



TUESDAY, NOVEMBER 1, 2016
CITY OF COLLEGE PARK
COUNCIL CHAMBERS

WORKSESSION AGENDA
7:30 P.M.

COLLEGE PARK MISSION STATEMENT

The City Of College Park Provides Open And Effective Governance And Excellent Services That Enhance The Quality Of Life In Our Community.

Time		Item	Staff/Council
7:30		CALL TO ORDER	
		CITY MANAGER'S REPORT	
		AMENDMENTS TO AND APPROVAL OF THE AGENDA	
Discussion Items			
7:35	1	Presentation: Zoning Rewrite Update on Module 3 Guest: Chad Williams, M-NCPPC Staff (45)	Terry Schum, Director of Planning
8:20	2	Review of Education Advisory Committee recommendations for public school education grants Guest: EAC Vice Chair Charlene Mahoney (15)	Peggy Higgins, Director of Youth, Family and Senior Services
8:35	3	Award of Community Services Grants (10)	Gary Fields, Director of Finance
8:45	4	Discussion of the City's legislative agenda (20) Guest: Leonard Lucchi	Bill Gardiner, Assistant City Manager
9:05	5	(Special Session 16-G-138) Award of contract for Community Survey (15)	Scott Somers, City Manager
9:20	6	Purchase of Electric Vehicle Charging Stations in the downtown parking garage (15)	Steve Beavers Community Development Coord.
9:35	7	Review of Maryland Department of Transportation Draft FY 2017-2022 Consolidated Transportation Program (road show is November 10 at 2:00 p.m.) (10)	Terry Schum, Director of Planning

9:45	8	Discussion of revisions to Ordinance 16-O-07 re permit fees in downtown garage (follow up from September 27) (20)	Bob Ryan, Director of Public Services
10:05	9	Discussion of holiday decoration awards – request of Councilmember Nagle (15)	
10:20	10	Requests For/Status of Future Agenda items (5)	Mayor and Council
10:25	11	Appointments to Boards and Committees (5)	Mayor and Council
10:30	12	Mayor and Councilmember Comments (5)	Mayor and Council
10:35	13	City Manager's Comments (5)	Scott Somers, City Manager

This agenda is subject to change. Item times are estimates only. For the most current information, please contact the City Clerk. In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the City Clerk's Office and describe the assistance that is necessary. City Clerk's Office: 240-487-3501

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Zoning Rewrite Update on Module 3



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Terry Schum, Planning Director

Meeting Date: November 1, 2016

Presented By: Chad Williams, M-NCPPC

Proposed Consent Agenda: No

Originating Department: Planning, Community and Economic Development

Issue Before Council: Presentation of Module 3 of the Prince George's County Zoning and Subdivision Rewrite

Strategic Plan Goal: Goal 3: High Quality Development and Reinvestment

Background/Justification:

The comprehensive consultant rewrite of the Zoning Ordinance and Subdivision Regulations is nearing completion. Module 3 deals with subdivision regulations and administrative procedures that include the review and approval process for development applications. For ease of reference, a Summary Comparison Chart of Proposed Changes to Development Review Responsibilities is attached. The full module is available at zoningpgc@ppd.mncppc.org. Several community listening sessions were held in September and ongoing feedback is invited through <https://pgplanning.opencomment.us/>.

Fiscal Impact:

None

Council Options:

1. Provide formal comments on Module 3 after a Worksession discussion on December 6, 2016.
2. Decline to submit formal comments on Module 3.
3. Withhold comments until the entire new draft Zoning Ordinance and Subdivision Regulations is introduced.

Staff Recommendation:

#1

Recommended Motion:

N/A

Attachments:

1. Summary Comparison Chart
2. City of Greenbelt Comments

Summary Comparison Chart of Clarion Associates' Proposed Changes to Development Review Responsibilities - Departures and Adjustments (9/30/2016)

Key: A - Appeal; C - Comment; Decision; I - Initiation; R- Recommendation; < > - Public Meeting Required; () - Call Up; Blank space - No Action; Red text refers to actions in current code

This chart contains the various Departures that exist in today's code and the recommended Adjustments proposed by Clarion Associates. In the current Clarion drafts, many of the proposals are found in multiple locations. Staff will continue to evaluate the recommendations and look for ways to clarify, including potentially shifting all of these proposals to the Adjustments section.

Existing Application / Procedure	Change	Proposed Application/Procedure	County Executive	District Council	Planning Board	Board of Zoning Appeals	Zoning Hearing Examiner	Planning Director	DPIE Director	Historic Preservation Committee	Municipality
			Cur. Pro.	Cur. Pro.	Cur. Pro.	Cur. Pro.	Cur. Pro.	Cur. Pro.	Cur. Pro.	Cur. Pro.	Cur. Pro.
Departures/Deviations and Adjustments											
Departure from the number of parking and loading spaces required (27-588) (more than 10%)	Maintained	Adjustments - Major Off-Street parking standards - minimum number of Parking Spaces		<A>	<D>	<D>		R	R		C D [1] D [1]
Parking Waivers (27-585)	Maintained		<D>				<R>	R			
Limited departure from the number of parking and loading spaces required (27-588) (10% or less)	Maintained	Adjustments - Minor Off-Street parking standards - minimum number of Parking Spaces			<A>			D	D		D [1] D [1]
Deviations (Subtitle 27A) - 10% number of parking spaces	Maintained		<D>					C		C	C
Deviations (Subtitle 27A)	Maintained	Adjustments - Minor Base Zone Dimensional Standards			<A>		<D>	R	D		C C C D [1]
10% heights for individual story (5% cumulative)											
10% street wall height											
10% above grade Ground story height											
10% floor area of a messanine											
6 inches building façade along build-to line up to 24 inches											
10% distance for building facade projection											
10% distance between doors											
10% façade primary and accent materials											
10% width, depth, angle of front entries											
Deviations (Subtitle 27A) - 10% façade fenestration percentage	Maintained	Adjustments - Minor Transparency/Fenestration			<A>		<D>	R	D		C C D [1] D [1]
Departure from Sign Design Standards (27-612)	Maintained	Alternative Sign Plan	<A>		<D>			R	R	C	D [1]
Limited departure from Sign Design Standards (27-612) (10% or less)	Maintained		D					D		C	D [1]
	Added	Adjustments - Minor Block Design Standards			<A>				D		D [1]
	Added	Adjustments - Minor Vehicle Stacking Spaces			<A>				D		D [1]
	Added	Adjustments - Minor Parking Location in the Multifamily, Townhouse, and Three-Family form and design standards			<A>				D		D [1]
	Added	Parking Location in the Large Retail form and design standards			<A>				D		D [1]
	Added	Adjustments - Minor Transparency/Fenestration			<A>				D		D [1]
	Added	Adjustments - Minor Buffer width for Agricultural Compatibility			<A>				D		D [1]
	Added	Adjustments - Major Base Zone Dimensional Standards			<D>			R		C	D [1]
	Added	Adjustments - Major Base Zone Dimensional Standards			<D>			R		C	D [1]
	Added	Adjustments - Major Vehicle Stacking Space			<D>			R		C	D [1]
	Added	Parking Location in the Large Retail form and design standards			<D>			R		C	D [1]
	Added	Adjustments - Major Parking Location in the Large Retail form and design standards			<D>			R		C	D [1]
Deviation (Subtitle 27A) - Better materials used	Removed [2]						<D>	R		C	D [1]
Departure from Design Standards, Part 11 Parking and Loading	Removed		<A>		<D>			R	C		D [1]

Summary Comparison Chart of Clarion Associates' Proposed Changes to Development Review Responsibilities - Departures and Adjustments (9/30/2016)

Key: A - Appeal; C - Comment; Decision; I - Initiation; R- Recommendation; < > - Public Meeting Required; () - Call Up; Blank space - No Action; Red text refers to actions in current code

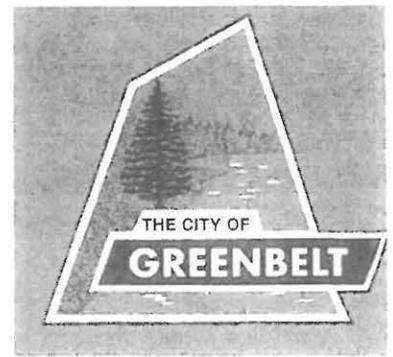
This chart contains the various Departures that exist in today's code and the recommended Adjustments proposed by Clarion Associates. In the current Clarion drafts, many of the proposals are found in multiple locations. Staff will continue to evaluate the recommendations and look for ways to clarify, including potentially shifting all of these proposals to the Adjustments section.

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			Cur. Pro.	Cur. Pro.	Cur. Pro.	Cur. Pro.	Cur. Pro.	Cur. Pro.	Cur. Pro.	Cur. Pro.	Cur. Pro.
Departures/Deviations and Adjustments											
Limited Departure from Design Standards, part 11 Parking and Loading (10% or less)	Removed							D	C		D [1]
Departure from the standards of the Landscape Manual	Removed			<A>	<D>			R	C		
Site Plan Administrative Decisions											
Administrative requests for site plan review:											
Decide requests to vary from the requirements of the Landscape Manual											
Decide requests to waive the cross-access requirements between developments											
Decide requests to reduce the minimum street connectivity index score											
Decide requests for a security exemption plan for fences and walls											
Decide requests for a security plan for exterior lighting, which allows for some modifications to lighting requirements for security reasons											
Decide requests to modify agricultural buffer width											
Decide requests to waive the bicycle cross-access requirements or any bicycle circulation requirements											
Decide requests to modify the sidewalk requirements	Added	Site Plan (Major)		<A>	D			D [3]		C	C
Decide requests to waive or modify the pedestrian connectivity requirements		Site Plan (Minor)			<A>						
Decided off-street parking requirements for unlisted uses											
Authorize additional required parking spaces for electric vehicle charging											
Decide requests for alternative parking plans											
Decide requests to reduce parking requirements because of proximity to a high-frequency transit stop											
Decide requests to reduce parking based on a transportation demand management plan											
Decide requests to reduce parking based on providing special facilities for bicycle commuters											
Decide requests for other types of alternative parking arrangements											
Decide requests for deviations to the block length length standards											

[1] Municipalities have authority to make the decision for adjustment when that authority has been delegated to the municipality by the District Council per the Regional District Act
 [2] Building material deviations have been replaced with new building standards
 [3] The Planning Director approves the request to modify the design standard. The appropriate body can approve, approve with conditions, or deny the site plan regardless of the Planning Director's decision to approve or deny a request

CITY OF GREENBELT

25 CRESCENT ROAD, GREENBELT, MD. 20770-1886



October 25, 2016

Mr. Chad Williams, Project Manager
Maryland-National Capital Park and Planning Commission
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772

CITY COUNCIL
Emmett V. Jordan, Mayor
Judith F. Davis, Mayor Pro Tem
Konrad E. Herling
Leta M. Mach
Silke I. Pope
Edward V.J. Putens
Rodney M. Roberts

Re. Prince George's County Zoning Ordinance and Subdivision Re-write, Module 3

Dear Mr. Williams:

Thank you for your recent presentation to the City Council on Module 3 of the Zoning Ordinance Re-write. As in the past, we found your presentation assisted the City Council in understanding the proposed zoning ordinance and allowed us the opportunity to formulate our comments and suggestions.

Overall the City Council was pleased with the content and organization of Module 3, which includes procedures for the administration of the zoning ordinance. Procedures are described for every type of zoning and subdivision application in a flow chart. This is easy to understand. In addition, procedures have been standardized, so the same basic procedure applies to equivalent zoning application. This is a significant improvement over the existing zoning ordinance. Similar comments apply to the subdivision regulations, which are simplified, easily described, and are standardized.

Some of the same concerns the City Council has expressed with Modules 1 and 2 are repeated for Module 3. Acknowledgement of municipal authority is missing at critical points. However, we were very pleased that the municipal authority over variances and departures (now called adjustments) is continued. This was one of the city's major concerns.

Following is a summary of other major concerns/questions/issues with Module 3 and the Subdivision Regulations:

1. As noted above, the city's authority over variances and departures (now adjustments) continues. We need clarification if the city's enabling legislation will need revision as a result of new limitations on variances and adjustments. It should also be clarified that all of the authority for adjustments as delegated in the proposed regulations would be delegated equally to the municipalities. It is recommended that delegation to the Planning Director of municipalities mirror the delegation of authority to the county Planning Director.

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2. There should be an appeal process with all zoning applications. This is not reflected in the document.
3. The threshold between a Major and Minor site plan is too great. Minor site plans as proposed would be considered major projects in most communities. The review and decision of such projects should not be relegated to an administrative process which is invisible to the public and cities. Minor reviews would also be reviewed by plan reviewers, if current staffing organization continues. This would mean that planners would have no opportunity to review such projects, which we believe is not desirable. The threshold for exemption from site plan review is also too great. The city does not necessarily agree that 60% of site plans should be reviewed at the administrative level if this deprives the public of an opportunity to be aware of planned development and have the opportunity to comment and, if necessary, appeal decisions.
4. In streamlining many types of review by making them administrative process, the public's ability to be aware of proposed development, to comment and to have appeal opportunity is not available. Streamlining the development review process has value, but such streamlining should not be at the expense of the public's right to know what is going on in the development world.
5. There is inadequate time for municipalities to review, consider and comment on development applications. Module 3 is silent in many areas where time frames were previously set forth, and the review process needs to be more explicitly addressed and provided for in the administrative procedures.
6. Appropriate references to municipalities should be made.
7. Fee-in-lieu payments for recreation facilities need to be paid directly to the cities not within the Metropolitan District.
8. As was described in the comments for Module 2, traffic calming should not be a function of the development review process, since it relates to right-of-way management under the authority of another department or governmental entity.
9. As is now proposed, there would be no public hearing on the proposed zoning ordinance and subdivision regulation after consolidation of comments on Modules 1-3. Instead, the regulations would go directly as a draft document to the District Council. There should be an opportunity for the public to review the M-NCPPC response to comments made on the modules and to be able to comment on the final draft before it is forwarded to the District Council.
10. The City Council strongly supports the proposed regulations which require that text amendments be reviewed by the Planning Board.

The City Council appreciates the opportunity to review and comment on this module, as well as Modules 1 and 2, of the zoning ordinance re-write. We have enclosed additional comments to this letter. We respectfully ask that these comments and suggestions be incorporated into the draft regulations. Thank you for the opportunity to comment. If you have any questions, please contact Celia W. Craze, Planning Director, at 301-474-2760 or ccraze@greenbeltmd.gov.

Sincerely,

Emmett V. Jordan
Mayor

/cc

cc: City Council
Honorable Todd M. Turner
Celia Craze, Director of Planning & Community Development
Terri Hruby, Assistant Director of Planning
Jessica Bellah, Community Planner

Section	Item	Comment
Table 27-2.200	Summary of Development Review Responsibilities	1)Municipalities should be added as a Review and Decision-Making Body 2) There should be public review associated with minor site plans 3) Parcel-Specific Map Amendments should have a public hearing
Table 27-2.407.B	Required Public Notice	30 days' notice does not provide sufficient time for a municipality to evaluate, review and respond to a development application
Sec. 27-2.501 Footnote 62	General plan	General spelled incorrectly
Sec. 27-2.501.C.6.b	...in accordance with See Sec...	Delete "See"
Sec. 27-2.501C.8.c	Review and Decision by Decision-Making Body or Official	Municipalities within one-half mile of the area are to be invited to submit comments. Why isn't this one mile as it is throughout the document?
Figure 27-2.504	Parcel-Specific Map Amendment Procedure	Why isn't there an appeal process?
Figure 27-2.505	Planned Development Map Amendment Procedure	Why isn't there an appeal process?
Figure 27-2.506	CBCA-O Zone Map Amendment	Why isn't there an appeal process?
27-2.507.C.5.b	Special Exception – Staff Review and Action	The process does not allow sufficient time for public and municipal review and consideration.
27-2.507.E.3.c.iii	Special Exception – Changes Approved by the Planning Director	Note should be made in appropriate documents that the agency with sediment/erosion control jurisdiction may be a municipality.

Sec. 27-2.508	Site Plan (Major and Minor)	<p>The thresholds for the exemption from major/minor site plan review are too high and the proposal is very concerning. To allow a 100,000 square foot expansion or a 50,000 square foot construction/expansion of a mixed use development or 50 dwelling units by permit review only is unacceptable. We question whether the permit review staff is trained to review plans of such complexity. Standards adopted by Montgomery County should be evaluated. Montgomery County also looks at compatibility with abutting properties. The proposal provides no opportunity for public review or appeal.</p> <p>In addition, the threshold for exemptions is too high, with results and concerns the same as stated above.</p>
Sec. 27-2.508.C	Minor and Major Site Plans Distinguished	<p>The thresholds for the minor site plan are too high. Development of the size reflected in this section is significant in size and impact. There needs to be public notice, an opportunity for public review and comment, and an appeal process. Montgomery County standards provide much more reasonable standards.</p>

Sec. 27-2.508.D	Minor Site Plan Procedure	There is no public process. At a minimum, if the development is within a municipality, the planning staff of that municipality should be invited to the pre-application process and notified in advance of the Planning Director rendering the decision.
Sec. 27-2.508.D.11	Appeal	The requirement to file an appeal within 10 days is too short. There is no deadline given for the Planning Director to mail out the decision so the appeal period could actually be shorter than 10 days.
Sec. 27-2.508.E	Major Site Plan Procedure	Municipalities should be invited to the Pre-application conference.
Sec. 27-2.513.B	Grading Permit	Note should be made that municipal grading permits are required for grading in the right-of-way.
Sec. 27-2.513.D	Grading Permit – Sediment and Erosion Control	Note should be made that municipal grading permits and sediment and erosion control permits may be required by municipalities and any actions taken pursuant to the zoning ordinance must take into account municipal authority.
Sec. 27-2.513.E	Grading permit – issuance	Should add #4 that DPIE will not issue a grading permit for a municipal right-of-way.
Sec. 27-2.516.B.3	Variance – municipal authority	Will municipalities be required to readopt or modify existing legislation?

