

STATE OF MARYLAND **CDBG PROGRAM**

COVID FUNDING

APPLICATION – ROUND 1

May 2020



Larry Hogan, Governor
Boyd Rutherford, Lt. Governor
Kenneth Holt, Secretary

Department of Housing and Community Development
Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 20706



**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CORONAVIRUS FUNDING – APPLICATION – ROUND #1**

1. Name of County: Talbot

2. Address:

South Wing, Talbot County Courthouse
11 North Washington Street
Easton, MD 21601

3. FID Number: 52-6001028

4. DUNS Number: 029110582

5. Name, phone number, and email of County's CDBG contact person for this application:

Jessica Morris jmorris@talbotcountymd.gov 410-770-8010

6. If applicable, identify subrecipients whose projects are included in this application:

St. Michaels Community Center
Talbot County Health Department
Talbot County Public Schools
Upper Shore Aging, Inc. (Area Agency for Aging)

7. Number of Projects Included in this Application: 4

8. Required Resolution attached? Yes No

9. Total CDBG request: \$ 809,015

Total Local funds \$ _____

Total Other funds \$ _____

Total all costs \$ 809,015

10. U.S. Congressional District No. 1
State District No. 37B
(List State legislators for **entire** district):
Senator Adelaide Eckardt
Delegate Christopher Adams
Delegate John Mautz, IV

11. Date Public Hearing Advertised:
June 4, 2020

12. Date Public Hearing Held:
June 9, 2020

13. Is Citizens Participation Plan current? Yes No Please attach.

If not, did you attach new plan? Yes No

14. Is Residential Anti-Displacement Plan current? Yes No Please attach.

If not, did you attach new plan? Yes No

15. Date Application Submitted: June 12, 2020

PART A

SUMMARY OF APPLICATION: Summarize the information found in the application. Include an overall description as to how proposed projects will prevent, prepare for and/or respond to the coronavirus.

On March 16, 2020, the Talbot County Council adopted an Emergency Declaration declaring a State of Emergency in the County as a result of the COVID-19 pandemic. The impact of the pandemic has been felt deeply across the County as the local economy, which depends heavily on the tourism industry, was affected by Governor Hogan's stay at home order and citizens faced unemployment and uncertainty. Approximately 39% of households were considered "at risk" prior to the pandemic (United Way 2016, US Census Bureau, Small Area & Income Poverty Estimates, 2018). With non-essential businesses closed and small businesses impacted, the impact to our local economy was significant. Talbot County Public Schools have been closed since March 13, 2020 with distance learning implemented for all 4,650 students which has resulted in its own challenges such as connectivity as parts of Talbot County do not have reliable access to broadband. In addition, with four of the eight public schools being designated as Title 1 schools, ensuring students continued to have access to food was a priority.

In Talbot County, the Talbot County Health Department is the designated lead agency under Dr. Fredia Wadley, Health Officer, for COVID-19 with Talbot Department of Emergency Services (DES) providing support. A daily call is held at 10:00 a.m. with the Operational Working Group which includes County departments, municipal representatives and partner agencies and stakeholders. Additional workgroups have been established as part of the Emergency Operations Center (EOC) including the Senior Policy Workgroup which holds a daily conference call at 9:00 a.m., Private Sector Information and Coordination Workgroup which includes businesses with a conference call held at 12:00 p.m. every Tuesday and Friday and a Joint Information Workgroup that coordinates a daily press release. In addition, Operations Coordination Groups have been formed which include Feeding and Volunteers, and Housing and Medical Surge. As of June 2, 2020, Talbot County had 98 confirmed cases and 2 deaths.

When COVID-19 resulted in the Emergency Declaration for the County and Governor Hogan's Stay at Home Order was implemented, early on it became evident that ensuring citizens had access to food became a priority. The Operations Coordination Workgroup under the EOC that focused on feeding and volunteers quickly assembled and created a comprehensive response to feeding needs in the County. As a result of this workgroup, there are three programs identified in this grant application to continue to support feeding programs in the County:

Increased Meals on Wheels to seniors through Upper Shore Aging, Inc. (Area Agency for Aging); Summer Snack and Dinner Program through Talbot County Public Schools and St. Michaels Community Center's Food Support Program for the St. Michaels and Bay Hundred area.

