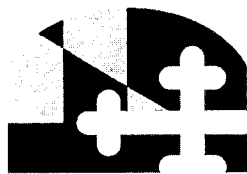


**STATE OF MARYLAND  
CDBG PROGRAM**

**COVID FUNDING**

**APPLICATION – ROUND 1**

**May 2020**



**Maryland**

DEPARTMENT OF HOUSING  
AND COMMUNITY DEVELOPMENT

**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:

Carroll County

2. Address:

225 N. Center Street  
Westminster, MD 21157

3. FID Number:

52-6000910

4. DUNS Number:

074941790

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

Debby Standiford

[dstandiford@carrollcountymd.gov](mailto:dstandiford@carrollcountymd.gov)

410-386-2212

410-848-0003 (Fax)

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

Penn- Mar Human Services

115 Stoner Avenue

Westminster, MD 21157

DUNS Number: 050870120

The Arc of Carroll County

180 Kriders Church Road

Westminster, MD 21158

DUNS Number: 080556160

Boys & Girls Club of Westminster, Inc

71 East Main Street

Westminster, MD 21157

DUNS Number: 967453726

Human Services Programs of Carroll County, Inc.

10 Distillery Drive, Suite G-1

Westminster, MD 21157

DUNS Number: 609218045

Carroll County Youth Service Bureau, Inc.  
 59 Kate Wagner Road  
 Westminster, MD 21157  
 DUNS Number: 197639347

Access Carroll Integrated Health Care  
 10 Distillery Drive Suite 200  
 Westminster, MD 21157  
 DUNS Number: 1816488200000

7. Number of Projects included in this Application: 7

8. Required Resolution attached?  Yes  No

9. Total CDBG request: \$ 814,594.31  
 Total Local funds \$ 154,013.92  
 Total Other funds \$ 0  
 Total all costs \$ 968,608.23

10. U.S. Congressional District No.8 and 1  
 Jamie B. Raskin (8)  
 Andy Harris (1)

State District No. 5  
 Senator Justin D. Ready  
 Delegate Susan W. Krebs  
 Delegate April R. Rose  
 Delegate Haven N. Shoemaker

State Districts 4 and 9A:  
 Sen. Michael J. Hough      Sen. Katie Fry Hester  
 Del. Daniel L. Cox        Del. Trent M. Kittleman  
 Del. Barrie S. Ciliberti    Del. Warren E. Miller  
 Del. Jesse T. Pippy

11. Date Public Hearing Advertised: 5/29/20

12. Date Public Hearing Held: 6/4/20

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: 6/12/20

## 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.

Each project requested directly assists low and moderate income populations recovery from the impact of COVID-19 or protects them from exposure to the virus.

Carroll County is submitting the following applications:

**Access Carroll**, Carroll County's only health clinic for uninsured or underinsured, is requesting two staff positions to provide infection control for the Access Health Care Clinic and COVID screening for the Distillery Complex which also includes Human Service Programs, Citizen Services Housing Programs, Family Emergency Shelter and the Family Center.

**The ARC of Carroll County**, a provider of services to the DDA community is requesting a position to assist with training. This full time staff will help train employees and clients on safety and precautions to avoid COVID both while in the facility and in the community. This position will also train ARC staff and clients on accessing services remotely and through home or community settings.

**Penn- Mar Human Services**, a provider of services to the DDA community, is requesting two projects. The first will assist with technology to provide remote services to additional clients. The second will provide sanitation equipment needed when operations resume both for their facility and vehicles.

**Carroll County Youth Services Bureau**, provider of behavioral health services serves about 1000 clients annually - 69% have Medicaid as their primary health insurance. The agency is requesting technology upgrades to allow them to provide telehealth services to their clients.

**Boys and Girls Club of Westminster** is requesting support for a Learning Recovery Program for kids disproportionately impacted by this crisis. They will provide enhanced services to identified youth over the summer and through the 2020/21 school year based on a model program of Boys and Girls Club

**Human Services Programs of Carroll County** is the County's Community Action Agency and Homeless Shelter Operator. Capacity in shelters is restricted under COVID guidelines and they are requesting funding to open in an additional location as well as a day reporting center for homeless.

## **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:**

Carroll County Government reached out to the towns/municipalities early on in this process to invite them to share their local needs. We also reached out initially to existing Homeless Shelter service providers, later expanding our outreach to past CDBG recipients to invite them to apply. Providers of mental health, behavioral health & substance use treatment, rural healthcare, DDA and older adult service providers, homeless providers and children's service providers are included in this application.

The local Continuum of Care Executive Committee provides oversight and approval for the projects submitted for final consideration.

Applicants surveyed clients and stakeholders at different points of the pandemic to determine level of interest, readiness, and ability level to conduct business in a virtual model. This included training that would be required for clients to move to this new platform. Service reduction was also impacted as local health and human service providers closed their doors to in person appointments. Community and agency surveys were conducted to assess gaps in essential services such as food access, access to medical appointments, transportation, ability to work due to access to childcare, student performance in distance learning for school age children, and socialization for those at risk of isolation.

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

As of June 5, 2020, Carroll County has had 984 positive COVID-19 cases with a total of 112 fatalities. Beyond the lethality of COVID-19, the pandemic presents significant challenges for Carroll County Citizens.

Program operations at local health and human service agencies are severely impacted as human service agencies attempt to comply with critically important advisories and directives from public health professionals.

Many support agencies have temporarily closed their doors to in person appointments and services and have shifted to a virtual service model. While this allows services to continue, it has reduced the number of services provided and can impact outcomes.

- Homeless Shelter Operations have had to reduce the number of beds in shelters (through natural attrition) to allow for social distancing (service impact-increased numbers of homeless in encampments)
- Carroll County's five Senior & Community Centers were ordered to temporarily close their doors (services lost-congregate meals, socialization, education, fitness, resource connection, health screenings, etc.)
- Congregate meals sites have had to transition from in person dining to a bagged meal pick up/delivery system
- Local Service Agencies that remain closed for in person appointments/Services, but offer virtual appointments/on line access to benefit applications include:

- SSA

- DSS
  - CCHD
  - BOAD
  - The Bureau of Housing & Community Connections
  - HSP
  - Libraries
  - In person Day habilitation Services for the Disability Community
  - Day Cares/After School Youth Programs
  - Public Schools
  - Religious organizations
- While some clients are able to adapt to this online or telephonic platform, others delay requests for assistance or participation in hopes for a return to an in -person business model.
  - Public transportation services, although starting to reengage in additional service, were significantly reduced as well, which has impacted people's access to food, benefit assistance and medical services.
  - Even as Carroll County has mirrored the Governor's move from a Stay at Home Order to Safer at Home Recommendation on May 15th, many individuals continue to stay at home.
  - Stay at home orders have caused social isolation for many of the county's at risk individuals.

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

According to CDC's website, Older adults and people who have severe underlying medical conditions like heart or lung disease, or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

8 out of 10 deaths reported in the U.S. have been in adults 65 years old and older. As a result, older adults have been advised to stay at home. Most older adult service providers have either temporarily closed their doors or transitioned to offer virtual appointments for essential services only. This has impacted the County's older adults in the areas of:

- Food Access
- Limited Socialization leading to Isolation
- Inability to access non-essential surgeries/medical appointments
- Reduced access to health and wellness classes/opportunities
- Transportation access
- Access to Housing
- Access to resource and benefit information/application assistance

Many virtual/eased regulatory options have been adopted by state and federal agencies to allow for the impact in these areas to be reduced, however creative solutions still need to be employed.

There continues to be a need to create a safe congregate meal distribution option that provides for socialization while safely distance during the meal. There is also a need to provide

technology/training to older adults who do not have access, to allow for virtual socialization options as well as fitness, art, education and other class offerings. There is also a need for sanitation equipment, for transportation options to ensure disease prevention. Creative techniques to provide application assistance for individuals for essential benefits and options counseling for older adult services/programs is also needed.

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

DDA's Final Rule recently ignited the transformation of DDA service delivery to a community integration model. This resulted in COVID-19's stay at home orders having a significant impact on the special needs population as the pandemic halted most community integration options. More so than any other population, the transition to a virtual service delivery model has been slow, deliberate and with many challenges for individuals with special needs. Since the start of COVID-19, the people supported by Carroll County DDA service providers are no longer attending day programs, few are going to work in community-based jobs, and even fewer are participating in the community. Many of the people supported by DDA service providers do not fully comprehend the magnitude of the virus and the benefits of social distancing. This upheaval in daily routines has a profound effect on the special needs population. For many, this lack of connectivity can have negative effects including depression, isolation, and regression. Development of creative remote supports as well as strategic reopening of services that addresses any COVID related health risk is paramount. Safe deployment of day programming must be developed as well as training for staff and clients on safe community interactions and how to prevent exposure to COVID-19.

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

The economic repercussions associated with the coronavirus have impacted the low and moderate income population significantly. This population of people struggle financially in a normal economy and often rely on subsidies to make ends meet. They do not have an emergency savings accounts and missing a single paycheck means that rent or a bill does not get paid. The impact of the Governor's stay at home order closed businesses and forced layoffs throughout the state and unemployment benefits were delayed for an extended time causing a significant impact on the LMI population.

Access Carroll targets low income residents through mission and purpose and financially screen each individual seeking service in addition to assisting with access to public assistance programs. Currently 98% of all patients served are at or below 250% of the Federal Poverty level. Access has started to provide telehealth options for treatment as a result of COVID-19.

Carroll County Youth Service Bureau (CCYSB) identified 69% (796 of 1153) of their clients have Medicaid as their primary health insurance and new enrollments for services through the CCYS. Although services were transitioned to telehealth as a result of the pandemic, 34% of CCYSB clients did not engage in services since the start of telehealth options. Clinicians have determined the lack of telehealth engagement is due in part to lack of personal technology.

The Boys & Girls Club of Westminster also serves a high percentage of Low and Moderate income families with 70% of our 570 members classified as low to moderate income and 62% qualify for free and reduced lunch through Carroll County Public Schools. Many of the families rely on free meal distribution through the school system for lunch but providing additional food and basic necessities for their families has been very difficult.

Digital inequality has had a significant impact the LMI population, with most households lacking a reliable computer or internet service. This made distance learning for school or working from home nearly impossible. For the families that do have a computer, it is typically

allocated for the adult to use for work and children had to wait until after work hours to use it for schoolwork. These families have no resources to purchase additional technology or upgrade internet service so their children's educational needs are suffering. This is especially significant because the lack of technology and digital access has exacerbated learning loss in many of these "at-risk" students who were already lagging behind in school. .

There remains a need for telehealth and virtual access for LMI individuals and families. Providing LMI families and individuals with the electronic options necessary to access services will allow for increased learning, access to health services as well as behavioral counseling/treatment options.

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

For low-income young people in Carroll County, COVID-driven school closures have resulted in significant academic and social losses that threaten their long-term health and well-being. Getting behind in school while simultaneously being cut off from healthy socializing has the potential to be a profoundly life-changing event for many youth without some intervention.

The extended time away from the school, friends and childcare settings during the coronavirus removes these protective factors from the lives of kids. Many are suffering from anxiety and depression brought on by the stress of living through a pandemic. There is added stress for them of trying to access online learning platforms and complete assigned schoolwork without any teacher instruction. As the quarantine continues and the time away from friends and other trusted adults grows, some students are losing hope and disconnecting from family and community.

There is also concern about the trauma that some of our youth as well as vulnerable/older adults may be experiencing within their immediate family. Westminster, Maryland has a high percentage of substance use and for some of our youth as well as vulnerable/older adults, home is not always the safest place. There is concern that individuals may be exposed to risky behaviors and/or abuse in their household and that the ongoing stress of the coronavirus and quarantine may increase their own risk-taking behaviors and/or increase abuse/elder abuse.

Carroll County, Maryland has the highest teen suicide rate in the State of Maryland. Virtual programs as well as a social media campaign focused on dealing with anxiety and building resilience are available, but the best way to address these social emotional needs is through in-person programming and interaction with trusted youth development professionals.



**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:**

**Penn-Mar's Westminster Day Learning Center**

**Purchase of Sanitization equipment to ensure safety of facility and fleet**

Penn-Mar Human Services (Penn-Mar) provides a comprehensive range of programs and supports for adults with intellectual and developmental disabilities. Our mission is to transform life into living in ways that promote value, independence, self-determination, ensuring that every person – regardless of circumstance – can live a life of their own choosing.

Due to COVID-19 and following the guidance from all levels of government, Penn-Mar has suspended operations of our community-based programming as well as our day learning centers, including our Carrol County location in Westminster. As many areas in the state are beginning a phased reopening, Penn-Mar must take the safety of the people we support and our team members into consideration and we do not foresee returning to operating at full-capacity soon. This is causing a great disruption in how we provide services as well as creating extreme hardships for the people we support.