Figure 27-2.516	Variance procedure	<p>1) Municipal authority should be referenced;</p> <p>2) an appeal process should be included;</p> <p>3) Why is DPIE the agency detailed to consider variance applications? Variances are zoning actions and should be considered by professional planners.</p> <p>4) Is it possible to streamline the variance process? As it now exists, this process can take several months.</p>
Sec. 27-2.517.B.3	Adjustments by municipalities	<p>Will municipalities be required to readopt or modify existing legislation?</p> <p>Municipalities should have identical authority to that delegated to the Planning Director. If there were an attempt to differentiate “types” of adjustments, the result would be a confusing maze of intertwined authorities which would detract from the purpose of the zoning rewrite. Further, just as the Planning Director has authority over certain types of adjustments, a similar provision should be considered for municipal planning directors.</p>
Sec. 27-2.517.C	Minor Adjustment Procedure	<p>Why is there a requirement for a sign to be posted 10 days prior to the Planning Director’s decision is there is no opportunity within the process for the public to comment and/or appeal minor adjustments?</p>

Sec. 27-2.517.C.11	Minor Adjustment Procedure – Appeal	Why is the appeal process available to only the applicant? The public should have the opportunity to appeal a decision. Persons of record and municipalities should specifically have the opportunity to appeal.
Figure 27-2.517.D	Major Adjustment Procedure	Should municipalities be listed?
Sec. 27-2.518.B.4	Validation of Permit Issues in Error – Applicability	Why is apartment license listed? Isn't this a DPIE responsibility? Apartment license isn't defined. This does not take into account apartment rental licenses issued by municipalities.
Figure 27-2.518	Validation of Permit Issued in Error Procedure	Why isn't there an appeal?
Sec. 27-2.518.C	Validation of Permit Issued in Error Procedure	The public should be included in this process.
Sec. 27-2.520	Authorization of Permit within Proposed Right-of-way	Should not apply to municipal right-of-way. Municipal right-of-way should require municipality review and approval.
Figure 27-2.520	Authorization of Permit Within Proposed ROW Procedure	Why isn't there an appeal process?
Table 27-6.403	Development of Nonconforming lots	Why is there a difference between the variance for some zones and a minor adjustment in other zones?
Sec. 27-7.100	Enforcement	There is no discussion of municipalities being able to have zoning enforcement authority. This should be included.

<p>General</p>		<p>1. What is the status of the informational mailing currently a part of the zoning and subdivision review process? Will it be continued?</p> <p>2. It appears that there is to be no public hearing on the zoning rewrite before it goes to the District Council. This means that literally volumes of testimony are to be reviewed internally by the Planning Department with no opportunity for public review until it is in its draft final form. Given the magnitude of this endeavor, the public should have the chance to review and comment on the document – including whether comments, questions and suggestions were addressed – before it becomes a potential final product.</p> <p>3. Staff comment at the Module 3 presentation indicated that the entirety of the innovation corridor is to be placed in high intensity RTZ. This is inappropriate if the location is not equipped with the necessary transit infrastructure to support such intense development. In the county's effort to encourage growth, consideration of the innate appropriateness of the location must be considered.</p>
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2

Education
Advisory
Committee
Grant
Recommendations



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Meeting Date: November 1, 2016

Prepared By: Peggy Higgins, Director
Youth, Family and Senior Services

Presented By: Charlene Mahoney **Proposed Consent Agenda:** Yes
Education Advisory Committee Vice Chair

Originating Department: Youth, Family and Senior Services

Issue Before Council: Discussion /Decision regarding the Education Advisory Committee recommendations for award of City's public school education grants.

Strategic Plan Goal: Goal 6: Excellent Services.

Background/Justification:

Since 2008, the Mayor and Council have provided grant monies to City neighborhood schools that serve their respective College Park neighborhoods. The purpose of the grants is to support these local neighborhood schools in enriching students' educational experience.

Grant amounts are available in two tiers – Tier 1 maximum \$7,500 and Tier 2 maximum \$2,500. The tier a school is in and thus the amount that the school is eligible for is determined by the number of College Park students in their school. The four schools with the largest number of College Park students, Hollywood Elementary, Paint Branch Elementary, Greenbelt Middle and Parkdale High, are eligible for a \$7,500 grant. The other City neighborhood boundary schools that have at least 14 College Park students and thus are eligible to apply for the \$2,500 grant award are Berwyn Heights Elementary, Cherokee Lane, University Park Elementary, Buck Lodge Middle, Hyattsville Middle and High Point High School.

On October 17, 2016 the City's Education Advisory Committee (EAC) reviewed and approved the submitted applications from 8 of the eligible 10 schools. The EAC extended the deadline for the two remaining schools, Greenbelt Middle and High Point High School, until October 31st. If submitted, those applications will be reviewed by the EAC and submitted to Council at a later date.

The Education Advisory Committee recommends that Mayor and Council award \$7,500 to each of the following Tier 1 schools for their submitted projects:

- Hollywood Elementary --- Equipment Investment to Enhance Educational Opportunities
- Paint Branch Elementary --- Equipment Investment to Enhance Educational Opportunities
- Parkdale High School --- Parkdale Robotics

The Education Advisory Committee also recommends that the Mayor and Council award \$2,500 in grant monies to each of the following Tier 2 schools for their submitted projects:

- Berwyn Heights Elementary --- Science Camp and Museum Field Trips
- Cherokee Lane Elementary --- Lego Robotics
- University Park Elementary --- Mobile Learning Centers
- Buck Lodge Middle --- Extended learning Opportunity Transportation Program
- Hyattsville Middle --- Co-Ed Teaching/SPED Team

Fiscal Impact:

A total of \$47,500 was provided for these grants in the FY 2017 budget. If approved, the award to these 8 schools totals \$35,000.

Council Options:

1. Approve the recommendations of the EAC and award the grants
2. Modify the recommendations of the EAC and award the grants
3. Reject the recommendations and do not award the grants

Staff Recommendation:

Staff will take direction from Council

Recommended Motion:

N/A

Attachments:

Each school's application.

City of College Park
FY2017 Public School Education Grant Application
(Deadline: Monday, October 10, 2016 6:00 pm)
MAXIMUM AWARD AMOUNT = \$2,500

NOTE: A five point scale is used in review of the applications for the City Council award. For more information, see Public School Grant Criteria document. It is recommended that the application be proof-read before submission to assure the application has a professional writing presentation.

GENERAL INFORMATION:

School Name: Berwyn Heights Elementary

School Address: 6200 Pontiac Street

City/State/Zip: Berwyn Heights, MD 20740

Program Name: Science Camp and Museum Field Trips

Contact Person/Title: Kathleen Schuster

Contact Person E-mail Address: kathle.schuster@pgcps.org

Telephone Number: 240-684-6210 _____ FAX Number: 240-684-6216 _____

Grant Request: \$ 2,500.00

Use of Grant Funds: Will the City of College Park Public School Education Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

[X] Maintain Existing Program [] Expand Existing Program [] Start New Program

Included with Application is signed City of College Park Hold Harmless form Yes X

We, the authorized representatives of the applicant school/organization, have completed or directed the completion of this application for the City of College Park Public School Education Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

 10/3/16
Signature/Date

 10/3/16
Signature/Date

Dr. Karen Singer, Principal
Printed Name/School Principal

Ms. Kathleen Schuster, Lead Teacher
Printed Name/Title

09/2016 rev

A. MERITS OF THE PROJECT (response rated on a 5 point scale. For more information review Grant Criteria document).

1. Describe how the project fulfills, supports and/or addresses a genuine educational need.

We are requesting this grant in the hope of being able to supplement the transportation cost for two school-wide experiential learning days – Science Camp at Patuxant River Park and Smithsonian Field Trips. The high cost of transportation makes field trips cost prohibited for many of our families, and supplementing this cost makes participating in field trips much more manageable for our families.

Spending the day at Patuxant River Park and a Smithsonian Museum supports and enhances our curriculum in all areas, especially in history, science, social studies, and the arts. The opportunity to experience in person, see and touch rare and fascinating material and artifacts, will pique our students' learning and curiosity. This reinforces their day-to-day learning in the classroom, and will motivate them to discover, research, and learn more about topics of interest.

2. With clarity, explain your project. Be specific in detailing your project so we have a clear understanding of how your project works. If necessary, attach a copy of your plan with supporting documents that enhance our understanding of your project.

Our Field Trip Project involves the following two school-wide field trips each school year:

Science Camp: Each grade level will spend the day at Patuxant River Park in Upper Marlboro, Maryland. Students will engage in hands-on activities, learning about science and nature from the Park Rangers and naturalists. Classroom teachers support student learning through pre-trip lessons and follow-up activities.

Museum Trips: Each of our kindergarten through grade 6 classes will visit a Smithsonian Museum in Washington, D.C. Options include: The Air and Space Museum, African Art Museum, American Art Museum, American History Museum, American Indian Museum, Hirshorn Museum and Sculpture Garden, Natural History Museum, Portrait Gallery, Postal Museum, and the National Zoo.

Both of these field trips provide exciting and engaging experiential learning for all of our students in the areas of science, technology, history, and culture. The trips expose our students and parent chaperones to the wealth of resources provided by Maryland National Capital Park Commission (MNCPPC) and the Smithsonian Institute in Washington, D.C. The students experience and interact with high quality information and resources at the state park and museums.

3. List at least one measurable educational outcome. Identify and describe the method of evaluation for the educational outcome. These methods may include a questionnaire, interview, survey, pre- and post- test, rating scale, observation, or other. Be specific.

Measurable outcomes of Science Camp and our Museum Trips include the following:

- Students will be able to explain events, ideas, or concepts in a historical, scientific, or technical context, including what and why based on specific information.
- Students will comprehend historical sources.

- Students will examine a variety of physical models and describe what they teach about the real things they represent.
- Students will understand the diversity and commonality, human interdependence, and global cooperation of the people of Maryland, the United States, and the world through both a multicultural and historical perspective.

These outcomes will be measured through teacher observation, student assessment, essays, and performance tasks such as creating models, diagrams, and reports.

To meet our outcomes and enhance the field trip experience, our teachers will utilize the extensive and award winning online resources provided by the Smithsonian Institute, and resources provided by MNCPPC. Use of these lesson plans and activities, multi-media galleries, lecture archives, and teaching posters will prepare our students for their visit and provide resources for teachers to use instructionally and for assessment outcomes.

4. Describe the educational impact your project will have on students and/or the school community. Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities. Relate the elements of your project that contribute/cause/result in the achievement of your project's educational outcomes.

Our students will benefit through the experience of visiting the Patuxant River Park facility and museums in numerous ways. These field trip experiences will help develop and increase their appreciation of the arts, history, culture, science, and technology. Our students will have the opportunity to interact with fascinating and unique exhibits and collections from all over our world. Our field trips to these outstanding, nearby museums and facilities, will hopefully be the beginning of many future visits for our students and their families.

B. PROJECT ACHIEVABILITY

1. This category is rated on whether the application is clear that the project is realistic and achievable and that the defined roles of each staff member is clearly stated.

Identify and clearly define the roles/activities of individuals involved in your project: staff, parents, and other volunteers. If applicable, identify the average number of days or hours per month each activity will be provided to program participants and target dates of your program. A chart is provided to assist you but you may answer this question without using the chart.

Position/Title	Activity/ Specific Task	Average Days/Hrs per Month	Target Dates
Classroom Teachers	Complete field trip packets	2-4 hours	October 2016 March 2017
Classroom Teachers	Prepare students for Museum trip with pre-visit activities and instruction	Approximately 3-6 hours	October/November 2016 March 2017
Lead Teacher	Arrange	Approximately 1	November 2014 and

	transportation	hour	March 2015
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9/2016 rev

C. PROGRAM BUDGET

Income

Grant request from City of College Park	<u>\$2500.00</u>
Foundations, other grants	<u>\$1000 (pending)</u>
Public agencies	<u> </u>
Corporations	<u> </u>
Other receipts (describe: _____)	<u> </u>
In-kind contributions (goods and services donated)	<u> </u>
TOTAL INCOME	\$ <u>3500.00</u>

Expenses

Personnel costs	<u> </u>
Equipment purchases	<u> </u>
Supplies	<u> </u>
Transportation	<u>\$7480</u>
Equipment rentals	<u> </u>
Consulting fees	<u> </u>
Other services (describe: _____)	<u> </u>
Other expenses (describe: _____)	<u> </u>
TOTAL EXPENSES	\$ <u>7480.00</u>
NET SURPLUS / (DEFICIT)	\$ <u>(3980.00)</u>

D. BUDGET NARRATIVE:

All funds will be used for transportation expenses, in order to off-set the amount we need to charge our families. It will cost \$7480.00* for bus transportation for two school-wide field trips this year. These experiential learning opportunities have high educational value, and in many cases introduce our students and their families to high quality learning and leisure opportunities that are close to home and free. Subsidizing the transportation expense with grant funding will make the cost of the field trips more manageable for our families.

*The cost is based on \$525/bus, 2 buses/day for 7 field trip days, plus an additional \$130 for a lift bus/days.

09/2016 rev

E. TIMELY GRANT REPORT:

1. Did you receive an FY2016 Public Education Grant from the City of College Park?
[X] Yes [] No

2. If Yes, did you file a final grant report for FY2016?
[X] Yes [] No

3. If a final grant report has not been filed for FY2016, please contact Peggy Higgins, Youth, Family and Senior Services Director at 240-487-3550 to obtain a form or send an e-mail to phiggins@collegetparkmd.gov.

09/2016 rev

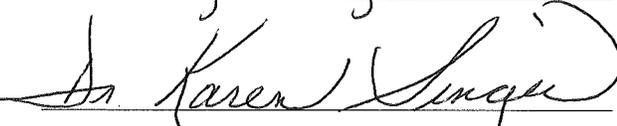
RE: FY2017 Public School Education Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, Berwyn Heights Elementary does hereby
(name of school)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

School: Berwyn Heights Elementary

Principal or Asst
Principal's Signature: 

Printed Name: Dr. Karen Singer

Title: Principal

Date: 10/3/16

City of College Park
FY2017 Public School Education Grant Application
(Deadline: Monday, October 10, 2016 6:00 pm)
MAXIMUM AWARD AMOUNT = \$2,500

NOTE: A five point scale is used in review of the applications for the City Council award. For more information, see Public School Grant Criteria document. It is recommended that the application be proof-read before submission to assure the application has a professional writing presentation.

GENERAL INFORMATION:

School Name: Buck Lodge Middle School

School Address: 2611 Buck Lodge Road

City/State/Zip: Adelphi, MD 20783

Program Name: Extended Learning Opportunity Transportation Program

Contact Person/Title: Kenneth Nance, Principal

Contact Person E-mail Address: kenneth.nance@pgcps.org

Telephone Number: (301) 431-6290 FAX Number: (301) 431-6294

Grant Request: \$2500.00

Use of Grant Funds: Will the City of College Park Public School Education Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

Included with Application is signed City of College Park Hold Harmless form Yes

We, the authorized representatives of the applicant school/organization, have completed or directed the completion of this application for the City of College Park Public School Education Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.



Signature/Date

10/5/16

Signature/Date

Kenneth Nance
Printed Name/School Principal

Principal
Printed Name/Title

A. MERITS OF THE PROJECT (response rated on a 5 point scale. For more information review Grant Criteria document).

1. Describe how the project fulfills, supports and/or addresses a genuine educational need.

Buck Lodge Middle School (BLMS) is the largest public middle school in Prince George's County. We provide educational opportunities to over 1,200 students on a daily basis. Many of our students come from low-income households, and over 90% of our students ride the bus to school. Many of our students rely on the bus as their only form of transportation to and from school, as many of them come from households without cars. Additionally, distance and neighborhood safety concerns prevent many of our students from walking to and from school.

Research has shown that students who participate in after-school programs reap numerous benefits. They are reported to have better attendance, are more likely to participate in their classes, perform better academically, and are more likely to pursue higher education after high school. Additionally, after-school programs keep students engaged in a safe and supervised educational environment.

BLMS has requested grant funds from the City of College Park for the past four years, and we are once again asking for your generous support to fund our ELO (Extended Learning Opportunity) program. Our goal is to create a program that provides students with after-school learning experiences to keep them engaged in education and away from negative influences that many school-aged children face during the unsupervised after-school hours. In order to achieve our goal, we will be creating a program that showcases student interests in the form of extracurricular clubs. The funds received will allow us to provide our students with safe and reliable bus transportation home after the ELO program.

2. With clarity, explain your project. Be specific in detailing your project so we have a clear understanding of how your project works. If necessary, attach a copy of your plan with supporting documents that enhance our understanding of your project.

In implementing our ELO program, we hope to engage our students in extracurricular learning experiences that they might otherwise not have the opportunity to participate in. Research has shown that students who participate in after-school programs are less likely to be involved in illegal activities such as drugs, alcohol, and violent behaviors. They also gain a sense of pride for their schools. This program will undoubtedly help us continue to build a positive school culture and community.

The program will be run by teachers and administrators who will seek to provide students with learning experiences based on their interests. We will use the buses each day to ensure that our students are able to attend our program on a regular basis due to the fact that they have reliable transportation home.

3. List at least one measurable educational outcome. Identify and describe the method of evaluation for the educational outcome. These methods may include a questionnaire, interview, survey, pre- and post- test, rating scale, observation, or other. Be specific.

Our educational outcomes are:

- a. Outcome 1: To encourage maximum participation in extra-curricular activities.*
- b. Outcome 2: To provide students with a wide range of after-school activities.*

- c. *Outcome 3: To provide students with bus transportation home after daily program completion.*

Evaluation of Effectiveness:

- *Student surveys (general interest surveys, pre- and post-tests)*
- *ELO program attendance data*

4. Describe the educational impact your project will have on students and/or the school community. Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities. Relate the elements of your project that contribute/cause/result in the achievement of your project’s educational outcomes.

Our ELO program will have an overwhelmingly positive effect on our students and our community. Students will gain knowledge on their interests while simultaneously building academic and social skills with teachers and peers. Students will be able to spend valuable time in safe, supervised environments, decreasing their risk of participating in criminal activities now and in the future. Our school community will flourish both behaviorally and academically as a result of this program.

B. PROJECT ACHIEVABILITY

1. This category is rated on whether the application is clear that the project is realistic and achievable and that the defined roles of each staff member is clearly stated.

Our goal is to provide students with buses from our ELO program. The City of College Park grant would allow us to contract buses for the program that are not funded through the current school budget.

Identify and clearly define the roles/activities of individuals involved in your project: staff, parents, and other volunteers. If applicable, identify the average number of days or hours per month each activity will be provided to program participants and target dates of your program. A chart is provided to assist you but you may answer this question without using the chart.

Position/Title	Activity/ Specific Task	Average Days/Hrs per Month	Target Dates

9/2016 rev

C. PROGRAM BUDGET

Income

Grant request from City of College Park	<u>\$2,500.00</u>
Foundations, other grants	_____
Public agencies	_____
Corporations	_____
Other receipts (describe: _____)	_____
In-kind contributions (goods and services donated)	_____
TOTAL INCOME	\$ _____

Expenses

Personnel costs	_____
Equipment purchases	_____
Supplies	_____
Transportation	<u>\$2500</u>
Equipment rentals	_____
Consulting fees	_____
Other services (describe: _____)	_____
Other expenses (describe: _____)	_____
TOTAL EXPENSES	\$ <u>2500</u>
NET SURPLUS / (DEFICIT)	\$ _____

D. BUDGET NARRATIVE: Provide a detailed accounting of how the money will be spent and how you determined the dollar amount for each expenditure. These details are necessary in order to provide the Committee a clear understanding of the expenditures including personnel costs. If food is an expense of the grant, be sure to provide justification as to how the food expense supports the project and how the project meets an educational need.

INSERT RESPONSE HERE

09/2016 rev

E. TIMELY GRANT REPORT:

1. Did you receive an FY2016 Public Education Grant from the City of College Park?
[X] Yes [] No
2. If Yes, did you file a final grant report for FY2016?
[X] Yes [] No
3. If a final grant report has not been filed for FY2016, please contact Peggy Higgins, Youth, Family and Senior Services Director at 240-487-3550 to obtain a form or send an e-mail to phiggins@collegeparkmd.gov.

