

BK0076PG0256

Resolution No. 19-25

RE: To Repeal and Readopt the Calvert County Citizen Participation Plan

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**TO REPEAL AND READOPT THE CITIZEN PARTICIPATION PLAN TO MEET THE CITIZEN PARTICIPATION REQUIREMENTS OF 24 CFR 570.486 AND 24 CFR 91.115(E)**

**WHEREAS**, the United States Department of Housing and Urban Development regulations codified at 24 CFR 570.486 require that each unit of general local government receiving or expecting or receive Community Development Block Grant (“CDBG”) funds to provide for and encourage citizen participation; ensure that citizens are well informed and are given the opportunity to comment regarding local government’s proposed and actual use of CDBG funds;

**WHEREAS**, the County Commissioners of Calvert County, Maryland (the “County Commissioners”) is a unit of general local government receiving or expecting to receive CDBG funds;

**WHEREAS**, the County Commissioners adopted a Citizen Participation Plan on June 9, 2020 by Resolution 18-20, and desires to repeal and readopt that Citizen Participation Plan as set forth in Exhibit A hereto, made a part hereof and incorporated herein by reference;

**WHEREAS**, after due notice, the County Commissioners conducted a public hearing on April 8, 2025 in order to hear public comments regarding the Citizen Participation Plan; and

**WHEREAS**, after considering public input and staff comments and recommendations regarding this matter, it is determined that repeal of Resolution 18-20 and adoption of the Calvert County Community Development Block Grant Citizen Participation Plan attached hereto as Exhibit A is in the best interest of the citizens of Calvert County.

**NOW, THEREFORE, BE IT RESOLVED** that Resolution 18-20 is hereby **REPEALED** and that the “Calvert County, Maryland Community Development Block Grant Program Citizen Participation Plan”, attached hereto as Exhibit A, is hereby accepted and adopted by this Board of County Commissioners of Calvert County, Maryland;

**BE IT FURTHER RESOLVED**, by the Board of County Commissioners of Calvert County, Maryland that the foregoing recitals are adopted as if fully rewritten herein;

**BE IT FURTHER RESOLVED**, by the Board of County Commissioners of Calvert County, Maryland that, in the event any portion of this Resolution is found to be unconstitutional, illegal, null or void, it is the intent of the Board of County Commissioners to sever only the invalid portion or provision, and that the remainder of the Resolution shall be enforceable and valid; and

**BE IT FURTHER RESOLVED**, by the Board of County Commissioners of Calvert County, Maryland that this Resolution shall be effective upon recordation without publication of a fair summary.

**DONE**, this 8<sup>th</sup> day of April, 2025 by the Board of County Commissioners of Calvert County, Maryland.

Aye: 5  
Nay: 0  
Absent/Abstain: 0

BK0076PG0257

RE: To Repeal and Readopt the  
Calvert County Citizen Participation Plan

**ATTEST:**

**BOARD OF COUNTY COMMISSIONERS  
OF CALVERT COUNTY, MARYLAND**



Katie Brittain, Clerk



Earl F. Hance, President



Todd Ireland, Vice-President

Approved for form and legal sufficiency  
by:



Mark C. Cox Sr.



John Norris, III, County Attorney



Catherine M. Grasso



Mike Hart

**EXHIBIT A:  
CALVERT COUNTY MARYLAND  
MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CITIZEN PARTICIPATION PLAN**

The Board of County Commissioners of Calvert County, Maryland has adopted this Citizen Participation Plan to meet the citizen participation requirements of 24 CFR 570.486 and 24 CFR 91.115(e). Regulations require that each unit of general local government receiving or expecting to receive Maryland Community Development Block Grant Funds:

- Furnish citizens with information related to the availability of CDBG funding including the amount the State makes available under each state fiscal year, the eligible CDBG activities, and the eligible uses of CDBG funds;
- Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
- Ensure that citizens will be given reasonable and timely access to local meetings, information and records relating to the unit of general local government's proposed and actual use of CDBG funds;
- Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with procedures developed by the State. Such assistance need not include providing funds to such groups;
- Provide for a minimum of two public hearings, each at a different stage of the project, for the purpose of obtaining citizen's views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. Public hearings to cover community and economic development and housing needs must be held before submission of an application to the State. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
- Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the State and, for grants already made, activities which are proposed to be added, deleted, or substantially changed from the unit of general local government's application to the State. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the State;
- Provide citizens with the Calvert County Residential Anti-Displacement and Relocation Assistance Plan if proposed applications to be submitted will likely to result in displacement of persons or businesses from their homes or businesses; and
- Provide citizens the address, phone number and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

CDBG funded activities may serve beneficiaries outside the jurisdiction of the unit of general local government that receives the grant, provided the unit of general local government determines that the activity is meeting its needs in accordance with section 106(d)(2)(D) of the Act.

