact: Ahmed Awad (410) 767-6816

Department of Housing and Community Development

Community Development Block Grant Program

The Community Development Block Grant (CDBG) Program provides federally funded grants to local governments in rural areas of the State for use in revitalizing neighborhoods, expanding affordable housing and economic opportunities, and/or improving community facilities and services. These “non-entitlement” areas do not have their own CDBG programs. Entitlement areas that administer their own CDBG funds include Anne Arundel, Baltimore, Harford, Howard, Montgomery, and Prince George’s counties and the cities of Annapolis, Baltimore, Bowie, Cumberland, Frederick, Gaithersburg, Hagerstown, and Salisbury. Entitlement areas receive a direct allocation from the U.S. Department of Housing and Urban Development and are not eligible for the State program. CDBG activities are to primarily benefit low- and moderate-income persons.

Contact: Cindy Stone (301) 429-7519

Community Legacy Program

The Community Legacy Program provides funding to assist in the revitalization of neighborhoods that are at risk of physical, economic, or social deterioration but are also in the process of launching a revitalization strategy that will reposition the community for new private investment. Priority is given to communities whose residents, businesses, and institutions are committed to revitalization through demonstrated leadership and action.

Funds may be used for capital improvements such as streetscape and facade improvements, recreational amenities, improvement of community gathering places, and other improvements to improve the desirability of the community. Program recipients may be local governments, groups of local governments, and community development organizations. Funding is awarded through a competitive process.

Contact: Kevin Baynes (410) 209-5823

Baltimore Regional Neighborhoods Initiative

The Baltimore Regional Neighborhoods Initiative (BRNI) makes strategic investment in local housing and businesses in order to lead to healthy, sustainable communities with a growing tax base and enhanced quality of life. The pilot initiative targeted communities located in either Baltimore City or the Inner Baltimore Beltway communities of Anne Arundel and Baltimore counties where modest investment and a comprehensive strategy can have an appreciable neighborhood revitalization impact. Created as a pilot during the 2013 session of the Maryland General Assembly, BRNI is a recommendation of the House Regional Revitalization Workgroup. Awards are made available on a competitive basis. Lead applicants are nonprofit community development organizations that are implementing a clear revitalization strategy in a specific neighborhood or set of neighborhoods. In addition to other partners, eligible applicants are encouraged to apply along with a nonprofit Community Development Financial Institution partner.

Contact: Kevin Baynes (410) 209-5823

Strategic Demolition and Smart Growth Impact Fund

The Strategic Demolition and Smart Growth Impact Fund seeks to catalyze activities that accelerate economic development, job creation, and smart growth in existing Maryland communities. Eligible projects must be in Sustainable Communities and include site acquisition and assembly, demolition, site development, and architectural and engineering designs. Grants and loans are made available on a competitive basis. Lead applicants are local governments or nonprofit community development organizations.

Contact: Kevin Baynes (410) 209-5823

Neighborhood Business Development Program

The Neighborhood Business Development Program, operating publicly as Neighborhood BusinessWorks (NBW), provides grants and loans to fund community-based economic development activities in revitalization areas designated by local governments. The program provides gap financing to small businesses that are unable to finance 100% of a project's total costs through a traditional lender. NBW's assistance does not exceed 50% of the project cost and requires 5% in an equity contribution from the borrower. Loans are made on a rolling basis, and loan terms range from 5 to 15 years with interest rates ranging from 4% to 6%.

Contact: Michael Haloskey (301) 429-7523

Rental Housing Programs

The Rental Housing Programs provide low-interest loans or deferred-payment loans to housing developers for the financing of affordable rental housing developments. The maximum loan amount is generally \$2,000,000 with an interest rate of 0% to 4% for up to 40 years. The goal of the programs is to rehabilitate and create new affordable rental housing for low- and moderate-income households. Typical projects supported by Rental Housing Programs include energy efficient and green mixed-income rental housing, either new construction or rehabilitation, with an average size of 115 units.

Contact: Elaine Cornick (301) 429-7777

Partnership Rental Housing Program

The Partnership Rental Housing Program provides deferred payment loans to local governments to construct or rehabilitate rental housing to be occupied by households with incomes of 50% or less of the statewide median income. In 2008, the program was expanded to enable private and nonprofit borrowers to access financing for the creation of housing restricted to occupancy for persons with disabilities. Repayment is not required as long as the borrower continues to own and lease the housing to income-eligible households or persons with disabilities, as appropriate. The loan amount may not exceed the higher of \$75,000 per unit or the actual cost of the project (less the cost of the land). The goal of the program is to expand the supply of affordable housing for low-income households through a partnership between the State and local governments as well as to increase housing opportunities for persons with disabilities.

Contact: Brien O'Toole (301) 429-7761

Special Loan Programs

The Special Loan Programs provide preferred-interest-rate loans and grants to low- and moderate-income families; sponsors of rental properties occupied by limited income families; and nonprofit sponsors of housing facilities, including group homes. These programs include the Federal HOME Investment Partnership Program, Maryland Housing Rehabilitation Program,

Accessible Homes for Senior Homeowners Grant Program, Indoor Plumbing Program, Lead Hazard Reduction Grant and Loan Program, and Group Home Financing Program.

Funds may be used to provide loans to acquire and rehabilitate existing residential properties for group homes or shelters; to eliminate residential property health, safety, and maintenance deficiencies; to make accessibility-related renovation activities for senior and disabled homeowners; and to ensure compliance with applicable housing codes and standards. The programs are designed to bring housing up to code and to remediate lead paint hazards that are present in Maryland's homes.

Contact: Amy Shiman (301) 514-7763

Homeownership Programs

The Homeownership Programs provide low interest rate mortgage loans to first-time homebuyers who lack the resources to purchase a home. The programs include the Down Payment and Settlement Expense Loan Program (DSELP) that provides funds for down payment and settlement expenses as well as the Maryland Home Financing Program (MHFP), including the Homeownership for Individuals with Disabilities Program, that makes direct loans to households to purchase homes. The current maximum loan amounts are (1) \$5,000 (limits may be higher for special initiatives) for DSELP that is offered as a 0% deferred loan due at the earlier of maturity or prepayment of the first mortgage, sale, or transfer of the property or default; (2) up to \$2,500 through a Partner Match Initiative Program that includes House Keys 4 Employees (HK4E), Builder/Developer Incentive Program, Community Partner Incentive Program, Base Realignment and Closure Match, and a bonus match of \$1,000 under the Smart Keys 4 Employees Program (a subprogram under HK4E) if the borrower is buying a property in a Priority Funding Area and their place of employment is located in the same jurisdiction as their new residence or within a 10-mile distance if it is not in the same jurisdiction – these programs are offered as 0% deferred loans due at the earlier of maturity or prepayment of the first mortgage, sale, or transfer of the property or default; and (3) up to 105% of the lesser of the purchase price or appraised value for MHFP. They may be offered at an interest rate as low as 2.25% below the current interest rate for a greater than 95% loan-to-value conventional loan for a term not to exceed 40 years. MHFP funds may be blended with Community Development Administration bond funds to maximize the use of limited State resources under MHFP.

Contact: Amy Shiman (301) 514-7763

Housing and Building Energy Program

The Housing and Building Energy Program provides loans and grants to promote energy efficient improvements either through renovation of existing facilities, the construction of new properties, or the installment of equipment and materials for single-family and rental housing properties using multiple funding sources.

Contact: Joe Seehusen (301) 429-7731

Department of Natural Resources

Program Open Space – Local

Maryland's Program Open Space (POS) – Local allocation provides counties with up to 100% of the cost for the acquisition of open space areas throughout the State and up to 75% of the cost for the development of both indoor and outdoor recreation and open space purposes, including the construction of indoor nature centers and indoor aquatic, golf, and community facilities. POS was established in 1969 as the Outdoor Recreation Land Loan, and funding comes from the collection of a 0.5% State property transfer tax.

Contact: Emily Wilson (410) 260-8436

Waterway Improvement Program

This program provides funds to local jurisdictions to finance projects that expand and improve recreational boating throughout the State consistent with the State Boat Act. The funds appropriated for this purpose are administered in accordance with §§ 8-707 through 8-709 of the Natural Resources Article. Financial support for the fund comes primarily from a 5% excise tax on the sale of motorized vessels within the State and 0.5% of the motor vehicle fuel tax.

Contact: Mark O'Malley (410) 260-8462

Rural Legacy Program

The Rural Legacy Program provides targeted funding for the preservation of the natural resources and resource-based economies of Maryland through the purchase of conservation easements and fee simple acquisition of land located in designated protection areas. These areas include prime agricultural and forest lands, wildlife habitats, and cultural resources that, if conserved, will promote resource-based economies and maintain the fabric of rural life.

Contact: Emily Wilson (410) 260-8436

Community Parks and Playgrounds

This program provides funding for the restoration of existing and the creation of new park and green systems in Maryland's cities and towns. The program provides flexible grants to local governments to respond to the unmet need for assistance to rehabilitate, expand, or improve existing parks; create new parks; or purchase and install playground equipment in older neighborhoods and intensely developed areas throughout the State.

Contact: John Braskey (301) 777-2030; Margaret Lashar (410) 260-8427; Carrie Lhotosky (410) 260- 8409

Shore Erosion Control Loan Program

This program provides loans to businesses, communities, municipalities, counties, and nonprofit organizations to complete living shore erosion control projects pursuant to the Natural Resources Article, §§ 8-1001 through 8-1008. The loans made under this program are interest-free for terms not to exceed 25 years and for the purpose of providing design and construction of nonstructural (living) shore erosion control projects. The special funds shown for this program are derived from loan repayments, administrative charges, and Waterway Improvement Fund appropriations.

Contact: Bhaskar Subramanain (410) 260-8786

Department of Planning

Maryland Historical Trust Capital Grant Fund

The Maryland Historical Trust (MHT) Capital Grant Fund provides grants to nonprofit organizations, local jurisdictions, business entities, and individuals to assist with acquisition, rehabilitation, or restoration of properties listed or eligible for listing on the National Register of Historic Places. Nonprofit organizations and local jurisdictions may also receive funding for predevelopment costs directly associated with a project to rehabilitate or restore historic properties. Successful applicants must convey a perpetual preservation easement to the trust prior to their receipt of funds. The maximum grant offered by MHT is \$50,000.

Contact: Anne Raines (410) 697-9584

Maryland Historical Trust Revolving Loan Fund

The MHT Revolving Loan Fund provides loans to nonprofit organizations, local jurisdictions, business entities, and individuals to assist in the protection of historic property. Loan funds can be used to acquire, rehabilitate, or restore historic property listed or eligible for listing on the National Register of Historic Places. Loan funds can also be used to refinance historic properties if it can be demonstrated that this is in the best interest of the property for proper preservation. Funds may also be used for short-term financing of studies; surveys; plans and specifications; and architectural, engineering, or other special services directly related to preconstruction work required or recommended by the trust. Successful applicants must convey a perpetual historic preservation easement to MHT.

Contact: Anne Raines (410) 514-7634

African American Heritage Preservation Program

The legislature established the African American Heritage Preservation Program to identify and preserve buildings, communities, and sites of historical and cultural importance to the African American experience in Maryland. The program is administered by MHT in partnership with the Commission on African American History and Culture. Beginning in fiscal 2012 and each year thereafter, the Governor must include \$1.0 million in the annual capital budget submission for program grant projects. Program applications must be submitted to the joint partnership of MHT and the commission by a date established annually by MHT and the commission to be eligible to receive a grant for the next fiscal year. Applications must include a description of the scope and purpose of the project, a building plan that includes the total cost of the project, and any other information required by MHT and the commission. Program grants to businesses, individuals, or political subdivisions require matching funds from any combination of federal, county, municipal, or private sources and may not exceed 50% of a project's total cost. Grantees must enter into an agreement to preserve and maintain the property. If a grant is for an historic real property, grantees must establish a recordable historic preservation easement.