In our opening process, Penn-Mar must make safety enhancements to ensure the people we support, and our team members remain healthy. Necessary steps must be made to ensure that our organization does not suffer an outbreak of COVID-19. In strategizing this reopening process, we must consider the safety precautions we need to make to ensure the health of the nearly 100 people with intellectual and developmental disabilities who attend the day program, the nearly 100 team members who work in the program, and the community-at-large.

Essential to safety enhancements is acquiring effective sanitization equipment that our team members and cleaning crew can easily use daily.

At maximum capacity Penn-Mar's 15,000 square feet day learning center on Stoner Avenue in Westminster, Maryland supports 100 adults with intellectual and developmental disabilities and a team of nearly 100 people. This space is designed to provide meaningful and educational activities. Due to COVID-19 and the mandated closures, this space as well as our community-based supports have not been operating. As the state begins to reopen, Penn-Mar needs to critically look at what opening these programs will look like and on a timeframe that prioritizes the safety of the people we support and our team members. Even before opening we know a priority will be to implement a stringent cleaning protocol of our day learning center and our vehicles. In addition to our regular cleaning that occurs throughout the day we need to include a sanitization process to take place at the end of every program day. Penn-Mar currently doesn't not have the sanitization equipment needed to perform this process.

In addition to spreading through human contact, COVID-19 lives on surfaces for a significant amount of time. Daily, team members clean surfaces and perform other cleaning duties, however due to COVID-19, Penn-Mar must take an extra step and purchase cleaning equipment that can handle the size and scope of our services to prevent the spread of viruses, like COVID-19.

Penn-Mar will purchase the following items to enact our sanitization procedures:

1. Power Flite Multi Surface Scrubber and Polisher (14")
2. 2 - Tool Klean Anti-Microbial Stainless Steel UVC Light Room Rolling Sanitizer
3. 4 - Portable Atomic Sanitizer Fogging Machine for Vehicles

These three pieces of equipment will provide Penn-Mar with the tools to prevent and if necessary, combat the virus in our day learning center and vehicle fleet. These sanitizing tools will play an important role in keeping our spaces safe for the people receiving services as well as our team members. Consistent usage of these tools will not only provide the protection we need, but the piece of mind we all need during this time.

Day Program Administrators and Managers will monitor the effectiveness and adherence to a sanitization schedule and advise team members if there are compliance issues.

**DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED:**

Penn-Mar as an organization has worked hard over the years to connect the people it supports, with the community. In fact, part of our mission is to encourage the exact opposite of the situation we find ourselves in now. As a result, the people we support are no longer attending our day programs, going to work in community-based jobs, and participating in the community. Furthermore, many of the people we support do not fully comprehend the magnitude of the virus and the benefits of social distancing. This upheaval in daily routines has a profound effect on the people we support. For many, this lack of connectivity can have negative effects including depression, isolation, and regression. Penn-Mar will be connecting the people we support and providing supports remotely, however we also must continue to strategize our reopening to provide services, for those who want to attend in a congregate setting like our day learning center. This can't be done until we have the proper tools in place to ensure our programming will not be a potential health risk.

People with intellectual and developmental disabilities often have underlying health conditions that make them extremely susceptible to viruses, such as COVID-19. With the current closures of community-based programming and day learning centers, the people we support are unable to reap the benefits of our programming. We will be initiating remote supports and programming; however, we also need to provide in-person supports when the time is right and when we can safely do so.

Purchasing proper sanitization equipment as a response to the COVID-19 pandemic is essential to safely reopen our doors and provide our innovative programming in a safe environment.

**IS THIS A NEW SERVICE OR ACTIVITY?**  Yes  No

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

**SUBRECIPIENT:**

Penn-Mar Human Services

**ADDRESS/LOCATION:**

115 Stoner Avenue  
Westminster, MD 21157

**NATIONAL OBJECTIVE:**

Benefit To Low And Moderate Income Persons Thru Limited Clientele Activities

Adults meeting the census definition of severely disabled

**BENEFICIARY INFORMATION (Persons or Households):**

100 persons

**TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$4,120**

**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>
Purchase sanitization tools/equipment	July 15, 2020	August 3, 2020
Train cleaning crew and team members	1 Week before opening date	
Daily Sanitization of Day Learning Center	Daily once opening	
Daily sanitization of vehicles	Daily for vehicles that have been used	

**PROJECT MANAGEMENT:**

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

**Will Cambley – Director of Facilities**

Mr. Cambley has experience with CDBG funds in Baltimore County and York County, PA. He is currently overseeing a CDBG funded project at Penn-Mar's Freeland, Maryland location.

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

Amy Groves – Administrative Assistant Penn-Mar Human Services, Westminster

Mrs. Groves worked on the roof project funded by CDGB funds at the Stoner Avenue location in Westminster, MD.

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

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

4. 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 Power Flite Multi Surface Scrubber and Polisher (14")	\$1,198					\$1,198	P
2 Two Tool Klean Anti-Microbial Stainless Steel UVC Light Room Rolling Sanitizer	\$1,990					\$1,990	P
3. Four Portable Atomic Sanitizer Fogging Machine for Vehicles	\$640					\$640	P
4. Shipping of Portable Atomic Sanitizer Fogging Machine for Vehicles	\$292					\$292	P
PROJECT ADMINISTRATION			\$384			\$384	N
TOTALS BY SOURCES OF FUNDS	\$4,120	\$	\$384	\$	\$	\$4,504	

Local includes County and/or Subrecipient

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

## **Budget Narrative**

Penn-Mar Human Services

COVID-19 Response Funding – Round 1

Project: Purchase of Sanitization equipment to ensure safety our Penn-Mar's Westminster Day Learning Center and our Carrol County vehicle fleet

1. Power Flite Multi-Surface Scrubber and Polisher (14") – Cost of 1 = \$1,198.

This tool will allow us to sanitize surfaces that may be potentially infected with viruses, including COVID-19.

2. Two Tool Klean Anti-Microbial Stainless Steel UVC Light Room Rolling Sanitization – Cost of 1 = \$995. (2 X \$995 = \$1,990)

This will allow us efficiently kill bacteria, mold, and viruses in the air or on surfaces

3. Four EC2World Portable Atomic Sanitizer Fogging Disinfection Machine for Vehicles – Cost of 1 = \$160 (4 X \$160 = \$640)

This is a disinfectant atomizer machine used for sanitizing, disinfection and fumigation of areas like vehicles, offices, and homes.

4. Shipping cost of Portable Atomic Sanitizer Fogging Disinfection Machine – Cost to ship 1 = \$73 (4 X \$73 = \$292)

5. Administrative cost for purchase of sanitization equipment - \$384 (2hours/month X 12 months X \$16 hourly wage = \$384) This will be in-kind.



**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:**

Project Name: **Penn-Mar Human Services: Virtual supports to adults with intellectual and developmental disabilities.**

Penn-Mar Human Services (Penn-Mar) provides a comprehensive range of programs and supports for adults with intellectual and developmental disabilities. Our mission is to transform life into living in ways that promote value, independence, self-determination, ensuring that every person – regardless of circumstance – can live a life of their own choosing.

Due to COVID-19 and following the guidance from all levels of government, Penn-Mar has suspended operations of our community-based programming as well as our day learning centers, including our Carrol County location in Westminster. As many areas in the state are beginning a phased reopening, Penn-Mar must take the safety of the people we support and our team members into consideration and we do not foresee returning to operating at full-capacity soon. This is causing a great disruption in how we provide services as well as creating extreme hardships for the people we support. With a lack of structured day and educational programming, many of the people we support are missing out on the educational opportunities and activities our organization can provide. In a response to these hardships and to provide creative ways to gain a sense of stability for the people we support, Penn-Mar will be offering virtual programming through the use of remote supports.

Providing comprehensive remote supports requires technology that Penn-Mar currently does not have enough of. Penn-Mar is requesting tablets to connect our Team Members to the people we support. These tablets will be used to provide the support and innovative programming, we provide in our day learning center and community-based services.

By using technology, such as tablets, Penn-Mar will be able to provide our transformative programming through a different, yet beneficial connected approach. Our goal is to get as many people connected through virtual supports as soon as possible. Not only would technology allow us to provide critical connections to otherwise isolated people with disabilities, but it will allow us to bill for services. Currently, we are losing large sums of state and federal funding, due to the closure of our day and community-based programs. Being able to offer virtual supports allows us to remain a viable business, which is essential in an era when too few human service providers exist to meet the needs of the millions of people in the U.S. with disabilities. For us to accomplish these goals, we must work together to ensure the people we support can participate in meaningful virtual programming. These opportunities include job exploration and discovery, job coaching, sensory exercises, music therapy, educational courses, self-advocacy, cooking lessons, and the chance to connect with their peers. All activities are proven to be beneficial in the development of adults with intellectual and developmental disabilities. These activities will be done in groups as well as in 1:1.

As with all our programming, our remote supports will follow a person-centered model that empowers the individuals we support to take the lead in their personal growth. The now trending person-centered approach to supporting individuals with disabilities is not a new one to Penn-Mar, but it continually informs what we do to ensure that we are providing the pathways and resources for the individuals we support to make independent decisions and have control over the different aspects of their lives. While continuing our commitment to safety, our direct support team members are moving away from a “safe keeper/care keeper” role to that of facilitators and mentors; striving to help individuals adapt to their environment based on their personal goals. As an organization, our aim is to limit the barriers individuals

with intellectual and developmental disabilities encounter daily and to empower individuals to create goals that we can work toward, as a team, to achieve. A change in delivery of these person-centered supports is essential during this time with easy-to-use tablets and through the use of apps like Microsoft Teams, Zoom, Google Hangouts, etc.

Virtual supports such as Tablets will allow our team members to safely connect people to the support they need in more protective settings than in a congregate crowded day learning center. Once we do open, we will continue to be able to provide virtual supports that will make it possible to support a person to live a more independent life. This will be especially helpful for those who are not comfortable returning to the day learning center as soon as others or those who have underlying health conditions.

By expanding our capacity to use virtual supports, Penn-Mar anticipates the following outcomes to occur:

1. Increase amount of time and increased number of activities people participate in.
2. Increase number of people entering exploration and discovery for our community-based customized employment program.
3. Improved engagement in activities

We will monitor satisfaction of programming consistently to make any necessary improvements. Tech support will also be provided to ensure the no technology issues are impeding on program satisfaction.

**DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED:**

Penn-Mar as an organization has worked hard over the years to connect the people it supports, with the community. In fact, part of our mission is to encourage the exact opposite of the situation we find ourselves in now. As a result, the people we support are no longer attending our day programs, going to work in community-based jobs, and participating in the community. This upheaval in daily routines has a profound effect on the people we support. For many, this lack of connectivity can have negative effects including depression, isolation, and regression. At the moment, some of the women and men we support are not able to work on achieving their individual goals because Penn-Mar does not have the technological capacity to provide them with comprehensive programming and if necessary, the 1:1 support they may need.

Penn-Mar provides individualized plans for the people we support and through great efforts we are striving to reach these people and support them in their plans. However, we require a greater level of interaction and connection to remain as beneficial as possible.

Because of the COVID-19 pandemic and the vulnerable population we support the organization does not foresee opening our day learning center in Westminster and community-based supports for quite some time. In the nearly three months we have suspended operations we have already begun to see the negative effects of the necessary shelter-in-place policies, especially in those who are not virtually connecting through our remote programming. They want and need to connect, however Penn-Mar must maintain the safety of the women and men we support as well as our team members. Virtual supports will allow us to continue and expand our programming while maintaining safety. Although the service delivery may be changing, our programming will still result in the enrichment of skills and learning.

The goal of Penn-Mar's virtual programming is to provide educational and recreational



activities that promote meaningful days and personal growth. Participation in remote supports will increase individual proficiency of core concepts such as living skills, safety awareness, communication, and socialization that are critical to living a full life. The remote programming will provide opportunities to participate in activities that develop social skills and promote inclusion in community life. Emphasis is placed on putting the knowledge acquired in the virtual classroom to practical use within the community. Participants will benefit from structured virtual programming that will promote social interaction and skill building opportunities – enriching lives of those we support and the community as a whole.

Through individualized service plans, focused on helping individuals reach their personal goals, our remote supports will provide training and support enabling individuals to become more independent. These supports provide essential life skills and combine classroom instruction and promotion of natural supports. The program helps adults with disabilities to develop goals and objectives that lead to a better future.

Remote supports also serve as a steppingstone to our valuable community-based employment program. The opportunity to explore likes and dislikes through one-on-one remote sessions will provide valuable insight for our team members to identify themes that may result in gaining employment.

Remote supports and virtual programming will provide the people we support the opportunity to continue receiving the transformative services many are currently not receiving because of closures. It is essential we provide these services that enrich the women and men we support.

**IS THIS A NEW SERVICE OR ACTIVITY?**  Yes  No

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

Penn-Mar has been piloting virtual supports to a limited number of people we support who are participating in our community-based customized employment program. We have not provided virtual supports as a program offering for those receiving support in our Day Learning Center.