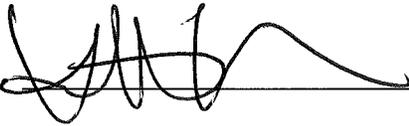
RE: FY2017 Public School Education Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, Buck Lodge Middle School does hereby
(name of school)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

School: Buck Lodge Middle School

Principal or Asst
Principal's Signature:  _____

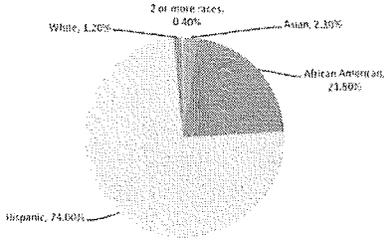
Printed Name: Kenneth Nance

Title: Principal

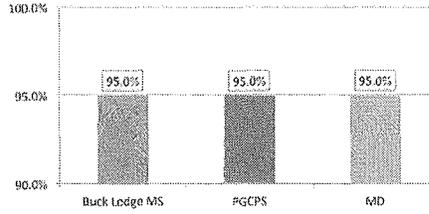
Date: 09/23/16

 Buck Lodge MS
 PGCPS
 MD

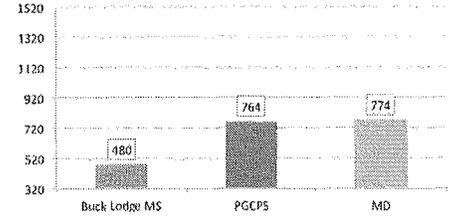
Enrollment by Race/Ethnicity



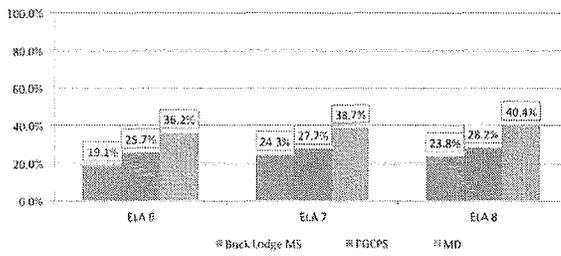
Attendance Rate



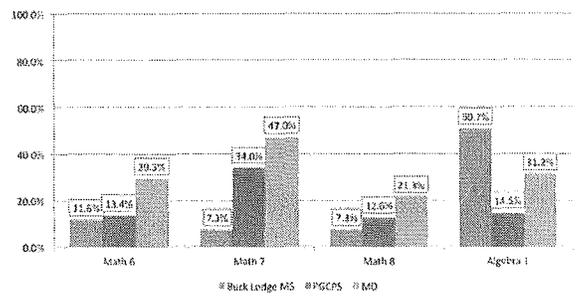
PSAT (Composite Mean)



PARCC: Students who met or exceeded expectations (Level 4 and 5 combined)



PARCC: Students who met or exceeded expectations (Level 4 and 5 combined)



City of College Park
FY2017 Public School Education Grant Application
(Deadline: Monday, October 10, 2016 6:00 pm)
MAXIMUM AWARD AMOUNT = \$2,500

NOTE: A five point scale is used in review of the applications for the City Council award. For more information, see Public School Grant Criteria document. It is recommended that the application be proof-read before submission to assure the application has a professional writing presentation.

GENERAL INFORMATION:

School Name: Cherokee Lane Elementary

School Address: 9000 25th Avenue

City/State/Zip: Adelphi, MD 20783

Program Name: Lego Robotics

Contact Person/Title: Andrew Karnes/Sandra Burst

Contact Person E-mail Address: andrew.karnes@pgcps.org sandra.burst@pgcps.org

Telephone Number: 301-445-8415 FAX Number:

Grant Request: \$ \$2,500.00

Use of Grant Funds: Will the City of College Park Public School Education Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

Included with Application is signed City of College Park Hold Harmless form Yes X

We, the authorized representatives of the applicant school/organization, have completed or directed the completion of this application for the City of College Park Public School Education Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Andrew C. Karnes 10-7-16
Signature/Date

Sandra Burst / 10/10/16
Signature/Date

Andrew Karnes, Assistant Principal
Printed Name/School Principal

Sandra Burst / Teacher-Science 6
Printed Name/Title

09/2016 rev

A. MERITS OF THE PROJECT (response rated on a 5 point scale. For more information review Grant Criteria document).

1. Describe how the project fulfills, supports and/or addresses a genuine educational need.
2. With clarity, explain your project. Be specific in detailing your project so we have a clear understanding of how your project works. If necessary, attach a copy of your plan with supporting documents that enhance our understanding of your project.
3. List at least one measurable educational outcome. Identify and describe the method of evaluation for the educational outcome. These methods may include a questionnaire, interview, survey, pre- and post- test, rating scale, observation, or other. Be specific.
4. Describe the educational impact your project will have on students and/or the school community. Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities. Relate the elements of your project that contribute/cause/result in the achievement of your project's educational outcomes.

B. PROJECT ACHIEVABILITY

1. This category is rated on whether the application is clear that the project is realistic and achievable and that the defined roles of each staff member is clearly stated.

Identify and clearly define the roles/activities of individuals involved in your project: staff, parents, and other volunteers. If applicable, identify the average number of days or hours per month each activity will be provided to program participants and target dates of your program. A chart is provided to assist you but you may answer this question without using the chart.

Position/Title	Activity/ Specific Task	Average Days/Hrs per Month	Target Dates
Sandra Burst	Lego Robotics Club	8 Days Per Month/16 hours per month	February 2017-April 2017

C. PROGRAM BUDGET

Income

Grant request from City of College Park	_____
Foundations, other grants	_____
Public agencies	_____
Corporations	_____
Other receipts (describe: _____)	_____
In-kind contributions (goods and services donated)	_____
TOTAL INCOME`	\$ <u>0.00</u>

Expenses

Personnel costs	\$400.06
Equipment purchases	\$2,099.94
Supplies	_____
Transportation	_____
Equipment rentals	_____
Consulting fees	_____
Other services (describe: _____)	_____
Other expenses (describe: _____)	_____
TOTAL EXPENSES	\$ <u>\$2,500.00</u>

NET SURPLUS / (DEFICIT) \$ _____

D. BUDGET NARRATIVE: Provide a detailed accounting of how the money will be spent and how you determined the dollar amount for each expenditure. These details are necessary in order to provide the Committee a clear understanding of the expenditures including personnel costs. If food is an expense of the grant, be sure to provide justification as to how the food expense supports the project and how the project meets an educational need.

E. TIMELY GRANT REPORT:

1. Did you receive an FY2016 Public Education Grant from the City of College Park?
[X] Yes [] No

2. If Yes, did you file a final grant report for FY2016? [] Yes [X] No

3. If a final grant report has not been filed for FY2016, please contact Peggy Higgins, Youth, Family and Senior Services Director at 240-487-3550 to obtain a form or send an e-mail to phiggins@collegeparkmd.gov.

RE: FY2017 Public School Education Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, **Cherokee Lane Elementary** does hereby agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

School:	<u>Cherokee Lane Elementary</u>
Principal or Asst Principal's Signature:	<u>Andrew C. Karnes</u>
Printed Name:	<u>Andrew Karnes</u>
Title:	<u>Assistant Principal</u>
Date:	<u>October 7, 2016</u>

City of College Park Grant Proposal 2016-2017

Merits of the Project

1. STEM initiatives are arising across the United States in order to meet the high demands of competing globally with engineering and design. Students have an extremely high interest for building, planning, and programming. The Lego Mindstorms EV3 program incorporates all 3 of these technological qualities, but a more simplistic level. While it might be easier to build and program than your typical robot, it still challenges students to problem solve, test the product, and then revise when needed. According to the Engineering Design Process for elementary students, this program would follow the steps of asking, imagining, planning, creating and improving.
2. The project would begin with creating a team of educators that will conduct the program. Mrs. Sandra Burst (Robotics Club Coordinator, 2016). This team will decide upon a time and date then advertise the program on the morning announcements and send out a parent permission slip. The students would then submit their signed registration form and the team would begin. Each week there would be 2 designated days for students to utilize the school's computer lab to access the necessary technology to program their robots. This building and programming would take close to 5 weeks in which students would learn how to program the various movements and task performances for the robots. The last 2-3 weeks would be the time where the robots would participate in a challenge that requires the robots to perform functions/tasks that involve light, color, grasping, etc. Trophies would be awarded to the winning team.
3. The measureable educational outcome could be:

MS-ETS1-4 Develop a model to generate data

Developing and Using Models

Modeling in 6–8 builds on K–5 experiences and progresses to developing, using, and revising models to describe, test, and predict more abstract phenomena and design systems.

- Develop a model to generate data to test ideas about designed systems, including those representing inputs and outputs for iterative testing and modification of a proposed object, tool, or process such that an optimal design can be achieved.

The above standard was taken for the Next Generation Science Standards within the engineering design evidence statements. A survey would be administered to the students to determine their knowledge of Lego based programming. The survey could include, what types of functions do you think the robot could perform? A later survey would most likely include more information regarding the testing of the designed systems that would lead to the robot being able to perform many more functions.

4. Students have an extremely high interest in designing, especially with legos. Under Title I initiatives within the past 2 years we had close to 30 students in our robotics programs in grades 4-6. We have since lost our Title I status and the resources that came with it, however our students have not lost their curiosity and passion when it comes to robotic programming. We are hoping that we obtain equal numbers with both race, gender, ethnicity, and age group so that our program will impact a group of students that typically would not have exposure to this type of educational program. Our vision at Cherokee Lane is:

*Cherokee Lane is a supportive environment where all community members are **valued** and **celebrated**. Our instructional program will promote **diverse hands-on learning** that challenges students to take **risks** and be reflective learners. We believe that **ALL** students can achieve at **high levels**.*

The robotics program would enhance our vision with hands-learning that would challenge students to take risks.

City of College Park
FY2015 Public School Education Grant Application
(Deadline: Monday, October 10, 2016 6:00 pm)
MAXIMUM AWARD AMOUNT = \$7,500

NOTE: A five point scale is used in review of the applications for City Council award. For more information, see Public School Grant Criteria document. It is recommended that the application be proof-read before submission to assure the application has a professional writing presentation.

GENERAL INFORMATION:

School Name: : Hollywood Elementary School

School Address: 9811 49th Ave.

City/State/Zip: College Park, MD 20740

Program Name (if different): _____

Contact Person/Title: April J. M. Lee, Principal

Telephone Number: 301-513-5900 FAX Number: 301-513-5383

E-mail Address: april.morris@pgcps.org

Grant Request: \$ 7500

Use of Grant Funds: Will the City of College Park Public School Education Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

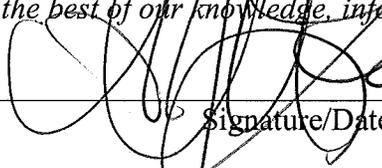
Maintain Existing Program Expand Existing Program Start New Program

Included with Application is signed City of College Park Hold Harmless form Yes

We, the authorized representatives of the applicant school/organization, have completed or directed the completion of this application for the City of College Park Public School Education Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.



Signature/Date 10-09-2016
April J. M. Lee/Principal
Printed Name/School Principal



Signature/Date 10-09-2016
April J. M. Lee/Principal
Printed Name/Title

A. MERITS OF THE PROJECT (response rated on a 5 point scale. For more information review Grant Criteria document).

1. Describe how the project fulfills, supports and/or addresses a genuine educational need.

This year, our school budget has continued to be limited. Therefore, we are suggesting that this grant be used for a variety of materials and equipment that we believe will give us the support for our educational program that we would not otherwise have.

a. The first project is purchasing 10 ipads for first grades.

- Last year, we were able to use the grant funds to purchase 10 ipads for the first grade classes to use. By purchasing an additional set of 10 ipads, each classroom (2 classes) was able to have 10 ipads.
- This year we have three (3) first grade classrooms sharing 21 ipads. By providing each classroom with additional ipads (each class will have 10 ipads), the students can use them for reinforcement of skills in reading, language arts and math during their center time.
- The protective covers for the ipads would also need to be purchased.

b. The second project is to purchase 14 i-Ready Diagnostic & Instructional licenses. This computer-based intervention is geared towards assisting students in both reading and math.

c. The third project is to purchase 5 ipads and covers for 2nd grade. Since the current 2nd graders are familiar with the ipads (from 1st gr) we need to transition the students from ipads to Chromebooks.

d. The final project would be used to purchase copy paper and other instructional materials; such as chart paper, pencil sharpeners, sheet protectors, and items that are used frequently.

2. With clarity, explain your project. Be specific in detailing your project so we have a clear understanding of how your project works. If necessary, attach a copy of your plan with supporting documents that enhance our understanding of your project.

The purchase of the above materials would help teachers to enhance and enrich the curriculum. The ipads and computer-based intervention will help support student learning and classroom instruction. Additionally, this intervention program will help improve overall student achievement by reinforcing foundational literacy, and building math fluency. The instructional materials will help to support student writing by providing hands on practice and application of knowledge.

3. List at least one measurable educational outcome. Identify and describe the method of evaluation for the educational outcome. These methods may include questionnaire, interview, survey, pre- and post- test, rating scale, observation, other. Be specific.

The equipment that will be purchased will be used in classrooms. The ipads and covers will be used in the first and second grade classrooms as center activities. The teacher may also use them for demonstrations and to share information. The reading and writing materials will be used by students for them to increase writing stamina and reading vocabulary. iReady will provide teachers

with diagnostic and formative assessment data, which will track student progress and monitor their path to proficiency.

4. Describe the educational impact your project will have on students and/or the school community. Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities. Relate the elements of your project that contribute/cause/result in the achievement of your project’s educational outcomes.

These materials and equipment support the teacher and students in learning the curriculum. By enhancing reading, writing and math activities with ipads and projectors, teachers are able to make the topics more meaningful to students. This will help our students in using technology as well as learning the content.

B. COMMUNITY OUTREACH

It is not necessary to have a community partner for this project, but if so, who are they and how is the partnership realized? Does your partner provide funds, equipment, personnel, etc.?

C. PROJECT ACHIEVABILITY

1. This category is rated on whether the application is clear that the project is realistic and achievable and that the defined roles of each staff member is clearly stated.

Identify and clearly define the roles/activities of individuals involved in your project: staff, parnets, and other volunteers. If applicable, identify the average number of days or hours per month each activity will be provided to program participants and target dates of your program. A chart is provided to assist you but you may answer this question without using the chart.

Position/Title	Activity/ Specific Task	Average Days/Hrs per Month	Target Dates
First and second grade teachers	Ipad use in classrooms. Teachers will instruct students on use of ipads and apps.	Students will use the ipads independently each day.	Oct. – June
Third through fifth grade teachers	iReady online intervention program	As prescribed by the program	Oct. - May
All instructional staff	Instructional materials	Support materials are used throughout the year as needed.	Oct. - June

D. PROGRAM BUDGET

Income

Grant request from City of College Park	<u>\$7500.00</u>
Foundations, other grants	_____
Public agencies	_____
Corporations	_____
Other receipts (describe: _____)	_____
In-kind contributions (goods and services donated)	_____
TOTAL INCOME	\$ <u>7500.00</u>

Expenses

Personnel costs	_____
Equipment purchases	_____
Supplies	_____
Transportation	_____
Equipment rentals	_____
Consulting fees	_____
Other services (describe: _____)	_____
Other expenses (describe: _____)	_____
TOTAL EXPENSES	\$ _____
NET SURPLUS / (DEFICIT)	\$ _____

Include a paragraph (budget narrative) explaining what the money will be used for. Some detail is needed to provide a clear understanding of the costs of the items and/or personnel costs. If food is an expense of the grant, be sure to justify in the budget narrative how the food expense supports the project and how the project meets an educational need.

- a. iPads & Protective covers (15 in a pack) = \$ 5625.00
- b. i-Ready = \$840.00
- c. Other materials for instruction = \$ 1,000.00

These prices are based on vendors that are approved by the school system. Shipping and handling has not been included. Additional funds will be needed to cover this expense. Those funds will come from our fund-raiser money or PTA will assist.

E. TIMELY GRANT REPORT:

- 1. Did you receive an FY2016 Public Education Grant from the City of College Park?
 Yes [] No
- 2. If Yes, did you file a final grant report for FY2016?
 Yes [] No
- 3. If a final grant report has not been filed for FY2016, please contact Peggy Higgins, Youth, Family and Senior Services Director at 240-487-3550 to obtain a form or send an e-mail to phiggins@collegeparkmd.gov.

09/2016 rev

City of College Park
FY2017 Public School Education Grant Application
(Deadline: Monday, October 10, 2016 6:00 pm)
MAXIMUM AWARD AMOUNT = \$2,500

NOTE: A five point scale is used in review of the applications for the City Council award. For more information, see Public School Grant Criteria document. It is recommended that the application be proof-read before submission to assure the application has a professional writing presentation.

GENERAL INFORMATION:

School Name: Hyattsville Middle School

School Address: 6001 42nd Avenue

City/State/Zip: Hyattsville MD 20783

Program Name: Co-Teaching/SPED Team

Contact Person/Title: Lori Colding

Contact Person E-mail Address: lori.colding@pgcps.org

Telephone Number: 301-209-5830

FAX Number: 301-209-5849

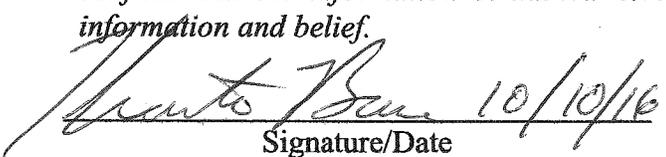
Grant Request: \$ 2,500.00

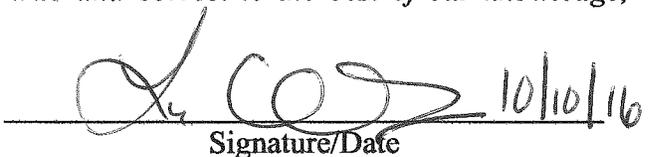
Use of Grant Funds: Will the City of College Park Public School Education Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

Included with Application is signed City of College Park Hold Harmless form Yes

We, the authorized representatives of the applicant school/organization, have completed or directed the completion of this application for the City of College Park Public School Education Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.


Signature/Date


Signature/Date

THORNTON BOONE
Printed Name/School Principal

Lori Colding / Teacher
Printed Name/Title

A. MERITS OF THE PROJECT (response rated on a 5 point scale. For more information review Grant Criteria document).

1. Describe how the project fulfills, supports and/or addresses a genuine educational need.
2. With clarity, explain your project. Be specific in detailing your project so we have a clear understanding of how your project works. If necessary, attach a copy of your plan with supporting documents that enhance our understanding of your project.
3. List at least one measurable educational outcome. Identify and describe the method of evaluation for the educational outcome. These methods may include a questionnaire, interview, survey, pre- and post- test, rating scale, observation, or other. Be specific.
4. Describe the educational impact your project will have on students and/or the school community. Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities. Relate the elements of your project that contribute/cause/result in the achievement of your project's educational outcomes.