Contact: Anne Raines (410) 514-7634

Maryland Hospital Association

Private Hospital Grant Program

This program provides grants to assist private hospitals in the construction and renovation of facilities that improve patient care, particularly access to primary and preventive services; focus on unmet community health needs; and encourage collaboration with other community partners where appropriate. Specific projects included in the recommendation have been selected by a committee of hospital trustees and executives from all regions of the State.

Contact: Jennifer Witten (410) 379-6200

Maryland Independent College and University Association

Private Higher Education Facilities Grant Program

This program provides grants to assist the State's private colleges and universities with the costs of constructing and renovating academic facilities and infrastructure. The grants leverage private donations and help the recipients maintain financial stability. The institutions benefit the State by offering a diversity of learning opportunities and by easing enrollment pressures at State-owned institutions. The Maryland Independent College and University Association-aided institutions account for 17% of full-time equivalent enrollment in statewide higher education.

Contact: Jennifer Frank (410) 269-0306

Maryland General Assembly Legislative Bond Initiative Request Form

Sponsor Information

Sponsor Name (*Senator or Delegate*): _____

Sponsor Email: _____

Co-Sponsor (3 max)

Co-Sponsor Name(*Senator or Delegate*): _____

Sponsor Email: _____

Cross File Sponsor Name (*Senator or Delegate*): _____

Sponsor Email: _____

Project Information

Project Name: _____

Amount Requested: _____

Project County Location: _____

Legal Name of Recipient: _____

(If a corporation, please give name exactly as it appears in the Articles of Incorporation as registered with the State Department of Assessments and Taxation)

Legal Status of Recipient: _____

(e.g., corporation, local government)

If the recipient is a non-governmental entity, is it governed by: _____

If other, please explain: _____

Address of Project and Recipient *(If project and recipient have different address, include both)*

Briefly describe the purpose and reason for the project:

Does the project or recipient have any religious affiliation or involvement? _____

Please list the year of any previous bond bills or initiatives:

Project Contact Information

Name: _____

Address: _____

Phone Number: _____

Email: _____



Appendix 4

2021 Legislative Bond Initiative



The following Legislative Bond Initiative is submitted for the General Assembly's consideration for funding.

Sponsor **Delegate Kirill Reznik**

Synopsis Requesting the creation of a State Debt in the amount of \$400,000, the proceeds to be used as a grant to the Board of Directors of Residential Continuum, Inc. for the acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of RCI group homes, located in Montgomery County.

| | <u>Name</u> | <u>Signature</u> |
|-------------------|------------------------|-------------------------|
| Sponsor | Delegate Kirill Reznik | |
| Co-Sponsor | Co-sponsor1 | |
| Co-Sponsor | Co-Sponsor2 | |

Instructions: This is an official Legislative Bond Initiative (LBI) document.

Please sign where indicated and obtain the signatures of any cosponsors.

Please note there is a maximum of three sponsors per LBI.

Once all signatures have been obtained, the document can be delivered to the Secretary of the Senate/Chief Clerk for formal introduction.

NOTE: If you need changes made to the LBI document before it is introduced, the **changes must be approved** and entered into the LBI System by the **Department of Legislative Services (DLS)**. The Secretary of the Senate/Chief Clerk will NOT accept a document for introduction that includes changes not approved by DLS. To have any necessary changes approved, please email Valerie Kwiatkowski at; valk@mlis.state.md.us. Once changes have been made a new LBI document will be reprinted and delivered to the sponsor.

Appendix 5

Instructions for Completing the State of Maryland Legislative Bond Initiative Fact Sheet

Introduction

The Maryland General Assembly (MGA) uses the Legislative Bond Initiative Fact Sheet to collect important information about legislative bond initiative (LBI) grant funding requests that have been introduced for legislative consideration by one or more legislators. The fact sheet describes the project in detail, justifies the LBI project, and is the primary document that the budget committees rely on when making funding decisions. Each organization that applies for LBI funding must complete and submit a fact sheet to the Department of Legislative Services (DLS) prior to the LBI being scheduled for a hearing.

Fact Sheet Procedure

DLS utilizes an LBI request database and electronic fact sheet procedure. Upon formal legislative introduction of a Legislative Bond Initiative Document by a legislator, the lead sponsor contact will receive an email from DLS that provides a link and access to the applicant's specific fact sheet for completion, **the sponsor must forward email to the applicant**. It is important that the applicant retain the sponsors email, as the provided link may be used at any time by the applicant to gain access to the fact sheet up until it is formally submitted.

Brevity is as important as accuracy in completing the form. The form is designed to be a four-page document, and the individual fields are character limited. If the applicant finds it necessary to provide information that will not fit in a particular field, additional space is provided in field 28. However, applicants should keep in mind that important information may get lost in lengthy documents, particularly in the context of legislators' compressed work time during the 90-day legislative session.

The system allows the applicant to save the fact sheet for completion at a later time or date using the "save" button. The save button can and should be used often to ensure that any completed work is not lost. In addition, the applicant can save completed work and exit the document using the "save/exit" button.

Once completed, the applicant should submit the fact sheet electronically using the "submit" button. Applicants are encouraged to complete the fact sheet within *five days* of receiving the fact sheet email from their sponsor to allow time for sufficient review and posting on the MGA website prior to LBI hearings. Completed fact sheets will be accessible to the public via the Bond Initiative Funding report, located on the Budget tab of the MGA website by selecting Bond Initiatives and then Funding.

Questions concerning the preparation of the Fact Sheet should be sent via email to LegislativeBondInitiative@mlis.state.md.us.

Explanation of Fields

The following provides instructions for completing each field of information in the fact sheet. Please note that fields 1 through 9 of the fact sheet will be automatically completed and are locked. If an applicant needs to make changes to fields 1 through 9, the applicant should contact DLS.

| <u>Field</u> | <u>Explanation</u> |
|--------------|--|
| 10 | Description and Purpose of Organization: Describe in a paragraph the grantee organization's purpose, goals, and activities and how the project is expected to support them. |
| 11 | Description and Purpose of Project: Describe the nature and size of the project and why it is needed so that the scope of the project is clear and the reader will understand what problems will be addressed. Include quantifiable data such as square footage, people to be served, or jobs to be created. |
| 12 | Estimated Capital Costs: <ul style="list-style-type: none">• Acquisition: List the actual purchase price or the appraised value of the property only if acquired real estate is part of the project cost.• Design: List only architectural/engineering fees for actual design work. Do not list the costs of any separate feasibility studies, master plans, alternative plan proposals, consultant fees, or lawyer fees.• Construction: List the estimated cost to complete the construction phase. If design is underway, the applicant should consult the architectural/engineering firm under contract for the most up-to-date construction cost estimate possible.• Equipment: List only the cost of movable equipment expected to last 15 years. Do not include items that can be easily carried away, can be consumed, are subject to breakage, are electronic in nature (such as computers), or can be driven offsite. |
| 13 | Proposed Funding Sources: The first item listed should be the amount of the requested State grant. List as many other sources that apply to your project. These might include prior State grants, private fundraising, federal grants, foundation grants, cash reserves, or a mortgage. |
| 14 | Project Schedule: List the month and year that each event will take place. If the activity has already taken place or started, state "Completed" or "Underway." |
| 15 | Total Private Funds and Pledges Raised: List only the amount raised from private fundraising or pledges that you have in hand. Do not list other grants, reserves, or a mortgage for which you intend to apply. You may insert information at a later date if more current information is available. |
| 16 | Current Number of People Served Annually at Project Site: Record the number of people now served and indicate if they are visitors, patients, families, students, etc. |

| <u>Field</u> | <u>Explanation</u> |
|---------------------|---|
| 17 | Number of People to Be Served Annually After the Project Is Completed: Record this in the same manner as item 16. |
| 18 | Other State Capital Grants to Recipients in the Past 15 Years: List the year of legislative approval, amount, and purpose of any prior capital grants your organization has received. If you are a government agency, list only those grants pertaining to the project or project location. If there have been no other State capital grants, simply state "None." |
| 19 | Legal Name and Address of the Grantee and Project Address, if Different: <ul style="list-style-type: none"> Record the legal name of the grantee. The legal name of the grantee must match the legally incorporated name that is on file with the State Department of Assessments and Taxation and be the same legal entity that will be recorded on the grant application with the State. Record the address of the grantee. If the project is located at a site other than that of the grantee, record the project address to the right. For example, two addresses might be listed if an organization's headquarters office is different from the site of the project. The project address should be specific enough so that the site could be visited. |
| 20 | Legislative District: From the drop-down menu, select the legislative district number in which the project is located. |
| 21 | Legal Status of Grantee: Select one of the options listed. |
| 22 | Grantee Legal Representative: Supply the name, phone number, and address of the organization's legal representative. |
| 23 | If Match Includes Real Property: Complete this field if the matching funds include real property. Indicate whether an appraisal has been done and, if so, list the appraisal dates and value. IMPORTANT NOTICE: For the 2022 session, LBI's grants will not require grantees to provide a matching fund. |
| 24 | Impact of Project on Staffing and Operating Cost at Project Site: The projected number of employees should include current employees as well as additional employees attributable to the project. Current and projected operating budget figures should be rounded to the nearest thousand dollars. |
| 25 | Ownership of Property: Supply the information requested. When asked if the grantee will own or lease the property to be improved please select either "own" or "lease." |
| 26 | Building Square Footage: Provide the gross square footage of existing space, space to be renovated, and space to be constructed. |
| 27 | Year of Construction of Any Structures Proposed for Renovation, Restoration, or Conversion: Provide the age of the structure being renovated, restored, or converted. |
| 28 | Comments: Additional space that may be used to provide general comments or additional comments that would not fit into another field. |

Appendix 6

State of Maryland Legislative Bond Initiative Tracking

Introduction

Legislators, applicants, and the general public can track the status of a legislative bond initiative (LBI) from the Maryland General Assembly (MGA) website. At the time each LBI is introduced and entered into the proceedings, the current session's Bond Initiatives Funding report (available on the Budget tab of the MGA website by selecting Bond Initiatives and then Funding) will be populated. This report will also be linked to each sponsor's bill page.

From this report, all submitted LBI fact sheets are linked and can be accessed and viewed by the public. As the capital budget bill is approved by each chamber, LBI funding decisions will also be updated on the Bond Initiatives Funding report. Prior session versions of the report are maintained on the MGA website under the Search & Archives tab and then select Bond Initiatives.