Dr. Fredia Wadley, Talbot County Health Officer has identified a need for seniors and disabled adults. During the COVID-19 pandemic, services to seniors and disabled adults have suffered due to Governor Hogan's Stay at Home Order with senior centers closed, fewer volunteers able to provide services and fewer relatives able to assist. Talbot County has twice the percentage of seniors than the State average with approximately 500 seniors living below the poverty level and another 500 seniors living just above the poverty level. The Talbot County Health Department (TCHD) has the Senior Care Program that receives \$110,000 from the Maryland Department of Aging and a County allocation of \$50,000 annually for seniors 65 years and older who have needs for which there are no other resources in order to keep seniors living in their homes safely. TCHD has over 200 seniors being case managed in this program currently with the majority having earnings of less than \$1,500/month. The number of disabled adults below 65 years of age has been growing with needs unmet by existing resources in the County and yet these individuals are not eligible for the senior care program. When an event such as COVID-19 occurs, family volunteer and neighbor caregiving services are impacted and the TCHD receives calls for services. The Senior Care Program links seniors with all available services and then provides some financial assistance when other services have been exhausted such as medications and/or co-pay, transportation for medical visits, items such as incontinence supplies and dietary supplements, equipment for mobility and even personal care and/or homemaker services.

PART B

NEEDS ASSESSMENT: Please complete the attached form regarding impact and needs as of the date of this application.

Description of Needs Assessment Process to include how you conducted outreach and consultation and who was consulted:

Information about the CDBG-COVID-19 application was forwarded to each of the County's five municipalities (Easton, Oxford, Queen Anne, St. Michaels and Trappe) as well as to the Talbot County Health Department, Talbot County Public Schools, Brookletts Place – Talbot Senior Center and Janine Beasley (Continuum of Care Coordinator for region).

Representatives from the Towns of Easton and St. Michaels attended the informational calls hosted by CDBG staff about the grant application. Following those sessions, a conference call was held with the municipalities to further discuss the grant application with only St. Michaels wishing to participate in the discussion and pursue a partnership. St. Michaels proposed a project with St. Michaels Community Center (Trish Payne, Executive Director) and a conference call was held to discuss the needs in the St. Michaels / Bay 100 area. Talbot County Health Department, Talbot County Public Schools and Upper Shore Aging, Inc. submitted proposed projects and conference calls were held with each to discuss their needs.

In addition, information about the grant was shared with the County's Emergency Operations Center's (EOC) Operational Working Group which includes approximately 50 people from County departments, municipal representatives, partner agencies and stakeholders.

General description of the impact of the coronavirus within the county:

Talbot County being a small rural community on Maryland's Eastern Shore is directly reflected in the tight-knit social community, local, dedicated work force, and ability to care after one another. The Town of Easton being the home of a regional hospital, a commerce hub, and a majority of the population in the county require a lot of our attention and resources, while the rest of our community needing the same resources requires man-power and transportation due to its rural nature. Our county is full of small businesses, agriculture, a large portion of the community that makes a living off of working on the water and the tourism industry, all economically impacted by the Governor's Executive Orders. The health risks among our citizens as well as our work force are at an all-time high due to COVID-19. A majority of our population shop at the same few essential stores (pharmacy and grocery stores) and with most of our citizens working for small businesses, everyone is directly affected by COVID-19 either physically or fiscally.

Elderly Persons: Describe the impact of the coronavirus and the subsequent needs of elderly persons.

Talbot County has over eight long-term care facilities, along with a number of home care agencies. Our high elderly population (one of the highest percentages in the State) is directly

impacted by the risk this disease imposes on this vulnerable population, as well as the clinicians who provide care to the population, whether it be in a facility, in their home, or EMS providers running calls to these facilities. The County has two senior centers (Brookletts Place in Easton and Bay Hundred Senior Center in St. Michaels) both of which have been closed since mid-March. The Senior Centers are an integral part of our community and provide opportunities for socialization, meals, exercise and educational resources. Due to the closure of the Senior Centers, requests for Meals on Wheels has increased by an additional 31 people.

Special Needs Populations: Describe the impact of the coronavirus and the subsequent needs of special needs populations.

COVID-19 has impacted the daily lives and routines of our special needs populations. Under the Governor's Stay at Home Order, fewer relatives and friends were able to visit group homes such as those operated by The Chesapeake Center and Channel Marker and likewise special needs population were limited in seeking services, relying on telehealth options. One of the biggest barriers to medical and social services in our rural region is transportation due to the limited public transportation available. Individuals with Medicaid are eligible for transportation assistance, but Medicare and private insurers provide not transportation benefits.