B. PROJECT ACHIEVABILITY

1. This category is rated on whether the application is clear that the project is realistic and achievable and that the defined roles of each staff member is clearly stated.

Identify and clearly define the roles/activities of individuals involved in your project: staff, parents, and other volunteers. If applicable, identify the average number of days or hours per month each activity will be provided to program participants and target dates of your program. A chart is provided to assist you but you may answer this question without using the chart.

Position/Title	Activity/ Specific Task	Average Days/Hrs per Month	Target Dates
2 Science Teacher	Chaperons	Quarterly	December 2016- February 2017 (1st. Trip) March-April 2017(2nd Trip) May- June (3rd Trip)
2 Math Teachers	Chaperons	Quarterly	December 2016- February 2017 (1st. Trip) March-April 2017(2nd Trip) May- June (3rd Trip)
2 Social Studies Teachers	Chaperons	Quarterly	December 2016- February 2017 (1st. Trip) March-April 2017(2nd Trip) May- June (3rd Trip)
2 English Language Arts Teachers	Chaperons	Quarterly	December 2016- February 2017 (1st. Trip) March-April

			2017(2nd Trip) May- June (3rd Trip)
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9/2016 rev

C. PROGRAM BUDGET

Income

Grant request from City of College Park	\$2500.00	
Foundations, other grants		
Public agencies		
Corporations		
Other receipts (describe: _____)		
In-kind contributions (goods and services donated)		
TOTAL INCOME		\$ 2500.00

Expenses

Personnel costs		_____
Equipment purchases		
Supplies		
Transportation		<u>\$1700.00</u>
Equipment rentals		
Consulting fees		
Other services (describe: ___ Entrance to Incentive field trip)	\$800.00	
Other expenses (describe: _____)		
TOTAL EXPENSES		\$ 2500.00

NET SURPLUS / (DEFICIT) \$ 0.00

D. BUDGET NARRATIVE: Provide a detailed accounting of how the money will be spent and how you determined the dollar amount for each expenditure. These details are necessary in order to provide the Committee a clear understanding of the expenditures including personnel costs. If food is an expense of the grant, be sure to provide justification as to how the food expense supports the project and how the project meets an educational need.

Field trips are considered a part of the learning experience for students. Research shows that field trips expose students to new experiences and can increase their interest and engagement in science, regardless of prior interest in a topic (Kisel, 2005; Bonderup Dohn, 2011). During the past few years, a teacher's focus have been geared towards testing and Common Core Standards. Due to the high demands of gaining proficiency on assessments, teachers are too busy and no longer have the time to focus on planning field trips for students. The College Park Funds will be utilized to plan field trips for students on our team to gain a hands on and out of classroom experience. The College Park funds will be used to help pay for transportation and the entrance cost for the field trip experience for students on the team.

Hyattsville Middle School is a late school. We start school at 9:00 AM daily. Due to the fact that we are a late school, the school system is unable to provide us with transportation after 1:00 PM. Therefore, we have to use a charter bus system approved by the school system, instead of utilizing a Prince George's County School Bus. During the last two years, the cost of charter buses have increased over \$100.00. The current cost of a charter bus is \$425.00 for a total of four hours. We have a total of 93 students on our team. Therefore, we will need two buses for each field trip. The approximate total cost of transportation will be \$1700.00 for the two field trips. (This includes: A trip to the Smithsonian- Air and Space Museums and the National Zoo) The balance of \$800.00 will be used for a student selected field trip (This includes: Laser Tag/Bowling/Trampoline Park) All of the trips will be free of charge.

TIMELY GRANT REPORT:

1. Did you receive an FY2016 Public Education Grant from the City of College Park?
[X] Yes [] No
2. If Yes, did you file a final grant report for FY2016?
[X] Yes [] No
3. If a final grant report has not been filed for FY2016, please contact Peggy Higgins, Youth, Family and Senior Services Director at 240-487-3550 to obtain a form or send an e-mail to phiggins@collegetparkmd.gov.

RE: FY2017 Public School Education Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is

hereby acknowledged, Hyattsville Middle School does hereby
(name of school)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

School: HYATTSVILLE MIDDLE
Principal or Asst
Principal's Signature: Thornton Boone
Printed Name: THORNTON BOONE
Title: Principal
Date: 10/10/16

City of College Park
FY2017 Public School Education Grant Application
(Deadline: Monday, October 10, 2016 6:00 pm)
MAXIMUM AWARD AMOUNT = \$7,500

NOTE: A five point scale is used in review of the applications for the City Council award. For more information, see Public School Grant Criteria document. It is recommended that the application be proof-read before submission to assure the application has a professional writing presentation.

GENERAL INFORMATION:

School Name: Paint Branch ES

School Address: 5101 Pierce Ave

City/State/Zip: College Park, Md 20740

Grant Program Name: Instructional Technology

Contact Person/Title: Emmett Hendershot/Principal

Contact Person Email: emm.hendershot@pgcps.org

Telephone Number: 301-513-5300

FAX Number: 301-513-5303

Grant Request: \$ 7,500

Use of Grant Funds: Will the City of College Park Public School Education Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

Organizational Support

Included with Application is signed City of College Park Hold Harmless form Yes

We, the authorized representatives of the applicant school/organization, have completed or directed the completion of this application for the City of College Park Public School Education Grant and

confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Emmett Hendershot 10/10/16
Principal Signature/Date

Emmett Hendershot 10/10/16
Signature/Date

Emmett Hendershot
Printed Name/School Principal

Emmett Hendershot / Principal
Printed Name/Title

09/2016 rev

A. MERITS OF THE PROJECT (response rated on a 5 point scale. For more information review Grant Criteria document).

1. Describe how the project fulfills, supports and/or addresses a genuine educational need within your school's literacy plan.
 - Purchase of Chromebooks will allow students to work online and use online literacy resources.
 - Students in grades 3-6 complete assignments online and submit to teachers electronically.
 - We would like to purchase enough Chromebooks for each student to have access to educational technology.
2. With clarity, explain your project. Be specific in detailing your project so we have a clear understanding of how your project works. If necessary, attach a copy of your plan with supporting documents that enhance our understanding of your project.
 - Purchase Chromebook laptop computers for student use. At present PBES does not have enough technology in the building for all students to access educational and technology resources.
3. List at least one measurable educational outcome. Identify and describe the method of evaluation for the educational outcome. These methods may include a questionnaire, interview, survey, pre- and post- test, rating scale, observation, or other. Be specific.
 - We will measure the effectiveness by using pre and post test data. Students in all grades take literacy test throughout the year.
4. Outcomes can be defined as the changes/benefits in skill, behavior, and/or knowledge as a result of the implementation of this project's support of the school's literacy plan and the educational impact your project will have on student achievement. Relate the elements of your project that contribute/cause/result in the achievement of your project's educational outcomes.
 - Student achievement in literacy/reading will raise due to the use of educational technology. PGCPS has a goal of 70% of all students reading on grade level. PBES goal is to have all students reading on or above grade level.

B. PROJECT ACHIEVABILITY

1. This category is rated on whether the application is clear that the project is realistic and achievable and that the defined roles of each staff member is clearly stated.

Identify and clearly define the roles/activities of individuals involved in your project: staff, parents, and other volunteers. If applicable, identify the average number of days or hours per month each activity will be provided to program participants and target dates of your

Supplies

Transportation

Equipment rentals

Consulting fees

Other services (describe: _____)

Other expenses (describe: _____)

TOTAL EXPENSES \$ 7500

NET SURPLUS / (DEFICIT) \$

D. BUDGET NARRATIVE: Provide a detailed accounting of how the money will be spent and how you determined the dollar amount for each expenditure. These details are necessary in order to provide the Committee a clear understanding of the expenditures including personnel costs. If food is an expense of the grant, be sure to provide justification as to how the food expense supports the project and how the project meets an educational need.

- Budget will be used to purchase Chromebooks and Chromebook Charging Cart.
 - Chromebook Charging cart- \$1512.00
 - Chromebook Computer- \$275 x 20

09/2016 rev

E. TIMELY GRANT REPORT:

1. Did you receive an FY2016 Public Education Grant from the City of College Park?
[X] Yes [] No
2. If Yes, did you file a final grant report for FY2016?
[X] Yes [] No
3. If a final grant report has not been filed for FY2016, please contact Peggy Higgins, Youth, Family and Senior Services Director at 240-487-3550 to obtain a form or send an e-mail to phiggins@collegeparkmd.gov.

09/2016 rev

RE: FY2017 Public School Education Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, Paint Branch ES does hereby
(name of school)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

School: Paint Branch ES

Principal or Asst
Principal's Signature: E. Henderson

Printed Name: Emmett Henderson

Title: Principal

Date: 10/10/16

City of College Park
FY2017 Public School Education Grant Application
(Deadline: Monday, October 10, 2016 6:00 pm)
MAXIMUM AWARD AMOUNT = \$7,500

NOTE: A five point scale is used in review of the applications for the City Council award. For more information, see Public School Grant Criteria document. It is recommended that the application be proof-read before submission to assure the application has a professional writing presentation.

GENERAL INFORMATION:

School Name: Parkdale High School _____

School Address: 6001 Good Luck Rd _____

City/State/Zip: Riverdale, MD 20737 _____

Grant Program Name: Parkdale Robotics _____

Contact Person/Title: Karen Bogoski _____

Contact Person Email: karen.bogoski@pgcps.org _____

Telephone Number: 301-503-5700 Ext 85133 _____ FAX Number: _____

Grant Request: \$ 7500.00

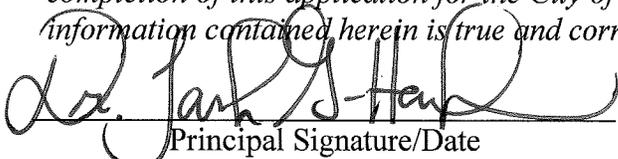
Use of Grant Funds: Will the City of College Park Public School Education Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

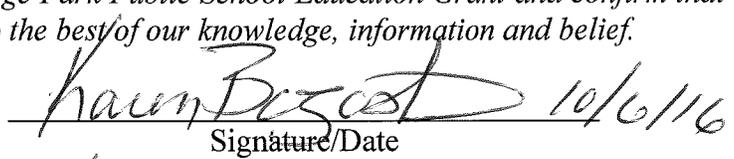
Maintain Existing Program Expand Existing Program Start New Program

Organizational Support

Included with Application is signed City of College Park Hold Harmless form Yes X

We, the authorized representatives of the applicant school/organization, have completed or directed the completion of this application for the City of College Park Public School Education Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.


Principal Signature/Date

 10/6/16
Signature/Date

Dr. Tasha Graves Henderson
Printed Name/School Principal

Karen Bogoski, Tech Teacher
Printed Name/Title

A. MERITS OF THE PROJECT (response rated on a 5 point scale. For more information review Grant Criteria document).

1. Describe how the project fulfills, supports and/or addresses a genuine educational need.

Parkdale Robotics is a small business. It has a business and finance department. Our goal this year is to work with the school's Business Department to develop a business plan for future sustainability. There is a graphics and media department that will be developing our team brand along with the team website, working with the Art Department. Continuing education on STEM and robotic build concepts are proceeding with the acquisition of Lego and VEX robot kits. These pathways will allow students to apply their learnings on real-life jobs.

2. With clarity, explain your project. Be specific in detailing your project so we have a clear understanding of how your project works. If necessary, attach a copy of your plan with supporting documents that enhance our understanding of your project.

The off season robotics program at Parkdale teaches students the basic principles of STEAM, Robert's Rules of Order for meetings, as well as how to run a small business like the robotic's team. Some topics that are covered are; personal and tool safety, mechanical, electrical, and programming engineering, media and graphics for the website and advertising, business and finance for fundraising and money handling. On Saturday, January 7, 2017, the FIRST Robotics Organization, www.usfirst.org, announces the new game, and distributes the Kit-of-Parts of the year, teams then have six and a half weeks to design, prototype, build and program a robot for competition. Teams may register for competition events through out the world to attend, compete and hopefully place for the World Championship.

3. List at least one measurable educational outcome. Identify and describe the method of evaluation for the educational outcome. These methods may include a questionnaire, interview, survey, pre- and post- test, rating scale, observation, or other. Be specific.

This year we are focusing again on off-season work on teaching basic systems building; pneumatics, motors and gears, chassis building, electrical and programming adding in the work with the Business and Art departments. The idea behind this is to introduce and build on these skills so when the build season comes, the students will have confidence in the skills they have acquired that they participate in the robot designing without hesitations. That will be the measurable outcome.

4. Describe the educational impact your project will have on students and/or the school community. Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities. Relate the elements of your project that contribute/cause/result in the achievement of your project's educational outcomes.

The school community has become very supportive of the robotics team. This year we are hosting a FIRST Technology competition at Parkdale on Saturday, December 17th, to bring further awareness of the program and the possibilities it hold for students. Parkdale Robotics is also a founding member of the new PG Robotics Consortium, meant to bring all PG County robotics

programs together for assistance and cooperation. Our next steps is to reach out to the community for outreach and mentoring.

B. PROJECT ACHIEVABILITY

1. This category is rated on whether the application is clear that the project is realistic and achievable and that the defined roles of each staff member is clearly stated.

Identify and clearly define the roles/activities of individuals involved in your project: staff, parents, and other volunteers. If applicable, identify the average number of days or hours per month each activity will be provided to program participants and target dates of your program. A chart is provided to assist you but you may answer this question without using the chart.

Position/Title	Activity/ Specific Task	Average Days/Hrs per Month	Target Dates
Karen Bogoski Lead Mentor	Team Manager, manage the Robotics team, administrative duties for the school and for FIRST robotics participation. Oversee the running of the club, teaching students about robotics and STEAM, and supervise the building of a robot.	Off season: two days a week for 2.5 hrs per day, for a total of 5 hours per week with students. Administrative duties vary on team needs and fundraising events occurring. Build season: six days a week for 6.5 hrs per day, for a total of 36.5 per week with students.	9/1/2016 – 5/30/2017, build season runs from January 9, 2017 to February 23, 2017
Francisco Gomez Mentor	Asst Manager Mechanical Dept, Assits with all duties of the Lead Mentor	Off season: two days a week for 1 hr per day, for a total of 2 hours per week with students. Administrative duties vary on team needs and fundraising events occurring. Build season: five days a week for 1.5 hrs per day, for a total of 7.5 hrs per week with students.	9/1/2016 – 5/30/2017, build season runs from January 9, 2017 to February 23, 2017
Karen Powe Mentor	Mechanical & Electrical Depts, Assits with all duties of the Lead Mentor	Off season: two days a week for 1 hr per day, for a total of 2 hours per week with	9/1/2016 – 5/30/2017, build season runs from January 9, 2017 to

		<p>students. Administrative duties vary on team needs and fundraising events occurring. Build season: five days a week for 1.5 hrs per day, for a total of 7.5 hrs per week with students.</p>	February 23, 2017
David Burnham Faculty Mentor	Programming Dept	<p>Off season: two days a week for 1 hr per day, for a total of 2 hours per week with students. Administrative duties vary on team needs and fundraising events occurring. Build season: five days a week for 1.5 hrs per day, for a total of 7.5 hrs per week with students.</p>	9/1/2016 – 5/30/2017, build season runs from January 9, 2017 to February 23, 2017
Steven LaValle Industry Mentor Leidos	Mechanical & Electrical Depts, Mentors students in the robot design and build process.	<p>Off season: one day a week for 2.5 hrs per day, for a total of 2.5 hours per week with students. Build season: six days a week for 4 hrs per day, for a total of 24 hrs per week with students.</p>	9/1/2016 – 5/30/2017, build season runs from January 9, 2017 to February 23, 2017
UMD College Park Engineering Majors	Mentors students in the robot design and build process.	<p>Off season: one day a week for 1.5 hrs per day, for a total of 1.5 hours per week with students. Build season: unknown at this time what their Winter schedules will allow.</p>	10/1/2016 – 3/30/2017, build season runs from January 9, 2017 to February 23, 2017

Daniel Vicioso	Parkdale graduate and team member, returning to the new role of mentor.	Off Season: two days a week for 4 hrs per week.	9/1/2016 – 3/30/2017, build season runs from January 7, 2017 to February 23, 2017

09/2016 rev

C. PROGRAM BUDGET

Income

Grant request from City of College Park	7500
Foundations, other grants	1500
Public agencies	_____
Corporations	2500
Other receipts (describe: _____)	_____
In-kind contributions (goods and services donated)	_____
TOTAL INCOME	\$ 11,500

Expenses

Personnel costs	2000
Equipment purchases	5000
Supplies	4000
Transportation	_____
Equipment rentals	500
Consulting fees	_____
Other services (describe: _____ Season Registration _____)	6000
Other expenses (describe: _____)	_____
TOTAL EXPENSES	\$ 17,500

NET SURPLUS / (DEFICIT)

\$ -6000

D. BUDGET NARRATIVE: Provide a detailed accounting of how the money will be spent and how you determined the dollar amount for each expenditure. These details are necessary in order to provide the Committee a clear understanding of the expenditures including personnel costs. If food is an expense of the grant, be sure to provide justification as to how the food expense supports the project and how the project meets an educational need.

Personnel costs are for team branding, including but not limited to: team shirts, posters, end of year banquet, and promotional materials. Equipment plans are for 3 additional laptops for expanding the CAD class and Supplies are for robot materials during build season. Equipment rentals are for U-Haul rentals for robot transportation, and Other service is for competition season registration fees.

09/2016 rev

E. TIMELY GRANT REPORT:

1. Did you receive an FY2016 Public Education Grant from the City of College Park?
[X] Yes [] No
2. If Yes, did you file a final grant report for FY2016?
[X] Yes [] No
3. If a final grant report has not been filed for FY2016, please contact Peggy Higgins, Youth, Family and Senior Services Director at 240-487-3550 to obtain a form or send an e-mail to phiggins@collegeparkmd.gov.

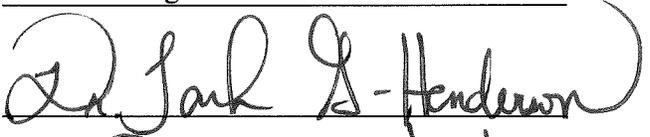
09/2016 rev

RE: FY2017 Public School Education Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, _____ Parkdale High School _____ does hereby
(name of school)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

School: Parkdale High School
Principal or Asst
Principal's Signature: 
Printed Name: Dr. Tasha Graves Henderson
Title: Lead Principal
Date: 10/5/2016

RE: FY2017 Public School Education Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, University Park Elementary School does hereby

(name of school)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

School: University Park Elementary School

Principal or Asst. Principal's Signature: 

Printed Name: Toi Davis

Title: Principal

Date: Monday, October 10, 2016

**City of College Park
FY2017 Public School Education Grant Application
(Deadline: Monday, October 10, 2016 6:00 pm)
MAXIMUM AWARD AMOUNT = \$2,500**

NOTE: A five point scale is used in review of the applications for the City Council award. For more information, see Public School Grant Criteria document. It is recommended that the application be proof-read before submission to assure the application has a professional writing presentation.