**SUBRECIPIENT:**

Penn-Mar Human Services

**ADDRESS/LOCATION:**

115 Stoner Avenue  
Westminster, MD 21157

**NATIONAL OBJECTIVE:**

Benefit To Low And Moderate Income Persons Thru Limited Clientele Activities  
Adults meeting the census definition of severely disabled

**BENEFICIARY INFORMATION (Persons or Households):**

20 persons

**TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT:** \$5,200

**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.



**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 20 4G Equipped Galaxy 8-inch display tablets	\$3,600					\$3,600	P
2 4G Services for those that need it			\$10,800			\$10,800	N
3 Google Licenses	\$600					\$600	P
4 20 Safety Cases	\$1,000					\$1,000	P
5 Administrative Cost – Year 1			\$1,536			\$3,328	N
PROJECT ADMINISTRATION							
TOTALS BY SOURCES OF FUNDS	\$5,200	\$	\$12,336	\$	\$	\$17,536	

Local includes County and/or Subrecipient

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

## **Budget Narrative**

Penn-Mar Human Services

COVID-19 Response Funding – Round 1

Project: Remote Supports for Adults with Intellectual and Developmental Disabilities

1. 20 4G equipped Galaxy 8-Inch display tablets:  $\$3,600$  ( $\$180 \times 20 = \$3,600$ )
2. 4G Service per tablet/month:  $\$10,800$  ( $\$45/\text{month} \times 12 \text{ months} \times 20 \text{ tablets} = \$10,800$ ). This will be in-kind as we do not know how many tablets will need 4G service.
3. 20 Google licenses for tablet management and security:  $\$600$  ( $\$30 \times 20 \text{ Tablets} = \$600$ )
4. Safety cases  $\$1000$  ( $\$50 \times 20 \text{ tablets} = \$1000$ )
5. Cost for Amy Groves, Administrative Assistant to distribute and monitor Tablet Usage.  $\$1,536$  (8hours/month  $\times 12$  months  $\times \$16$  hourly wage =  $\$1,536$ ) This will be in-kind.

**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:**

**Human Services Programs (HSP) of Carroll County - COVID-19 Homeless Response**

HSP is the County's Community Action Agency and operates all the county's homeless shelters. The proposed project will help prevent, prepare and respond to the COVID-19 pandemic by providing a day program and emergency cold weather shelter where the County's homeless population can safely social distance and provide needed supplies for those homeless living in encampments.

As of July 1, 2020, the pre-COVID, planned consolidation of Carroll's shelter system will be complete. In the consolidation, the Women's Shelter that is currently operating at the Green Street location in Westminster will move to the Stoner Avenue location. In the original redesign plan, the Adult Shelter at Stoner Ave. had a capacity of 80 individuals and would have been able to support the County's Cold Weather Shelter response. However, due to the social distancing requirement, the capacity now stands at 35 individuals and will not be able to support Cold Weather shelter needs. The Green Street location, a HSP-owned property, will remain open and be available for use as a quarantine facility for up to 3 people for the duration of the project.

In response to the pandemic, Carroll County Government donated the use of the Westminster Senior Center as a Homeless Day Center. Between March 20 and May 26, 2020, 73 unduplicated clients were served with case management, laundry and shower services as well as meals. In anticipation of the Senior Centers reopening, the Day Center will have to be relocated. The County did not have a homeless day center before the COVID crisis and relied on libraries, soup kitchens and the On Our Own Drop in Center (behavioral health) to provide shelter and services during the day. Since it is uncertain when and at what capacity these services will open, HSP believes planning for the continuation of the day center through the spring of 2021 is important.

Finally, HSP has been providing additional outreach, case management and supplies to homeless encampments during this crisis. Between April 1 and May 20, 2020, 52 unique individuals living in encampments received outreach services from HSP. Of these 52 individuals, 19 were served 5 times or more, illustrating the importance of this service.

**DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED:**

With all of Carroll's shelters are operating at 50% capacity as compared to pre-COVID 19 statistics, to operate the Cold Weather Shelter for the upcoming season (October 2020 through March 2021) the project will lease an additional 5,000 square foot space. This will allow enough space for Carroll County's (Carroll) homeless to social distance during the COVID-19 pandemic. The COVID-19 Response Shelter will accommodate the 50 participants that would have been housed at the Stoner Avenue location after the shelter redesign, but no longer will be able to be due to social distancing/reduced space. The hours of operation at the Response Shelter will be 24/7.

To provide the necessary services at the Response Shelter, 1 Coordinator and 3 FTE support staff are needed to cover 24/7 hours of operation. The requested funding will provide for a 5,000 square foot, ADA-compliant COVID-19 Response Shelter that will serve homeless persons from October 2020 through March 2021. During this 6-month period, beneficiaries will be provided with not only adequate accommodations, but also with services including case management, housing assistance, benefit assistance, financial education, training and

employment services. The COVID-19 Response Shelter will accommodate the 50 participants that would have been housed at the Stoner Avenue location after the shelter redesign, but no longer will be able to be due to social distancing/reduced space. The hours of operation at the Response Shelter will be 24/7.

The leased space will also provide space for a day center. Homeless in the cold Weather shelter or in encampments will be provided with all the services including case management, housing assistance, benefit assistance, financial education, training and employment services. As well as access to showers, laundry, phone charging and meals.

The final service to be continued under this program is outreach and support for homeless in encampments. The delivery of essential items such as tents, food and hygiene products provides this segment of the homeless population critical supplies to keep them safe and healthy during this pandemic. The continued outreach and case management services will help them make the transition into housing.

**IS THIS A NEW SERVICE OR ACTIVITY?**  Yes  No

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

HSP is currently operating a Day Center for Carroll's homeless at the Westminster Senior Center. This center was opened March 20, 2020 and in direct response for the need of a place where the homeless can safely socially distance as well as receive basic services such as laundry and shower services and receive a meal. In anticipation of the Senior Centers reopening, the Day Center will have to be relocated. The County did not have a homeless day center before the COVID crisis and relied on libraries, soup kitchens and the On Our Own Drop in Center (behavioral health) to provide shelter and services during the day. Since it is uncertain when and at what capacity these services will open, HSP believes planning for the continuation of the day center through the spring of 2021 is important.

HSP staff are currently providing supplies to Carroll's Day Center and encampments with funding from CDBG COVID-19 Supplemental funding. This funding will soon be fully spent down and thus, the request in this application for funding to continue this service. The need is still great and many homeless feel safer in a tent rather than living in a congregate shelter.

**SUBRECIPIENT:** Human Services Programs of Carroll County, Inc.

**ADDRESS/LOCATION:** 10 Distillery Drive, Suite G-1, Westminster, MD 21157

**NATIONAL OBJECTIVE:** Benefit to Low and Moderate Income Persons Thru Limited Clientele Activities

**BENEFICIARY INFORMATION (Persons or Households):**

45 persons

**TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT:** \$243,500

**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>
Lease space for COVID-19 Response Shelter (includes utilities and services)	September 2020	March 2021
Staff for shelter operation	September 2020	March 2021
Purchase program supplies	September 2020	March 2021
Training	September 2020	March 2021
Insurance	September 2020	March 2021
Day Center and Cold Weather Shelter Operational	Oct 2020	March 2021

**PROJECT MANAGEMENT:**

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

**Jennifer Graybill, NCRT, Director of Shelter and Housing:**

For over 15 years, Ms. Graybill has created and implemented life-changing programs to help provide economic opportunity for those at-risk in our community. Her previous work experience includes local and state correctional institutions, housing the homeless, and the director of Carroll County's work program for Temporary Cash and Food Stamp recipients. Dedicated to helping people help themselves and advocating for those in need, Ms. Graybill. is a Certified Budget Counselor, IRS Advanced Tax Preparer and Site Coordinator, Family Development Specialist, board member of the Carroll County Landlord Association, and a Chamber of Commerce Ambassador.

Ms. Graybill holds a bachelor's degree in Sociology and Certificate in Law & Public Service from Dickinson College and is a recently become a Nationally Certified Results Oriented Management and Accountability Trainer. She is a graduate of the Carroll County's Chamber of Commerce's Leadership Carroll Program. Ms. Graybill successfully administered the County's last CDBG Homeless Recovery Grant which included the development of programming, management of staff and the adherence to grant guidelines.

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

**Ruth E. Carski, CPA, Executive Deputy Director:**

Ms. Carski has over 33 years of financial experience in the non-profit sector. She has expertise in financial policy, budgeting, forecasting, regulation and legal compliance requirements for non-profits. In addition, she has professional knowledge of other functions such as risk management, record retention, technology, human resources and facilities management. Ms. Carski earned her B.A. from the University of Maryland's School of Business. In 1985, she began her career at the Jewish Community Center of Greater Washington where she served as Accountant then Assistant Comptroller for 4 years. She served as CFO for The Foundation Fighting Blindness between 1989 and 2007 then returned to the Jewish Community Center of Greater Washington as its CFO. Ms. Carski retired in 2016 and accepted a part-time accounting position at HSPCC In the Fall of 2017, she moved from a part-time to full-time position as the agency's Accountant at HSPCC and currently serves as its Executive Deputy Director.

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





**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*
	LOCAL (Cash)		LOCAL (In-kind)		FEDERAL	OTHER		
	CDBG							
1 Lease space for COVID-19 Response Shelter (includes utilities and services)	\$56,409	\$0	\$0	\$0	\$0	\$0	\$56,409	P
2 Hire staff for shelter operation	\$156,171	\$0	\$0	\$0	\$0	\$0	\$156,171	P
3 Purchase program supplies	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	P
4 CPR Training	\$420	\$0	\$0	\$0	\$0	\$0	\$420	P
5 Purchase Insurance	\$500	\$0	\$0	\$0	\$0	\$0	\$500	P
7								
8								
9								
PROJECT ADMINISTRATION	\$0		\$52,795				\$52,795	C
TOTALS BY SOURCES OF FUNDS	\$243,500	\$0	\$52,795	\$0	\$0	\$0	\$243,500	P



**Human Services Programs of Carroll County, Inc. – Determination of Costs for the COVID-19 Homeless Response project**

Please note all costs are for the period from October 2020 through March 2021.

**1. One full-time Program Coordinator:**

Salary - \$19 per hour for 1040 hours.  $\$19 \times 1040 = \$19,760$

Fringe – Salary of  $\$19,760 \times 0.09 = \$1,778$

**2. Shelter support staff:**

Salary - \$14.10 per hour x 4380 hours for shelter support staff.  $\$14.10 \times 4380 \times 2 = \$123,516$ .

Fringe – Salary of  $\$123,516 \times 0.09 = \$11,116$

This cost covers 4.2 – 6 to fill the 24/7 hours per week. The number hired is dependent upon finding full vs. part-time staff for a total of 3 positions.

**3. IT Service:**

\$51 a month for 6 months.  $\$51 \times 6 = \$306$

**4. Office supplies:**

General office supplies for a total of \$1,150

**5. Program Supplies:**

Includes supplies for both the COVID-19 Homeless Response shelter as well as the homeless encampments. Total is \$30,000.

**6. Cell Phone: For general use at the COVID-19 Homeless Response shelter**

\$25 a month for 6 months.  $\$25 \times 6 = \$150$ .

**7. ISDN and PRI Circuit:**

\$36 a month for 6 months.  $\$36 \times 6 = \$216$ .

**8. Rental space: \$5,000 square foot facility**

\$1.50 per each square foot for 5000 square foot facility for 6 months.

$5000 \times \$1.50 = \$7,500$

$\$7,500 \times 6 = \$45,000$

**9. Gas/Electric:**

\$500 per month for 6 months.  $\$500 \times 6 = \$3000$

**10. Water and Sewer:**

\$1,883 total

- 11. Janitorial/sanitizing service:**  
\$640 per month for 6 months.  $\$640 \times 6 = \$3,840$
- 12. Trash Removal:**  
\$75 per month for 6 months.  $\$75 \times 6 = \$450$
- 13. Shredding Service:**  
\$14 per month for 6 months.  $\$14 \times 6 = \$84$
- 14. Pest Control:**  
\$55 per month for 6 months.  $\$55 \times 6 = \$330$
- 15. Training – CPR:**  
\$60 for 7 staff members  $\$60 \times 7 = \$420.00$
- 16. Insurance for rented space:**  
One-time cost of \$500



## Position Description

**Title:** COVID 19 Homeless Response Project Support Staff

**Classification:** Non-Exempt

**Department:** Shelter and Housing

**Reports to:** COVID 19 Homeless Response Project Coordinator

**Position Summary:** Responsible for working directly with participants at the COVID 19 Homeless Response Project (HRP) to ensure all policies and procedures are followed.