Sample View from MGA Website

The screenshot displays the Maryland General Assembly website. The header includes the MGA logo, navigation links (MEMBERS, COMMITTEES, MEETINGS, LEGISLATION, BUDGET, LAWS, FLOOR ACTIONS, SEARCH & ARCHIVES), and a search bar. The main content area is titled "Bond Initiatives" and features a sidebar with links to Charts, Analyses, Legislation, Bond Initiatives (selected), Publications, Related Links, and About. The Bond Initiatives section has tabs for Funding (selected) and Documents. Below the tabs, it shows "Showing 1 to 50 of 241 entries" and a "Print" button. A table lists the bond initiatives with columns for Project Name, Status, House Sponsors, Senate Sponsors, County, Amount Requested, House Initiative, Senate Initiative, Other Funding, and Total Funding. The first entry is for the "800 Frederick Road Facility" with a status of "Introduced", sponsored by Hill and Lam in Baltimore, with a requested amount of \$200,000 and a total funding of \$200,000.

| Project Name | Status | House Sponsors | Senate Sponsors | County | Amount Requested | House Initiative | Senate Initiative | Other Funding | Total Funding |
|-----------------------------|------------|----------------|-----------------|-----------|------------------|------------------|-------------------|---------------|---------------|
| 800 Frederick Road Facility | Introduced | Hill | Lam | Baltimore | \$200,000 | \$200,000 | | | \$200,000 |

Prior Authorization Request Form

2022 Prior Authorization Guidelines

Name of Project: _____

Name of Grantee: _____

Year Authorized: _____ Original Bond Amount: _____

County: _____ Counties _____

Requestor(s):

Senate: _____

House: _____

Request Details (Briefly indicate how the sponsor would like the Prior Authorization Changed):

Original Bond Bill Request(s): (Include as much detail as possible i.e. chapter number, section, year, bill number, etc.)

Previous Prior Authorization Request(s)/Bill(s): (Include as much detail as possible i.e. chapter number, section, year, bill number, etc.)

Project/Grantee Contact Person:

Name: _____ Phone Number: _____

Email Address: _____

If changing grantee or project name:

New Contact Person: _____ New Phone Number: _____

New Email Address: _____

Please submit this form, and direct any questions to: Prior.Authorization@mlis.state.md.us

***Requests processed after March 1 will be considered as Committee Amendments to the Bill in each Chamber.**

Appendix 8

Instructions for Completing the Prior Authorization Fact Sheet

Introduction

The Maryland General Assembly (MGA) uses the Prior Authorization Fact Sheet to collect important information about prior authorizations that have been requested by one or more legislators. Each legislative member that applies for an amendment to a prior authorized capital grant must complete and submit a fact sheet to the Department of Legislative Services (DLS) by March 1. DLS will review completed fact sheets to determine whether they have been properly prepared.

Fact Sheet Procedure

DLS utilizes a prior authorization request database and electronic fact sheet procedure. After a completed request for a prior authorization has been entered into the Prior Authorization System, the sponsor will receive an email from Prior.Authorization@mlis.state.md.us that provides a link and access to the applicant's specific fact sheet for completion. It is important that the sponsor retain the DLS email, as the provided link may be used at any time to gain access to the fact sheet until it is formally submitted.

Brevity is as important as accuracy in completing the form. Individual fields are character limited, and applicants should keep in mind that important information may get lost in lengthy documents, particularly in the context of legislators' compressed work time during the 90-day legislative session.

The system allows the sponsor to save the fact sheet for completion at a later time or date using the "save" button. The save button can and should be used often to ensure that any completed work is not lost. In addition, the sponsor can save completed work and exit the document using the "save/exit" button.

Once completed, the sponsor should submit the fact sheet electronically using the "submit" button. Sponsors are encouraged to complete the fact sheet within *five days* of receiving the fact sheet email from DLS to allow time for sufficient review and posting on the MGA website prior to hearings. DLS will review submitted forms for consistency, completeness, and clarity. Following its review, DLS may contact the sponsor to request additional information and, in some cases, may require the fact sheet to be resubmitted.

Completed fact sheets will be accessible to the public via the Authorization Amendment Requests to the Capital Budget report, located on the Budget tab of the MGA website by selecting Bond Initiatives and then Funding. The following screen shot depicts the MGA report that reflects member requests and can be used to access completed and submitted Fact Sheet forms.

| Authorization Amendment Requests to the Capital Budget | | | | | | |
|--|---------------------|-----------------|------------------|--|--|---|
| Project Name | Jurisdiction | House Requestor | Senate Requestor | Purpose | Authorizations | Final Action |
| Cumberland Investment Plan <i>Bond Bill Fact Sheet</i> <i>Prior Auth Fact Sheet</i> | Allegany County | | Sen. Edwards | Remove the matching fund requirement. | 22 2017 1(3) ZA00 (F) PA-Ch. 9., 2018 | This language amends a prior authorization to remove the matching fund requirement. |
| Frostburg Museum Relocation Project <i>Bond Bill Fact Sheet</i> <i>Prior Auth Fact Sheet</i> | Allegany County | Del. Buckel | Sen. Edwards | Authorize the funds to be used for heating, ventilation, and air conditioning. | 9 2018 1(3) ZA03 (C) / 9 2018 1(3) ZA02(F) | This language amends a prior authorization to expand the scope of the project. |
| Belvoir-Scott's Plantation Historic Manor House <i>Bond Bill Fact Sheet</i> <i>Prior Auth Fact Sheet</i> | Anne Arundel County | | Sen. Reilly | Repurpose the grant funds to the Anne Arundel County Fairgrounds. | 27 2016 1(3) ZA02 (D) PA-Ch. 9., 2018 | This language amends a prior authorization to repurpose the grant. |
| Resiliency and Education Center at Kuhn Hall <i>Bond Bill Fact Sheet</i> <i>Prior Auth Fact Sheet</i> | Anne Arundel County | | Sen. Beidle | Remove the matching fund requirement. | 22 2017 1(3) ZA03 (B) | This language amends a prior authorization to remove the matching fund requirement. |

Questions concerning the preparation of a Prior Authorization Fact Sheet should be sent via email to Prior.Authorization@mlis.state.md.us

Explanation of Fields

Please note that some fields may not be applicable to every organization's request. Additionally, fields 1 through 9 of the fact sheet will be automatically completed and are locked. If an applicant needs to make changes to fields 1 through 9, the applicant should contact DLS via the email Prior.Authorization@mlis.state.md.us to request a change.

Field

Explanation

- 10 **In your own words, please describe in detail the project's background and your need for a prior authorization.** Describe the reason for the prior authorization request. This field should be used to generally describe the history of the project and any issues the project has encountered. Some overlap may occur in fields 10 through 15.
- 11 **If you are requesting an extension of the date upon which evidence of a matching fund must be presented to the Board of Public Works (BPW), please explain the need for the extension. When do you expect to raise the requisite amount of matching funds, if at all?** Unless approved as a grant, the original bond authorization required your organization to show evidence

Field**Explanation**

of an equal or unequal matching fund. When answering this question, please include any funding issues that your organization has encountered. If your organization has ascertained a date when matching funds will be available, please note that date; however, if your organization is not able to raise the requisite amount or has yet to ascertain a date when such funds will be available, please indicate as such and the reasons you are unable to raise the requisite amount.

- 12 **If you are requesting a modification of the type of matching funds (e.g., real property, in-kind contributions, or prior funds expended) that can be used to meet your match or are requesting the matching fund requirement be changed from an equal match to unequal match or removed altogether, please explain why the change is necessary.** Matching funds may come in two forms: (1) hard match, which is cash-in-hand and may include money from any source other than State sources; and (2) soft match, which can be made up of any combination of cash, real property, in-kind contributions, or funds expended for the project prior to the effective date of the Act. The type of matching fund that may be used depends upon bond authorization language. If your organization is requesting to use a type of matching fund in addition to what was previously authorized, please explain what you are requesting and the benefit to your organization if the change is made. If you are unable to meet the matching fund requirement and need something less than an equal match, please explain in detail why your organization needs the change.
- 13 **If you are requesting an extension of the date upon which the bond funds must be expended or encumbered by BPW, please explain the need for an extension. When do you expect to expend or encumber the funds?** Organizations are required to expend or encumber project funds prior to a certain date. If your organization's deadline for fund expenditure or encumbrance is approaching and you need an extension, please explain the need for an extension. In addition, please provide a date when you expect the funds to be expended or encumbered.
- 14 **If you are requesting to use the funds for another purpose or to expand the scope of the project, please explain the reason and need for the change.** Within the scope of the project for which the bond funds were authorized, organizations may use their funds for the acquisition, planning, design, construction, repair, renovation, reconstruction, and capital equipping of a particular project. If you are requesting to use bond funds for a purpose other than what was authorized or are requesting to change the scope of the project, please explain the reason and need for the expansion and/or alterations of the purpose and scope.
- 15 **If you are requesting to modify the name of the grantee organization, add another grantee organization, or remove a grantee organization, please explain the reason and need for the change. If applicable, do those organizations being added or removed as grantee consent to the change?** The original bond authorization language indicates an organization to which bond funds are distributed. If the name of the grantee organization needs to be changed, please explain why the change is necessary. In addition, if you are requesting that an organization be added or removed as grantee, please explain the need for the change and if the applicable organizations consents to the addition or removal.
- 16 **If this is an emergency bill, please explain the need for such action.** Please explain why your organization's situation needs emergency action.

Appendix 9 Helpful Links

Maryland General Assembly Legislative Bond Initiative Request Form:

<http://mgaleg.maryland.gov/pubs-current/current-bond-initiative-info-sheet.pdf>

Submit the completed request form to:

LegislativeBondInitiative@mlis.state.md.us

Department of General Services – Capital Grants Project:

<https://dgs.maryland.gov/Pages/Grants/index.aspx>

Sponsored Bond Initiatives:

<http://mgaleg.maryland.gov/mgawebsite/Budget/BondInitiatives>

Bond Initiatives funded in prior sessions of the General Assembly can be found by using the drop down menu to select the year of authorization:

<http://mgaleg.maryland.gov/mgawebsite/Search/BondInitiatives>



Appendix 10

DGS Regional Assignments of Capital Grants Projects

Region 1, Baltimore City:

Angela Allen – 410-767-4478 - <mailto:angela.allen@maryland.gov>

Region 2, Baltimore County, Prince George's County, Kent County, Queen Anne's County:

Alexis Dukes – 410-767-6684 - <mailto:alexis.dukes@maryland.gov>

Region 3, Montgomery County, Dorchester County, Carroll County, Caroline County, Worcester County, Wicomico County:

Ida McPherson – 410-767-5520 - <mailto:ida.mcpherson@maryland.gov>

Region 4, Anne Arundel County, Talbot County, Somerset County, Frederick County Charles County, Howard County, Cecil County:

Kara Savage – 410-767-4687 - <mailto:kara.savage@maryland.gov>

Region 5, Calvert County, Garrett County, Allegany County, Washington County, St. Mary's County:

Deirdra Bell – 410-767-4107 - <mailto:deirdra.bell@maryland.gov>

Maryland General Assembly Legislative Bond Initiative Request Form**Sponsor Information**Sponsor Name *(Senator or Delegate)*: _____

Sponsor Email: _____

Co-Sponsor (3 max)

Co-Sponsor Name *(Senator or Delegate)*: _____

Co-Sponsor Email: _____

Cross File Sponsor Name *(Senator or Delegate)*: _____

Cross File Sponsor Email: _____

Project Information

Project Name: _____

Amount Requested: _____

Project County Location: _____

Legal Name of Recipient: _____

(If a corporation, please give name exactly as it appears in the Articles of Incorporation as registered with the State Department of Assessments and Taxation)

Legal Status of Recipient: _____

(e.g., corporation, local government)

If the recipient is a non-governmental entity, is it governed by: _____

If other, please explain: _____

Address of Project and Recipient *(If project and recipient have different address, include both)*

Briefly describe the purpose and reason for the project:

Does the project or recipient have any religious affiliation or involvement? _____

Please list the year of any previous bond bills or initiatives:

Project Contact Information

Name: _____

Address: _____

Phone Number: _____

Email: _____



**REGULATIONS FOR COMMUNITY USE OF TOWN OF BLADENSBURG'S COUNCIL
MEETING ROOM AND VISITOR
CENTER MEETING SPACE**

4229 Edmonston Road, Bladensburg, MD 20710

Town meeting spaces must be reserved in advance at the Town Office. There is a *good faith deposit of \$100.00*. (Please contact the Front Office Staff for further information and the options that are available by calling: 301-927-7048. Reservations must be made no later than 72 hours in advance and cannot be made further than 30 days in advance and must be confirmed in writing (return of this form, signed by Town Staff). Please contact Diane Griffin or Rich Charnovich to be placed on our calendar. At the time of your reservation, please provide the number of participants expected at your event. Compliance with the Fire Marshall's occupancy limit for the space is absolutely mandatory (Max of 141 people). (Proper ID is needed for confirmation of residency in Town.)