GENERAL INFORMATION:

School Name: University Park Elementary School

School Address: 4315 Underwood Street,

City/State/Zip: Hyattsville, Maryland 20782

Program Name: Mobile Learning Centers

Contact Person/Title: Toi Davis, Principal

Contact Person E-mail Address: toi.davis@pgcps.org

Telephone Number: (301) 985-1898 FAX Number: (301) 927-1181

Grant Request: \$2,500

Use of Grant Funds: Will the City of College Park Public School Education Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

Included with Application is signed City of College Park Hold Harmless form Yes

We, the authorized representatives of the applicant school/organization, have completed or directed the completion of this application for the City of College Park Public School Education Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Toi Davis 10/10/16
Signature/Date

Anthony Kenneth Clark 10/10/16
Signature/Date

Toi Davis, Principal
Printed Name/School Principal

Anthony Kenneth Clark, Media Specialist
Printed Name/Title

09/2016 rev

A. MERITS OF THE PROJECT (response rated on a 5 point scale. For more information review Grant Criteria document).

1. Describe how the project fulfills, supports and/or addresses a genuine educational need.

University Park elementary school serves a diverse population of students with a wide range of capabilities and needs.

UPES Student Demographics

- 28% African American
- less than one percent American Indian
- 6% Asian
- 27% White
- 39% Hispanic
- less than one percent multiracial

UPES

- 12% Special Education
- 22% ESOL
- 15% Talented and Gifted
- 53% Free and Reduced Meals (FARMS)

As the demographics and makeup of UPES demonstrates, our student body consists of students of varying backgrounds and needs. Our challenge as educators is to provide experiences for all students while accommodating each child's individual needs. On recent county assessments, data suggests a need to engage our diverse population using every tool available to us as educators. On the Directed Reading Activity (DRA) -which measures accuracy, fluency, and comprehension- administered last spring, our students performed as indicated below

DRA (Grades K through 2)			
Grade	General Education % on or above grade level	Special Education % on or above grade level	ESOL % on or above grade level
K	98%	82 %	53%
1st	82%	40%	47%
2nd	92%	44%	72%

On the Scholastic Reading Inventory (SRI) -which measures comprehension and vocabulary-administered last Spring, our students performed as indicated below.

SRI (Grades 2 through 6)			
Grade	All Students % Proficient or Advanced	Special Education % Proficient or Advanced	ESOL % Proficient or Advanced
2nd	78%	38%	62%

3rd	86%	45%	82%
4th	75%	44%	36%
5th	80%	75%	71%
6th	80%	22%	29%

Providing a program of instruction that supports each and every student regardless of his/her academic level while meeting the identified needs of english language learners (ELL), special education (SPED), talented and gifted (TAG), and general education (GEN ED) students is possible given all the tools available.

The Prince George's County Public Schools (PGCPS) and Prince George's County Memorial Library System (PGCMLS) offers a number of databases and apps available through the PGCPS online library catalog (Destiny) and PGCPS Links program. The PGCPS Links program allows students to access PGCMLS resources using their PGCPS student ID. Both PGCPS and PGCMLS also offer a wide collection of EBOOKS spanning different subjects and categories. Furthermore, a number of free educational apps are available through the app store as well as other productivity tools via the IPAD.

With this grant, I propose the purchase of IPADS (along with protective cases) to establish mobile learning centers within the library and classrooms. As one author noted, "Research conducted on the use of iPads and other tablet computers for educational purposes began confirming my thinking about the potential usefulness of these devices..... The iPad has received rave reviews for attributes such as portability and design, and the education community is attracted by the many dynamic and vibrant apps designed specifically for this device" (Loertscher, 2006).

While classroom computers are available, an IPAD offers portability and easy access. Over eighty percent of our current inventory of classroom computers are over eight years old and nearing the end of their life cycle. Through PGCPS, the average new MAC is \$1,000, PC \$700 and IPAD \$379. IPADS offer an inexpensive way to integrate technology in today's classroom. IPADS support differentiated centers, leveled readers, digital math manipulatives, and the translation of lessons for non english learners. Loertscher (2006) states, "The iPads and other tablet computers can support student-centered pedagogy by wirelessly connecting students to their learning communities via the Internet. They can also be used as e-book readers to effectively support personalized learning. In addition, a number of twenty-first-century skills can be supported by collaborations that use iPads."

In addition, as EBOOKS grow in popularity,

Acedo, S., & Leverkus, C. (2014) note School libraries must address the economic disparity among students, school librarians may choose to circulate e-readers to allow access to e-resources. When choosing to circulate e-readers it is important to understand the Americans with Disability Act (ADA) requirements for e-readers. ADA compliance requires that libraries provide access to e-readers to students who are learning-disabled, sight-impaired, or hearing-impaired can navigate. At the time of this writing, the only device that fully accommodates

students and faculty with these disabilities is the iPad. The iPad's operating system has built-in accessibility features developed for disabled users.

UPES currently has an cart with 30 IPADS. If approved, the purchase of additional IPADS enables the establishment of mobile learning centers within the library and classrooms. As you know, students of today are naturally drawn to technology.

Using our current inventory of IPADS, students explore various ebooks available through Tumblebook Library, a database provided through PGCPs. Students navigate the Tumblebook library website with ease on the IPAD. As one student noted, swiping and dragging are second nature to them. Imagine a class with six IPADS as a mobile learning center. New ELL students could use Rosetta Stone provided free of charge through PGCML. A student above or below grade level could choose or be assigned EBOOKS readily available through several databases provided by the PGCPs Office of Library Media Services. A teacher might select a math APP to engage gifted learners. Students needing practice or reinforcement could be directed to use a selected educational APP. The possibilities are limitless.

If approved, multiple IPADS would be available for checkout to a class. An additional six IPADS, along with our inventory of 30, increases potential outreach. With this grant, I propose the purchase of IPADS (along with protective cases) to establish mobile learning centers within the library and classrooms.

In soliciting donations through Donorschoose for mobile devices for her classroom, one of my colleagues makes the case by stating the following:

In order to grow as readers, students must engage in authentic reading tasks. My classroom offers a library full of engaging, exciting books that students can read on their own or with a friend. These literacy tasks are great practice for students who are already able to read with some level of independence. But for some students, especially my non-native English speakers, reading a book without support is a daunting and challenging task. In order to support the needs of these students, along with providing an additional engaging reading opportunity for all readers, I would like to set up five listening stations. Students will use tablets loaded with free ebook apps to listen to books of their choice. Students at every level will have the opportunity to access texts that are both interesting and challenging. They will hear these texts read aloud expressively and fluently. Through their engagement with these listening stations, students will develop in both their reading skills and love of reading.

(source: <https://www.donorschoose.org/we-teach/3974794/?active=true>)

Loertscher, D. (2006). THE DIGITAL READER: USING E-BOOKS IN K-12 EDUCATION. *Teacher Librarian*, 33(4), 43.

Acedo, S., & Leverkus, C. (2014). UPDATES ON EBOOKS Challenges & Changes. *Knowledge Quest*, 43(1), 44-52.

2. With clarity, explain your project. Be specific in detailing your project so we have a clear understanding of how your project works. If necessary, attach a copy of your plan with supporting documents that enhance our understanding of your project.

If approved the project would work as follows:

- Cluster our current inventory of IPADS with the proposed new ones in groups of 6.
 - The IPADS would be available for checkout through the media center.
 - During our regular staff meeting, staff would be trained on how to use to the IPADS, download APPS, and use tools provided by PGCPS and PGCML.
 - The media specialist would train the students on how to use the IPAD and how to access APPS and PGCPS/PGCML tools.
 - Professional development would be offered to teachers through the PGCPS Technology Training Team (T3) and by UPES staff.
3. List at least one measurable educational outcome. Identify and describe the method of evaluation for the educational outcome. These methods may include a questionnaire, interview, survey, pre- and post- test, rating scale, observation, or other. Be specific.

With the implementation of mobile learning centers, student performance on county assessments will improve as they explore learning through an interactive tool. Instruction will be enhanced as teachers use a tool allowing for differentiation, enrichment, and acceleration. Improved availability, access, and teacher professional development increase teacher knowledge leading to increased student performance.

Observations, pre and post tests, and a survey will be used to evaluate IPAD usage and effectiveness.

- Comparing technology request from last year and this year, I will analyze the sign up spreadsheet to determine usage and why.
 - A survey will be sent to UPES teachers asking them to evaluate the IPAD mobile learning center program for its impact on instruction.
 - Success of this program would be measured by reviewing results of the following assessments administered in the spring.
 - DRA administered to grades K through 2nd three times a year.
 - Measures of Academic Progress for Reading-MAPR (which replaced SRI this year) administered to grades 2 through 6 three times a year.
 - Math Inventory (MI) administered to grades 2 through 6 three times a year.
4. Describe the educational impact your project will have on students and/or the school community. Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities. Relate the elements of your project that contribute/cause/result in the achievement of your project's educational outcomes.

As noted above, there is a direct correlation between student performance and teacher expertise.

For example, a student uses an IPAD to read a graphic novel while a small group of students research a project. In the same classroom with IPADS, two students new to the country (ELL) newcomers use Rosetta Stone (a web based software program that uses images, text, and sound to teach words and grammar by spaced repetition, without translation) provided through PGCML while another group of students use a math APP. The examples stated above represent the best possible outcome. A learning environment where the teacher as a facilitator encourages every student regardless of academic level or background to use a common tool to further their understanding and exploration. Six additional IPADS will start UPES on this technological journey.

B. PROJECT ACHIEVABILITY

1. This category is rated on whether the application is clear that the project is realistic and achievable and that the defined roles of each staff member is clearly stated.

Identify and clearly define the roles/activities of individuals involved in your project: staff, parents, and other volunteers. If applicable, identify the average number of days or hours per month each activity will be provided to program participants and target dates of your program. A chart is provided to assist you but you may answer this question without using the chart.

Position/Title	Activity/ Specific Task	Average Days/Hrs per Month	Target Dates
PGCPS Technology Training Team and UPES Staff	Provide IPAD Professional Development formally and Informally	As needed but at least once per month	Once a Month
UPES Media Specialist	Manage IPADS	A Hour or two per week	November through June
UPES Media Specialist	Purchase Equipment	One Hour	November
UPES Media Specialist	Monitor Mobile Learning Center Implementation	One hour per week	November through June
UPES Media Specialist	Complete final report	Time as needed	May-June
UPES Media Specialist and PGCPS IT Staff	IPAD Maintenance	Time as needed	November through June
UPES Media Specialist	Manage Professional Development as needed	Time as needed	November through April

9/2016 rev

C. PROGRAM BUDGET

Income

Grant request from City of College Park	<u>\$2,500</u>
Foundations, other grants	<u>\$0</u>
Public agencies	<u>\$0</u>
Corporations	<u>\$0</u>
Other receipts (describe: _____)	<u>\$0</u>
In-kind contributions (goods and services donated)	
TOTAL INCOME	\$2,500

Expenses

Personnel costs	<u>\$0</u>
Equipment purchases	
6 IPADS @ \$379.00	<u>\$2274</u>
6 IPAD Protective cases @ \$38.00	<u>\$228</u>
Supplies	
Transportation	<u>\$0</u>
Equipment rentals	<u>\$0</u>
Consulting fees	<u>\$0</u>
Other services (describe: _____)	
Other expenses (describe: _____)	
TOTAL EXPENSES	\$2502

NET SURPLUS / (DEFICIT) \$2

Two dollar overage will be covered by UPES.

D. BUDGET NARRATIVE: Provide a detailed accounting of how the money will be spent and how you determined the dollar amount for each expenditure. These details are necessary in order to provide the Committee a clear understanding of the expenditures including personnel costs. If food is an expense of the grant, be sure to provide justification as to how the food expense supports the project and how the project meets an educational need.

Please review the attached quotes from PGCPD for 6 IPADS and 6 IPAD protective cases.

- 6 IPADS @ \$379.00 \$2274
- 6 IPAD Protective cases @ \$38.00 \$228

Two dollar overage will be covered by UPES.

09/2016 rev

E. TIMELY GRANT REPORT:

1. Did you receive an FY2016 Public Education Grant from the City of College Park?
[X] Yes [] No
2. If Yes, did you file a final grant report for FY2016?
[X] Yes [] No
3. If a final grant report has not been filed for FY2016, please contact Peggy Higgins, Youth, Family and Senior Services Director at 240-487-3550 to obtain a form or send an e-mail to phiggins@collegeparkmd.gov

09/2016 rev

Apple Store for Education Institution

Proposal 2102276153

Proposer: Stephen Eugene

Thank you for your proposal dated 06/21/2016. The details we've provided below are based on the terms assigned to account 34609, PRINCE GEORGES COUNTY BOE.

To access this proposal online, please search by referencing proposal number 2102276153.

Comments from Proposer:

Part Number	Description	Total Quantity	Unit Price	Total Price
MGKL2LL/A	iPad Air 2 Wi-Fi 64GB - Space Gray	1	479.00	479.00 USD
MGL12LL/A	iPad Air 2 Wi-Fi 16GB - Space Gray	1	379.00	379.00 USD
Subtotal				858.00 USD
Estimated Tax				0.00 USD
Total				858.00 USD

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution [<https://ecommerce.apple.com>] and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.

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QUOTE CONFIRMATION



DEAR NAME NO,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HGSM115	8/3/2016	HGSM115	11404822	\$38.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Griffin Survivor All-Terrain - Protective Case for iPad Pro 9.7" Mfg. Part#: GB41870 UNSPSC: 53121705 Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	1	4072308	\$38.00	\$38.00

PURCHASER BILLING INFO		SUBTOTAL	\$38.00
Billing Address: PG QUOTES ACCTS PAYABLE 14201 SCHOOL LN RM 130 RM 130 UPPER MARLBORO, MD 20772-2866 Phone: (301) 952-6160 Payment Terms: Request Terms		SHIPPING	\$0.00
		GRAND TOTAL	\$38.00
		DELIVER TO Shipping Address: PG QUOTES NAME NO 14201 SCHOOL LN RM 130 RM 130 UPPER MARLBORO, MD 20772-2866 Phone: (301) 952-6160 Shipping Method: UPS Ground (2- 3 Day)	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Bill Rose

(866) 819-6504

billros@cdw.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager

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3

Award of
Community
Services
Grants



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Gary Fields
Director of Finance

Meeting Date: November 1, 2016

Presented By: Gary Fields
Director of Finance

Proposed Consent Agenda: Yes

Originating Department: Finance

Issue Before Council: Discussion/Decision regarding award of Community Services Grants

Strategic Plan Goal: Goal 1: One College Park

Background/Justification:

The FY2017 adopted operating budget (in account 1010-2520) provides \$20,000 in funding for community services grants, \$2,500 per organization. Organizations receiving direct or beneficial grants or community event micro-grants from the City, volunteer fire companies receiving fire department capital equipment grants, or public schools receiving education grants are not eligible for this grant. Grant applications were e-mailed to previous recipient organizations on September 22 and also posted on the City's website (with links to the application form and criteria). The City received 6 grant applications by the October 19 deadline, requesting a total of \$15,000.

Councilmembers Day, Kujawa and Nagle volunteered to serve on the subcommittee to review grant applications and make a recommendation to Mayor & Council for grant awards. They met on October 25, 2016 for that purpose. Applications were rated based on their beneficial impact to the City of College Park. The FY2017 applications, FY2016 Final Grant Reports, if applicable, and Scoring Matrix are attached.

Listed below is a summary of the applications received and the recommended grant award:

Organization	Program	FY2017 Grant Request	Subcommittee Recommendation for Grant Award (\$20,000 budget)
National Center for Housing & Child Welfare	Neighbors Helping Neighbors	\$2,500	\$3,000
Lakeland Community Heritage Project	Lakeland Heritage events	2,500	3,000
American Legion Auxiliary, College Park Unit 217	Scholarships for Miss College Park pageant participants	2,500	2,000
Pregnancy Aid Centers, Inc.	Food pantry program	2,500	2,000
College Park Woods Swim Club	Senior day camp	2,500	0
B-Roll Media & Arts		2,500	0
TOTALS		\$ 15,000	\$ 10,000

Fiscal Impact:

As noted, \$20,000 was provided for Community Services Grants in the FY2017 budget. The Subcommittee has recommended a total of \$10,000 in awards which would return \$10,000 to the General Fund or could provide a funding source for the Proposed Budget Amendment #1 (16-0-12).

Council Options:

- #1: Approve the Community Services Grant awards as recommended by the subcommittee.
- #2: Propose any other combination of Community Service Grant awards to the applicants.

Staff Recommendation:

Staff recommends the approval of the subcommittee's recommendation.

Recommended Motion:

I move that the City Council approve the Community Service Grants as summarized in the table above for a total of \$10,000.

Attachments:

FY2017 Community Services Grant applications with FY2016 Final Grant Reports and the FY2017 Scoring Matrix

**CITY OF COLLEGE PARK
FY2017 Community Services Grants
Scoring Matrix**

Subcommittee Summary Evaluation/Recommendation

Organization	Program	FY2017 Request	Previous Grant	FY2016 Final Rpt.	Organiz Structure (max. 1 point)	Funding Summ (max. 2 points)	Need Statement (max. 7 points)	Program Impact (max. 7 points)	Organiz Evaluation (max. 2 points)	Collaboration (max. 1 point)	TOTAL (max. 20 points)	FY2017 Grant Award					
American Legion Auxiliary, College Park Unit 217	Scholarships for Miss College Park pageant participants	\$ 2,500	FY16	Yes	1	2	5	5	2	1	16	2,000					
Pregnancy Aid Centers, Inc.	Food pantry program	2,500	FY16	Yes	1	2	4	4	2	1	14	2,000					
College Park Woods Swim Club	Senior Camp	2,500	FY16	Yes	1	2	2	1	0	1	7	0					
B-Roll Media & Arts, Inc.		2,500	FY 15	n/a	1	2	3	1	1	1	9	0					
National Center for Housing & Child Welfare	Neighbors Helping Neighbors	2,500	n/a	n/a	1	2	7	7	2	1	20	3,000					
Lakeland Comm Heritage Project	Lakeland Heritage events	2,500	FY16	Yes	1	2	7	7	2	1	20	3,000					
Total (\$20,000 Budget)		<u>\$ 15,000</u>										<u>10,000</u>					
											<table border="1"> <tr> <td>Eligible for full amount</td> <td align="right">18-20</td> </tr> <tr> <td>Eligible for reduced grant</td> <td align="right">12-17</td> </tr> <tr> <td>No grant awarded</td> <td align="right">< 12</td> </tr> </table>	Eligible for full amount	18-20	Eligible for reduced grant	12-17	No grant awarded	< 12
Eligible for full amount	18-20																
Eligible for reduced grant	12-17																
No grant awarded	< 12																
College Park Center for Faith & Community	College Park Community Library	No app. -see note	FY16	Yes	Note: College Park Library's FY 2016 Final Grant report indicated they had just recently received the funds from the Church (the umbrella organization) for their FY 2016 grant and therefore are not applying for a FY 2017 grant.												
National Museum of Language	Language camp and events	No app. received	FY16														
Embry Center for Family Life	Lakeland All-Stars basketball program	No app. received	FY16														

City of College Park
FY2017 Community Services Grant Application
(Deadline: Wednesday, October 19, 2016, 5:00 pm)

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: B-Roll Media & Arts, Inc.