Homeless Persons: Describe the impact of the coronavirus and the subsequent needs of homeless persons.

Talbot County's homeless population is served mostly in Easton, utilizing services and buildings that are either now closed or being operated on a limited basis to reduce exposure such as the Department of Social Services and Neighborhood Service Center. Talbot County Public Schools reports that as of 12-6-19 they had 175 students who were classified as homeless.

Low and Moderate Income Persons: Describe the impact of coronavirus and subsequent needs of low and moderate income persons.

With a large portion of our population working on the water or for small businesses or the tourism industry, the lack of employment is directly reflected in the increase of residents utilizing our food pantries. Our food pantry supplies are receiving less donations, meaning more of the food needs to be purchased to feed an increasing amount of citizens utilizing these services.

Other: Describe other health and human service needs as a result of the coronavirus crisis.

Talbot has a population of 37,211

Poverty Households 11% (1,813)

ALICE* Households 28% (4,613) (*Asset Limited, Income Constrained, Employed)

Potential At-risk Households 39% (6,428)

6,428 Households x 2.66 people per household=17,098 individuals living in families Living Paycheck to Paycheck before COVID-19

Maryland's unemployment rate rose to 9.9% in April, setting a new record after the state lost 349,300 jobs during the month due to the Covid-19 pandemic, according to the U.S. Department of Labor. In Talbot County the unemployment rate is _____.

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PART C

PROJECT SUMMARY: Please complete Part C for each project. Attach requested support information as well as any other relevant information.

PROJECT NAME AND DESCRIPTION:

St. Michaels Community Center (SMCC) Food Support Program. Acting as the named Emergency Food Hub of the Bay Hundred Area of Talbot County by the Talbot County Emergency Feeding Operations Workgroup at the start of the COVID-19 pandemic, SMCC became a member of the Maryland Food Bank and provides and supplies food to St. Michaels and outlying villages in the Bay Hundred Area in order to make meals and groceries available to anyone in need.

DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED:

When the only in-town grocery store in St. Michaels, ACME Market, closed in 2017, SMCC launched a Community Café (soup kitchen) and food distribution service as they recognized the large number of low-income residents in the Bay Hundred Area needing access to meal service and food as well as a place to congregate and socialize. SMCC stepped in to provide a location and resource for family meals and groceries twice a week. When COVID-19 arrived, the need for food service intensified from what was an average of supplying 65-70 individuals each week to what is now an average of 350 meals and 300 bags of groceries a week. The escalation in need seems to have plateaued since the end of May 2020. SMCC now provides meal and grocery distribution three days per week and with CDBG-COVID-19 grant funding SMCC will be able to continue these services.

IS THIS A NEW SERVICE OR ACTIVITY? Yes No

IF NO, PLEASE DESCRIBE THE QUANTIFIABLE INCREASE FOR SERVICE OR ACTIVITY:

Yes and no. As described above, the services that fall under the SMCC Food Support Program began two years ago, but have now greatly expanded as a result of the COVID-19 pandemic to support the residents of St. Michaels and the Bay Hundred area.

SUBRECIPIENT:

St. Michaels Community Center

ADDRESS/LOCATION:

103 Railroad Avenue, P.O. Box 354, St. Michaels, MD 21663

NATIONAL OBJECTIVE:

Benefit to low and moderate income persons

BENEFICIARY INFORMATION (Persons or Households):

330

TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$159,766

SCHEDULE:

All projects can begin to incur costs as of July 1, 2020 after consultation with CDBG staff and, if required, the Subrecipient Agreement(s) has been executed.

<u>ACTIVITY</u>	<u>START DATE</u>	<u>COMPLETION DATE</u>
SMCC Community Café	July 1, 2020	June 30, 2022
Bay Hundred Food Distribution	July 1, 2020	June 30, 2022

PROJECT MANAGEMENT:

1. Identify the primary person who will administer this project. Discuss their experience with CDBG regulations and requirements and past project implementation.

Trish Payne, Executive Director, St. Michaels Community Center. The St. Michaels Community Center received a CDBG grant in 2015 which Ms. Payne helped to oversee.