It is Town Policy that these spaces are reserved for local Town and community groups, non-profits, committees, boards, panels, taskforces, and meetings hosted by our local, State and Federal elected officials. Additionally, the Town's resources and facilities are not to be used to make a profit for an organization or be rented out for a fee. The Town's facilities are generally not available for private parties or events. Any other deviation from the Policy must have the permission of the Town Administrator or their designee.

Entrance to the Town facilities (after regular business hours) is arranged through the police dispatchers to obtain the key and requires locking up after the event and returning of the key to police dispatchers. Failure to adequately secure the space or failure to return the space in condition allotted to user or return of the key after use may result in being barred from future use and the loss of your deposit.

Users agree to leave the facility clean and orderly and assume personal liability for the cost of excessive clean up or damages of the premises or property. Brooms and other cleaning supplies will be made available. Tables must be wiped down after each event if food and/or beverages are served.

Users are responsible for their own set up and breakdown of tables and chairs required for their meeting/event.

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The Town has approximately five tables and thirty chairs available for users, but we cannot guarantee a specific count. Use of any Town Equipment, other than tables and chairs, to include the dais (*Mayor and Council seating area*) area as well as the kitchen is only with the expressed permission of the Town Administrator or their designee.

Users are responsible for removing excessive trash, in secured plastic bags, to the dumpster at the rear of the Town parking lot.

If food is being served, users are responsible for their own cups, plates, utensils, etc. Supplies in the Town Hall are only for the use of Town Staff for Town events.

Alcoholic Beverages and smoking are not permitted Town Facilities and or meetings spaces.

The Town is not responsible for personal property which is damaged, lost, or stolen belonging to any individual or group using Town Facilities.

Due to unforeseen circumstances, the Town reserves the right to cancel any reservation with as much notice as practicable.

This Space Left Intentionally Blank

Town of Bladensburg Meeting Rooms and Visitor's Center Meeting Place use and Regulations Modified 12/10/21
Requestor must complete and submit this section prior to granting use.

I have read the rules and provisions of the Town Hall Usage Form for this facility.

I agree to abide by the Town's rules for the use of the requested facility as well as understand that the Town has the right to cancel or refuse my request for the use of the Facilities due to unforeseen circumstances. I agree to submit a *good faith deposit* to secure the requested space.

Applicant Name(s): _____

Organization (if Applicable): _____

Address: _____

Town Hall will be used for: _____

Type of Deposit: Check: _____ Cash: _____ Money Order: _____ Received: _____

Date: _____ Hours: From _____ To: _____ Expected Attendance: _____

Name of person picking up the key: _____

The key to the Town Hall may be picked up at the Bladensburg Police Department 4910 Tilden Road, Bladensburg, MD (Identification Required)

_____, I/We hereby certify that I/we am/are a current residents) of the Town of Bladensburg.
(Initials)

_____, I/We agree to hold the Town harmless from any claim or liability resulting from use of Town facilities
(Initials) listed/requested events.

Printed Name of responsible person(s):

Contact Phone Number (s):

Signature and Date:

Email Address:

-Staff Use Only-

Town Staff Approval for Facility Use

Date Approved

Calendar Entry Date

MEETING ROOM AND VISTIOR'S CENTER MEETING PLACE

CHECK LIST

Prior to Leaving: Initial

☐

Tables (wiped off) and chairs are broken down.

☐

Floor is swept of debris.

☐

Excess trash is placed in secure bag in dumpster.

☐

Area (including restrooms) is checked for personal property, papers etc. to be removed.

☐

Lights are turned off in meeting room, restrooms, and kitchen.

☐

Entrance is secured.

☐

Key returned.

Spaces Not to Be Used Without Permission:

☐

The dais (Mayor and Council seating) areas.

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COG POLICY BOARDS AND COMMITTEES

COG is comprised of three independent policy boards and various supporting advisory and technical committees.

INDEPENDENT POLICY BOARDS

COG Board of Directors

The Board of Directors is COG's governing body and is responsible for its overall policies, functions, and funds. The board acts on committee or staff recommendations, discusses current and emerging multi-jurisdictional problems, and receives briefings on issues facing the region as a whole. Policy items on the agenda are normally generated from COG's policy and technical committees; business or administrative items are usually generated from staff. The COG Board meets monthly on the second Wednesday of the month.

Transportation Planning Board

The National Capital Region Transportation Planning Board (TPB) is the federally designated Metropolitan Planning Organization (MPO) for the region and plays an important role as the regional forum for transportation planning. With participation from the District of Columbia and State Departments of Transportation and the region's local governments, the TPB prepares intermediate-range and long-range plans and programs that permit federal transportation funds to flow to the metropolitan Washington region. The TPB meets monthly on the third Wednesday of the month.

Metropolitan Washington Air Quality Committee

The Metropolitan Washington Air Quality Committee (MWAQC) is the entity certified by the mayor of the District of Columbia and the governors of Maryland and Virginia to prepare an air quality plan for the region and insure compliance with the Federal Clean Air Act. MWAQC coordinates air quality planning activities among COG and other entities, including the Transportation Planning Board; reviews policies; resolves policy differences; and forges a regional air quality plan for transmittal to the District of Columbia, Maryland, and Virginia and, ultimately, to the Environmental Protection Agency. MWAQC meets bi-monthly on the fourth Wednesday of the month.

POLICY COMMITTEES

Policy committees are advisory committees of the COG Board.

Chesapeake Bay and Water Resources Policy Committee

Chesapeake Bay and Water Resources Policy Committee (CBPC) advises the COG Board on Bay-related policies and tracks developments under the federal-state Chesapeake Bay Program for implications to local governments. It also considers questions of potable water supply and waste water treatment. CBPC regularly prepares position statements in response to state and federal legislation affecting the Bay. CBPC meets bi-monthly on the third Friday of the month.

Climate, Energy, and Environment Policy Committee

The Climate, Energy, and Environment Policy Committee (CEEPC) advises the COG Board on climate change, energy, green building, alternate fuels, solid waste and recycling policy issues, and other environmental issues as necessary. CEEPC is responsible for managing implementation of the COG Climate Change Report adopted by the COG Board on November 12, 2008. This responsibility includes development of a regional climate change strategy to

meet the regional greenhouse gas reduction goals adopted by the board. CEEPC meets bi-monthly on the fourth Wednesday of the month.

Food and Agriculture Regional Member Policy Committee

The Food and Agriculture Regional Member Policy Committee (FARM) supports development of long-term regional direction and collaboration toward a more resilient, connected food and farm economy (food system) across urban, suburban and rural communities in the metropolitan Washington region. FARM meets bi-monthly on the second Friday of the month.

Human Services Policy Committee

The Human Services Policy Committee (HSPC) advises the COG Board on a variety of issues including housing, homelessness, public health, foster care, child welfare, mental health, and substance abuse. Recent actions have included reports on homelessness in the region. HSPC is composed of elected officials, department managers, and directors from the local and state levels. HSPC meetings bi-monthly on the second Friday of the month.

Region Forward Coalition

The Region Forward Coalition oversees the next steps recommended in Region Forward and advises the COG Board on future comprehensive regional planning and implementation activities. The Coalition's primary responsibilities include overseeing the Region Forward performance baseline analysis and future regional progress reports; use Region Forward as a guide to update the Regional Activity Centers; and create clear strategies and initiatives to support the transformation of regional centers into Complete Communities. The Coalition includes members from public, private, and nonprofit sectors which all have a role in helping the region meet its goals. RFC meets quarterly on the last Friday of the month.



Angela D. Alsobrooks
County Executive

PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF MANAGEMENT AND BUDGET

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November 10, 2021

The Honorable Takisha D. James
Mayor
Town of Bladensburg
4229 Edmonston Road
Bladensburg, MD 20710

Dear Mayor James:

Thank you for submitting your FY 2023 Municipal Tax Differential Request. The Office of Management and Budget has reviewed your submission and supporting documentation. As a result, your application is accepted as submitted with the following modifications:

Community Safety– Police Support Services

The Town requested a 100% tax differential for community safety- police support services, which is at the same level approved in FY 2022. However, the Town's submission indicates that it provides 3 of the 4 required services. Therefore, the County has determined the Town's tax differential for the police support services category will be set at 80%.

Environmental Services – Animal Management

The Town requested a tax differential of 20% for environmental services - animal management services, a 10- percentage point increase from the tax differential received in FY 2022. Based on information provided that the City does not have a holding facility, does not dispose of dead animals, and relies on the County to transport loose animals, the County has determined that the City's tax differential for animal management services will be set at 10%. This recommendation is consistent with the tax differential granted to other municipalities providing a similar level of service.

Wayne K. Curry Administration Building, 1301 McCormick Drive, Largo, MD 20774
(301) 952-3300

www.princegeorgescountymd.gov



The Honorable Takisha D. James
November 10, 2021
Page 2

A spreadsheet is enclosed which summarizes the Town of Bladensburg's original tax differential submission and the County's decisions. We appreciate your cooperation throughout this process. Please feel free to contact Mr. Wadson Pericles via telephone at (301) 952-5141 or via email at wpericles@co.pg.md.us for additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Stanley A. Earley", written in a cursive style.