### **PROVISION OF INFORMATION, PUBLIC HEARINGS AND COMMENTS**

The Board of County Commissioners of Calvert County, Maryland will provide reasonable access to records and information on the proposed and actual use of CDBG funds during regular business hours of 8:30 am to 4:30 pm at the Calvert County Courthouse, 175 Main Street, Prince Frederick, MD 20678. Where possible, the Board of County Commissioners of Calvert County, Maryland will provide copies of documents or access to copying services to citizens or groups requesting information at their own expense.

Information will be furnished to citizens through public notice in The Calvert Recorder, a newspaper of general circulation. The Board of County Commissioners of Calvert County, Maryland may also provide additional information to its citizens about the CDBG Program through articles in local newspapers, newsletters or community bulletins, flyers distributed door to door or at presentations made at community meetings.

The Board of County Commissioners of Calvert County, Maryland will hold at least one public hearing to receive input by citizens on the housing and community and economic development needs of the jurisdiction and to discuss the development of proposed activities. This hearing will be held in conjunction with a regularly scheduled meeting of the elected public officials prior to submission of an application for CDBG funds. The public notice will state that the following be discussed:

- The amount of CDBG funds available
- The range of activities that may be undertaken with CDBG funds;
- The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
- The plans of the Board of County Commissioners of Calvert County, Maryland likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under 24 CFR 570.606 and 24 CFR 42.325.

If the MD CDBG Program funds the activity, a second hearing on program performance must be held at some point during the grant period after the activity has been initiated.

The MD CDBG Program requires that notice of a public hearing be published in a newspaper of general local circulation no less than five (5) days in advance of the hearing. Hearings will be held at times and locations convenient to actual or potential beneficiaries and at locations accessible to the disabled. Documentary evidence that the required notices are published, and public hearings are held in accordance with the plan will be maintained. Copies of the actual notices and/or affidavits shall be a part of the files, in addition to minutes of the hearings. Written minutes of the hearing and an attendance roster will be maintained by the Board of County Commissioners of Calvert County, Maryland at 175 Main Street, Prince Frederick, MD 20678.

If necessary, the Board of County Commissioners of Calvert County, Maryland will make arrangements for a translator when it is expected that non-English speaking persons will participate. Similarly, a signer shall be provided for a deaf or mute participant. If special accommodations are necessary, however, requests should be made to the Board of County Commissioners of Calvert County, Maryland at the Calvert County Courthouse, 175 Main Street, Prince Frederick, MD 20678. At least 3 days advance notice is requested.

The Board of County Commissioners of Calvert County, Maryland, will provide citizens an opportunity to comment on the proposed activities in an application to the State. Written comments may be sent to the Board of County Commissioners of Calvert County, Maryland, Calvert County Courthouse, 175 Main Street, Prince Frederick, MD 20678.

**TECHNICAL ASSISTANCE**

When requested to provide technical assistance to groups representative of persons of low and moderate income, the Board of County Commissioners of Calvert County, Maryland will assist if possible. Files shall document meetings between the group and the local government. If staff capacity to assist does not exist, the Board of County Commissioners of Calvert County, Maryland may offer a referral to the State or to a consultant who can provide the necessary expertise.

**COMPLAINTS AND GRIEVANCES**

Citizens who wish to submit a complaint or grievance may do so by calling or writing to the Board of County Commissioners of Calvert County, Maryland at 410-535-1600 or Calvert County Courthouse, 175 Main Street, Prince Frederick, MD 20678. The Board of County Commissioners of Calvert County, Maryland shall make reasonable effort to provide a response in writing to written complaints or grievances within 15 working days.

**AMENDMENTS TO APPLICATIONS OR GRANTS**

The Board of County Commissioners of Calvert County, Maryland will provide citizens notice of, and opportunity to comment on, substantial changes to grants already made, including changes in the purpose, scope, location or beneficiaries. This can be achieved through public notice describing the change and establishing a comment period or through public hearing.

**EXPIRY**

This Citizen Participation Plan shall be effective for a 5 year period, and may be renewed.

Received for Record..... 4/10....., 20..25  
at..... 4:26..... o'clock..... P..... M. Same day  
recorded in Liber KPS No. .... 76.....  
Folio..... 256..... COUNTY COMMISSIONERS  
ORDINANCES AND RESOLUTION.

*Garry P. Smith*