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

Jessica Morris, Assistant County Manager has worked on several CDBG projects including: Talbot County Senior Center (Brookletts Place); SHORE UP/Head Start addition to the Easton Elementary School; St. Vincent de Paul Food Pantry expansion; Habitat for Humanity Brooks Lane Project in St. Michaels; Talbot Interfaith Shelter renovation project; YMCA-St. Michaels Senior Center Project and the Neighborhood Service Center's Housing for Homeless Project which included the acquisition and renovation of 6 South Street, Easton.

3. If requesting funding for Project Administration for staffing, please identify the following:

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds
Community Café Manager/Chef	20 hours/week	\$15/hour	\$31,200
Part-Time Chef	8 hours/week	\$12/hour	\$9,984
Food Bank Coordinator	25 hours/week	\$15/hour	\$39,000
Volunteer Coordinator	15 hours/week	\$12/hour	\$18,720

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

Expenses	Total Funds



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PROJECT BUDGET – Attach description of how costs were determined and identify if any funds committed, pending or to be sought are private, state, local or federal funds made available specifically to address coronavirus.

ACTIVITY	SOURCES OF FUNDS					TOTALS	SOURCE*
	CDBG	LOCAL (Cash)	LOCAL (In-kind)	FEDERAL	OTHER		
1 Paper products	\$12,000					\$12,000	
2 Food purchase	\$30,000					\$30,000	
3 Food preparation supplies	\$2,400					\$2,400	
4 3-Door Commercial Refrigerator (Katom Restaurant Supply)	\$4,543					\$4,543	
5 48" Electric Range with Dual Ovens (Katom Restaurant Supply)	\$8,319					\$8,319	
6 Canopy Hood, High Speed Exhaust Fan (Amazon)	\$600					\$600	
7 Electrician – estimated costs for installation and electrical hook-up	\$1,500					\$1,500	
8 Salaries	\$98,904					\$98,904	

<i>Community Café Manager</i> (\$15/hour – 20 hrs/week – 2 years - \$31,200) <i>Part-Time Chef</i> (\$12/hour – 8 hrs/week – 2 years - \$9,984) <i>Food Bank Coordinator</i> (\$15/hour – 25 hrs/week – 2 years - \$39,000) <i>Volunteer Coordinator</i> (\$12/hour – 15 hrs/week – 2 years - \$18,720)							
9							
PROJECT ADMINISTRATION							
TOTALS BY SOURCES OF FUNDS	\$158,266	\$	\$	\$	\$	\$158,266	

Local includes County and/or Subrecipient

*Note if each source is Committed (C), Pending (P) or Not Sought (N)

PART C

PROJECT SUMMARY: Please complete Part C for each project. Attach requested support information as well as any other relevant information.

PROJECT NAME AND DESCRIPTION:

Social Home for Seniors and Disabled Adults – Talbot County Health Department (TCHD)

To develop a Social Home for Seniors and Disabled Adults, TCHD will take the lead in partnering with the Talbot County Department of Social Services, Neighborhood Service Center (Community Action Agency) and Upper Shore Aging, Inc. (Area Agency for Aging) to assess, develop care plans, integrate existing clinical and social services, and meet needs for which there are no existing resources for an additional 200 individuals to achieve best health outcomes.

DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED:

This project will address two vulnerable populations (seniors and disabled adults) by providing a call center to serve as the entry point into the “social home” model. Individuals, family members or health care providers can call or refer people to an identified telehealth number for a brief assessment to determine what services are needed. Components of the program include: Call Center for brief screening to determine how to refer the client; case management for clients with complicated needs; telehealth facilitation and Mobile Integrated Health team (which includes a paramedic provided by Talbot County Department of Emergency Services, registered nurse provided by Talbot County Health Department, and pharmacist provided by Shore Regional Health to consult on medication interactions and compliance). If an assessment is needed, a nurse or social worker will conduct a home visit and help to develop a care plan. If the person qualifies for the Medicare in-home support services, a link will be made to ensure these services are obtained. If the person is eligible for senior care services a case manager will be assigned. If the client is a senior adult below age 65 or a disabled adult that does not qualify for existing services, but has significant needs for remaining in their residence safely, a case manager will be assigned. When private healthcare providers request someone to facilitate a home telehealth visit for these clients, staff will be available to assist. Budget includes 1 social work, 1 nurse, 1 administrative staff, 2 part-time community health workers, 2 part-time nurses, purchase of i-pads for field work, cellphones, plus \$150,000 for purchasing care (personal care, homemaker services, assistance with co-pays and essentials).