Stanley A. Earley
Director

Enclosure

cc: Wadson Pericles, Budget Management Analyst
David Juppe, Revenue Analyst

Municipal Tax Differential
Bladensburg

| Service Area | FY 2022 | FY 2023 | FY 2023 | County | | | |
|--|----------|---------|----------|---|---|---|---|
| | | | | County Real Property Tax Rate Equivalent (Cents) | County Personal Property Tax Rate Equivalent (Cents) | Municipal Tax Differential (Real) | Municipal Tax Differential (Personal) |
| | DECISION | REQUEST | DECISION | | | | |
| Public Works/Inspections | | | | | | | |
| Engineering | 100% | 100% | 100% | 0.10 | 0.22 | 0.10 | 0.22 |
| Public Works Vehicles | 0% | 100% | 100% | 2.53 | 5.83 | 2.53 | 5.83 |
| | | | | | | | |
| Human Services | | | | | | | |
| Aging | 20% | 20% | 20% | 0.09 | 0.20 | 0.02 | 0.04 |
| Housing and Community Development | 20% | 0% | 0% | 0.24 | 0.55 | 0.00 | 0.00 |
| | | | | | | | |
| Homeland Security - Public Safety Communications | | | | | | | |
| Police Dispatch | 100% | 100% | 100% | 0.62 | 1.41 | 0.62 | 1.41 |
| | | | | | | | |
| Community Safety - Police | | | | | | | |
| Patrol Services | 100% | 100% | 100% | 7.53 | 17.33 | 7.53 | 17.33 |
| Support Services | 100% | 100% | 80% | 1.45 | 3.34 | 1.16 | 2.67 |
| Strategic Management | 100% | 100% | 100% | 0.45 | 1.04 | 0.45 | 1.04 |
| Police Vehicles | 100% | 100% | 100% | 0.38 | 0.88 | 0.38 | 0.88 |
| | | | | | | | |
| Fire Department | | | | | | | |
| Administrative Services | 0% | 0% | 0% | 0.45 | 1.05 | 0.00 | 0.00 |
| Emergency Operations | 0% | 0% | 0% | 6.48 | 14.91 | 0.00 | 0.00 |
| Debt | 0% | 0% | 0% | 0.32 | 0.73 | 0.00 | 0.00 |
| | | | | | | | |
| Volunteer Fire | 40% | 40% | 40% | 0.78 | 1.78 | 0.31 | 0.71 |
| | | | | | | | |
| Environmental Services | | | | | | | |
| Animal Management | 10% | 20% | 10% | 0.32 | 0.73 | 0.03 | 0.07 |
| | | | | | | | |
| Education/Library | | | | | | | |
| Library | 0% | 0% | 0% | 1.16 | 2.67 | 0.00 | 0.00 |
| Debt | 0% | 0% | 0% | 0.45 | 1.04 | 0.00 | 0.00 |
| | | | | | | | |
| Non-Departmental | | | | | | | |
| Street Lighting/Traffic Control | 70% | 70% | 70% | 0.14 | 0.32 | 0.10 | 0.22 |
| Total | | | | 23.49 | 54.03 | 13.23 | 30.42 |

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Locations of Speed Cameras in the Town of Bladensburg

Bladensburg will deploy three mobile/portable speed camera units that will be moved between approved locations. The mobile/portable speed cameras will be placed in locations that are within one half square mile radius of the seven schools located within the Town of Bladensburg, which includes;

Bladensburg High School, 4200 57th Ave, Bladensburg, MD 20710

Elizabeth High School, 5715 Emerson St, Bladensburg, MD 20710

Port Towns Elementary School, 4351 58th Ave, Bladensburg, MD 20710

Rodgers Heights Elementary School, 4301 58th Ave, Bladensburg, MD 20710

Bladensburg Elementary School, 4915 Annapolis Rd, Bladensburg, MD 20710

International High School of Langley Park, 5150 Annapolis Rd, Bladensburg, MD 20710

Templeton Elementary School, 6001 Carters Ln, Riverdale, MD 20737

Deployment Locations:

3900 – 4200 blk. of 52nd Street Bladensburg, MD.

3900 – 4400 blk. of 53rd Street Bladensburg, MD.

4100 – 5100 blk. of 57th Avenue Bladensburg, MD.

4200 – 4300 blk. of 58th Avenue Bladensburg, MD.

4400 - 5800 blk. of Annapolis Road Bladensburg, MD.

4100 – 4300 blk. of Edmonston Road Bladensburg, MD.

5600 – 6000 blk. of Emerson Street Bladensburg, MD.

5200 – 530 blk. of Newton Street Bladensburg, MD.

4800 – 5300 blk. of Quincy Street Bladensburg, MD.

5400 – 5600 blk. of Spring Road Bladensburg, MD.

4900 – 5600 blk. of Tilden Road Bladensburg, MD.

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1-2019

EMERGENCY ORDINANCE 1-2019

Code of the Town of Bladensburg

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO AMEND CHAPTER 112, "VEHICLES AND TRAFFIC". BY ADOPTING §112-2, "SPEED MONITORING SYSTEMS IN SCHOOL ZONES" TO AUTHORIZE USE OF SPEED MONITORING CAMERAS IN SCHOOL ZONES.

WHEREAS, pursuant to §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, the Town of Bladensburg (hereinafter, the "Town") has the power to pass such ordinances as it deems necessary to protect the health, safety and welfare of the citizens of the municipality and to prevent and remove nuisances; and

WHEREAS, §21-809 of the Transportation Article, Annotated Code of Maryland, as amended, authorizes the Town to operate a speed monitoring system to enforce the speed limit in school zones within the Town during certain hours; and

WHEREAS, the Mayor and Council have determined that it is in the public interest that the Town adopt this enforcement mechanism for increased public safety.

Section 1. NOW THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the Town of Bladensburg that Chapter 112, "Vehicles and Traffic", §112-12, "Speed", be and it is hereby enacted to read as follows:

§112-12 SPEED MONITORING SYSTEMS IN SCHOOL ZONES

A. THE TOWN, THROUGH THE BLADENSBURG POLICE DEPARTMENT, IS AUTHORIZED TO OPERATE A SPEED-MONITORING SYSTEM TO ENFORCE THE SPEED LIMIT IN A SCHOOL ZONE WITH A POSTED SPEED LIMIT OF AT LEAST

CAPS
[Brackets]
Asterisks * * *
CAPS
[Brackets]

: Indicate matter added to existing law.
: Indicate matter deleted from law.
: Indicate matter remaining unchanged in existing law but not set forth in Ordinance
: Indicate matter added in amendment
: Indicate matter deleted in amendment

20 MILES PER HOUR IN CONFORMANCE WITH § 21-809, TRANSPORTATION ARTICLE, ANNOTATED CODE OF MARYLAND, AS AMENDED.

B. BEFORE ACTIVATING A SPEED-MONITORING SYSTEM, THE TOWN SHALL:

(1) PUBLISH NOTICE OF THE LOCATION OF THE SPEED-MONITORING SYSTEM ZONES ON ITS WEBSITE AND IN A NEWSPAPER OF GENERAL CIRCULATION IN THE TOWN.

(2) ENSURE THAT EACH SIGN THAT DESIGNATES A SCHOOL ZONE IS PROXIMATE TO A SIGN THAT:

(A) INDICATES THAT SPEED-MONITORING SYSTEMS ARE IN USE IN THE SCHOOL ZONE; AND

(B) IS IN ACCORDANCE WITH THE MANUAL AND THE SPECIFICATIONS FOR A UNIFORM SYSTEM OF TRAFFIC CONTROL DEVICES ADOPTED BY THE STATE HIGHWAY ADMINISTRATION UNDER § 25-104 OF THE TRANSPORTATION ARTICLE, ANNOTATED CODE OF MARYLAND.

C. A SPEED-MONITORING SYSTEM IN A SCHOOL ZONE MAY OPERATE ONLY MONDAY THROUGH FRIDAY BETWEEN 6:00 A.M. AND 8:00 P.M.

D. IF THE TOWN MOVES OR PLACES A MOBILE OR STATIONARY SPEED MONITORING SYSTEM WHERE A SPEED MONITORING SYSTEM HAS NOT PREVIOUSLY BEEN PLACED, THE TOWN MAY NOT ISSUE A CITATION FOR A VIOLATION RECORDED BY THAT SPEED MONITORING SYSTEM:

(1) UNTIL SIGNAGE IS INSTALLED IN ACCORDANCE WITH SUBSECTION B OF THIS SECTION; AND

(2) FOR AT LEAST THE FIRST 15 CALENDAR DAYS AFTER THE SIGNAGE IS
INSTALLED.

E. THE TOWN COUNCIL IS HEREBY AUTHORIZED TO DESIGNATE SCHOOL
SPEED ENFORCEMENT ZONES CONSISTENT WITH THIS SECTION BY
RESOLUTION.

Section 4. AND BE IT FURTHER ORDAINED that this Ordinance shall take
effect twenty (20) days from the date of its adoption.

INTRODUCED by the Mayor and Town Council of the Town Bladensburg, at a
regular meeting on September _____, 2019 and thereafter this Ordinance was
prominently posted in the Town Hall and available for inspection by the public.

ADOPTED by the Mayor and Town Council of the Town of Bladensburg,
Maryland, at a regular meeting on _____, 2019.

WITNESS

TOWN OF BLADENSBURG

Patricia McAuley, Clerk

Takisha D. James, Mayor

Treasurer's Report

December 13, 2021 Mayor and Council Meeting

FY21 Financials through November 30, 2021 – Please see the attached financial statements through the first five months of the fiscal year along with accompanying schedules. Key financial highlights are below:

Revenues: Revenues are still strong well as compared to budget which is normal this time of the fiscal year when the property tax payments come due. 60% of the budgeted revenues have been received through November.

- Property Tax – Collections remain strong through November. The Town received more in property tax revenues this time last year but this is based on timings of payments and collection activities by the County
- Business Personal Property Tax – Revenues for this category continue to exceed expectations. The Town is receiving higher assessments through the State of Maryland which the Town then bills and collects this municipal tax.
- Service Charges – This is a summary of billable services and fines collected by the Town. This is largely under budget since this line item includes \$100,000 of budgeted fines received through automated traffic enforcement. This project has not yet started but we expect this to be in place by the Spring of 2022.
- Fund Balance Transfer – Expenses are budgeted to exceed revenues this fiscal year and this balances our budget. Since the Town is operating at a surplus we have not had to use these funds.

Expenses through November – Expenses overall are below budget through November with some notable highlights below:

- Mayor and Council – Operating under budget since lines items such as professional development have not been utilized. This is usually spent at the end of the fiscal year for attendance to the Maryland Municipal League annual convention and attendance to National League of Cities events. Community Events also have not been utilized as we are limiting ourselves to smaller events as to avoid large gatherings.
- Town Administrator – This is operating under budget since a few larger funded line items such as advertising and contractual services have had limited expenses through November. Transportation budget has not been expended since we paused the Port Towns bus service in the first quarter of this fiscal year.
- Town Clerk – Operating under budget since the Town Clerk position was vacant through the first quarter which provided savings for this department.
- Finance – Operating at budget overall, operating expenses are just under budget but debt service payments are higher than budget since this reflects annual payments made for tasers and body cameras.
- Public Safety – This is by far our largest department and is operating at budget through November.
- Public Works – Operating under budget since Public Works Director position is vacant but we are still actively recruiting.

- Grants – This is primarily to finish out the work on 58th Ave. which we will be fully reimbursed by CDBG.

Please see the individual department statements and budget summary attached for more detailed information.

Other financial Items:

FY23 Tax Differential – We received a favorable Tax Differential decision by Prince George’s County. Municipalities in the County annually apply for property tax reductions our residents and businesses pay to the County. The Town provides services to our residents such as Public Safety, Public Works, and Code Enforcement which takes the burden off of the County to provide these services and in turn, they reduce the taxes on real estate and business personal property. We will share the results of the FY23 Tax Differential in an upcoming meeting.

American Rescue Plan Act (ARPA) Award (ongoing) – The Town was approved for a multi-year grant of \$4,933,972 through the American Rescue Plan Act Coronavirus Local Fiscal Relief Funds with half of the award of \$2,466,986 being disbursed to the Town in September. This is not reflective in our Statements of Revenue and Expenditures since it is an advance for future projects and expenses allowable under the grant. The ARPA funds are in our investment account through the Maryland Local Government’s Investment Pool and booked as a liability on our Balance Sheet as “deferred revenues” until we these funds can be utilized.

Maryland Association of Counties (MACo) Winter Conference – Attended this conference which included discussions and session topics on new budgeting techniques, products to improve budget presentations, new financial disclosures required for software and informational technology contracts, workers compensation concerns about the large increases incurred by counties and municipalities throughout the State, insurance presentations by our agent LGIT about new risks related to cyberattacks and ransomware and costs increases to offset current and projected claims, health insurance issues were discussed and new coverage mandates required by the State which will increase future premiums, employment issues and pitfalls local governments can avoid, highway user funding, and the FY22 General Assembly forecast. These were just some of the informational sessions which were attended.