### Essential Functions (specific duties include – but are not limited to):

- Maintain confidentiality, support participants to meet “Key” goals to ensure homelessness is short, brief and rare in Carroll County
- Interact with participants, facilitate their understanding of and adherence to facility procedures
- Educate participants on all COVID-19 Prevention Measures outlined by the CDC and enforce adherence to the guidelines, complete COVID-19 screenings, and refer for testing
- Use positive motivational interviewing techniques to deescalate crisis situations when necessary; call Mobile Crisis team, and or 911 when necessary
- Complete daily shift report and safety checks, contact logs, data entry for Program Entry into HMIS System and daily chore charts, communicate to shift reliever any unfinished tasks from previous shift
- Administer “Keys to Success” policies which includes providing positive re-enforcement, and writing action plans to prevent behavioral challenges
- Supervise housekeeping and laundry facilities to ensure clean, safe and sanitary conditions regarding meal prep, food storage, bathrooms, bedrooms, and common areas
- Complete hourly facility safety and policy adherence checks inside and outside of facility
- Monitor doors, phone, and security cameras
- Restrict entrance to project participants only
- Report needed repairs and/or maintenance issues to Lead Shelter Support Staff and/or Shelter Operations Manager
- Report participant related problems to Shelter Operations Manager in appropriate manner
- Complete Incident Reports per policy
- Attend shelter staff meetings as required

HSP – Position Description – Updated 06/05/2020

**All positions subject to background check**

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*

- Attend all mandatory staff training sessions such as but limited to CPR, First Aid Narcan, and others deemed necessary by HSP
- Maintain a valid driver’s license and automobile insurance at all times.
- Provide proof of automobile insurance at hire and annually

**Knowledge, Skills and Abilities:** Candidates for this position must possess the following skills: Able to work with individuals with varying barriers to housing including, mental illness, Substance abuse, Trauma and, criminal history. Effective interpersonal & communication skills to accomplish program objectives; effective teamwork skills to interact with case management team, shelter residents and volunteers to support the mission and goals of the program; household management skills to effectively accomplish duties. Ability to take direction and work autonomously. Ability to de-escalate situations and/or follow security policies to maintain a safe environment.

**Educational Requirements:** Candidates for this position are required to have a diploma or certificate of completion from an accredited high school or equivalent program. Diploma/certificate of completion may be substituted for relevant work experience. Computer skills with working knowledge of Microsoft Office programs required. Must be positive, cooperative and supportive.

**Supervisory Responsibilities:** None.

**Work Environment:** Candidates for this position are considered *Essential Personnel* and must follow the Shelter In Place plan (see attached). Must be prepared to work during all-weather environments. Must be prepared to work during all-health events (outbreaks, epidemics and pandemics). Direct interaction with street and shelter homeless population.

**Position Type/Expected Hours of Work: Full time, Benefit Eligible and Part Time Positions:** Flexible availability needed. Hours include day, evening, awake overnight and weekends. Day will vary depending upon coverage needs

**Travel Requirements:** To and from HSP Shelters, main office, purchase supplies, pick up/deliver food and/or supplies, to required meetings/trainings.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Position Description

<b>Title:</b>	COVID 19 Homeless Response Project Coordinator
<b>Classification:</b>	Non-Exempt
<b>Department:</b>	Shelter and Housing
<b>Reports to:</b>	Shelter Operations Manager
<b>Position Summary:</b>	Responsible for the operational success of the COVID 19 Homeless Response Project (HRP) by providing leadership, team management and development. Responsible for maintaining staffing and overall safety and quality of facility. Manage COVID 19 HRP Support Staff, schedule staff coverage, and manage emergency response s.

### Essential Functions (specific duties include – but are not limited to):

- Provide leadership, supervision, guidance to support staff
- Support 24/7 shelter operations, field emergencies, be responsive to staff as appropriate
- Complete and disseminate staff schedules, field callouts, locate and secure replacement staffing coverage, mitigate need for overtime pay, and maintain part-time staff hours
- Educate and train staff on all COVID-19 Prevention Measures outlined by the CDC; educate staff on spotting symptoms of COVID 19, how to complete screenings, and procedure for sending suspected participants and/or staff for testing and isolating from general population
- Maintain confidentiality, support participants to meet “Key” goals to ensure homelessness is short, brief and rare in Carroll County
- Provide training, coaching, and regular correspondence to Support Staff, monitor shift and incident reports, ensure effective communication, proper service delivery, and adherence to safety
- Facilitate communication with Shelter and Housing Team Staff to coordinate resources, services, and support for participants
- Interact with participants, facilitate their understanding of and adherence to facility procedures
- Use positive motivational interviewing techniques to deescalate crisis situations when necessary; call Mobile Crisis team, and or 911 when necessary
- Complete daily shift report and safety checks, contact logs, chore charts, and data entry for Program Entry into HMIS
- Administer “Keys to Success” policies which includes providing positive re-enforcement, and writing action plans to prevent behavioral challenges
- Supervise housekeeping and laundry facilities to ensure clean, safe and sanitary conditions regarding meal prep, food storage, bathrooms, bedrooms, and common areas

HSP – Position Description – Updated 06/05/20

#### **All positions subject to background check**

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*

- Complete hourly facility safety and policy adherence checks inside and outside of facility
- Monitor doors, phone, and security cameras
- Restrict entrance to project participants only
- Report needed repairs and/or maintenance issues
- Report participant related problems to Shelter Operations Manager in appropriate manner
- Complete Incident Reports per policy
- Attend shelter staff meetings as required
- Attend all mandatory staff training sessions such as but limited to CPR, First Aid Narcan, and others deemed necessary by HSP
- Maintain a valid driver's license and automobile insurance at all times.
- Provide proof of automobile insurance at hire and annually

**Knowledge, Skills and Abilities:** Candidates for this position must possess the following skills: Able to work with individuals with varying barriers to housing including, mental illness, Substance abuse, Trauma and, criminal history. Effective interpersonal & communication skills to accomplish program objectives; effective teamwork skills to interact with case management team, shelter residents and volunteers to support the mission and goals of the program; household management skills to effectively accomplish duties. Ability to take direction and work autonomously. Ability to de-escalate situations and/or follow security policies to maintain a safe environment.

**Educational Requirements:** Candidates for this position are required to have a diploma or certificate of completion from an accredited high school or equivalent program. Candidate should have at least 1 year of experience working with the homeless population. Computer skills with working knowledge of Microsoft Office programs required. Must be positive, cooperative, and supportive.

**Supervisory Responsibilities:** Supporting shelter team and Shelter Operations Manager, conduct training and on-boarding as needed.

**Work Environment:** Candidates for this position are considered *Essential Personnel* and must follow the Shelter In Place plan (see attached). Must be prepared to work during all-weather environments. Must be prepared to work during all-health events (outbreaks, epidemics and pandemics). Direct interaction with street and shelter homeless population.

**Position Type/Expected Hours of Work: Full time, Benefit Eligible:** Flexible availability needed. Hours include day, evening, awake overnight and weekends. May be required to work a weekend shift every week. Day will vary depending upon coverage needs.

**Travel Requirements:** To and from HSP Shelters, main office, purchase supplies, pick up/deliver food and/or supplies, to required meetings/trainings.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

HSP – Position Description – Updated 06/05/20

**All positions subject to background check**

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*



Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HSP – Position Description – Updated 06/05/20

**All positions subject to background check**

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*



**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:**

**Carroll County Youth Services Bureau: Enhanced Telehealth Capability**

Carroll County Youth Service Bureau (CCYSB) is an outpatient behavioral health clinic serving youth, adolescents, adults, and families having mental health and substance use concerns. We are licensed by the State of Maryland, certified by the Council for the Accreditation of Rehabilitative Facilities, and certified by the Maryland State Department of Juvenile Services.

Like many other service organizations, COVID-19 impacted Carroll County Youth Service Bureau (CCYSB) in significant ways. In March, CCYSB closed the physical building for face-to-face psychiatric and therapeutic services. Due to the critical need to continue the provision of therapeutic services, CCYSB quickly made the conversion to provide telehealth services, as best we were able. While a plan was currently in place to upgrade our current IT infrastructure, and subsequently begin to provide some mental health and substance services by telehealth, we were acutely aware that the system upgrade was needed before telehealth implementation. Due to COVID-19, our well-planned beginnings into telehealth took on an unexpected urgency. Our current IT limitations include reduced consistency, stability, reliability, and appropriate band width. The IT upgrade will facilitate the increased efficiency and reliability CCYSB requires to continue with the delivery of telehealth services during the current COVID-19 pandemic, and any resurgence of this coronavirus.

Outreach and consultation with staff and clients occurred to determine the capability, potential gaps, and willingness of our clients to participate in telehealth. CCYSB then enlisted the assistance needed to transform CCYSB from 100% face-to-face service delivery model to service through telehealth only. Our primary contacts for the actual transition of services were with staff and clients, but many national and local agencies (CDC, Maryland Department of Health, Carroll County Health Department, The National Council of Behavioral Health, Maryland non-profits, and the Community Behavioral Health of Baltimore), guided our efforts to do so. Our outreach to clients included a gentler touch, recognizing their need to understand the reason for the change in service delivery, an explanation of telehealth services, how CCYSB would assist them in this transition, their rights and risks in telehealth, and most importantly, listening to and validating their concerns and anxieties about this new way of connecting. Many of our clients experiencing homelessness have additional concerns about their ability to lessen their fears and exposure to COVID-19, and face the harsh realities of lack of food, isolation, and lack of social connection to other human beings. Additionally, the relationship and the ability to connect through telehealth with their therapist or case manager is an extremely important lifeline during this most challenging time, especially for our most vulnerable population.

Due to COVID-19 and subsequent demand for telehealth services, and that our current IT infrastructure is approaching its end of life, it is critical that we upgrade our current IT to increase capacity for telehealth services to our clients. Many of our telehealth services are currently delivered via (often inefficient) staff personal computers. As HIPPA regulations are fully-restored, and we begin providing telehealth in full compliance with all current and reinstated HIPPA requirements, this upgraded system will allow CCYSB to provide telehealth services through a fully-functioning system. Additionally, the acquisition of chrome books will allow our most vulnerable clients to access telehealth and the stabilizing services they need. CCYSB is aware that the absolute need for telehealth may wax and wane depending on the trending of the COVID-19. Still, CCYSB recognizes that telehealth services will remain indefinitely as an alternative to face-to-face sessions. This upgrade will facilitate the increased efficiency and reliability CCYSB requires to continue with the delivery of telehealth services long-term.

The annual recurring costs of the Enhanced Telehealth Capability project are limited to the Server License of \$2,000 and the Microsoft 365 Licenses for all staff of \$8,556 for a combined recurring technology expense of \$10,556. The specific expenses will be incorporated into CCYSB's annual budget under technology expenses. Since these recurring costs are included in the current request for funds, if awarded, CCYSB would not need to budget these recurring expenses until FY22. Based on revenue prior to COVID and what is expected in the coming months, sufficient revenue is projected to occur to support an annual increase of \$10,556 in technology expenses.

**DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED:**

During the two weeks preceding the closure of the facility, CCYSB conducted outreach with the staff, and the clients served. CCYSB collected pertinent information that guided our transition to telehealth, informed us of potential gaps in telehealth-service provision, and enlisted the assistance needed to transform CCYSB from 100% face-to-face service delivery model to service through telehealth only. Our primary contacts for the actual transition of services were with staff and clients, but many outside national and local agencies (CDC, Maryland Department of Health, Carroll County Health Department, The National Council of Behavioral Health, Maryland non-profits, and the Community Behavioral Health of Baltimore, provided valuable material via written information, webinars, discussion emails, and Zoom calls, through this very challenging transition.

**OUTREACH AND CONSULTATION WITH STAFF**

To determine the feasibility of staff providing telehealth services, CCYSB:

1. Queried clinical staff on the type/age of the home computers, webcam or other video-capability, use of tablet or smartphone with Facetime capability, capability of home access to internal server, Evolv, and Wi-Fi consistency within the home.
2. Made purchases and employed our IT service to bring staff personal computers to appropriate levels of functionality.
3. Senior staff researched and educated therapists and psychiatric providers on HIPPA-compliant methods for telehealth, the platform for conducting telehealth confidentially, Telehealth How To's, Doxy.me, CCYSB myEvolv, and in-house and community emergency resources.

**OUTREACH AND CONSULTATION WITH CLIENTS**

**In order to respectfully inform clients of the necessary transition to telehealth, CCYSB:**

1. Contacted all clients to explain the change in services, the reasons for doing so, and an explanation of telehealth services.
2. Determined the feasibility of clients receiving telehealth services, by querying all clients on their ability to receive telehealth services, was there: access to a computer with a webcam and active internet, a smartphone that accepts Facetime, consistent Wi-Fi, phone with unlimited minutes, is there any access to technology at all?
3. CCYSB made purchases and employed our IT service to assist in making clients telehealth-capable.
4. Asked to complete a "Client Assessment for Telehealth Services" and an "Assessment and Informed Consent for Telehealth Services."
5. Assured clients that providers must comply with the laws and regulations concerning the privacy and security of protected health information under Health-General Article, Title 4, Subtitle 3, Annotated Code of Maryland and the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and that they may decline any tele-behavioral health services at any time without jeopardizing access to future care, or services.
6. Informed clients: of risks in transmitting information over technology that were beyond the control of the provider, client's ability to modify the plan at any time, and that in case of an emergency, it is the responsibility of the provider to contact emergency services when indicated

Beginning in March 2020 CCYSB determined that 69% (796 of 1153) of our clients have Medicaid as their primary health insurance. In addition, 66% (760 OF 1153) of clients transitioned to telehealth services, however, 34% (392 of 1153) did not. Clinical services are primarily delivered weekly or bi-weekly. As a result, 392 clients did not receive on-going clinical services for the past 3 months. Clinicians have determined the lack of telehealth engagement is due in part to lack of personal technology to do so. CDBG funding will address this lack in part with the purchase of 20 Chromebooks.