IS THIS A NEW SERVICE OR ACTIVITY? Yes No

IF NO, PLEASE DESCRIBE THE QUANTIFIABLE INCREASE FOR SERVICE OR ACTIVITY:

SUBRECIPIENT: Talbot County Health Department (TCHD)

ADDRESS/LOCATION: 100 South Hanson Street, Easton, MD 21601

NATIONAL OBJECTIVE:

Benefit to low and moderate income persons

BENEFICIARY INFORMATION (Persons or Households): 200 low-moderate income seniors and disabled adults.

TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$478,167

SCHEDULE:

All projects can begin to incur costs as of July 1, 2020 after consultation with CDBG staff and, if required, the Subrecipient Agreement(s) has been executed.

<u>ACTIVITY</u>	<u>START DATE</u>	<u>COMPLETION DATE</u>
Social Home for Seniors and Disabled Adults	July 1, 2020	June 30, 2022

PROJECT MANAGEMENT:

Identify the primary person who will administer this project. Discuss their experience with CDBG regulations and requirements and past project implementation.

Dr. Fredia Wadley, Health Officer, Talbot County Health Department and Kate Stinton, RN, Talbot County Health Department. Both Dr. Wadley and Ms. Stinton are new to CDBG regulations and requirements.

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

Jessica Morris, Assistant County Manager has worked on several CDBG projects including: Talbot County Senior Center (Brookletts Place); SHORE UP/Head Start addition to the Easton Elementary School; St. Vincent de Paul Food Pantry expansion; Habitat for Humanity Brooks Lane Project in St. Michaels; Talbot Interfaith Shelter renovation project; YMCA-St. Michaels Senior Center Project and the Neighborhood Service Center's Housing for Homeless Project which included the acquisition and renovation of 6 South Street, Easton.

If requesting funding for Project Administration for staffing, please identify the following:

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds
Social Worker			
Nurse (FT)			
Clerk			
2 Community Health Workers (PT)			
2 Nurses (PT)			

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

Expenses	Total Funds

PROJECT BUDGET – Attach description of how costs were determined and identify if any funds committed, pending or to be sought are private, state, local or federal funds made available specifically to address coronavirus.

ACTIVITY	SOURCES OF FUNDS					TOTALS	SOURCE*
	CDBG	LOCAL (Cash)	LOCAL (In-kind)	FEDERAL	OTHER		
1 Social Worker							
2 Nurse (full-time)							
3 Nurses (2) (part-time)							
4 Administrative clerk							
5 Community Health Workers (2) (part-time)							
6 I-pads	\$3,600						
7 Cellphones	\$4,400						
8							
9							
PROJECT ADMINISTRATION							
TOTALS BY SOURCES OF FUNDS		\$	\$	\$	\$		

PART C

PROJECT SUMMARY: Please complete Part C for each project. Attach requested support information as well as any other relevant information.

PROJECT NAME AND DESCRIPTION:

Summer Snack and Dinner Program – Talbot County Public Schools (TCPS)

To meet the growing need for food support in our community due to the financial impact of COVID-19, TCPS hopes to implement the Summer Snack and Dinner Program, which would expand our existing program from just breakfast and lunch to also include dinner and a snack for a child. The Summer Snack and Dinner Program will provide nourishment for food-insecure children in Talbot County, MD during a time when more of our citizens are facing financial hardships as a result of the COVID-19 pandemic. The program will run from July 1 – August 21 (Monday – Friday) for a total of 38 days and serve an estimated 280 children at a cost of approximately \$57,000.

DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED:

47% of TCPS students qualify for Free or Reduced Price breakfast and lunch during the school year. However, during the summer months, these children may suffer from a lack of access to adequate nutrition. The TCPS Summer Snack and Dinner Program would provide children with a healthy dinner and snack five days a week in conjunction with the summer meals program of breakfast and lunch provided by TCPS. We anticipate serving 800 children daily.