Organization Address: 8732 Boulder Ridge Road

City/State/Zip: Laurel, MD 20723

Program Name (if different): _____

Contact Person/Title: Robert Jackson, Executive Director

Telephone Number: 202-251-6247 FAX Number: _____

E-mail Address: rjackson@b-rollmedia.org

Grant Request (Maximum of \$2,500): \$ 2,500

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

 10-18-16
Signature/Date

Robert Jackson, Executive Director
Printed Name/Title

 10-18-16
Signature/Date

ROBERT E. JACKSON - Executive Director
Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 8
2. In what year did the organization begin operating? 2012
3. In what year did *this program* begin operating? 2012
4. Is the organization incorporated? Yes If so, in what state? Maryland
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? Yes If so, under what section of 501(c)? 170(b)(1)(A)(vi)

Federal Identification Number: 45-2770585

6. Is this organization in compliance with all laws and regulations? Yes No
7. Staffing Profile: Identify the number and position/title of staff used to administer *this program*:

List Position/Titles:

LA SHANDA SWANCY, Instructor: Ms. Swancy has turned a love of B&W film/processing photography from a hobby into a blossoming career with the an in-home studio business, Reflections of Zion Imagery. She is passionate about teaching photography and gets great joy from working with B-Roll's youth, showing them they are beautiful just the way they are. Ms. Swancy is currently Operations Manager with the Washington, Post.

ROBERT JACKSON, Instructor and Executive Director

Teacher Aides/Volunteers: ERIC ROMERO and CARLOS FLORES, both Juniors in the Northwestern H.S. Performing Visual Arts (VPA) Program

8. How many volunteers are used to administer *this program*? 2

C. FUNDING SUMMARY (2 points):

Grant Request	<u>\$ 2,500</u>
Funds Secured from Other Sources	<u>\$ 7,000</u>
Additional Funds Yet to be Secured	<u>\$ 9,000</u>
Total Program Funds	<u><u>\$ 16,000</u></u>

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. **Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

PLEASE SEE ATTACHED SHEET

2. **Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

PLEASE SEE ATTACHED SHEET

3. **Program Impact (7 points):** List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

- B-Roll's interactive, hands-on classes and workshops stimulate and encourage growth and development in students who stagnate in traditional classroom settings.

- Enrollment in B-Roll's classes and workshops is cost-free, providing a unique enrichment opportunity for low-income students with disabilities.

- B-Roll's media & arts training equips students with relevant, marketable skills, giving them new options and opportunities for a successful future.

- E. **PROGRAM ACTION PLAN:** Briefly describe (**use bullet format**) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HRS. PER MO.</u>	<u>TARGET DATES</u>
Basic Skills/Knowledge - Vocabulary	2	October/November
Research Famous Photographers	1	October
Photo Essay (60 seconds)	2	October
Create Storyboard	2	October/November

Field Trips (Memorials in Washington, DC; The Washington Post, Cedar Hill, The Bakery Studio, New York City)	4-8	November/December
Guest Speakers	2	October - December
Post Processing and Editorial Lay-Out	4	November

- F. PROGRAM EVALUATION:** Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)
- B-Roll tracks quantitative measures such as registration, attendance, completion of course work, attainment of internships/work study (how many and where and graduation rates. Benchmarks created for each course assist instructors in assessing student progress, if skill have been attained and if a student is ready to advance to the next level of the program. These are gauged via in class exams, end of class photo exhibits and showing of work. Qualitative information is gathered via:
- Paper surveys and both formal/informal discussion groups to gather feedback from students, families and instructors on the quality and effectiveness of the program and the results.
 - Tracking students' post graduation plans (College? Trade? Work? Military? Other?)
 - To assess the more long-term impact of the program, B-Roll is working to follow graduates 2, 5 and 10 years out.

- G. ORGANIZATION EVALUATION (2 points):** Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

B-Roll has provided similar programs for youth since 2012, the majority of them at the College Park Community Center. They include Photography, Studio Audio Engineering, Music Production and Hip Hop Modern Dance Classes. B-Roll has serves over 120 students annually and has built its reputation within the community as a quality organization that provides effective direct services for youth.

Partnerships with the Prince George's Public School System and the Prince George's County Department of Parks and Recreation have been developed to support B-Roll's mission and to assist the organization in reaching out to additional youth.

Most importantly, students who participate in B-Roll grow in self-confidence and and relevant, marketable skills, giving them new options and opportunities for a successful future.

- H. COLLABORATION (1 point):**

1. Is this a collaborative program involving other agencies? Yes No

2. If yes, please provide the name of collaborating agencies and the nature of the collaboration.

B-Roll collaborates on this program with Prince George's County Department of Parks and Recreation. Parks and Recreation has provided space for B-Roll's classes at the College Park Community Center at no cost since 2012. In exchange, B-Roll offers classes at the Center. Most recently, the Parks and Recreation has partnered with both B-Roll and The Clarice Performing Arts Center at the University of Maryland to provide space for B-Roll on-site at The Clarice. B-Roll is thrilled with the opportunity to have a stable, physical space at the University in College Park and with the opportunity to partner further with both the City of College Park and the University of Maryland.

I. TIMELY GRANT REPORT:

1. Did you receive an FY2016 Community Services Grant from the City of College Park?
[X] Yes [] No
2. If Yes, did you file a final grant report for FY2016? [X] Yes [] No
3. If a final grant report was not filed for FY2016, please complete the FY15 Final Grant Report form and submit it with your FY17 grant application.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

These figures are based on two semesters of the class offered in fall 2016 and spring 2017.

RECEIPTS

Foundations: B-Roll received a \$1,000 grant from the Community Foundation of College Park to purchase the first Mac Book Pro. Applications to other foundations are underway.

Public Agencies: B-Roll has submitted a request for funding renewal to County Council Member Mary Lehman. Part of this award would be used to purchase a computer.

Corporate: Grant requests are pending this fall to both TD Bank (local manager support) and State Farm (with local agent's support). A portion of these awards would support the purchase of computers for the program.

In-Kind: B-Roll receives space for the program at the College Park Community Center at no cost from the Prince George's Park & Recreation.

EXPENSES

Personnel Costs: Fee for Instructor La Shanda Swancy and stipends for the Teacher Aids

Equipment Costs: Purchase of five (5) computers (Mac Book Pros) for the program

Supplies: General supplies for the class

Other: Cost of the venue which is given in-kind by Prince George's Parks.

K. PROGRAM BUDGET:

Receipts

Grant request from City of College Park	\$ 2,500
Foundations, other grants (\$1,000 received from CP Found.)	\$ 3,000
Public agencies County Council Grants - partial	\$ 1,000
Corporations -TD Bank & State Farm - Grants Pending	\$ 3,500
Other receipts (describe: _____)	_____
In-kind contributions (goods and services donated)	\$ 6,000
TOTAL RECEIPTS	\$16,000

Expenses

Personnel costs	\$ 3,000
Consulting fees	_____
Equipment purchases 5 ea. Macbook Pros	\$ 6,500
Supplies - General Class Materials	\$ 500
Transportation	_____
Equipment rentals	_____
Other services (describe: Venue - 40 hrs. @ \$50/hour)	\$ 6,000
Other expenses (describe: _____)	_____
TOTAL EXPENSES	\$16,000
NET SURPLUS / (DEFICIT)	\$0

RE: FY2017 Community Services Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, B-Roll media + ARTS does hereby
(name of organization)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Organization: B-Roll media + ARTS

Signature of Authorized Representative: 

Printed Name: ROBERT E. JACKSON

Title: EXECUTIVE DIRECTOR

Date: OCT. 18, 2016



B-ROLL MEDIA & ARTS INC.

ATTACHMENT: City of College Park - FY17 Community Services Grant Application

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. Need Statement

a.) *Issue/Need:* Dropout rates for youth from low-income households and youth with learning challenges are higher and they wrestle with low self-esteem and deficits in both life and work skills. In addition, financial limitations can restrict their access to high quality, enriching arts programs that are readily available to youth from more affluent households.

In order to address these issues, B-Roll provides free-of-cost media arts training and education to under-resourced youth ages 13-21 and youth with learning disabilities in Prince George's County, MD. Fifty percent of these students fall into both categories. Students are taught and mentored by industry experts with years of experience in radio, television, film and fine arts.

The combination of B-Roll's high quality, hands-on instruction paired with leadership development, mentoring and internship opportunities can make a real difference, redirecting the lives of young people who struggle to succeed within traditional education, and, instead, focusing on positive activities that lead to a stable and economically secure future.

B-Roll was founded in 2012 by Robert Jackson, a retired media arts professional, who experienced the struggles and humiliation of going through school with an undiagnosed learning disability: dyslexia. He found solace and direction in media arts which gave him confidence, built his self-esteem and put him on the path to a successful career in TV broadcasting, film and photography. In creating B-Roll, he sought to use his knowledge and skills to help other children and youth who learn differently, especially those who come from low income households.

b) *Target/Recipient:* B-Roll serves under-resourced youth ages 13-21 and youth with learning disabilities in Prince George's County, MD.

c) *Number of Residents to be Served:* 26 annually (fall and spring sessions). 75% of the students are residents of College Park.

1. Program Summary

This fall, B-Roll launched an 8-week *Backpack Journalism and Video Production Workshop* at the College Park Community Center, with classes building upon the Digital Photography workshop offered there last January. The funds requested will support the purchase of MacBook Pros that will be used to facilitate the writing of scripts, the creation of storyboards, as well as other pre- and post- production tasks. A total of five (5) computers will eventually be purchased for the program. The use of state-of-the-art equipment, such as a camera purchased last year with a grant from the College Park Community Foundation, makes the experience feel relevant and immersive to the students, who may be used to working with substandard materials.

B-Roll believes that through education in the Media Arts, the under-resourced students targeted by the organization will be able to find their voice and flourish in ways that aren't possible in a more traditional, less flexible learning environment. Through photography and film, students will be able to analyze their surroundings and represent them in a way that feels truthful to them, all while learning the tools of the trade. They will write and edit scripts, produce and direct, as well as work on the more technical audio and video aspects of filmmaking. At the end, they will have a product that is patently theirs, as well as a working knowledge of a media not often explored in traditional learning environments.

Education, quality of life, and community are the organization's main thrusts. Through B-Roll's project, students will improve their own self-esteem and quality of life, as well as enrich their communities with newfound talents and interests. Students may discover in the program a feeling of belonging and an untapped potential and that was not accessible to them in the more streamlined school atmosphere, and these benefits would carry over into other facets of their lives. The *Backpack Journalism* class will be an ongoing course offering sustained by the continued contributions of government, individuals and charitable organizations as well as the hard work and dedication of employees and volunteers.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 19 2012

B-ROLL MEDIA & ARTS INC
C/O ROBERT JACKSON
BOULDER RIDGE RD
LAUREL, MD 20723

Employer Identification Number:
45-2770585
DLN:
17053318341031
Contact Person:
JEFFERY A CULLEN ID# 31215
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
July 8, 2011
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)



live more, play more

April 10, 2015

B-Roll Media provided Hip-Hop Dance for 10 weeks on Saturday night for youth in our Extreme Teens program. The M-NCPPC Extreme Teens is a drop-in program for youth ages 10-18. Our youth thoroughly enjoyed the class and at its conclusion showcased their newly acquired skills for their peers and family. Mr. Jackson and his staff were very professional and knowledgeable and eagerly transferred their skills to our participants. B-Roll Media provided a vital service to our Community Center exposing our youth to new career paths and interests. We were extremely grateful for B-Roll Media sharing with our Community Center and look forward to our continued partnership.

Sincerely,

Corey V. Poole

Corey V. Poole, Facility Director

College Park Community Center

5051 Pierce Avenue

College Park, MD 20740



THE PRINCE GEORGE'S COUNTY GOVERNMENT

(301) 952-3887

Mary A. Lehman
Council Member, 1st District

December 2015

To Whom It May Concern:

It is my great pleasure to write this letter in support of B-Roll Media & Arts, Inc., a long-time partner with youth in my Council District and throughout Prince George's County, MD.

The brainchild of Robert Jackson, B-Roll seeks to redirect the life of young people who struggle to succeed with traditional education, drawing on the richness of arts experiences – film, television, audio, video, photography, dance and music – to focus on positive activities that lead to a stable and economically secure future. Mr. Jackson and his staff pair arts-based activities with leadership development, mentoring and internship opportunities, thereby enhancing students' quality of life.

What we have seen is that students who complete the B-Roll program are better prepared to either enter the media arts workforce or to transfer skills gained to other educational or employment opportunities. They are more knowledgeable, skillful and confident – what a gift!

As a community partner, B-Roll has worked with area schools, recreational and rehabilitation programs, and churches to identify youth who would benefit from its programs. Support is provided to ensure that each young person is fully engaged and develops relationships with adults on staff who are in-tune with the issues facing young people today.

I fully support the efforts of B-Roll as it strives to improve the future of young people in Prince George's County. An innovative program such as B-Roll's that helps our youth build successful and fulfilling lives is essential to our community.

Sincerely,

A handwritten signature in blue ink that reads "Mary A. Lehman".

Mary A. Lehman
Prince George's County Council, District 2



THE PRINCE GEORGE'S COUNTY GOVERNMENT

301-952-3060

Dannielle M. Glaros

Vice Chairwoman
Council Member, District 3

December 22, 2015

To Whom It May Concern:

I am pleased to write this letter of support on behalf of B-Roll Media & Arts and its founder, Robert Jackson.

Since 2012, B-Roll has served low resourced youth and youth with learning disabilities in Prince George's County, MD. These young people often struggle to succeed in traditional educational settings, and have higher dropout and unemployment rates than their peers. The additional challenge of financial limitations restricts their access to enriching extracurricular and arts experiences such as those provided by B-Roll, opportunities that can reveal untapped talents and interests.

B-Roll's high quality, hands-on instruction is paired with leadership development, mentoring and internship opportunities that make a real difference in the lives of our county's youth. The organization offers them new options and opportunities for a successful future. In addition, B-Roll removes the financial barriers to participation because programming is available at no cost, making it even more valuable.

I am proud to support this outstanding organization and am confident that the impact of my support of B-Roll and the young people it serves will be rewarded for many years to come.

Together Strengthening Our Community,

Dannielle M. Glaros

City of College Park
FY2017 Community Services Grant Application
(Deadline: Wednesday, October 19, 2016, 5:00 pm)

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: College Park Woods Swim Club
Organization Address: P.O. Box 685 (3545 Marlborough Way)
City/State/Zip: College Park MD 20740
Program Name (if different): Senior Camp
Contact Person/Title: Barbara Pianowski, President
Telephone Number: 301 935-5555 FAX Number: _____
E-mail Address: CPWSwimClub@yahoo.com

Grant Request (Maximum of \$2,500): \$ 2500.00

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

<u>Barbara Pianowski 10/13/16</u> Signature/Date	 Signature/Date
<u>Barbara Pianowski, Pres.</u> Printed Name/Title	 Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 5
2. In what year did the organization begin operating? 1962
3. In what year did *this program* begin operating? 2011
4. Is the organization incorporated? yes If so, in what state? MD
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? NO If so, under what section of 501(c)? _____

Federal Identification Number: _____

6. Is this organization in compliance with all laws and regulations? Yes [] No
7. Staffing Profile: Identify the number and position/title of staff used to administer *this program*:

List Position/Titles:

Barbara Pianowski, President
Judith Oarr, Treasurer
Carolyn Bernache, Secretary

8. How many volunteers are used to administer *this program*? 6

C. FUNDING SUMMARY (2 points):

Grant Request \$ 2500.00

Funds Secured from Other Sources 00

Additional Funds Yet to be Secured 00

Total Program Funds \$ 2500.00

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. **Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

This program provides outdoor recreation and entertainment to College Park senior citizens. They are provided with a nutritious lunch, drinks and snacks. Participants enjoy socializing and meeting neighbors. Seniors who cannot drive are bussed to the events, giving them a free outing.

2. Program Summary: Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

Recreation, socialization and entertainment for College Park Seniors. Enjoyment in an outdoor, park-like setting. Schedule will include BINGO, live music, games, meals and conversation. Seniors will enjoy the events, relax and make friends.

3. Program Impact (7 points): List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

Over the past few years, we have received many thanks from participants. They encourage their friends to attend—especially those who rarely leave home. There is friendly interaction and fun. It expands and fosters new friendships in the community in a healthy environment.

E. PROGRAM ACTION PLAN: Briefly describe (use bullet format) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HR. PER MO.</u>	<u>TARGET DATES</u>
Senior Day Camp	2 days per month 4 hrs per day	May - July 2017

The facility and bathrooms must be cleaned, lawn mowed. Canopies and umbrellas purchased and installed. Chairs added or repaired.

Shopping for food and BINGO prizes must be done prior to each event.

Entertainers must be scheduled and paid.

Transportation and volunteers must be scheduled

F. PROGRAM EVALUATION: Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)

The participants provide feed-back and ideas after each session. Pool members and volunteers interview seniors and follow-up on ideas. Meals are evaluated and have received high praise in the past. Attendance and interest has increased.

G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

As above, seniors and city officials have given us outstanding reviews. The Seniors Program encourages attendance. We received high acclaim for performances by a gospel choir and a violinist.

H. COLLABORATION (1 point):

1. Is this a collaborative program involving other agencies? Yes [] No

2. If yes, please provide the name of collaborating agencies and the nature of the collaboration.

College Park Seniors provides bus transportation from Spellman House and Attack Towers.

We hope to have more volunteers from the new Senior Social Center and hope they will encourage attendance.

I. TIMELY GRANT REPORT:

1. Did you receive an FY2016 Community Services Grant from the City of College Park?
 Yes No
2. If Yes, did you file a final grant report for FY2016?
 Yes No
3. If a final grant report was not filed for FY2016, please complete the FY15 Final Grant Report form and submit it with your FY17 grant application.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

- Equipment - replacement for chairs, umbrellas and canopies.
- Supplies - paper products, plates, cups, silverware, trash bags, toilet paper, napkins, table cloths, paper towels, cooking utensils and disposable trays and foil.
- Rental fees - include grasscutting, electricity, water, gas and propane for grilling.
- Food - costs about \$250 per meal including prizes. entertainers cost \$100-\$200 each. Can limit equipment purchases if more is needed for this category.