And yet, many of the clients who are not embracing telehealth experience significant anxiety, major depression, isolation, and struggle with family concerns that are exacerbated due to COVID-19 and the increased presence and subsequent tensions in the home. Many of these clients risk significant regression in their treatment and are in danger of self-harming behaviors; this is deeply troubling to our clinical staff. We continue to pursue clients in the use of telehealth. As we increase our internal IT capability and access to client video capability, our goal to increase the number of clients participating in telehealth will come to fruition.

**IS THIS A NEW SERVICE OR ACTIVITY?** X  Yes  No

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

**SUBRECIPIENT:**

Carroll County Youth Service Bureau, Inc

**ADDRESS/LOCATION:**

59 Kate Wagner Road  
Westminster, Maryland 21157

**NATIONAL OBJECTIVE:**

Benefit to Low and Moderate Income Persons

**BENEFICIARY INFORMATION (Persons or Households):**

2,000 persons

**TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$129,369**

**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>
Apply Server Warranty	7/7/2020	7/10/2020
Purchase & Install PCs	7/7/2020	7/10/2020
Purchase & Install Monitor Kits	7/7/2020	7/10/2020
Purchase & Install Docking Stations	7/7/2020	7/10/2020
Purchase & Install Server License	7/7/2020	7/10/2020
Purchase and activate Microsoft 365	7/7/2020	7/1/2021
Purchase Kitech Group Infrastructure Labor	7/7/2020	7/10/2020
Purchase and Deploy 20 Chromebooks to Clients	8/1/2020	12/31/2020

**PROJECT MANAGEMENT:**

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

**Madeleine Ryan, MPA, Director of Operations.**

**Madeleine is very familiar with CDBG current regulation and requirements. Madeleine functioned as the point person for CCYSB including management of a generous CDBG grant to facilitate the building project in 2008.**

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

Matthew Roe

Technology Support

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

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds
Madeleine Ryan	40	\$49.54	\$1,982
Matthew Roe	20	22.06	441

4. 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.		SOURCES OF FUNDS					TOTALS BY ACTIVITY	Source
		ACTIVITY	CDBG	Local Cash	Local In Kind	Federal		
	IT Upgrade - Server Warranty	\$ 2,400					\$ 2,400	P
	IT Upgrade - PC Purchase	\$ 39,750					\$ 39,750	P
	IT Upgrade - Monitor install kits	\$ 3,240					\$ 3,240	P
	IT Upgrade - Laptop Docking	\$ 7,000					\$ 7,000	P
	IT Upgrade - Server Licensing	\$ 2,000					\$ 2,000	P
	IT Upgrade - 365 Annual Licensing	\$ 8,556					\$ 8,556	P
	IT Upgrade - IT Labor	\$ 60,000					\$ 60,000	P
	Lenovo - 100e 11.6" Chromebook	\$ 4,000					\$ 4,000	P
	Project Admin. (Cash)	\$ 2,423		\$ -			\$ 2,423	
	Project Admin. (In-Kind)	\$ -					\$ -	
	General Admin. (Cash)			\$ -			\$ -	
	General Admin. (In-Kind)						\$ -	
	<b>TOTALS BY SOURCES OF FUNDS</b>	<b>\$ 129,369</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 129,369</b>	

Local includes County and/or Subrecipient

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

**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.**

Costs were determined during the proposal process that began in December 2019. Kite technology Group is and has been CCYSB's primary provide of IT support including project development for the last 20 years. All funds for execution of the project will be from CDBG funds



## PART C

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

### Boys and Girls Club Westminster – Learning Recovery Program

For the past 15 years, Boys & Girls Club of Westminster (BGCW) has been in the forefront of youth development, working with young people from disadvantaged economic, social, and family circumstances. BGCW has actively sought to enrich the lives of girls and boys whom other youth agencies have had difficulty reaching. BGCW is currently serving more than 570 youth through programs at the Westminster Club, and middle school sites in Taneytown and Hampstead, providing comprehensive after-school and summer programs that promote academic success, character & leadership development, and healthy lifestyle choices. The Boys & Girls Club of Westminster serves a high percentage of Low and Moderate income families with 70% of our 570 members classified as low to moderate income and 62% qualify for free and reduced lunch through Carroll County Public Schools.

COVID 19 has taken a toll on our community, but our youth have been especially impacted socially, financially, and academically. The quarantine has forced school systems across the state to adopt online learning measures that were implemented in ways that were not equally accessible to all students. Many of our families were unintended victims of the shift to online learning because of digital inequality. They lacked both computers and internet service in their homes which made accessing online learning resources impossible.

Digital inequality has had a significant impact our LMI population, with most households lacking a reliable computer or internet service. This made distance learning for school or working from home nearly impossible. For the families that do have a computer, it is typically allocated for the adult to use for work and children had to wait until after work hours to use it for schoolwork. These families have no resources to purchase additional technology or upgrade internet service so their children's educational needs are suffering. This is especially significant because the lack of technology and digital access has exacerbated learning loss in many of these "at-risk" students who were already lagging behind in school.

Additionally, because many of our LMI students live in multi-generational living environments, the risk and impact of the coronavirus is magnified. Older grandparents, many who are head of household or raising their grandchildren, have less flexibility because of risk of contracting the virus so they cannot work and have to limit all outside contact. They also have less knowledge of technology or who to access online resources for education. This again puts the children at an educational disadvantage as compared to their peers and heightens the impact of learning loss.

Moving forward into the new school year, many school systems will be forced to adapt their school day so they can institute necessary social distancing practices to combat COVID 19 and safely serve students. In response, BGCW will adapt its program model from an after-school program to an all-day program, and implement the BRAIN GAIN Learning Recovery Program. This programing shift will require additional staff in order to safely serve youth and adhere to social distancing guidelines. The BRAIN GAIN Learning Recovery program will address academic and social-emotional needs of youth through in-person and virtual activities, enabling youth and families to recover from COVID-driven losses and thrive.

Dependent on what our jurisdiction allows, this program will operate all day in summer at the main Westminster Club for 6 weeks, and then shift to a day program during the school year for 30 weeks. The CDBG funding will support activities through May of 2021

**BRAIN GAIN Learning Recovery Program** – The BRAIN GAIN program will include both in-person and virtual academic support, as well as social emotional wellness programs. The goal is to enable youth to recoup COVID-related learning losses and get/stay on track academically, in addition to increased access to healthy social outlets. BRAIN GAIN is based on a summer learning recovery program model developed by Boys & Girls Club of America; BGCW has extended this model to incorporate virtual learning and social-emotional wellness.

Carroll County Public Schools is considering a hybrid schedule in fall which could include A Day/B Day classes or A Week/ B Week classes. This schedule could continue through the entire 2020-2021 school year. In response to this schedule, BGCW will shift its focus from an after-school program to an all-day program. Club members who are on the “distance learning” part of the hybrid schedule will come to the Club for educational support, tutoring and social-emotional wellness programs.

To effectively run an all-day program that addresses educational and social-emotional needs while keeping children safe through social distancing, BGCW will need to add additional staff. Social distancing guidelines require groups of 10 would need to be enforced throughout the day. This would require a staffing model of two staff members per every eight club members. Based on building capacity for these current social distancing guidelines, only sixty youth can be in the Club at one time. Therefore, youth will have scheduled times for in-club programming; this will allow us to serve the highest number of members while maintaining a safe environment. Virtual programming will also be available for youth that cannot come into the Club or who would benefit from targeted assistance via Zoom. Chromebooks will be available for loan for Club members who do not have computer access at home to make virtual programming possible. Through a partnership with Comcast, Internet Essentials internet service is available to our low-income families at a nominal fee.

**Program Overview:**

- Club Members will participate in the BRAIN GAIN Learning Recovery program to address learning loss and support educational recovery needs. Program time during the academic school year will be scheduled based on school schedules to enable students to have in-person instruction during the time that they are assigned to “distance learning” by CCPS.
- Tutors will be hired to work directly with elementary, middle, and high school students to implement the BRAIN GAIN Learning Recovery program which addresses learning loss and academic gaps.

Tutors will ensure that assigned schoolwork is completed and that students are achieving satisfactory academic outcomes. This tutoring assistance for Club members, especially those identified as needing additional help with specific subjects or skills, is critical since benefits of homework are not only academic but also behavioral and social.

- Educational Liaisons will serve as a bridge between schools and the BRAIN GAIN Learning Recovery program. They will work with teachers to align curriculum and target individual learning needs of students, as well as oversee and guide the tutors.
- Social- Emotional needs will be addressed through targeted programming, like Mindfulness training, Triple Play for Mind, Body and Soul and Healthy Habits programs designed to deal with the emotional trauma that has resulted from the COVID 19 quarantine. These program modules will address social-emotional wellness and provide the resources to help our youth and their families to recover from trauma and focus on making healthy choices. A Licensed Social Worker and a Mindfulness Trainer will assist in delivering this program component.
- A Summer BRAIN GAIN Learning Recovery program is planned for 6 weeks (mid-July thru August) but is dependent on Governor Hogan’s approval to open indoor camps. For this

program, thirty at-risk elementary students have already been identified to participate in a summer reading program. The curriculum is specifically targeted for students struggling with literacy and for ESOL (English as a Second Language) students. COVID has negatively impacted the literacy progress that was made during the 2019- 2020 school year and most of these students are not having success with the virtual online learning platforms. Most of our ESOL students have been quarantined in non- English-speaking homes and they have regressed in all the language and literacy gains they made.

- Social distancing and safety procedures will be implemented to ensure that students can safely attend the Boys & Girls Club and participate in BRAIN GAIN Learning Recovery program and other in-person programs. Equipment will be purchased to:
  - o monitor temperatures of club members and staff before they enter the Club.
  - o sanitize all surfaces daily including chairs, tables, computers, furniture, etc...
  - o provide antimicrobial sneeze guards for desks to allow for safe distancing.

**DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED:**

BGCW BRAIN GAIN Learning Recovery Program is designed to ameliorate the academic and social losses that Carroll County young people are experiencing as a result of COVID-driven school closures.

BRAIN GAIN will provide structured time for in-person instruction where students can complete schoolwork and relearn concepts as needed. Students will be provided with computers and academic resources to put them on equal footing with their peers, and enable them to participate effectively in virtual learning. Tutors will address academic needs, guided by Educational Liaisons interacting directly with CCPS teachers and guidance counselors to ensure that academic progress is made. Additionally, students will interact with trained youth development professionals who will motivate them to complete schoolwork. Since youth are likely to have more variability in their academic skills than under normal circumstances, the BRAIN GAIN Learning Recovery program will provide opportunities for individualized learning.

BRAIN GAIN will also address the social and emotional impacts of the quarantine on youth, with awareness of how that has impacted learning loss. The anxiety associated with the coronavirus has often manifested itself in symptoms of depression such as difficulty concentrating, fear of catching the virus and behavior issues as a result of this trauma. The BRAIN GAIN Learning Recovery program includes social emotional wellness activities that help youth learn coping skills and build resilience. The coronavirus is having a far-reaching impact on our communities; however, the consequences on our underserved communities is even greater. Through the BRAIN Gain Learning Recovery Program, Boys & Girls Club of Westminster is addressing these inequalities and providing a solution to for our most academically and socially at- risk population.

IS THIS A NEW SERVICE OR ACTIVITY?  Yes  No

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

**SUBRECIPIENT:**

Boys & Girls Club of Westminster. Inc.

**ADDRESS/LOCATION:**

71 E. Main Street

Westminster, MD 21157

**NATIONAL OBJECTIVE:**

Benefit to low and moderate income

**BENEFICIARY INFORMATION (Persons or Households):**

309 persons

**TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$117,075.31**

**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.

<b>ACTIVITY</b>	<b>START DATE</b>	<b>COMPLETION DATE</b>
Purchase Safety Equipment	7/2020	7/2020
Hire/Train all staff needed	7/2020	8/2020
Meet with CCPS Personnel to Decide roster of kids to participate In school year	7/2020	8/2020
Orientation for parents and children Chosen to participate in Summer BRAIN GAIN Program	7/2020	7/2020
Schedule Program days/times -all sites for school year-depends on school schedules that will change second semester	8/2020	1/2021
Orientation for all students/parents/teachers For school year program	8/2020	1/2021

\*Dates may change dependent upon local jurisdiction guidelines.