IS THIS A NEW SERVICE OR ACTIVITY? Yes No

IF NO, PLEASE DESCRIBE THE QUANTIFIABLE INCREASE FOR SERVICE OR ACTIVITY: For the past two summers TCPS has operated a summer meals program consisting of a free breakfast and lunch to support our youth who might otherwise be hungry during the summer months when school is not in session. When schools closed in March 2020 due to the COVID-19 pandemic, we began providing up to three meals and one snack per day which conform to nutrition guidelines for children ages 2 – 18. However, 35% of the snack and dinner meals served are not reimbursable under U.S. Dept. of Agriculture programs. Due to this lack of reimbursement, we will be unable to continue to provide these snacks and dinners. The funding we are seeking would be used to add a snack and dinner five days per week to our summer meals program. We would have to discontinue serving snack and dinner to ALL 800 students in order to be equitable if we can't obtain funds to pay for the 35% of snacks and dinners that are not covered by other funding sources. Based on the need for food support that has been demonstrated in our community during COVID-19, we feel it is vitally important to continue this new program.

SUBRECIPIENT: Talbot County Public Schools (TCPS)

ADDRESS/LOCATION: 12 Magnolia Street, Easton, MD 21601

NATIONAL OBJECTIVE:

Benefit to low and moderate income persons

BENEFICIARY INFORMATION (Persons or Households): Talbot County youth ages 2 – 18. We expect to continue to serve 800 children daily. We are seeking funding for dinner and snack for 280 of these children over 38 days. This would provide 10,640 dinners and 10,640 snacks this summer to our youth.

TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$57,000

SCHEDULE: To be determined based on expected enrollment. We are surveying all TCPS families to determine the delivery times and methods to best meet their needs.

All projects can begin to incur costs as of July 1, 2020 after consultation with CDBG staff and, if required, the Subrecipient Agreement(s) has been executed.

<u>ACTIVITY</u>	<u>START DATE</u>	<u>COMPLETION DATE</u>
Snack and Dinner – provided at TCPS and community sites (Monday – Friday 38 days total)	July 1, 2020	August 21, 2020

PROJECT MANAGEMENT:

Identify the primary person who will administer this project. Discuss their experience with CDBG regulations and requirements and past project implementation.

Sarah Jones, Chief Financial Officer, TCPS and Emily Moody – LCSW, Family Liaison and Volunteer Coordinator with TCPS. Both Ms. Jones and Ms. Moody are new to CDBG regulations and requirements.

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

Jessica Morris, Assistant County Manager has worked on several CDBG projects including: Talbot County Senior Center (Brookletts Place); SHORE UP/Head Start addition to the Easton Elementary School; St. Vincent de Paul Food Pantry expansion; Habitat for Humanity Brooks Lane Project in St. Michaels; Talbot Interfaith Shelter renovation project; YMCA-St. Michaels Senior Center Project and the Neighborhood Service Center’s Housing for Homeless Project which included the acquisition and renovation of 6 South Street, Easton.

If requesting funding for Project Administration for staffing, please identify the following:

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

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

	Expenses	Total Funds	

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PROJECT BUDGET – Attach description of how costs were determined and identify if any funds committed, pending or to be sought are private, state, local or federal funds made available specifically to address coronavirus.

ACTIVITY	SOURCES OF FUNDS				TOTALS	SOURCE*
	CDBG FEDERAL	LOCAL (Cash) OTHER	LOCAL (In-kind)			
1 Snack	\$10,400				\$10,400	
2 Dinner	\$44,156				\$44,156	
3 Volunteer Coordinator	\$1,000				\$1,000	
4 Indirect costs for overhead	\$1,150				\$1,150	
5						
6						
7						
8						
9						
PROJECT ADMINISTRATION						

TOTALS BY SOURCES OF FUNDS	\$56,706	\$	\$	\$	\$	\$56,706	
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Local includes County and/or Subrecipient

*Note if each source is Committed (C), Pending (P) or Not Sought (N)

DRAFT

PART C

PROJECT SUMMARY: Please complete Part C for each project. Attach requested support information as well as any other relevant information.

PROJECT NAME AND DESCRIPTION:

Talbot County Home Delivered Meals (Meals on Wheels)

Providing meals to homebound Elderly participants

DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED:

Upper Shore Aging, Inc. provides home-delivered meal service called Meals-on-Wheels to seniors in Talbot County who are homebound. Each participant receives a total of six (6) meals from three (3) deliveries throughout the week provided by volunteers. The volunteers not only provide the meals with a smile, they also take an interest in the participant's general health and help them stay connected in the community by informing the Meals-on-Wheels' program manager of relevant issues that may be solved by another program or agency, thus providing participants with a higher quality of life. During the COVID-19 Pandemic, Meals on Wheels has been providing meals to 31 new participants who have been impacted by the pandemic and are homebound.