K. PROGRAM BUDGET:

Receipts

Grant request from City of College Park	\$ <u>2500.00</u>
Foundations, other grants	<u>00</u>
Public agencies	(<u>transportation</u>)
Corporations	<u>00</u>
Other receipts (describe: _____)	<u>00</u>
In-kind contributions (goods and services donated)	<u>Volunteer hours</u>
TOTAL RECEIPTS	\$ <u>2500.00</u>

Expenses

Personnel costs	<u>00</u>
Consulting fees	<u>00</u>
Equipment purchases	\$ <u>500</u>
Supplies	\$ <u>600</u>
Transportation	<u>50</u>
Equipment rentals	<u>00</u>
Other services (describe: <u>Entrance fees/rental</u>)	<u>400.00</u>
Other expenses (describe: <u>Food and BINGO prizes and entertainers</u>)	\$ <u>1,000.00</u>
TOTAL EXPENSES	\$ <u>2,500.00</u>
NET SURPLUS / (DEFICIT)	\$ <u>00</u>

RE: FY2017 Community Services Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, College Park Woods Swim Club does hereby
(name of organization)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Organization: CPWSC
Signature of Authorized Representative: Barbara Pianowski
Printed Name: Barbara Pianowski
Title: President
Date: 10/13/16

City of College Park
FY2016 Community Services Grant
FINAL GRANT REPORT

(File after the conclusion of grant activities – due date 10/17/16)

Organization Name: College Park Woods Swim Club

Program Name (if different): Senior Camp

Program Type: Maintain Existing Expand Existing Start New Program

Contact Person/Title: Barbara Pianowski, President

E-mail Address: CPW.SwimClub@yahoo.com

Date Submitted: 10/13/16

1. Outline goals and objectives you set out to accomplish and report outcomes

To offer socialization and entertainment to seniors. We had outdoor programs with lunch, BINGO prizes and live entertainment

2a. Describe program activities conducted in order to achieve these objectives

Shopping, scheduling and coordinating with transportation and senior groups was accomplished.

2b. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?

One event was held inside due to rain but was just as enjoyable

3. Did you meet your goals? If not, why not?

Yes - improved attendance and received many accolades from attendees

4. Budget comparison – compare budget to actual receipts and expenses and explain any significant differences

Rec'd \$2500 and spent \$2600.

\$1500 food and paper products

400 entertainers

300 BINGO equipment and prizes

400 facility rental

\$2600.00 (\$100 donation from Officers)

**City of College Park
FY2017 Community Services Grant Application
(Deadline: Thursday, October 19, 2016, 5:00 pm)**

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: Lakeland Community Heritage Project

Organization Address: 5011 Navahoe Street

City/State/Zip: College Park, MD 20740

Program Name (if different): Lakeland Heritage Weekend 2017

Contact Person/Title: Maxine Gross, Chairperson

Telephone Number: 240-643-7264

FAX Number:

E-mail Address: maxine.a.gross@gmail.com

Grant Request (Maximum of \$2,500): \$ 2,500.

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Maxine Gross 10/12/16
Signature/Date

Christopher W. Stark 10/12/16
Signature/Date

Maxine Gross / Chair
Printed Name/Title

CHRISTOPHER W. STARK / TREASURER
Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 7
2. In what year did the organization began operating? 2007
3. In what year did *this program* begin operating? 2007
4. Is the organization incorporated? yes If so, in what state? Maryland
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? yes If so, under what section of 501(c)? yes

Federal Identification Number: 77-0694736

6. Is this organization in compliance with all laws and regulations? [X] Yes [] No
7. Staffing Profile: Identify the number and position/title of staff used to administer *this program*:

List Position/Titles:

Maxine Gross, Chair, LCHP
Violetta Sharps Jones, Vice Chair, LCHP; Heritage Feast Committee Co-Chair
Pamela Boardley, LCHP board member, Heritage Feast Committee Co - Chair
Delphine Gross, Heritage Cook Book Committee Co - Chair
Mary Sies, Heritage Cook Book Committee Co - Chair
George Randall, LCHP Board Member, Logistics Committee
Mary Sellers, Community Member, Bake Off Coordinator
Event Day Volunteers 10

8. How many volunteers are used to administer *this program*? 17

C. FUNDING SUMMARY (2 points):

Grant Request	<u>\$ 2,500.</u>
Funds Secured from Other Sources	<u>\$ 4,241.</u>
Additional Funds Yet to be Secured	<u>\$ 0</u>
Total Program Funds	<u>\$ 6,741</u>

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

- 1. Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

Many residents of College Park have limited or no *knowledge about the historic past of the Lakeland neighborhood*. Yet, Lakeland’s story as one of the earliest African American communities after the abolishment of slavery is one of human strength and creativity supported by shared values, capabilities, and connectedness. Despite adversity and multitudes of difficulties, those characteristics have kept this community alive for more than 125 years. Lakeland’s contribution to the history of our City and the region is an important way *to strengthen the pride we all take in College Park and, more generally, in being a part of Prince George’s County*. Knowing and celebrating Lakeland and its history will help us *better understand ourselves, our City, and our potential*. This is of particular *importance to young people*. Through learning about our community’s past, we are able to see how others achieved in spite of challenges; we can then extend this understanding to our own prospects for conquering obstacles. Additionally, we can identify ourselves as part of a larger community that values each of us and in itself is worthy of being valued.

b) Identify the target/recipient of program services.

Heritage Weekend activities will continue to be welcoming to all area residents. Special efforts will be made to involve youth, young adults, and senior citizens. Our target audience is University of Maryland students, and residents of College Park and surrounding communities. We will reach out to present and former residents of Lakeland as well.

- 2. Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

Lakeland Heritage Weekend 2017 will be held Friday, September 15 to Sunday, September 17, 2017. Actual events will only take place on two days. On Friday, there will be a basketball game in conjunction with MNCCPC and the University of Maryland’s CP Dream team program. Historic exhibits will be displayed and a reception will follow the game. On Saturday there will be a group of food related events. The day will begin with a lecture on Food Ways followed by a cooking competition followed by a potluck feast. An element of the event will be the collection of recipes and stories related to the dishes. These will be used to create a Lakeland “cookbook”. The format and publication method will be determined later.

The purpose of this program is to build community, and to share the story of Lakeland and our County’s historic African American communities. By learning about the struggles and successes of the past, people are able to gain lessons for today. People will be brought together by a sporting event and then given elements of the Lakeland Story. Saturday’s events will use information on food as a signature part of everyday life to share the Lakeland Story and African American history and heritage. Our target audience is residents of College Park and surrounding communities. While events are open to all ages, particular effort will be made to serve youth and young adults. The

events will serve 400 people with at least 50% residents of College Park and 60% will be members of our target age groups.

3. **Program Impact (7 points):** List the program’s anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

Participants will have a positive experience within their own community. They will learn about successes achieved by individuals and by their community collectively. Food and sport bring people together to learn about each other’s lifeways, leisure practices, and heritage. This will foster camaraderie, understanding, hope, and provide strategies for sustaining community and modeling success.

- E. **PROGRAM ACTION PLAN:** Briefly describe (**use bullet format**) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HSRS. PER MO.</u>	<u>TARGET DATES</u>
Coordinate participation of partners	4 hrs	1/17
Committee and subcommittee meetings	2 hr/wk x 26 wks x 5 people (average)	3/17 to 9/17
Arrange for cooking contest and lecture participants	6 x 3 hrs x 3 people	12/16 to 9/17
6 x 3 hrs x 3 people		1/ 17 - 9/17
Solicit and schedule event volunteers	12x 1 hr.	8/17 - 9/17
Purchase event materials	5 hrs	8/17
Organize basketball game	5 hrs	6/17
Prepare evaluation	2 hrs x 3 people	8/1/17
Organize and clean up	2 hrs x 4 people	9/1/17
Organize and clean up	3 hrs x 10 people	9/14/17
Complete evaluation	10 hrs	9/17

- F. **PROGRAM EVALUATION:** Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)

Volunteers will distribute and tally surveys measuring participants’ evaluation of each event using a rating scale. Event committee members will also meet just after the event and give their impressions of successes and areas in need of elimination or restructure. For past Heritage Weekends, this has been an effective means of evaluation and we have made changes and adjustments based on the feedback.

G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

Lakeland Community Heritage Project has undertaken Heritage events since the organization's inception in 2007. Each was well received by the public and led to opportunities to bring the story to other communities.

H. COLLABORATION (1 point):

1. Is this a collaborative program involving other agencies? Yes No
2. If yes, please provide the name of collaborating agencies and the nature of the collaboration.

University of Maryland and Office of Community Engagement - Staff Support
 University of Maryland American Studies Department - speakers and expert advice
 MNCPPC - Staff support and use of facilities and equipment
 B-Roll Media - Photography
 University of Maryland Police, Prince George's County Police, participation in basketball game
 Embry Center for Family Life, participation in basketball game
 Community Businesses - in kind donations
 Other African American communities in Prince George's County with a Lakeland connection—help planning, publicity, and attendance

I. TIMELY GRANT REPORT:

1. Did you receive an FY2016 Community Services Grant from the City of College Park? Yes No
2. If Yes, did you file a final grant report for FY2016? Yes No
3. If a final grant report was not filed for FY2016, please complete the FY16 Final Grant Report form and submit it with your FY17 grant application.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

The following items will be needed for Heritage Weekend:

Supplies		\$4,861
Prizes (\$300 cash, \$200 donations estimate)	\$ 500	
Awards and trophies (from Maxwell Medals and Awards quote)	\$ 249	
Food service items (catalog Party City)	\$ 150	
Refreshments (Looney's Pub and Rita's Italian Ices—in kind donations)	\$3,400	
Printing (price list from Minuteman Press And Grove Printing)	\$ 562	

Equipment rentals	\$1,080
Tables and chairs (We're Having a Party) \$180	
Tent (Top Hat) \$900	
Other services (DJ)	\$ 800
Equipment (\$400)	
Services (\$400)	

K. PROGRAM BUDGET:

Receipts

Grant request from City of College Park	<u>\$2,500.00</u>
Foundations, other grants	_____
Public agencies	_____
Corporations	_____
Other receipts (describe: <u>LCHP funds</u>)	<u>\$ 461</u>
In-kind contributions (goods and services donated)	<u>\$3,780</u>
Loan of chairs and tables	\$ 180
Refreshments	\$3400
Prizes	\$ 200
TOTAL RECEIPTS	<u>\$6,741.00</u>

Expenses

Personnel costs	\$0_____
Consulting fees	\$0_____
Equipment purchases	\$0_____
Supplies	<u>\$4,861.</u>
Prizes (\$300 cash, \$200 donations)	\$ 500.
Awards and trophies.	\$ 249.
Food service items.	\$ 150
Refreshments	\$3,400.
Printing	\$562.

Transportation	\$0	_____
Equipment rentals	\$1080	_____
Tables and chairs	\$ 180	
Tent	\$900	
Other services (describe: DJ equipment and services)	\$ 800	_____
Other expenses (describe: _____)		_____
TOTAL EXPENSES	\$6,741	_____
NET SURPLUS / (DEFICIT)	\$0	_____

RE: FY2017 Community Services Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, Lakeland Community Heritage Project does hereby
(name of organization)
agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Organization: Lakeland Community Heritage Project
Signature of Authorized Representative: 
Printed Name: Maxine Gross
Title: Chair
Date: 10/12/16

City of College Park
FY2016 Community Services Grant
FINAL GRANT REPORT
(File after the conclusion of grant activities – due date 10/17/2016)

Organization Name Lakeland Community Heritage Project

Program Name (if different Lakeland Heritage Weekend

Program Type: Maintain Existing Expand Existing Start New Program

Contact Person/Title: Maxine Gross, Chair Lakeland Community Heritage Project

Date Submitted: October 15, 2016

1. Outline goals and objectives you set out to accomplish and report outcomes

Our plan was to carry out 3 days of events and gather people to share stories Lakeland and African American heritage. All elements were completed as outlined. Additionally

a bake off was held on Saturday and oral history interviews were recorded. Through these events more than 400 people gathered as part of a community celebrated current achievements, socialized and shared stories of history and heritage. Formally four oral history interviews were professionally video recorded.

Each element was carried out and set goals were met.

2a. Describe program activities conducted in order to achieve these objectives

Lakeland Heritage Weekend 2016

- Fun Walk held by Embry Center for Family Life
- Mounted temporary exhibits at event venues
- Partnered with Embry Center for Family Life to hold a 1/2 mile Fun Walk
- Partnered with University of Maryland, M-NCPPC and local police agencies for CP Dream Team Game
- Held Bake Off
- Set up space for families and friends to gather visit and and eat between afternoon events
- Sponsored, and presented concert
- Presentation on Rosenwald Schools with site tour sponsored by College Park Arts Exchange at Lakeland's surviving Rosenwald school building (Washington Brazilian Seventh Day Adventist Church).

2b. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?

With the exception of awarding of trophies and recognition of local sports participants the basketball event was taken over by other partners. This took place as the University of Maryland had arranged for filming by the Big Ten Network. Two community partners, Embry Center for

Family Life and College Park Arts Exchange requested and were given support for their complimentary events. Our contributions had no monetary cost.

3. Did you meet your goals? If not, why not?

Yes our goals were met. A substantial number of people were introduced to the Lakeland Story and a greater number renewed and expanded their understanding of the struggle, and achievements of African Americans of College Park and our region.

4. Budget comparison – compare budget to actual receipts and expenses and explain any significant difference

Consultant costs for sound were greater than expected. To offset that additional cost LCHP sought and received in kind donations for additional expenditures. For this same reason cash prizes were not offered. We did not have an in kind donation for a piano.

Actual Receipts

Receipts

Grant request from City of College Park \$2,500.00

Foundations, other grants

Public agencies

Corporations

Other receipts (describe: LCHP funds) \$ 913.65

In-kind contributions (goods and services donated) \$5,389.32

 Loan of chairs and tables \$ 180

 Loan of stage \$1290

 Refreshments \$3400

 Food Service items \$150

 Printing \$230

 Award \$139.32

TOTAL RECEIPTS 8,802.97

Expenses

Personnel costs \$0

Consulting fees

 Sound Technician and equipment \$3,200

Equipment purchases \$0

Supplies	\$3982.97
<u>Awards and trophies.</u>	<u>\$202.97</u>
<u>Food service items.</u>	<u>\$150</u>
<u>Refreshments</u>	<u>\$ 3,400.</u>
<u>Printing</u>	<u>\$ 230.</u>

Transportation \$0

Equipment rentals	\$1620.
<u> Stage</u>	<u>\$1,290</u>
<u> Piano.</u>	<u>\$ 150</u>
<u> Tables and chairs</u>	<u>\$ 180</u>

Other services (describe:_____

Other expenses (describe:_____

TOTAL EXPENSES \$ 8,802.97

NET SURPLUS / (DEFICIT) \$ 0

Original Budget

Receipts

Grant request from City of College Park \$2,500.00

Foundations, other grants

Public agencies

Corporations

Other receipts (describe: vendor fees \$500,) \$2,519

In-kind contributions (goods and services donated) \$4,005

<u> Loan of chairs and tables</u>	<u>\$ 180</u>
<u> Loan of piano.</u>	<u>\$ 225</u>
<u> Refreshments</u>	<u>\$3400</u>
<u> Prizes</u>	<u>\$ 200</u>

TOTAL RECEIPTS \$ 9,024.

Expenses

Personnel costs _____ \$0

Consulting fees

_____ Sound Technician and equipment _____ \$2,000

Equipment purchases _____ \$0

Supplies _____ \$4,529.

_____ Prizes (\$300 cash, \$200 donations) _____ \$500.

_____ Awards and trophies. _____ \$249.

_____ Food service items. _____ \$150

_____ Refreshments _____ \$ 3,400.

_____ Printing _____ \$ 230.

Transportation _____ \$0

Equipment rentals _____ \$2,495

_____ Stage _____ \$2,090

_____ Piano. _____ \$ 225

_____ Tables and chairs \$ 180

Other services (describe: _____

Other expenses (describe: _____

TOTAL EXPENSES _____ \$9,024.

NET SURPLUS / (DEFICIT) _____ \$ 0

City of College Park
FY2016 Community Services Grant
FINAL GRANT REPORT
(File after the conclusion of grant activities – due date 10/17/16)

Organization Name: College Park Unit 217, American Legion Auxiliary

Program Name (if different): Miss College Park Scholarship Pageant

Program Type: Maintain Existing Expand Existing Start New Program

Contact Person/Title: Angela Rodriguez, Executive Director

E-mail Address: Misscollegepark@gmail.com

Date Submitted: October 5, 2016

1. Outline goals and objectives you set out to accomplish and report outcomes:

- To provide Miss College Park 2015 a \$2,000 Cash Scholarship
- To provide each competing contestant a \$200 Cash Scholarship to be used at University of MD
- To acknowledge the contestant with the highest GPA with a \$200 Cash Scholarship
- To acknowledge the highest interview score with a \$200 Cash Scholarship

2a. Describe program activities conducted in order to achieve these objectives:

The 25th annual Miss College Park Scholarship Pageant was held on 4/10/16 at the College Park Moose Lodge and we had 15 wonderful contestants, which was an increase of 5 from last year. With all of the community support we received, we were able to award \$5875 to all of the contestants which included \$2000 to Miss College Park and top scholar, top interview, Community Service, just to name a few of the awards and cash scholarship. They competed in gown/question, interview and casual wear.

2b. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?

No Changes

3. Did you meet your goals? If not, why not?

We met all of our goals and reinstated the Community Service Award thankfully.

- To acknowledge one young woman with a \$200 Cash Scholarship for the Community Service Award commending them on their service to the College Park Community.

4. Budget comparison – compare budget to actual receipts and expenses and explain any significant differences

There are some differences from last year as we had 5 more girls this year than in the last few years so this means we had to find an additional \$1000 to award in participation scholarships. But we did it. So, we were over budget but I found the money to award. We worked two bingo's which helped us out. So, that would be the only difference, but it was not a problem. We were happy to raise this extra money for our contestants.