\*Schedule of Program Activities can be found after Project Budget explanations



**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 Tutors for BRAIN GAIN	61,200					61,200	P
2 Tutors for off-site locations for BRAIN GAIN		6,496.52				6,496.52	P
3 After School Tutoring		5,765.40				5,765.40	P
4 Education Liaison	17,323.30					17,323.30	P
5 Tutors for Summer Reading program	12,992.40					12,992.40	P
6 Social Worker	7,795.44					7,795.44	P
7 Mindfulness Trainer	6,496.20					6,496.20	P
8 Supplemental Wellness Program		8,400				8,400	P
9 Safety Equipment	11,267.97					11,267.97	P
PROJECT ADMINISTRATION			18,600			18,600	C
TOTALS BY SOURCES OF FUNDS	\$117,075.31	\$20,661.92	\$18,600	\$	\$	\$212,674.46	P & C

Local includes County and/or Subrecipient

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

**Budget Explanations. (CDBG requests are highlighted)**

1. Tutors for BRAIN GAIN Program  
6 tutors (1 for each group of 10 students) x 4 hours per day (10 AM – 2PM) x 5 days/wk.  
for 30 weeks (September – May)  
\$17/hour x 6 tutors x 20 hrs./week x 30 weeks = \$61,200
2. **Pending Funding** – additional tutoring costs of \$6,496.52 for after school time at off-site locations at Northwest Middle, North Carroll Middle and Sykesville Middle are included in a State funded Operational Opioid Command Center (OCCC) Grant. These services will remain and are not part of the BRAIN GAIN program.
3. After school tutoring costs of \$5,765.40 for the Westminster Schools (East Middle, West Middle, Friendship Valley Elem, Robert Moton Elem, William Winchester, Cranberry Station, and Westminster Elem.) are also pending in the OCCC grant. This tutoring will supplement the tutoring proposed in the CDBG grant and allow us to rotate groups throughout the day for the BRAIN GAIN Program.
4. Educational Liaisons for BRAIN GAIN  
2 Liaisons x 4 hrs./day x 2 days/week x 30 weeks  
\$36.09/hr. (teacher rate) x 2 Liaisons x 8hrs/week x 30 weeks = \$17,323.30
5. Summer Reading Program  
3 Tutors (1 per group x 30 kids) x 4 hours/day x 5 days/week x 6 weeks  
\$36.09 (teacher rate) x 3 tutors x 20 hours x 6 weeks = \$12, 992.40
6. Social Emotional Wellness  
Licensed social worker x 2 hrs./day x 3 days/week x 36 weeks (includes summer)  
\$36.09 x 6 hours/week x 36 weeks = \$7,795.44
7. Mindfulness Training – 1 hr./week x 5 days x 36 weeks  
\$36.06 x 5 hours x 36 weeks = \$6,496.20
8. **Pending Funding:** additional funding of \$8,400 for social emotional wellness programs was requested from the OCCC grant. This will supplement the funding requested in the CDBG grant and allow us to reach more kids and rotate groups and times.
9. Safety Protocols and Equipment  
Project Administrator to oversee safety guidelines, policies, and procedures  
Thermal Scanning Device for touchless temperature monitoring  
4 devices x \$1,995 = \$7,980  
Electrostatic Handheld Sanitizing Sprayer  
3 x 699.99 = \$2,099.97  
Sneeze Guard  
6 x \$198 = \$1,188.00

Total Funds Requested - \$117,075.31

Project Administration: Committed Funds  
Director of Operations/ Run of Show Coordinator/ Safety - will oversee all safety guidelines and ensure safety and social distancing procedures are always in place and followed.  
**\$317 hour x 20 hours/week x 30 weeks - \$18,600**

## **Job Descriptions**

### **Educational Liaisons**

This position will involve communicating with the CCPS teachers, guidance counselors and administration to ensure proper curriculum content is being taught/reinforced. Oversee the tutors and share suggestions and recommendations for teaching tips. Provide feedback on educational objectives from CCPS. Track progress being made by tutors and members with reference to CCPS standards. This position requires strong organizational and communications skills, an ability to clearly understand and communicate objectives to and from CCPS and the Club, and leadership initiative to guide tutors and members in the right direction.

### **Licensed Social Worker**

Boys & Girls Club of Westminster is currently seeking a Licensed Social Worker. This clinician will be serving youth and their families through individual and group therapy, working primarily with our members who need specific care. The BGCW served 562 members last year and many have specific social and emotional trauma needs that need to be met. This position requires the following: a valid driver's license, reliable transportation, flexibility, moderate computers skills, a master's degree, and be licensed or license eligible.

### **Mindfulness Trainer**

BGC of Westminster is seeking someone to develop and implement mindfulness trainings, yoga, and other social/emotional health programs to help youth make choices that promote a healthy lifestyle. The goal of this position is to teach the concept of focusing on the present moment and learning to become aware of one's feelings and emotions without judgement. This position will require program development for daily/weekly mindfulness activities, age/skill appropriate yoga practice, variations in breathing/mindfulness techniques, and an ability to communicate effectively with the staff, mentors, and members.

### **Brain Game Tutors**

This position includes homework support and academic achievement for members. Some responsibilities include developing a relationship with students, aiding with general subjects like Math, English, and Social Studies, tracking student progress, fostering academic growth in students, and communicating with the BGC Staff about student achievement and progress. Those interested in this position must have strong communication skills, an ability to multitask, a desire to mentor/inspire members, and must be able to work collaboratively and effectively





**BOYS & GIRLS CLUB  
OF WESTMINSTER**

**Block Grant Schedule Outline**

Approx. Time	Summer Program 2020 July 2020 -August 2020	School Year Quarter 1 Starting August 2020 School Year	School Year Quarter 2	School Year Quarter 3	School Year Quarter 4 Ending June 2021
9:00 – 10:00	Warm Welcome/ Health Check/Attendance/Daily Announcements 9:00-9:30 Community Building Activities 9:30-9:45	Warm Welcome/ Health Check/Attendance/Daily Announcements 9:00-9:30 Community Building Activities 9:30-9:45	Warm Welcome/ Health Check/Attendance/Daily Announcements 9:00-9:30 Community Building Activities 9:30-9:45	Warm Welcome/ Health Check/Attendance/Daily Announcements 9:00-9:30 Community Building Activities 9:30-9:45	Warm Welcome/ Health Check/Attendance/Daily Announcements 9:00-9:30 Community Building Activities 9:30-9:45
10:00- 11:00	Summer Brain Gain Learning Program 9:45-11:00	Brain Gain Learning Recovery Program Focus: Reading Comprehension and Literacy (Reading Plus Program and CCPS content) 9:45-1:00	Brain Gain Learning Recovery Program Focus: Math (Discovery Education and CCPS content) 9:45-1:00	Brain Gain Learning Recovery Program Focus: STEM (Discovery Education and CCPS content) 9:45-1:00	Brain Gain Learning Recovery Program Focus: Transitional Skills for grade promotion (Discovery Education, Reading Plus and CCPS content) 9:45-1:00
11:00- 12:00	Community Building Activities 11:00-11:15 Guided Educational Exploration on Discovery Education 11:15-12:00	Community Building Activities 11:00-11:15 Power Hour: Distance Learning Support 11:15-12:15	Community Building Activities 11:00-11:15 Power Hour: Distance Learning Support 11:15-12:15	Community Building Activities 11:00-11:15 Power Hour: Distance Learning Support 11:15-12:15	Community Building Activities 11:00-11:15 Power Hour: Distance Learning Support 11:15-12:15
12:00- 1:00	Lunch Periods 12:00-2:00 w/ rotations	Lunch Periods 12:15-2:15 w/ rotations	Lunch Periods 12:15-2:15 w/ rotations	Lunch Periods 12:15-2:15 w/ rotations	Lunch Periods 12:15-2:15 w/ rotations
1:00 – 2:00	2 rotations during another groups lunch <ul style="list-style-type: none"> <li>• Mindfulness training</li> <li>• Structured Free-Time</li> </ul>	2 rotations during another groups lunch <ul style="list-style-type: none"> <li>• Mindfulness training</li> <li>• Structured Free-Time</li> </ul>	2 rotations during another groups lunch <ul style="list-style-type: none"> <li>• Mindfulness training</li> <li>• Structured Free-Time</li> </ul>	2 rotations during another groups lunch <ul style="list-style-type: none"> <li>• Mindfulness training</li> <li>• Structured Free-Time</li> </ul>	2 rotations during another groups lunch <ul style="list-style-type: none"> <li>• Mindfulness training</li> <li>• Structured Free-Time</li> </ul>

2:00-3:00	Regroup/Re-establish expectations 2:00-2:30	Regroup/Re-establish expectations 2:15-2:30	Regroup/Re-establish expectations 2:15-2:30	Regroup/Re-establish expectations 2:15-2:30	Regroup/Re-establish expectations 2:15-2:30
3:00-4:00	<p>Program Rotations</p> <ul style="list-style-type: none"> <li>• Triple Play</li> <li>• Sports, Stem (Teen Floor)</li> <li>• Art, Book Club, Drama Matters (First Floor)</li> <li>• Gardening (offsite)</li> <li>• Social-Emotional Learning/Life Skills Training</li> </ul>	<p>Program Rotations</p> <ul style="list-style-type: none"> <li>• Triple Play</li> <li>• Soccer, Flag Football (Outdoors)</li> <li>• Art</li> <li>• STEM</li> <li>• Social-Emotional Learning/Life Skills Training</li> <li>• Gardening (offsite)</li> <li>• BGCW Run Team</li> <li>• Book Club</li> </ul>	<p>Program Rotations</p> <ul style="list-style-type: none"> <li>• Triple Play</li> <li>• Personal Fitness, Yoga, Individual Sports</li> <li>• Art</li> <li>• STEM</li> <li>• Social-Emotional Learning/Life Skills Training</li> <li>• Drama Matters</li> <li>• Book Club</li> <li>• Knitting Club</li> </ul>	<p>Program Rotations</p> <ul style="list-style-type: none"> <li>• Triple Play</li> <li>• Lacrosse, Whiffle Ball, Floor Hockey</li> <li>• Art</li> <li>• STEM</li> <li>• Social-Emotional Learning/Life Skills Training</li> <li>• Drama Matters</li> <li>• Book Club</li> <li>• Knitting Club</li> <li>• BGCW Cheer Team</li> <li>• BGCW Run Team</li> </ul>	<p>Program Rotations</p> <ul style="list-style-type: none"> <li>• Triple Play</li> <li>• Lacrosse, Whiffle Ball, Floor Hockey</li> <li>• Art</li> <li>• STEM</li> <li>• Social-Emotional Learning/Life Skills Training</li> <li>• Drama Matters</li> <li>• Book Club</li> <li>• Knitting Club</li> <li>• BGCW Cheer Team</li> <li>• BGCW Run Team</li> </ul>
4:00-5:00	4:30-5:00 Structured Free Time/Dismissal	4:30-5:00 Structured Free Time/Dismissal	4:30-5:00 Structured Free Time/Dismissal	4:30-5:00 Structured Free Time/Dismissal	4:30-5:00 Structured Free Time/Dismissal

**RED TEXT:** Indicates educational programming

**BLUE TEXT:** Indicates community builders, icebreakers, team building activities

**GREEN TEXT:** Indicates BGCW (Boys & Girls Club of Westminster) and BGCA (Boys & Girls Club of America) enrichment programming

**PURPLE TEXT:** Indicates arrival/d dismissal

**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: ARC Carroll County Training Manager**

The Arc Carroll County supports over 700 children and adults with intellectual and developmental disabilities in a variety of residential, employment, education, transportation, facility based and family support models of service. The COVID 19 pandemic has forced The Arc to close its facility-based and community support services and offer limited services to individuals who are employed in the community. The Arc's transportation and education services were also suspended when schools closed. The Arc's residential program continued operations. These closures impacted 100 people in facility-based services, 58 people in employment services and 65 people in support services. The Arc also contracts with the Division of Rehabilitation Services for Summer Youth Employment opportunities, and as a result of schools closing, The Arc is not able to provide job coaching to 50 students this summer. During this time, The Arc launched a virtual day program, where approximately 18 people participate daily.

As The Arc considers plans to re-open services, the need to train individuals who receive support, staff members and some family members on the requirements for the use of personal protection equipment (PPE) will be an initial need. The Arc is also considering how services may become more individualized and be provided in remote locations and how staff will be retrained to support individuals away from a facility. Staff who work in a facility-based environment will need to be re-trained to understand the concepts of working with individuals in community settings or the individual's home. The use of technology and a virtual learning environment was successful for several individuals. The Arc is considering ways to increase the use of technology and virtual environments to reach more individuals. One of the barriers that some individuals and families identified that prevented use of virtual learning was a lack of training and understanding on how services could be effective in this format.