IS THIS A NEW SERVICE OR ACTIVITY? No

IF NO, PLEASE DESCRIBE THE QUANTIFIABLE INCREASE FOR SERVICE OR

ACTIVITY: During the COVID-19 Pandemic, 31 additional participants are being served with home-delivered meals. This is an additional 186 meals per week.

SUBRECIPIENT: Upper Shore Aging, Inc.

ADDRESS/LOCATION:

100 Schauber Road
Chestertown, MD 21620

NATIONAL OBJECTIVE:

Benefit to low and moderate income persons

BENEFICIARY INFORMATION (Persons or Households):

31 seniors

TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$114,084

SCHEDULE:

All projects can begin to incur costs as of July 1, 2020 after consultation with CDBG staff and, if required, the Subrecipient Agreement(s) has been executed.

ACTIVITY

START DATE

COMPLETION DATE

Delivering 186 meals per week
to 31 elderly participants

7/1/2020

6/30/2022

PROJECT MANAGEMENT:

Identify the primary person who will administer this project. Discuss their experience with CDBG regulations and requirements and past project implementation.

Cheryl, Meals on Wheels Coordinator is new to the CDBG program and regulations. Childlene Brooks, Manager, Brookletts Place – Talbot Senior Center will assist. Ms. Brooks has worked on CDBG applications previously which included the YMCA-Senior Center project in St. Michaels.

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

Jessica Morris, Assistant County Manager has worked on several CDBG projects including: Talbot County Senior Center (Brookletts Place); SHORE UP/Head Start addition to the Easton Elementary School; St. Vincent de Paul Food Pantry expansion; Habitat for Humanity Brooks Lane Project in St. Michaels; Talbot Interfaith Shelter renovation project; YMCA-St. Michaels Senior Center Project and the Neighborhood Service Center's Housing for Homeless Project which included the acquisition and renovation of 6 South Street, Easton.

If requesting funding for Project Administration for staffing, please identify the following:

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

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

Expenses	Total Funds

PROJECT BUDGET – Attach description of how costs were determined and identify if any funds committed, pending or to be sought are private, state, local or federal funds made available specifically to address coronavirus.

ACTIVITY	SOURCES OF FUNDS					TOTALS	SOURCE*
	CDBG	LOCAL (Cash)	LOCAL (In-kind)	FEDERAL	OTHER		
1 Meals	\$114,084					\$114,084	
2							
3							
4							
5							
6							
7							
8							
9							
PROJECT ADMINISTRATION			\$42,915 (Meals on Wheels Coordinator)			\$42,915	

TOTALS BY SOURCES OF FUNDS	\$114,084	\$	\$	\$	\$	\$156,999	
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PART D

SUMMARY OF ALL PROJECTS:

LIST OF ALL PROJECTS	CDBG REQUEST	TOTAL LEVERAGE	TOTAL
1 St. Michaels Community Center (SMCC) Food Support Program	\$159,766		\$159,766
2 Talbot County Health Department – Social Home/Telehealth Program for Seniors and Disabled Adults	\$478,167		\$478,167
3 Talbot County Public Schools – Summer Snack and Dinner Program	\$57,000		\$57,000
4 Upper Shore Aging, Inc. – Meals on Wheels	\$114,084	\$42,915	\$114,084
5			
6			
7			
8			
9			

PROJECT ADMINISTRATION FOR COUNTY (approximately 8 hours/week x 2 years at \$45/hour)	\$40,000		\$40,000
TOTALS BY SOURCES OF FUNDS	\$849,017	\$	\$849,017

DRAFT

PART E

GRANT MANAGEMENT PLAN: Applicants are to respond to questions below as to how the grant will be managed by the County.

1. Identify the primary person who will administer this grant. Discuss their experience with CDBG regulations and requirements and past grant implementation.

Jessica Morris, Assistant County Manager has worked on several CDBG projects including: Talbot County Senior Center (Brookletts Place); SHORE UP/Head Start addition to the Easton Elementary School; St. Vincent de Paul Food Pantry expansion; Habitat for Humanity Brooks Lane Project in St. Michaels; Talbot Interfaith Shelter renovation project; YMCA-St. Michaels Senior Center Project and the Neighborhood Service Center's Housing for Homeless Project which included the acquisition and renovation of 6 South Street, Easton.