Please call or email myself or Jennifer Dodson jdodson@bladensburgmd.gov at any time if you have any questions or if the Finance Department can be of assistance. Thank you.

Vito Tinelli

Town Treasurer

vtinelli@bladensburgmd.gov

December 10, 2021

Town of Bladensburg Financial Summary

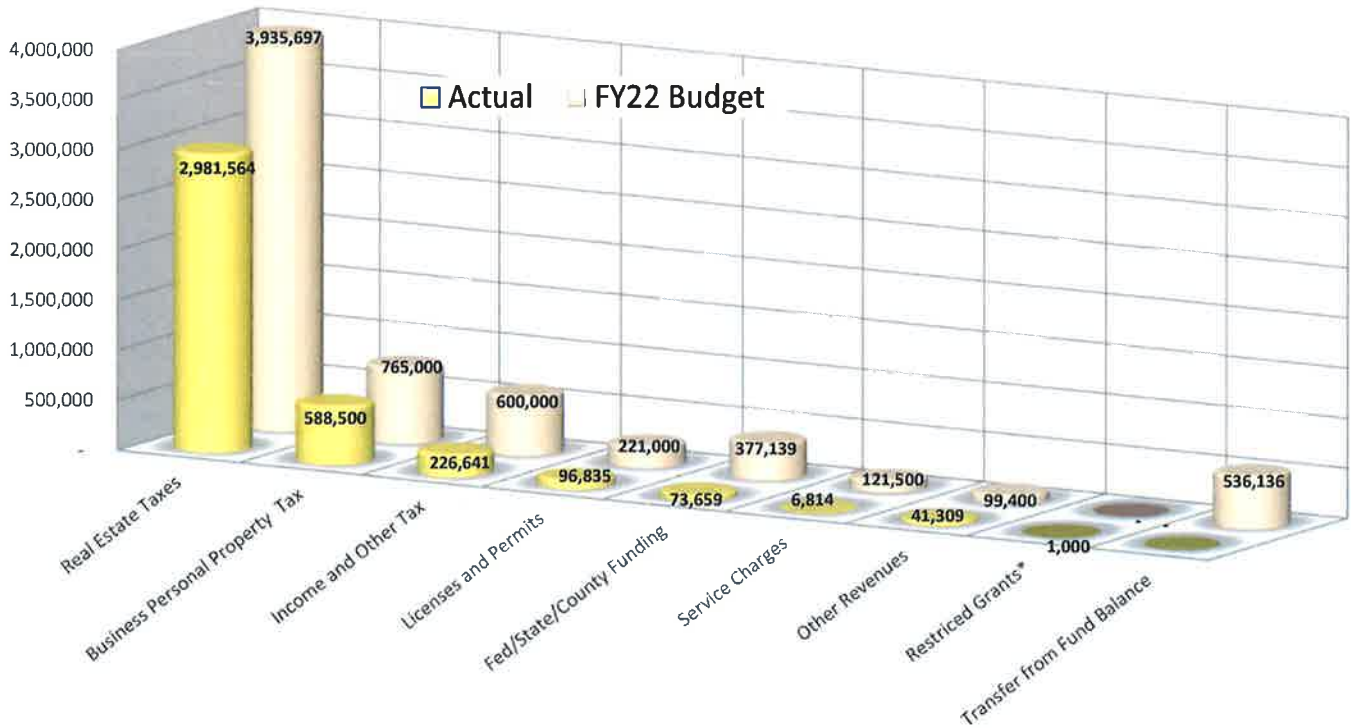
Nov-21

| Financial Summary | Nov FY22 YTD | FY22 Budget | Variance | Last Fiscal Nov FY21 YTD | Change since last year |
|----------------------------|------------------|------------------|------------|--------------------------|------------------------|
| Revenues | | | | | |
| Property Tax | 2,981,564 | 3,935,697 | 76% | 3,066,731 | -3% |
| Personal Property Tax | 588,500 | 765,000 | 77% | 373,562 | 58% |
| Income and Other Tax | 226,641 | 600,000 | 38% | 283,456 | -20% |
| Licenses and Permits | 96,835 | 221,000 | 44% | 86,679 | 12% |
| Fed/State/County | 73,659 | 377,139 | 20% | 65,476 | 12% |
| Service Charges | 6,814 | 121,500 | 6% | 12,442 | -45% |
| Other Revenues | 41,309 | 99,400 | 42% | 45,506 | -9% |
| Restricted Grants | 1,000 | 0 | 0% | 400 | 150% |
| Fund Balance Transfer | 0 | 536,136 | 0% | - | 0% |
| Total Revenues | 4,016,322 | 6,655,872 | 60% | 3,934,252 | 2% |
| Expenses | | | | | |
| Operating Expenses | 2,324,801 | 6,143,872 | 38% | 1,976,473 | 18% |
| Debt Service | 50,831 | 87,000 | 58% | 34,131 | 0% |
| Grants | 39,179 | - | 0% | 17,065 | 130% |
| Capital Outlay | 131,784 | 425,000 | 31% | 131,735 | 0% |
| Total Expenses | 2,546,595 | 6,655,872 | 38% | 2,159,404 | 18% |
| Surplus / (Deficit) | 1,469,727 | - | | 1,774,848 | -17% |

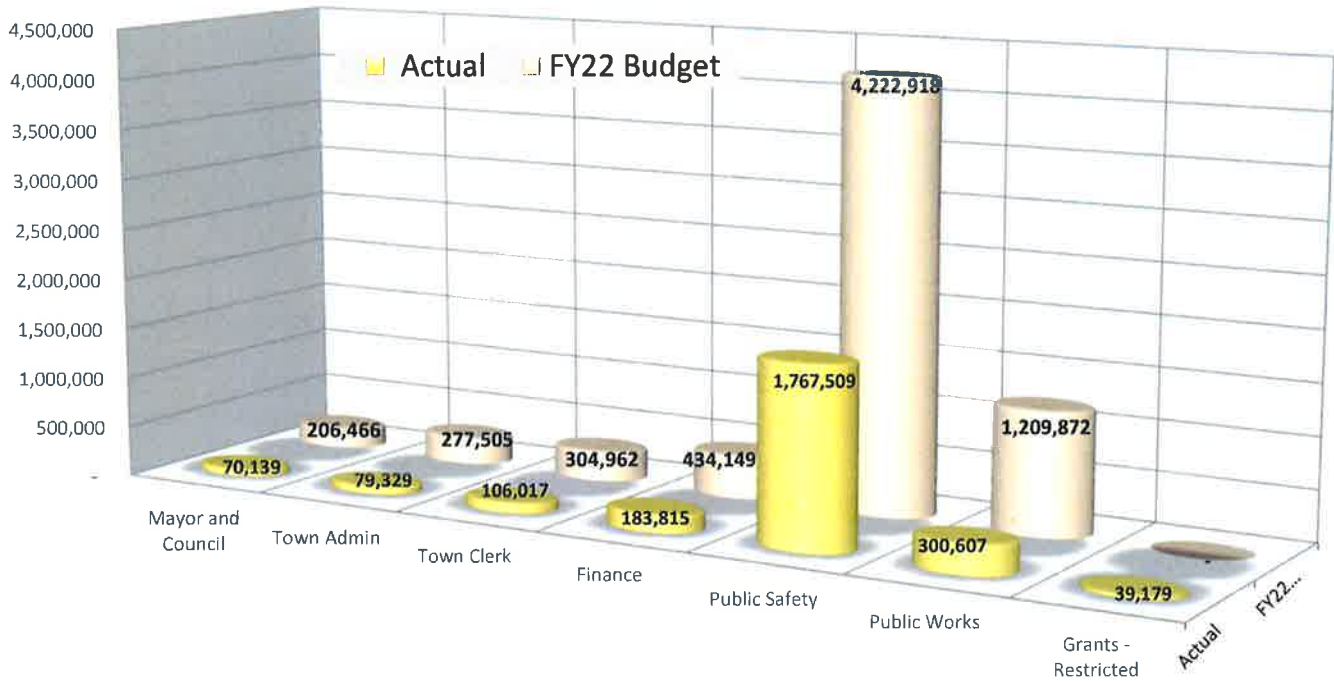
| Financial Summary (by department) | Nov FY22 YTD | FY22 Budget | Variance | Last Fiscal Nov FY21 YTD | |
|-----------------------------------|------------------|------------------|------------|--------------------------|-------------|
| Revenues | 4,016,322 | 6,655,872 | 60% | 3,934,252 | 2% |
| Expenses by Dept. | | | | | |
| Mayor and Council | 70,139 | 203,407 | 34% | 63,870 | 10% |
| Town Administrator | 79,329 | 277,505 | 29% | 37,410 | 112% |
| Town Clerk | 106,017 | 304,962 | 35% | 74,116 | 43% |
| Finance | 183,815 | 434,149 | 42% | 140,436 | 31% |
| Public Safety | 1,767,509 | 4,222,918 | 42% | 1,548,238 | 14% |
| Public Works | 300,607 | 1,209,872 | 25% | 278,269 | 8% |
| Grants | 39,179 | - | | 17,065 | 130% |
| Total Expenses | 2,546,595 | 6,652,813 | 38% | 2,159,404 | 18% |
| Surplus / (Deficit) | 1,469,727 | - | | 1,774,848 | -17% |

Interim Financials, Subject to Change

Revenues vs Budget - November FY22



Expenditures vs Budget by Department - thru November FY22



8:16 AM

12/10/21

Town of Bladensburg
Mayor and Council YTD vs Budget
 July through November 2021

| | <u>Jul - Nov 21</u> | <u>Budget</u> | <u>% of Budget</u> |
|---|---------------------|-----------------|--------------------|
| Ordinary Income/Expense | | | |
| Expense | | | |
| 6000 • Compensation | | | |
| 6010 • Regular Pay | 20,308 | 48,000 | 42% |
| 6030 • FICA | 1,476 | 3,672 | 40% |
| 6040 • Health Insurance | 8,256 | 24,962 | 33% |
| 6050 • Pension | 1,680 | 4,032 | 42% |
| 6060 • Workers Comp | | 1,000 | |
| Total 6000 • Compensation | 31,720 | 81,666 | 39% |
| 6140 • Professional Development | | | |
| 6145 • Council Business Developm... | 796 | 15,000 | 5% |
| Total 6140 • Professional Developme... | 796 | 15,000 | 5% |
| 6160 • Employee Recognition | 627 | 7,000 | 9% |
| 6210 • Council Projects | 966 | 2,500 | 39% |
| 6225 • Community Grants | | | |
| 6226 • Fire Department Donation | 7,500 | 30,000 | 25% |
| 6225 • Community Grants - Other | | 6,000 | |
| Total 6225 • Community Grants | 7,500 | 36,000 | 21% |
| 6230 • Community Events | 9,393 | 35,000 | 27% |
| 6235 • Senior Citizen Projects | 4,500 | 4,500 | 100% |
| 6255 • Town Meetings | 1,450 | 4,000 | 36% |
| 6320 • Wireless Communications | 2,000 | 4,800 | 42% |
| 6420 • Computer Expense | | 2,000 | |
| 6550 • Insurance - Liability | 792 | 2,000 | 40% |
| 6825 • Membership | 10,394 | 12,000 | 87% |
| Total Expense | 70,139 | 206,466 | 34% |
| Net Ordinary Income | -70,139 | -206,466 | 34% |
| Net Income | -70,139 | -206,466 | 34% |