The training manager position is critical to The Arc's plans to move forward and provide services in the safest possible manner, based upon Center for Disease Control's guidelines for PPE, adequate cleaning of facilities and vehicles, and social distancing protocols. As services re-open, we anticipate changes to service delivery that are focused upon keeping people safe and minimizing the risk to possible exposure. We interpret this to mean that individuals may receive services away from facilities. While The Arc's facility is spacious, there is a tendency for people to congregate in large groups for instructional classes or lunch/breaks. Additionally, the training needs for many staff members have been postponed due to Governor Hogan's stay at home order. This has resulted in staff members needing to schedule past due trainings that are required in order for The Arc to maintain its operating license through The Developmental Disabilities Administration (DDA).

**DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED:**

The Arc Carroll County supports over 700 children and adults with intellectual and developmental disabilities in Carroll County, Maryland. The Arc provides residential, day and employment, education, transportation, and support services. The Arc employs 300 staff members. Due to the COVID 19 pandemic, The Arc needed to close its day and support services programs, which impacted 100 and 65 individuals, respectively. The Arc continued limited services to individuals who are employed, however 43 individuals were either laid off or furloughed by their employer. Approximately 15 individuals continued to work as essential employees during this time. As The Arc considers options for re-opening services, it is critical that individuals, staff members and some family members be properly trained regarding the

appropriate use of personal protective equipment (PPE). The training manager will be the key staff member in assuring that individuals supported by The Arc and staff members are properly trained in the use of PPE. The training manager will also assess and develop a training plan to assure that all staff members who had their required trainings postponed are current within the expected 90 days after services are re- opened. The manager will also be responsible for the assignment and monitoring of temperature checks and wellness questionnaires at The Arc's day program facility and each of The Arc's 8 residential homes. The manager will provide remote training to staff members whose duties have been changed to reflect services being provided virtually or in family homes. Additionally, as service requirements and definitions change, the training manager will work closely with the assistant director of quality to identify training needs and implement a training schedule. The training manager will also assess the needs and practical use of technology to deliver training to staff members working in remote locations and individuals who are not able to assess the facility during current and future instances of managing COVID or COVID-like viruses. A draft job description is attached. Upon notice of a successful application, The Arc would immediately recruit applicants with the target of implementing the position on August 1, 2020.

IS THIS A NEW SERVICE OR ACTIVITY?  Yes  No  
 IF NO, PLEASE DESCRIBE THE QUANTIFIABLE INCREASE FOR SERVICE OR ACTIVITY:

**SUBRECIPIENT: The Arc Carroll County**

**ADDRESS/LOCATION:**

180 Kriders Church Road,  
 Westminster, MD 21158

**NATIONAL OBJECTIVE: Benefit to Low and Moderate Income**

Special Populations. The Arc Carroll County supports individuals with significant intellectual and developmental disabilities.

**BENEFICIARY INFORMATION (Persons or Households):**

180 persons

**TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$114,000**

**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>
Advertise for position	Upon award notice	Until completed
Identify candidate/make offer	Upon award notice	Aug 1, 2020
Hire training manager	Aug 1, 2020 or before	June, 2022



**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 Wages, taxes, medical for Training Mgr	\$114,000						P
2							
3							
4							
5							
6							
7							
8							
9							
PROJECT ADMINISTRATION			\$29,237				C
TOTALS BY SOURCES OF FUNDS	\$114,000		\$29,237	\$	\$	\$143,237	

Local includes County and/or Subrecipient

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

*The pay range for a training and development specialist, depending on experience, ranges from \$32,680 to \$100,000 according to the Bureau of Labor and Statistics. Payscale.com's nonprofit salary guide puts the median, or midpoint, salary of a trainer at \$46,000.*

*We are looking for an individual with 2 years of experience and no advanced degree, and thus would be looking to pay in the \$38,000 - \$40,000 range which would be an appropriate starting salary based on the guidance above. We also compared this position with others in the organization to ensure fair pay, as we must pay employees fairly compared to coworkers.*

Breakdown of cost for 2 years is:

- \$80,000 salary
- \$8,874 taxes
- \$1,000 HRA (2<sup>nd</sup> year cost)
- \$24,126 medical
  - \$22,740 project employee/spouse
  - \$368 dental
  - \$920 STD
  - \$69 vision

Total: \$114,000





**The Arc Carroll County, Inc.**

**JOB DESCRIPTION**

**POSITION TITLE:** Training Manager

**ORGANIZATIONAL RELATIONSHIP:**

REPORTS TO: Assistant Director

FLSA STATUS: Non-exempt

**OVERVIEW:** Leads and directs all staff training, specifically in the instruction of COVID 19 education and prevention.

**QUALIFICATIONS:**

1. High School diploma or GED required. Associate's degree in education, business, human resources, or related field, preferred
2. One to two (1-2) years' previous experience as a trainer, training specialist, or related position
3. Above average technology skills and be familiar with a variety of online formats such as Zoom, Blackboard, and Google groups
4. Excellent computer skills, including Microsoft Office Suite, Web-based training and instructional software. Experience with Relias a plus
5. Understanding of concepts and best practices regarding adult learning
6. Experience with technologies and best practices for instructional manuals and teaching platforms
7. Strict adherence to company philosophy/mission statement/sales goals
8. Good interpersonal skills and communication with all levels of staff and management
9. Organized and able to create multiple timelines, budgets, and schedules
10. Able to multitask, prioritize, and manage time efficiently
11. Excellent verbal and written communication skills

**RESPONSIBILITIES:**

1. Leading the development and instruction of COVID 19 education and prevention for all staff
2. Utilize resources such as the World Health Organization (WHO), Center for Disease Control (CDC) and Occupational Safety & Health Administration (OSHA) websites for the most up-to-date information on COVID 19
3. Facilitate online trainings with staff on OpenWHO.org, as well as facilitate other web-based (Zoom, etc.) training on COVID 19 information and prevention
4. Conduct in-person sessions on COVID 19 educational topics such as handwashing, wearing personal protective equipment (PPE), and social distancing.
5. Develop a schedule to assess training needs
6. Consult with managers and leadership on training needs
7. Track and compile collected data

8. Conceptualize training materials based on data and research
9. Communicate training needs and online resources
10. Create training strategies, initiatives, and materials
11. Maintain a database of all training materials
12. Conduct training through new materials
13. Track employee performance and learning
14. Coordinate and monitor enrollment, schedules, costs, and equipment
15. Identify and respond to training needs from individuals supported by The Arc and their families
16. Provide remote training as necessary

**PHYSICAL DEMANDS:**

1. Requires sitting for periods of time working with computer, standing and walking periodically.
2. Employee may need to lift or move up to 25 pounds during a workday.

**WORK ENVIRONMENT:**

Normal well-lit office environment where there is no physical discomfort due to extreme temperature, dust, noise and the like.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all requirements.

The Arc Carroll County strives to be a model of inclusion. We engage all people with dignity and respect. We believe that bringing diverse individuals together is essential to effectively address the issues that face current and prospective partners. We are an EEO employer.

Adopted: 06/01/2020

**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:**

**Access Carroll, Inc.: Staff – Infection Control and Screener**

Since 2005, Access Carroll, Inc., a private nonprofit organization, has served as the only full-time community health safety net targeting and serving low-income, uninsured, and at-risk residents of Carroll County, Maryland. According to local and state data, there is an estimated 23,000 at-risk residents living in Carroll County, which comprises 13.7% of the general population. Access Carroll targets low-income residents through mission and purpose and financially screens each individual seeking services in addition to assisting with access to public assistance programs. Currently 98% of all patients served are at or below 250% of Federal Poverty Level.

Access Carroll provides full time integrated medical, dental, and behavioral health services for any resident of any age on a sliding fee scale and accepts Maryland Medical Assistance (Medicaid) Insurances. During FY20, the organization served approximately 10,000 individual patients. Beyond primary care services, Access Carroll directly addresses the opioid and substance use disorder epidemic seven days a week to provide acute medical care, walk-in substance use disorder assessments, alcohol and opioid detoxification, and medication assisted treatment (MAT) services.

Access Carroll is a strategic partner of Carroll Hospital Center, The Partnership for a Healthier Carroll County and Carroll County Health Department and is a key member of population health strategy committees who has been consulted on Access Carroll health services during and beyond the COVID 19 State of Emergency.

In response to the coronavirus state of emergency, Access Carroll has remained open to provide onsite emergent services and provided telehealth services in all service lines. Diligent patient and staff screening, utilization of personal protective equipment (PPE) and safe environment of care protocols have been implemented since March 16, 2020. As the organization begins to open to necessary onsite services and responds to mounting waiting lists for basic services, including elective procedures and dental care, the need for full time building entry coronavirus screening and heightened infection control is critically needed.

Access Carroll shares space in the Citizen's Services Complex at the Distillery Building that houses direct service agencies of the Carroll County Government and Human Services Programs of Carroll County, all of who share in serving the low-income population with various social service supports. As a community health safety net, Access Carroll is the direct service provider of comprehensive and integrated medical, dental, and behavioral health services for low-income and at-risk residents, including those who are homeless, living in shelters, and have transient living arrangements and has taken a lead role in ensuring the health and safety of those entering the building. In collaboration with strategic partners, Carroll County Government, and Human Services Programs of Carroll County, Access Carroll is a key leader to manage the screening process of those entering and seeking services at the Citizen's Service Complex.

Access Carroll proposes two full time staff members to prevent the spread of coronavirus: a coronavirus screener, that will benefit all service providers in the building; and, an infection control associate, to support the environment of care for resumption of safe, timely, and efficient integrated health services during and beyond coronavirus.



**DESCRIBE HOW THE PROJECT IMPACTS THE IDENTIFIED NEED:**

Access Carroll is the only full time safety net addressing the integrated health needs of low-income and vulnerable residents of Carroll County, Maryland. To continue to provide safe, efficient, and accessible integrated health care during and beyond COVID 19, Access Carroll seeks to ensure everyone who enters the facility is screened for active symptoms or suspicious exposure of the coronavirus; and, maintains an environment of care that undergoes rigorous infection control cleaning, disinfection and sanitization procedures as per the Centers for Disease Control and Prevention. These efforts are in addition to the routine environment of care standards that will support the health and safety of staff who are essential to care for those most in need while preventing the further spread of coronavirus to patients and the community.

**IS THIS A NEW SERVICE OR ACTIVITY?**  Yes  No

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

No, this is not a new service; rather, this is a continuation of resumed integrated health services beyond emergent care only with heightened screening and infection control protocols for the health and safety of staff and patients.

Funding will support two new positions over two years in response to COVID 19: (1) COVID 19 Screener for persons entering the facility during routine office hours, Monday through Friday; and (2) COVID 19 Infection Control Associate.

**SUBRECIPIENT:**

Access Carroll, Inc.

**ADDRESS/LOCATION:**

10 Distillery Drive, Suite 200, Westminster, MD 21157

**NATIONAL OBJECTIVE:**

Benefit to Low and Moderate Income

**BENEFICIARY INFORMATION (Persons or Households):**

9000 persons

**TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$ 201,330 over 2 years**

**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>
1. COVID 19 Screener x 1 FTE	Approx 08/01/2020	06/30/2022
2. COVID 19 Infection Control x 1 FTE	Approx 08/01/2020	06/30/2022












**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 COVID 19 Screening Staff x 2 yr	96,006	N	C	N	N	96,006	p
2 Infection Control Associate x 2 yr	105,324	N	C	N	N	105,324	p
3							
4							
5							
6							
7							
8							
9							
PROJECT ADMINISTRATION			20,000 - C			20,000 - C	
TOTALS BY SOURCES OF FUNDS	\$201,330	\$	\$20,000 - C	\$	\$	\$221,330	

Local includes County and/or Subrecipient

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



**PROJECT BUDGET DESCRIPTION:**

1. Position: COVID 19 Screener for the Citizen Services Complex Building
  - Full Time Position (1 FTE) with benefits for two years, ending June 30, 2022
  - The Screener will provide COVID 19 protocol screening of individuals, including staff, patients, and other clients, entering the Citizen's Service Complex Building, which serves low-income and at-risk residents who are seeking health care, housing services (HUD), shelters, utility assistance, and other basic needs. Those considered of significant risk of exposing coronavirus to others inside the building will be triaged by medical staff and treated in a designated safe zone to prevent further spread of infection.
  - Access Carroll health leadership will directly manage the Screener and the screening processes implemented as determined appropriate in collaboration with other building tenants as recommended by Centers for Disease Control, The Maryland Department of Health, and community health leaders.
  - All associated supplies, including PPE and diagnostic equipment, will be provided through outside funding sources including private donations, community health partners, and grants, not including CDBG funding.
  - All administrative oversight and management will be provided by Access Carroll, Inc., as part of operational processes per COVID 19 safety and infection control protocols not supported by CDBG funding.
  - Costs associated for the COVID 19 Screening Staff Member were determined for two years are as follows:

YEAR ONE	YEAR TWO
Base Salary up to \$17.00/hr x 1 FTE	Base Salary up to \$17.00/hr x 1 FTE
\$35,360	\$35,360
Employer Costs/Taxes @ 12%	Employer Costs/Taxes @12%
\$4,243	\$4,243
Benefits/Insurance/Parking @ estimated \$700/month	Benefits/Insurance/Parking @ estimated \$700/month
\$8,400	\$8,400
<b>TOTAL YEAR ONE</b>	<b>TOTAL YEAR TWO</b>
\$48,003	\$48,003