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

Neoma Rohman, Eleventh House Solutions will assist the County with grants management. Ms. Rohman has previously assisted the County with the YMCA-St. Michaels Senior Center Project and the Neighborhood Service Center's Housing for Homeless Project.

3. Discuss how you will manage subrecipient(s).

Weekly check-in with each sub-recipient

4. If requesting funding for Project Administration for staffing, please identify the following:

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

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

Expenses	Total Funds

PART F

FAIR HOUSING/EQUAL OPPORTUNITY: Applicants certify that grants received will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and that the County and its subrecipients, if any, will affirmatively further fair housing. Complete the following to demonstrate compliance or to identify any issues.

1. What is the most recent date of the county's written employment and personnel policies and practices? June 2019 Are they consistent with current federal equal opportunity guidelines? Yes No
2. In the past three years, have any complaints of discrimination in employment been filed against the county by employees or applicants?
 Yes No If yes, please explain:
3. In the past three years, have any complaints of discrimination in employment been filed against any of the subrecipients by employees or applicants?
 Yes No If yes, please explain.
4. Has the county taken any actions to affirmatively further fair housing through activities such as land development, zoning, site selection policies or programming or needs assessment? Yes No If yes, please describe:

In 2014 the Talbot County Council appointed the Talbot County Affordable Workforce Housing Commission. The Commission is an advisory board assembled by the Talbot County Council for the purpose of exploring the availability of affordable and workforce housing in Talbot County. The Commission offers insight and guidance to the Council for consideration in the development of affordable and workforce housing initiatives, programs, funding and/or legislation.

In 2016 Talbot County partnered with Habitat for Humanity Choptank on a CDBG application to create new affordable home ownership opportunities with the creation of seven infill shovel ready building lots. These properties will be improved with seven owner occupied new construction, durable and energy efficient single family homes in the Town of St. Michaels.

The Talbot County Comprehensive Plan (2016) speaks to the importance of housing (workforce, affordable and assisted) in Chapter 4, Community Services and Facilities. Talbot County works with many agencies in the County on addressing housing needs such as Talbot County Department of Social Services, Neighborhood Service Center, Talbot Interfaith Shelter and Habitat for Humanity Choptank.

In January 2020, Talbot County hired a part-time Housing Coordinator. Ms. VanOrnum intends to apply for grant funds this year to conduct a housing study for Talbot County.

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

Habitat for Humanity Choptank
Housing Commission of Talbot County
Neighborhood Service Center (Community Action Agency for Talbot County)
St. Vincent de Paul
Talbot County Department of Social Services
Talbot Interfaith Shelter

Sheena VanOrnum, Talbot County Housing Coordinator

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STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held the required number of public hearings, conducted a needs assessment and provided appropriate notice to ensure participation of citizens in the development the project(s) and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application and has adopted and maintains a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
4. will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
5. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
6. has adopted and is enforcing or will adopt prior to commencing grant activities:
 - a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.

7. will certify, to the best of the certifying official's knowledge and belief, that:
 - a) no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - b) if any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with this Federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form- LLL, Disclosure Form to Report lobbying in accordance with its instructions; and
 - c) it will require that the language of paragraphs (a) and (b) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
8. will adhere to federal and state Code of Conduct standards relative to conflict of interest restrictions and financial disclosure requirements for local elected officials and candidates; and
9. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary; and
10. will comply with the provisions of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 et seq., as amended, Title 24 CFR Part 570, and with other applicable State and Federal laws if awarded this grant; and
11. has not requested funds that duplicate other sources of funds made available to address the preparation, prevention or recovery of the coronavirus.

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

Corey W. Pack, President
Talbot County Council
Chief Elected Official

Signature

Date

Maryland Community Development Block Grant Program
Application Checklist

Attachment	Required Submission ?	Included ?
Residential Anti-Displacement Plan	Only if new plan	
Citizen Participation Plan	Only if new plan	
Clearinghouse Submission	Yes	
Determination of Costs	Yes	
Environmental Review Forms	Yes	
Identification of Other Coronavirus Related Funds	Yes	
Local Resolution	Yes	
Original Application and 2 copies	Yes	
Public Hearing Minutes from Hearing * <i>(*minutes will be approved at June 23, 2020 Talbot County Council meeting and will be forwarded once approved)</i>	Yes	
Public Hearing Notice	Yes	
Statement of Assurances and Certifications	Yes	
Other -		
Other -		