8:15 AM

12/10/21

Town of Bladensburg
Town Administrator YTD vs Budget
July through November 2021

| | <u>Jul - Nov 21</u> | <u>Budget</u> | <u>% of Budget</u> |
|----------------------------------|---------------------|-----------------|--------------------|
| Ordinary Income/Expense | | | |
| Expense | | | |
| 6000 · Compensation | | | |
| 6010 · Regular Pay | 56,811 | 121,424 | 47% |
| 6020 · Overtime | | | |
| 6030 · FICA | 4,264 | 9,289 | 46% |
| 6040 · Health Insurance | 1,126 | 13,552 | 8% |
| 6050 · Pension | 4,075 | 9,780 | 42% |
| 6060 · Workers Comp | | 500 | |
| Total 6000 · Compensation | 66,276 | 154,545 | 43% |
| 6110 · Tuition Rembursement | | 1,000 | |
| 6140 · Professional Developm... | 185 | 2,500 | 7% |
| 6255 · Town Meetings | 198 | 2,000 | 10% |
| 6260 · Transportation | | 20,000 | |
| 6320 · Wireless Communicati... | 400 | 960 | 42% |
| 6420 · Computer Expense | 960 | | |
| 6560 · Legal | 3,840 | 40,000 | 10% |
| 6580 · Contractual Services | 3,130 | 25,000 | 13% |
| 6620 · Fuel | | | |
| 6810 · Advertising | 1,441 | 25,000 | 6% |
| 6820 · Website | 2,900 | 3,000 | 97% |
| 6825 · Membership | | 1,500 | |
| 6835 · Travel | | 2,000 | |
| Total Expense | 79,329 | 277,505 | 29% |
| Net Ordinary Income | -79,329 | -277,505 | 29% |
| Net Income | -79,329 | -277,505 | 29% |

8:15 AM

12/10/21

Town of Bladensburg
Clerk YTD vs Budget
 July through November 2021

| | <u>Jul - Nov 21</u> | <u>Budget</u> | <u>% of Budget</u> |
|----------------------------------|---------------------|-----------------|--------------------|
| Ordinary Income/Expense | | | |
| Expense | | | |
| 6000 · Compensation | | | |
| 6010 · Regular Pay | 71,091 | 202,268 | 35% |
| 6020 · Overtime | 1,277 | 961 | 133% |
| 6030 · FICA | 5,618 | 15,547 | 36% |
| 6040 · Health Insurance | 4,755 | 13,293 | 36% |
| 6050 · Pension | 6,905 | 16,571 | 42% |
| 6060 · Workers Comp | | 500 | |
| Total 6000 · Compensation | 89,645 | 249,140 | 36% |
| 6140 · Professional Developm... | | 11,000 | |
| 6240 · Memorials | 121 | 2,000 | 6% |
| 6270 · Historic Promotion | 2,402 | 2,402 | 100% |
| 6320 · Wireless Communicati... | 480 | 1,920 | 25% |
| 6420 · Computer Expense | 3,492 | | |
| 6570 · Equipment Lease | 2,083 | 8,000 | 26% |
| 6825 · Membership | | 500 | |
| 6835 · Travel | 25 | 1,000 | 2% |
| 6850 · Office Supplies | 2,633 | 10,000 | 26% |
| 6855 · Postage | 591 | 4,000 | 15% |
| 6880 · Election Costs | 3,384 | 9,000 | 38% |
| 6890 · Utilities | 1,162 | 6,000 | 19% |
| Total Expense | 106,017 | 304,962 | 35% |
| Net Ordinary Income | -106,017 | -304,962 | 35% |
| Net Income | -106,017 | -304,962 | 35% |

8:14 AM

12/10/21

Town of Bladensburg
Finance Dept. YTD vs Budget
July through November 2021

| | <u>Jul - Nov 21</u> | <u>Budget</u> | <u>% of Budget</u> |
|----------------------------------|---------------------|-----------------|--------------------|
| Ordinary Income/Expense | | | |
| Expense | | | |
| 6000 · Compensation | | | |
| 6010 · Regular Pay | 86,000 | 207,426 | 41% |
| 6020 · Overtime | | | |
| 6030 · FICA | 6,522 | 15,868 | 41% |
| 6040 · Health Insurance | 7,062 | 17,531 | 40% |
| 6050 · Pension | 11,582 | 23,964 | 48% |
| 6060 · Workers Comp | | 500 | |
| Total 6000 · Compensation | 111,166 | 265,289 | 42% |
| 6110 · Tuition Rembursement | | 2,500 | |
| 6140 · Professional Developm... | 185 | 2,000 | 9% |
| 6150 · Payroll Service | 2,393 | 6,000 | 40% |
| 6320 · Wireless Communicati... | 400 | 960 | 42% |
| 6400 · Computer | | 1,500 | |
| 6460 · Software Contract | | 6,000 | |
| 6510 · Audit | 12,000 | 44,000 | 27% |
| 6520 · Bank Charges | 3,081 | 4,000 | 77% |
| 6530 · Bad Debts | | 6,000 | |
| 6550 · Insurance - Liability | 3,719 | 8,000 | 46% |
| 6825 · Membership | 40 | 400 | 10% |
| 6835 · Travel | | 500 | |
| Total Expense | 132,984 | 347,149 | 38% |
| Net Ordinary Income | -132,984 | -347,149 | 38% |
| Other Income/Expense | | | |
| Other Expense | | | |
| 6950 · Debt Service | | | |
| 6960 · Debt Service - Interest | 3,594 | 12,000 | 30% |
| 6965 · Debt Service - Principle | 47,238 | 75,000 | 63% |
| Total 6950 · Debt Service | 50,831 | 87,000 | 58% |
| Total Other Expense | 50,831 | 87,000 | 58% |
| Net Other Income | -50,831 | -87,000 | 58% |
| Net Income | -183,815 | -434,149 | 42% |

Town of Bladensburg
Public Safety YTD vs Budget
 July through November 2021

| | <u>Jul - Nov 21</u> | <u>Budget</u> | <u>% of Budget</u> |
|--|---------------------|-------------------|--------------------|
| Ordinary Income/Expense | | | |
| Expense | | | |
| 6000 · Compensation | | | |
| 6010 · Regular Pay | 906,439 | 2,207,595 | 41% |
| 6020 · Overtime | 99,553 | 184,898 | 54% |
| 6030 · FICA | 74,781 | 183,026 | 41% |
| 6040 · Health Insurance | 189,112 | 502,141 | 38% |
| 6050 · Pension | 76,565 | 183,758 | 42% |
| 6060 · Workers Comp | 96,254 | 160,000 | 60% |
| Total 6000 · Compensation | 1,442,705 | 3,421,418 | 42% |
| 6110 · Tuition Rembursement | | 20,000 | |
| 6120 · Uniforms | 19,425 | 46,000 | 42% |
| 6130 · Recruitment | 4,929 | 9,000 | 55% |
| 6140 · Professional Development | 11,518 | 12,000 | 96% |
| 6160 · Employee Recognition | 192 | 1,000 | 19% |
| 6230 · Community Events | 6,909 | 15,000 | 46% |
| 6310 · Telephone | 23,324 | 25,000 | 93% |
| 6320 · Wireless Communications | 6,722 | 26,000 | 26% |
| 6330 · Communications Contracts | | 33,000 | |
| 6340 · Interoperability | 420 | 8,000 | 5% |
| 6350 · Internet Access | 1,270 | 3,000 | 42% |
| 6360 · Data Fees | 609 | 2,000 | 30% |
| 6420 · Computer Expense | 7,543 | 9,000 | 84% |
| 6440 · IT Support | 9,687 | 30,000 | 32% |
| 6460 · Software Contract | | 10,000 | |
| 6545 · Insurance - Auto | 15,894 | 38,000 | 42% |
| 6550 · Insurance - Liability | 17,305 | 50,000 | 35% |
| 6570 · Equipment Lease | 3,184 | 9,000 | 35% |
| 6580 · Contractual Services | 9,012 | 15,000 | 60% |
| 6590 · Automated Traffic Enforcement | | 100,000 | |
| 6620 · Fuel | 26,932 | 60,000 | 45% |
| 6640 · Vehicle Repairs and Maintena... | 13,218 | 40,000 | 33% |
| 6650 · Vehicle Body Repairs | | 15,000 | |
| 6670 · Equipment Maintenance | 135 | 2,000 | 7% |
| 6680 · Weapon Repairs and Supplies | 359 | 20,000 | 2% |
| 6825 · Membership | 150 | 500 | 30% |
| 6835 · Travel | 520 | 5,000 | 10% |
| 6850 · Office Supplies | 3,868 | 15,000 | 26% |
| 6855 · Postage | 1,251 | 3,000 | 42% |
| 6865 · Supplies | 1,524 | 3,000 | 51% |
| 6885 · Finger Printing | 362 | 2,000 | 18% |
| 6890 · Utilities | 7,347 | 15,000 | 49% |
| Total Expense | 1,636,313 | 4,062,918 | 40% |
| Net Ordinary Income | -1,636,313 | -4,062,918 | 40% |
| Other Income/Expense | | | |
| Other Expense | | | |
| 6970 · Capital Outlay | 131,196 | 160,000 | 82% |
| Total Other Expense | 131,196 | 160,000 | 82% |
| Net Other Income | -131,196 | -160,000 | 82% |
| Net Income | -1,767,509 | -4,222,918 | 42% |

8:13 AM

12/10/21

Town of Bladensburg
Public Works YTD vs Budget
 July through November 2021

| | <u>Jul - Nov 21</u> | <u>Budget</u> | <u>% of Budget</u> |
|--|---------------------|-------------------|--------------------|
| Ordinary Income/Expense | | | |
| Expense | | | |
| 6000 · Compensation | | | |
| 6010 · Regular Pay | 101,413 | 349,238 | 29% |
| 6020 · Overtime | 2,524 | 10,808 | 23% |
| 6030 · FICA | 7,852 | 27,543 | 29% |
| 6040 · Health Insurance | 16,522 | 86,447 | 19% |
| 6050 · Pension | 12,225 | 29,336 | 42% |
| 6060 · Workers Comp | 13,668 | 20,000 | 68% |
| Total 6000 · Compensation | 154,205 | 523,372 | 29% |
| 6110 · Tuition Rembursement | | 7,000 | |
| 6120 · Uniforms | 572 | 4,000 | 14% |
| 6140 · Professional Development | | 2,000 | |
| 6350 · Internet Access | 500 | 1,500 | 33% |
| 6620 · Fuel | 4,800 | 10,000 | 48% |
| 6640 · Vehicle Repairs and Maintena... | 4,824 | 15,000 | 32% |
| 6670 · Equipment Maintenance | 1,559 | 5,000 | 31% |
| 6710 · Building Maintenance | 4,244 | 50,000 | 8% |
| 6720 · Grounds Maintenance | 4,278 | 20,000 | 21% |
| 6740 · Street Lights | 16,634 | 50,000 | 33% |
| 6750 · Sanitation Contract | 82,237 | 180,000 | 46% |
| 6760 · Landfill Fees | 6,350 | 20,000 | 32% |
| 6770 · Building Supplies | 2,983 | 9,000 | 33% |
| 6790 · Janitorial Services | 12,083 | 29,000 | 42% |
| 6835 · Travel | | 500 | |
| 6860 · Shop Supplies | 498 | 3,500 | 14% |
| 6890 · Utilities | 4,253 | 15,000 | 28% |
| Total Expense | 300,019 | 944,872 | 32% |
| Net Ordinary Income | -300,019 | -944,872 | 32% |
| Other Income/Expense | | | |
| Other Expense | | | |
| 6970 · Capital Outlay | | | |
| 6979 · Highway User Projects | 588 | 175,000 | 0% |
| 6970 · Capital Outlay - Other | | 90,000 | |
| Total 6970 · Capital Outlay | 588 | 265,000 | 0% |
| Total Other Expense | 588 | 265,000 | 0% |
| Net Other Income | -588 | -265,000 | 0% |
| Net Income | -300,607 | -1,209,872 | 25% |