2. Position: COVID 19 Infection Control Associate for Access Carroll Integrated Health Services
  - Full Time Position (1 FTE) with benefits for two years, ending June 30, 2022
  - The Infection Control Associate will directly support the prevention of the spread of coronavirus and other infections through principles of cleaning and disinfecting with particular attention in high risk areas and surfaces through guidelines of the Centers for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html>) and Maryland Department of Health.
  - All associated supplies, including PPE, cleaning supplies, and infection control equipment, will be provided through outside funding sources including private donations, community health partners, and grants, not including CDBG funding.
  - All administrative oversight and management will be provided by Access Carroll, Inc., as part of operational processes per COVID 19 safety and infection control protocols not supported by CDBG funding.
  - Costs associated for the COVID 19 Infection Control Associate were determined for two years are as follows:

YEAR ONE	YEAR TWO
Base Salary up to \$19.00/hr x 1 FTE	Base Salary up to \$19.00/hr x 1 FTE
\$39,520	\$35,360



Employer Costs/Taxes @ 12%		\$4,742		Employer Costs/Taxes @12%	\$4,742
Benefits/Insurance/Parking @ estimated \$700/month		\$8,400		Benefits/Insurance/Parking @ estimated \$700/month	\$8,400
TOTAL YEAR ONE		\$52,662		TOTAL YEAR TWO	\$52,662





## **POSITION DESCRIPTION**

**Job Title:** COVID 19 Screener  
**Status:** Full Time – Non Exempt – Temporary per COVID 19 Protocols  
**Reports to:** Business Operations Manager

### **POSITION PURPOSE**

The COVID 19 Screener is a temporary but integral member of the integrated health care team to support the core mission of Access Carroll Integrated Health Services to champion and provide quality, integrated health care services for residents of Carroll County, Maryland within a person-centered model and community-based population health plan. The COVID 19 Screener is responsible for the screening of individuals, including staff, patients and other clients, entering the facility for positive symptoms or suspicious exposure to coronavirus. The COVID 19 Screener will follow protocols and procedures as established to prevent further exposure and spread of the coronavirus to others within the facility.

### **POSITION DESCRIPTION**

The following are major duties and responsibilities, and are subject to modification as determined necessary by health authorities:

- Function as a professional member of an integrated health care team to support the delivery of high quality and efficient health care services for patients of all ages across the lifespan.
- Greet and screen all those who enter the facility for coronavirus symptoms or suspicious exposure.
- Properly use screening equipment, including thermometers and temperature scanners.
- Document as appropriate in entry and exit logs.
- Utilize a computer for typed communication and health record documentation as applicable.
- Identify those who have been successfully screened to enter and/or alert clinical staff of the need for further triage and assessment.
- Properly use other communication equipment such as two-way radios and mobile phones.
- Follow all policies and procedures to prevent the spread of coronavirus within the facility and to others.
- Participate in data collection, reporting, and Quality and Performance Improvement goal activities.
- Attend staff meetings and other external meetings/committees as applicable.
- Participate in organizational events, trainings and educational activities.
- Maintain compliance to annual competencies and associate health policies.
- Other duties may be assigned as related to the COVID 19 Screener duties.

### **POSITION QUALIFICATIONS**

- Reliable, trustworthy, dependable, adaptability
- Good people skills, capable of professionally interacting with staff, volunteers, patients, and the community
- Interpersonal communication skills
- Experience and/or ability to work with patients of all ages, and various cultural and diverse individuals
- Bilingual English and Spanish is a plus
- Experience and/or adaptability of serving patients within an Integrated Health Care Environment
- Computer Skills as well as ability to document in an Electronic Health System
- Excellent time management and completion of daily assignments



- Ability to utilize electronic equipment including computers, printers, telephones, and two-way radios
- Maintain Confidentiality and Compliance
- Strong written and verbal communication skills
- Annual Tuberculosis testing/screening and result documentation
- Annual Influenza immunization proof and/or titer confirmation dates/results
- Pre-Employment Screening including background and criminal history check
- Ability to work varied shifts
- Must have dependable transportation

### **PERSONAL CHARACTERISTICS**

- Supportive of the mission and philosophy of Access Carroll, Inc.
- Dependable and credible
- Highly adaptable to change
- Organized
- Able to provide and exercise sound clinical judgment and problem solve
- Highly productive and self-motivated
- Team oriented with a positive attitude working with a variety of staff members
- Responsible for completion of work assignments and professional conduct
- Able to receive instruction and feedback
- Professional in appearance

DRAFT: 06/03/2020



## **POSITION DESCRIPTION**

**Job Title:** COVID 19 Infection Control Associate  
**Status:** Full Time – Non Exempt – Temporary per COVID 19 Protocols  
**Reports to:** Business Operations Manager

### **POSITION PURPOSE**

The COVID 19 Infection Control Associate is a temporary but integral member of the integrated health care team to support the core mission of Access Carroll Integrated Health Services to champion and provide quality, integrated health care services for residents of Carroll County, Maryland within a person-centered model and community-based population health plan. The COVID 19 Infection Control Associate is responsible for specialized cleaning, disinfecting, and sanitization of the environment of care to reduce the spread of the coronavirus and prevention of infection in patients and staff. The COVID 19 Infection Control Associate will collaborate with clinical team members in the application of infection control guidelines as established by the Centers for Disease Control and Prevention and the Maryland Department of Health to support the safe delivery of care with particular attention to high risk areas, including common areas and procedural medical and dental service areas. The COVID 19 Infection Control Associate will utilize specialized equipment for disinfection, sanitization, and monitoring of the environment of care.

### **POSITION DESCRIPTION**

The following are major duties and responsibilities, and are subject to modification as determined necessary by health authorities:

- Function as a professional member of an integrated health care team to support the delivery of high quality and efficient health care services for patients of all ages across the lifespan.
- Collaborate with clinical team members for identification and mitigation of high risk/exposure areas for cleaning, disinfection, and decontamination of COVID 19 and other infections, with special attention to procedural areas in medical and dental services.
- Participate in the development of infection control policies and procedures with specialized attention to the COVID 19 Coronavirus.
- Properly and safely use cleaning, disinfecting and decontamination equipment, including vacuum cleaners, UV Light Sanitizers, washing machines, and other related tools and equipment.
- Support the appropriate supply management and utilization of Personal Protective Equipment (PPE).
- Follow all internal policies and procedures to prevent the spread of coronavirus and other infections within the facility and to others.
- Follow the guidelines for environmental infection control in health care facilities per the Centers for Disease Control and Prevention (CDC) and Maryland Department of Health. Provide applicable training and support to integrated health team members.
- Follow universal precautions and proper use of Personal Protective Equipment (PPE).
- Monitor decontamination and sanitization activities through specialized testing and tracking tools.
- Participate in data collection, reporting, and Quality and Performance Improvement goal activities.
- Attend staff meetings and other external meetings/committees as applicable.
- Participate in organizational events, trainings and educational activities.
- Maintain compliance to annual competencies and associate health policies.
- Other duties may be assigned as related to the COVID 19 Infection Control Associate.

### **POSITION QUALIFICATIONS**



- Reliable, trustworthy, dependable, adaptability
- Good people skills, capable of professionally interacting with staff, volunteers, patients, and the community
- Experience and/or ability to work with patients of all ages, and various cultural and diverse individuals
- Able to lift boxes and equipment of at least 30 pounds
- Manually operate machine and equipment, including vacuum cleaners, UV Light Sanitizers, washing machines, and other cleaning equipment and tools
- Ability to utilize electronic equipment including computers, printers, telephones, and two-way radios
- Excellent time management and completion of daily assignments.
- Interpersonal communication skills
- Maintain Confidentiality and Compliance
- Strong written and verbal communication skills
- Annual Tuberculosis testing/screening and result documentation
- Annual Influenza immunization proof and/or titer confirmation dates/results
- Pre-Employment Screening including background and criminal history check
- Ability to work varied shifts
- Must have dependable transportation

### **PERSONAL CHARACTERISTICS**

- Supportive of the mission and philosophy of Access Carroll, Inc.
- Dependable and credible
- Highly adaptable to change
- Organized
- Able to provide and exercise sound clinical judgment and problem solve
- Highly productive and self-motivated
- Team oriented with a positive attitude working with a variety of staff members
- Responsible for completion of work assignments and professional conduct
- Able to receive instruction and feedback
- Professional in appearance

DRAFT: 06/03/2020





**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.

Danielle Yates, Bureau Chief, Housing and Community Connections, Carroll County Government will represent the county and ensure that the subrecipients comply with CDBG requirements and semi-annual reporting requirements as detailed in The Community Development Block Grant (CDBG) agreement. Ms. Yates has extensive experience working on CDBG funded projects. She served in a similar role on The Arc Carroll County project in 2016, CHANGE Respite Inn project in 2017, HSP Homelessness Initiative Grant 2018, CHANGE Roof Project 2019, CHANGE Special Project, and Boys and Girls Club Gym 2019. Ms. Yates will spend 50.5 hours over the life of the project @ \$41.80/hr. = \$2,110.90.

2. Identify others in County government who will assist in the administration of this CDBG project. Ms. Yates will be assisted by the fiscal specialist who will devote 160 hours over the life of the project. The specialist will provide monitoring for each grant funded project. This individual will review and verify all invoicing submitted for reimbursement by the subgrantees. The grants fiscal specialist will review all activities to ensure that each subgrantee follows CDBG guidelines.

3. Discuss how you will manage subrecipient(s). Regularly the Fiscal Specialist will review submitted documentation regarding each subgrantees progress to ensure the timely spend down of grant funds reimbursement of expenditures and draw. Monthly the specialist will work with each subgrantee to retrieve and analyze data to ensure accuracy in reporting.

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

Person	# Hours Anticipated to Work on Grant	Hourly Wage	Total Funds
Fiscal Specialist	160	\$32.41	\$5,185.60

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? \_\_\_\_\_ Are they consistent with current federal equal opportunity guidelines?  Yes  No

The Carroll County Code of Public Laws and Ordinances Chapter 36 Personnel Policies was last updated on February 16, 2017. The Equal Employment Opportunity Policy was last updated on November 18, 2014 and the Affirmative Action Policy was also updated on November 18, 2014.

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:

Claim filed in 2018 – On May 21, 2018, a former employee filed a charge that he was denied a reasonable accommodation due to disability. Carroll County filed a statement with the EEOC. Based on the investigation EEOC is unable to conclude information obtained violated statutes. No further action was taken; therefore, the case is officially closed.

3. 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:

The Board of Carroll County Commissioners adopted a Plan to Affirmatively Further Fair Housing in 2015 which included the following steps:

1. Carroll County markets programs and services to all eligible persons including persons with disabilities and persons with limited English proficiency.
2. Carroll County buildings and communications are accessible to persons with disabilities and includes provisions for the hearing impaired and persons with limited English proficiency.
3. Carroll County provides referrals to fair housing agencies for housing counseling services and fair housing complaints.
4. Carroll County's Section 8 Voucher Program affirms Fair Housing in applicant and re-certification orientations and assists citizens with complaints to ensure they are dealt with fairly and objectively.
5. Carroll County issues a Proclamation to the Carroll County Association of Realtors to celebrate Fair Housing Month in April of each year.
6. As a non-entitlement jurisdiction, Carroll County contributes to the Consolidated Plan of the State of Maryland which includes an Analysis of Impediments to Fair Housing Choice.

This plan will be reviewed and updated by the Board in 2020.

4. 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?

MD Legal Aid works with County Government to provide annual training for agencies and non-profits on Fair Housing and Equal Access. In addition, the County Program Manager for the Housing Choice Voucher Program is a certified Fair Housing Specialist with the National Center for Housing Management.

The County has not been informed of either public or private issues or complaints regarding housing discrimination.

## **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.

Stephen A. Wantz, President  
Chief Elected Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Maryland Community Development Block Grant Program**  
**Application Checklist**

<b>Attachment</b>	<b>Required Submission ?</b>	<b>Included ?</b>
<b>Residential Anti-Displacement Plan</b>	Only if new plan	NA
<b>Citizen Participation Plan</b>	Only if new plan	NA
<b>Clearinghouse Submission</b>	Yes	Yes
<b>Determination of Costs</b>	Yes	Yes
<b>Environmental Review Forms</b>	Yes	Yes
<b>Identification of Other Coronavirus Related Funds</b>	Yes	Yes
<b>Local Resolution</b>	Yes	Yes
<b>Original Application and 2 copies</b>	Yes	
<b>Public Hearing Minutes from Hearing</b>	Yes	
<b>Public Hearing Notice</b>	Yes	
<b>Statement of Assurances and Certifications</b>	Yes	
<b>Other -</b>		
<b>Other -</b>		