8:13 AM

12/10/21

Town of Bladensburg
Grants YTD vs Budget
 July through November 2021

| | <u>Jul - Nov 21</u> | <u>Budget</u> | <u>% of Budget</u> |
|---|-----------------------|---------------|--------------------|
| Ordinary Income/Expense | | | |
| Expense | | | |
| 6900 · Grants - Restricted | | | |
| 6930 · CDBG | 36,915 | | 100% |
| 6935 · Other Grants | 2,264 | | 100% |
| Total 6900 · Grants - Restric... | <u>39,179</u> | | <u>100%</u> |
| Total Expense | <u>39,179</u> | | <u>100%</u> |
| Net Ordinary Income | <u>-39,179</u> | | <u>100%</u> |
| Net Income | <u>-39,179</u> | | <u>100%</u> |

Town of Bladensburg
Budget Summary
FY22 YTD vs Budget

| | <u>Jul - Nov 21</u> | <u>Budget</u> | <u>% of Budget</u> |
|--|---------------------|------------------|--------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 4000 · Property Taxes | | | |
| 4020 · Real Estate Taxes | 2,981,564 | 3,935,697 | 76% |
| 4040 · Business Personal Property Tax | 588,500 | 765,000 | 77% |
| Total 4000 · Property Taxes | 3,570,063 | 4,700,697 | 76% |
| 4100 · Income Tax | 211,627 | 575,000 | 37% |
| 4200 · Other Local Taxes | | | |
| 4220 · Admissions and Amusement ... | 15,014 | 25,000 | 60% |
| Total 4200 · Other Local Taxes | 15,014 | 25,000 | 60% |
| 4300 · Licenses and Permits | | | |
| 4310 · Local Business Licenses | 78,837 | 80,000 | 99% |
| 4320 · County Traders License | 4,674 | 9,000 | 52% |
| 4370 · Cable Franchise Fees | 13,324 | 132,000 | 10% |
| Total 4300 · Licenses and Permits | 96,835 | 221,000 | 44% |
| 4500 · State Funding | | | |
| 4510 · Highway User Revenues | 31,184 | 204,868 | 15% |
| 4520 · Police Aid | 36,854 | 147,415 | 25% |
| Total 4500 · State Funding | 68,038 | 352,283 | 19% |
| 4600 · County Funding | | | |
| 4620 · County Disposal Fee Rebate | 5,621 | 22,484 | 25% |
| 4640 · Bank Stock | | 2,372 | |
| Total 4600 · County Funding | 5,621 | 24,856 | 23% |
| 4700 · Service Charges | | | |
| 4720 · Local Fines/Fees | 5,650 | 13,000 | 43% |
| 4730 · Copier Fees | 924 | 2,500 | 37% |
| 4740 · Fingerprinting | 240 | 1,000 | 24% |
| 4760 · Reimbursements | | 5,000 | |
| 4770 · Automated Traffic Enforcement | | 100,000 | |
| Total 4700 · Service Charges | 6,814 | 121,500 | 6% |
| 4800 · Other Revenues | | | |
| 4810 · Insurance Reimbursement | 15,553 | 35,000 | 44% |
| 4820 · Bus Shelter Advertising | | 1,000 | |
| 4830 · Property Rental | 21,000 | 42,000 | 50% |
| 4840 · Vehicle Deployment | 3,050 | 8,400 | 36% |
| 4870 · Misc. Revenues | 737 | 5,000 | 15% |
| 4880 · Interest Earned | 970 | 8,000 | 12% |
| Total 4800 · Other Revenues | 41,309 | 99,400 | 42% |
| 4900 · Restricted Revenues | | | |
| 4970 · Other Grants | 1,000 | | 100% |
| Total 4900 · Restricted Revenues | 1,000 | | 100% |
| 4999 · Transfer from Fund Balance | | 536,136 | |
| Total Income | 4,016,322 | 6,655,872 | 60% |
| Gross Profit | 4,016,322 | 6,655,872 | 60% |
| Expense | | | |
| 6000 · Compensation | | | |
| 6010 · Regular Pay | 1,242,061 | 3,135,951 | 40% |
| 6020 · Overtime | 103,354 | 196,667 | 53% |
| 6030 · FICA | 100,512 | 254,945 | 39% |
| 6040 · Health Insurance | 226,834 | 657,926 | 34% |
| 6050 · Pension | 113,032 | 267,441 | 42% |

Town of Bladensburg

Budget Summary

FY22 YTD vs Budget

| | Jul - Nov 21 | Budget | % of Budget |
|--|------------------|------------------|-------------|
| 6060 · Workers Comp | 109,922 | 182,500 | 60% |
| Total 6000 · Compensation | 1,895,716 | 4,695,430 | 40% |
| 6110 · Tuition Rembursement | | 30,500 | |
| 6120 · Uniforms | 19,996 | 50,000 | 40% |
| 6130 · Recruitment | 4,929 | 9,000 | 55% |
| 6140 · Professional Development | | | |
| 6145 · Council Business Development | 796 | 15,000 | 5% |
| 6140 · Professional Development - O... | 11,888 | 29,500 | 40% |
| Total 6140 · Professional Development | 12,685 | 44,500 | 29% |
| 6150 · Payroll Service | 2,393 | 6,000 | 40% |
| 6160 · Employee Recognition | 819 | 8,000 | 10% |
| 6210 · Council Projects | 966 | 2,500 | 39% |
| 6225 · Community Grants | | | |
| 6226 · Fire Department Donation | 7,500 | 30,000 | 25% |
| 6225 · Community Grants - Other | | 6,000 | |
| Total 6225 · Community Grants | 7,500 | 36,000 | 21% |
| 6230 · Community Events | 16,302 | 50,000 | 33% |
| 6235 · Senior Citizen Projects | 4,500 | 4,500 | 100% |
| 6240 · Memorials | 121 | 2,000 | 6% |
| 6255 · Town Meetings | 1,648 | 6,000 | 27% |
| 6260 · Transportation | | 20,000 | |
| 6270 · Historic Promotion | 2,402 | 2,402 | 100% |
| 6310 · Telephone | 23,324 | 25,000 | 93% |
| 6320 · Wireless Communications | 10,002 | 34,640 | 29% |
| 6330 · Communications Contracts | | 33,000 | |
| 6340 · Interoperability | 420 | 8,000 | 5% |
| 6350 · Internet Access | 1,770 | 4,500 | 39% |
| 6360 · Data Fees | 609 | 2,000 | 30% |
| 6400 · Computer | | 1,500 | |
| 6420 · Computer Expense | 11,995 | 11,000 | 109% |
| 6440 · IT Support | 9,687 | 30,000 | 32% |
| 6460 · Software Contract | | 16,000 | |
| 6510 · Audit | 12,000 | 44,000 | 27% |
| 6520 · Bank Charges | 3,081 | 4,000 | 77% |
| 6530 · Bad Debts | | 6,000 | |
| 6545 · Insurance - Auto | 15,894 | 38,000 | 42% |
| 6550 · Insurance - Liability | 21,816 | 60,000 | 36% |
| 6560 · Legal | 3,840 | 40,000 | 10% |
| 6570 · Equipment Lease | 5,267 | 17,000 | 31% |
| 6580 · Contractual Services | 12,142 | 40,000 | 30% |
| 6590 · Automated Traffic Enforcement | | 100,000 | |
| 6620 · Fuel | 31,732 | 70,000 | 45% |
| 6640 · Vehicle Repairs and Maintenance | 18,043 | 55,000 | 33% |
| 6650 · Vehicle Body Repairs | | 15,000 | |
| 6670 · Equipment Maintenance | 1,694 | 7,000 | 24% |
| 6680 · Weapon Repairs and Supplies | 359 | 20,000 | 2% |
| 6710 · Building Maintenance | 4,244 | 50,000 | 8% |
| 6720 · Grounds Maintenance | 4,278 | 20,000 | 21% |
| 6740 · Street Lights | 16,634 | 50,000 | 33% |
| 6750 · Sanitation Contract | 82,237 | 180,000 | 46% |
| 6760 · Landfill Fees | 6,350 | 20,000 | 32% |
| 6770 · Building Supplies | 2,983 | 9,000 | 33% |
| 6790 · Janitorial Services | 12,083 | 29,000 | 42% |
| 6810 · Advertising | 1,441 | 25,000 | 6% |
| 6820 · Website | 2,900 | 3,000 | 97% |
| 6825 · Membership | 10,584 | 14,900 | 71% |
| 6835 · Travel | 545 | 9,000 | 6% |
| 6850 · Office Supplies | 6,501 | 25,000 | 26% |
| 6855 · Postage | 1,842 | 7,000 | 26% |
| 6860 · Shop Supplies | 498 | 3,500 | 14% |
| 6865 · Supplies | 1,524 | 3,000 | 51% |

Town of Bladensburg
Budget Summary
FY22 YTD vs Budget

| | <u>Jul - Nov 21</u> | <u>Budget</u> | <u>% of Budget</u> |
|---|-------------------------|------------------------|--------------------|
| 6880 · Election Costs | 3,384 | 9,000 | 38% |
| 6885 · Finger Printing | 362 | 2,000 | 18% |
| 6890 · Utilities | 12,762 | 36,000 | 35% |
| 6900 · Grants - Restricted | | | |
| 6930 · CDBG | 36,915 | | 100% |
| 6935 · Other Grants | 2,264 | | 100% |
| Total 6900 · Grants - Restricted | <u>39,179</u> | | <u>100%</u> |
| Total Expense | <u>2,363,980</u> | <u>6,143,872</u> | <u>38%</u> |
| Net Ordinary Income | <u>1,652,342</u> | <u>512,000</u> | <u>323%</u> |
| Other Income/Expense | | | |
| Other Expense | | | |
| 6950 · Debt Service | | | |
| 6960 · Debt Service - Interest | 3,594 | 12,000 | 30% |
| 6965 · Debt Service - Principle | 47,238 | 75,000 | 63% |
| Total 6950 · Debt Service | <u>50,831</u> | <u>87,000</u> | <u>58%</u> |
| 6970 · Capital Outlay | | | |
| 6979 · Highway User Projects | 588 | 175,000 | 0% |
| 6970 · Capital Outlay - Other | 131,196 | 250,000 | 52% |
| Total 6970 · Capital Outlay | <u>131,784</u> | <u>425,000</u> | <u>31%</u> |
| Total Other Expense | <u>182,615</u> | <u>512,000</u> | <u>36%</u> |
| Net Other Income | <u>-182,615</u> | <u>-512,000</u> | <u>36%</u> |
| Net Income | <u><u>1,469,727</u></u> | <u><u>-512,000</u></u> | <u><u>100%</u></u> |