RE: FY2017 Community Services Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, College Park Unit 217, American Legion Auxiliary does hereby
(name of organization)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Organization: College Park Unit 217, American Legion Auxiliary
Signature of Authorized Representative: 
Printed Name: Angela Rodriguez
Title: Unit President and Americanism Chairperson
Date: October 5, 2017

**City of College Park
FY2016 Community Services Grant Application
(Deadline: Wednesday, October 19, 2016, 5:00 pm)**

NOTE: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: College Park Unit 217, American Legion Auxiliary c/o Angie Rodriguez

Organization Address: 9218 Baltimore Avenue

City/State/Zip: College Park, MD 20740

Program Name (if different): Miss College Park Scholarship Program

Contact Person/Title: Angela Rodriguez, Executive Director of Program

Telephone Number: 240-421-1187 FAX Number: _____

E-mail Address: Misscollegepark@gmail.com

Grant Request (Maximum of \$2,500): \$2,500

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Ivy Christoffers 10.14.2016
Signature/Date

Ivy Christoffer, President
Printed Name/Title

Angela R. Rodriguez 10/12/2016
Signature/Date

Angela R. Rodriguez Treas. & Exe. Director
Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 8
2. In what year did the organization begin operating? 1955
3. In what year did *this program* begin operating? 1991
4. Is the organization incorporated? yes If so, in what state? Maryland
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? yes If so, under what section of 501(c)? 3

Federal Identification Number: 52-6054873

6. Is this organization in compliance with all laws and regulations? [X] Yes [] No
7. Staffing Profile: Identify the number and position/title of staff used to administer *this program*:

List Position/Titles:

Angie Rodriguez, Executive Director
Ivy Christoffers, President of College Park Unit 217, ALA
Jordyn Goddard, Assistant Director, Miss College Park
Elizabeth Rice, Secretary
Dianna Mays, Fundraising Co-Chair
Jerri James, Judges Chairperson
Eleanor Peacock, Board Member, Fundraiser Co-Chair
Symphony Dixon, Former Miss College Park and Contestant Coordinator
Yashvi Aware, Former Miss College Park and Contestant Coordinator
Kathy Kalasinsky, Board Member
Victor Kalasinsky, Board Member
Vicky Kalasinsky, Board Member and Former Miss College Park

8. How many volunteers are used to administer *this program*? 12

C. FUNDING SUMMARY (2 points):

Grant Request	\$ <u>2,500</u>
Funds Secured from Other Sources	<u>850</u>
Additional Funds Yet to be Secured	<u>2,500</u>
Total Program Funds	\$ <u><u>5,850</u></u>

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. **Need Statement (7 points):** (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

This scholarship program is addressing the rapidly growing and continuous need for scholarships for those that live in this community and attend the University. The young people that we target are primarily from the University of Maryland and the surrounding high schools. The target is young women, who demonstrate a desire to become a spokesperson and a desire to do community service, with a strong community service background and are between the ages of 16-26. We have had a wide age range of contestants and they keep coming back, even though the majority of them don't win, because we offer scholarships to each and every contestant just for participating and they also learn and grow from this experience. With the monies that are received by the College Park Community Service Grant program, and what we raise during our fundraisers, we are able to offer every contestant in the pageant a \$200 cash scholarship on up. If there is a tie in any area, we don't make the girls split it the scholarship, we give them EACH that scholarship for their work they are doing within the College Park community. I celebrated my 25th Anniversary of running the Miss College Park Scholarship Pageant and we all work hard to be able to continuously offer monies to every girl who enters.

We are applying for this 2017 Community Service grant to maintain our program, and continue to offer somewhat close to the amount we have offered in the past. We had 5 extra girls in 2016 than we had in previous years. I believe offering a good scholarship will bring to us a good quality representative. I also believe there is value to this program which is why I continue to do it, and I hope you all do as well. Our 2016 Miss College Park is already busy making her mark on the world. Her name is Michelle Chavez, and she has been doing a lovely job representing the City. She is a senior majoring in Broadcast Journalism. You will have an opportunity to meet her in January at your monthly meeting.

2. **Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

The community will benefit because we will have assisted students in our community, in our state, with their goals of completing their education. These young women will be given funds that will, first, reward them for being such goal oriented, service minded and academically driven students, but will also encourage them to continue to perform community service and civic work in the City of College Park, to continue to work in the City, to continue to keep their grades up, to qualify for any other additional scholarship awards, to continue to be well rounded in the arts to continue to be role models for young children. These very special young women will not forget College Park. Some will come back and make their homes here and will build their own families here. This is a win, win situation for the City of College Park. The impact that this grant will have will far outreach the dollar amount. Symphony Dixon, Miss College Park 2014 was such an instrumental part of the Annual School Supply Drive which each Miss College Park Champions. She raised hundreds of dollars to purchase school supplies for the children of Paint Branch Elementary School. Miss College Park, 2010, Devin Fendlay, was crowned while still a high school senior. Winning the title of Miss College Park, only further enticed her to apply and attend UMCP where she is a pre-med student with a perfect 4.0 GPA. Miss College Park 2011, Jordyn is now a teacher in Prince Georges County. Morgan Lash and Jataria McGee both just graduated and are making their mark on the world. One is working for Disney and the other is an on the air new anchor!! The Civic work done by the young women striving to win this title and by those who wear the crown is immeasurable, but the preparation for life after college is what is we are really about. We should all take pride in the success of our lovely titleholders as when they do well, we all success. But as our Miss College Park always reported to the College Park City Council in January, towards the end of her year, their year has been filled with performing countless hours of community service and civic duties done in this beautiful City. Symphony Dixon, Miss College Park 2014 , cried when she passed on her title as this has meant so much to her and she will never forget all that she has accomplished. Yashvi is studying pre-med and always speaks fondly on her time as Miss College Park. The girls who hold this title get an opportunity to be side by side with our City Leaders and participate in activities that promote this City. Our princesses are getting into the action as well as they were featured in "ZIP TRIP" on Fox news in August. It was a GREAT interview and the girls all truly enjoy being a part of the Miss College Park Family.

3. **Program Impact (7 points):** List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

The Services AND Activities that Miss College Park participates in tend to help more than just one person. Each of the contestants who enters the program receives a monetary award in the form of a scholarship. All scholarship dollars are housed in a separate account from the operating fund. The young women request their scholarships when their tuition bills are due and the check is written within 7 days. The scholarships awarded to the young women are based on their performance at the pageant. The winner will serve the community for one year. The services she provides are to the entire community of College Park with emphasis on youth. The program works with 10-15 contestants, not just Miss College Park and provides a springboard in which to catapult their community service activities. The College Park Community is the recipient of all of these hours of service being conducted within its walls by the young women who know that a good strong community service project will make them a more contestant in the program. We also encourage civic responsibility and we do have our Miss College Park around at key events in the City of College Park throughout the year and performing countless hours of community service to include working with disabled veterans at NIH. Our Miss College Park acts as an ambassador and attends the major functions in the City. She has even been on the cover of the College Park Gazette Newspaper when she participated in College Park Day. She has participated in major Special Olympic activities at the American Legion Post 217 and at participated in the Community Holiday parties for the children in the City of College Park. Miss College Park welcomes home the troops at the BWI Airport. She judges the Americanism Essay contest and then goes to the school to present the awards. She collects school supplies for the children of College Park alternating between Paint Branch Elementary and Hollywood. Miss College Park always gives an annual update to the College Park City Council of her activities and keeps the citizens abreast of her plans for her year of service. (January, 2017). So, to summarize, there are three groups being helped here: Miss College Park Contestants, for being encouraged to continue their community service endeavors in College Park, the College Park community which are on the receiving end of all of the projects being performed by the contestants and our Miss winner and then of course, Miss College Park who benefits from the scholarship she receives for performing all of the good deeds in the City.

E. PROGRAM ACTION PLAN: Briefly describe (**use bullet format**) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also, identify specific tasks required in order to fully implement the program, including target dates:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HRS. PER MO.</u>	<u>TARGET DATES</u>
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Each activity is a minimum of 2-4 hours.

Maryland Day 2016		April 2016
Americanism Awards at Holy Redeemer School		April 2016
Berwyn Heights Day Parade		May 2016
College Park Cares Mothers Day Race		May 2016
College Park American Legion Special Olympics Picnic		June 2016
Princess Ice Cream Social or Movie Night		July 2016
Greenbelt Labor Day Festival Parade		Sep 2016
College Park Princess Tea Party		Sep 2016
Hollywood Elementary School Supplies Drive		Sep 2016
College Park Community Day		Oct 2016
Children's Halloween Party		Oct 2016
College Park Blues Festival		Nov 2016
Appearance at the Korean Embassy		Nov 2016
College Park Veterans Day Service		Nov 2016
College Park Unit 217 Coach Bingo Fundraiser		Nov 2016
College Park City Council Meeting		Jan 2017
Washington VA and R Rec Hall Party		Feb 2017
Operation Welcome Home for the Troops returning from War		Mar, 2016
Miss College Park Pageant, 26 th Annual Pageant		April, 2017

F. PROGRAM EVALUATION: Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post-test, rating scale, observation, other)

This upcoming April will be my 26th year (Anniversary) in conducting this pageant which I started in 1991.

We receive reports from our contestants, and are praised on the scholarship amounts given to the contestants by the Contestants themselves, sponsors and the young women who have just aged out and wish they could continue to compete. I have had the same sponsors for 25 years. The sponsors of the program and the City of College Park should enjoy having an ambassador for the community to go around and be seen in the public eye representing the beautiful City of College Park at special events. The Princesses love to take photos along with Miss College Park at the special event days such as College Park Community Day and Maryland Day, as do our elected officials. We enjoy seeing Mayor Patrick Wojan and other elected officials at events such as the Veterans Day service, College Park Day, and our Memorial Day service right here in College Park. We also do a self-evaluation with our main sponsors: College Park American Legion Post and Unit 217 as well as the College Park Merchants and Moose Lodge to ensure we are serving our Community in the best way possible and see if there are any suggestions for improvement or appearances that they would like to see THEIR representative attend. I think it has worked well.

G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

Americanism Essay Contest: Each year, College Park Unit 217 sponsors an Americanism Essay Contest for children from grades 3-8 in our area and community schools. We create a theme, this year the theme is “What does Freedom Mean to My Family?” The kids spend a great deal of time thinking about and writing their essay. The essays are collected from the schools and judged. Presently two schools in College Park participate: Holy Redeemer and Hollywood Elementary. (Miss College Park is one of our judges) We then go to the schools assembly’s and award a 1st, 2nd and 3rd place award in each age division. The winning essay then completes again at the District Level and that top essay completes again in the State Level. The State essay goes to National. Each time the essay wins or achieves a placement, there is a cash award attached!! This is just another activity that the American Legion Auxiliary sponsors to encourage all to honor those that are fighting for our freedoms. We have done this for the last 26 years. Two years ago, one of our students was awarded the District Level honors! This year, we place in the top two at the District level!!

Girls State Scholarship Program: Each year, we conduct interviews so that we can select one special student from the surrounding area to represent our Unit and attend a week as a citizen at Maryland Girls State at Salisbury State University on a full scholarship to learn all about how our government work and operates. The girls run for offices and elect officials. The elected Girls State Senator get to attend Girls Nation in Washington DC. The young women in our area are given this wonderful opportunity of a lifetime, while they are in high school to experience college life and to learn about the workings of our political system! This year our girl was elected Girls State Senator and attended Girls Nation in Washington DC!

COLLABORATION (1 point):

1. Is this a collaborative program involving other agencies? [X] Yes [] No
2. If yes, please provide the name of collaborating agencies and the nature of the collaboration.

American Legion Post 217, College Park (appearances)
Sons of the American Legion, Squadron 217 (sponsorship)
College Park Moose Lodge, Lodge 453 (location sponsor)
College Park Downtown Merchants Authority (Scholarship sponsor)
City of College Park (Grant)

I. TIMELY GRANT REPORT:

1. Did you receive an FY2016 Community Services Grant from the City of College Park?
[X] Yes [] No
2. If Yes, did you file a final grant report for FY2016? [X] Yes [] No
3. If a final grant report was not filed for FY2016, please complete the FY16 Final Grant Report form and submit it with your FY17 grant application.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

This is on the basis that we accept 15 contestants to compete in the pageant in April, 2017:

Purse Bingo Fundraiser done with the Moose Lodge \$2500
The College Park Unit 217, ALA \$250
College Park Downtown Merchants Authority \$600

This totals \$3350

So, if we receive the request for \$2500, and then we have \$5850 of the \$6000 needed to roughly cover this scenario based on 15 contestants which is what we had in April of 2016. We also were able to reinstate the Community Service Award this year.

Court:
Miss College Park 2016 \$2000
1st Runner-up \$ 500
2nd Runner-up \$ 400
3rd Runner-up \$ 300
4th Runner-up \$ 200

Total: \$3400

Remaining 10 contestants at \$200 = \$2000

Special Awards:

Top Scholastics = \$200
Elegance and Poise Award = \$200
Community Service= \$200
Total: \$600 Final Total for the FY 2017 is \$6000. That is an increase of \$200 due to the Community Service Award being reinstated.

With the approval of the grant, we will have raised all but \$150 of the \$6,000 needed providing all sponsors come back in 2017.

City of College Park
FY 2017 Community Services Grant Application
(Deadline: Wednesday, October 19, 2016, 5:00 pm)

Note: Certain items on this grant application have designated point values to be used in the review of applications for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

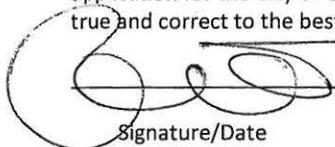
Organization Name: National Center for Housing and Child Welfare
Organization Address: 4707 Calvert Road
City/State/Zip: College Park, Maryland 20740
Program Name (if different): Neighbors Helping Neighbors
Contact Person/Title: Carol Nezzo, President
Telephone Number: (301) 864-5267 Fax Number: None
E-Mail Address: carolnezzo@gmail.com

Grant Request (Maximum of \$2,500): \$2,500

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new Program?

EXPAND AN EXISTING PROGRAM

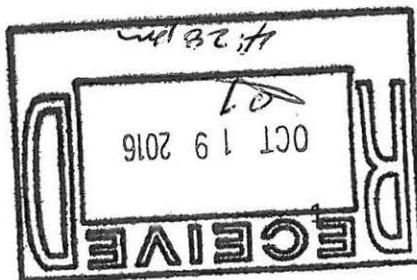
We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

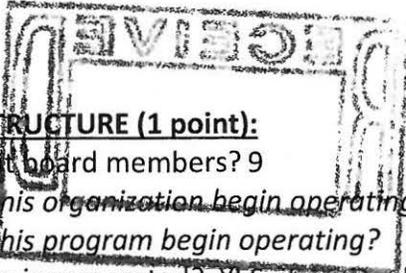
 10.19.16
Signature/Date

RUTH WHITE EXECUTIVE DIRECTOR
Printed Name/Title

Signature/Date

Printed Name/Title





B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 9
2. In what year did *this organization begin operating*? 2008
3. In what year did *this program begin operating*? 2016
4. Is this organization incorporated? YES, if so, in what state? Maryland
5. Is the organization qualified under the Internal Revenue Code and regulations as a tax exempt organization? YES, if so, under what section of 501c? (3) Federal Identification Number: 26-2641711
6. Is this organization in compliance with all laws and regulations? YES
7. Staffing Profile: Identify the number and positions/titles of staff used to administer *this program*.

List Position/titles:

Ruth White/Executive Director, National Center for Housing & Child Welfare

Carol Nezzo/Program President, Neighbors Helping Neighbors

Mary Jane Boatman/Accountant

Thelma Martin/Outreach to College Park businesses & other partners

Janet Stolba/Outreach to Clients

Mary Anne Hakes/Liaison to College Park citizen associations

George McElfatric/Outreach to person with special abilities

John Payne/Outreach to University students/Chef

8. **How many volunteers are used to administer *this program*?** Currently there are 50 serving volunteers with a goal to reach 200. Additionally there are 5 Student Volunteers from area High Schools. Volunteer list available upon request.

C. FUNDING SUMMARY (2 points)

Grant Request	\$2,500
Funds from Other Sources	\$1,023
Additional Funds Yet to be secured	\$0
Total Program Funds	\$3,523

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

- 1. Need Statement (7points): (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.**

a. There are two related needs in College Park that the program will address

FIRST NEED: Elderly persons usually wish to remain in their homes. To do so, they often need transportation, yard work; raking leaves and shoveling snow, handy work, errands, friendly calls and visits, and inclusion in activities related to their interests.

SECOND NEED: In addition and integrally related to the first need, College Park intergenerational neighborhoods need bonding activities in order to “build community.” Community building engenders a warm spirit that motivates neighbors to help other neighbors, to feel at home, to belong.

- b. The Client or target for the program is the elderly and disabled. An additional target is the volunteers of various ages who provide services and build community. Through this Neighbors Helping Neighbors program, the volunteer servers and the clients bond and they participate in the neighborly spirit.
- c. In College Park there are 30,572 residents (2015) by ESRI). Of these there are 1,834 ages 55 and over. We expect that in the first year of service, Neighbors Helping Neighbors will directly serve at least 150 of the 55 or over. Volunteer servers of various ages will number 200 and will directly serve the clients as well as serving for community building special interest events. NOTE that volunteer servers will outnumber clients due to service in community building special events as well as for direct service.

- 2. Program Summary: Briefly describe the purpose of this proposed program, services or activities to be provided to the target/recipient.**

The first purpose of the program is to enhance quality of life for the elderly and disabled. Neighbors Helping Neighbors will provide for needs such as transportation (to doctors, dentists, stores, meetings), light housekeeping, visits, snow removal, leaf raking, handy work, yard work, friendly calls – all provided by a corps of trained volunteers. Clients access services by calling the office and setting up appointment times with a specified volunteer.

A secondary important purpose is to build community. Neighbors Helping Neighbors will foster community through one-on-one interaction with clients as well as through special training events and social activities for volunteers and clients.

3. **Program Impact (7 points):** List the program’s anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status, or awareness that participants experience during or after taking part in program activities.

More than at present, elderly and disabled persons will have enhanced quality of life/improved mental health/more adequate nutrition and will be remaining in their homes.

Clients will be interacting with neighbors of various ages; the clients will not be isolated. Neighbors will increasingly know each other better. People knowing and interacting with each other will bring awareness and appreciation of the talents and skills/improvement in skills. Through trainings focused on characteristics of the elderly and disabled, volunteers will increase their knowledge of self/others and they will learn and practice interacting in the most caring ways possible. A sense of proactivity will evolve so that College Park residents will see themselves as active participants in decisions that affect their own neighborhoods and the City.

- E. **PROGRAM ACTION PLAN:** Briefly describe (use bullet format) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also identify specific tasks required in order to fully implement the program, including target dates:

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HRS. PER MO.</u>	<u>TARGET DATES</u>
*Set up office and phone procedures		WITH BOARD INSTALLATION
*Schedule volunteers for office		AT THE ONGOING TRAINING
*Receive requests	ALL WEEKDAYS 10am – Noon; 1pm – 3pm	MARCH 2017
*Provide service	AS/WHEN CLIENTS REQUEST	MARCH 2017
*Plan training calendar; schedule tasks to produce the training		PRESENT/ONGOING
*Train volunteers/Background Checks	FIVE 4 HOUR SESSIONS	ONGOING
*Apply for incorporation and for 501c3		PRESENTLY
*Buy insurance		UPON 501c3 certification
*Install board		UPON insurance binder
*Develop operation guidelines		WITH BOARD INSTALLATION

F. PROGRAM EVALUATION: Identify and describe the methods to be used to evaluate this program? (i.e. questionnaire, interview, survey, pre-and post-test, rating scale, observation, other)

There are various parts of the program to evaluate; we will use the following evaluations:

By phone: questionnaire follow-up to client and also to volunteer – after each service.

Observe phone protocol in the office.

Administer pre-test and post-test at training. And observe quality of interaction at training.

G. ORGANIZATION EVALUATION (2 points): Briefly describe 1 or 2 similar programs which your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

1. National Center for Housing and Child Welfare currently provides housing and navigator services to young people aging out of foster care on the Eastern Shore. The NCHCW housing navigator also organizes the housing work of the Mid Shore DSS Offices. The DSS office has continually evaluated our work as “effective.”
2. National Center for Housing and Child Welfare provides Alumni Leadership Institute to help former foster youth advocate for themselves and others. We observe youth are enthusiastic and motivated when they attend the Institute.
3. National Center for Housing and Child Welfare participates on Governor Hogan’s task force to prevent homelessness and works on intergenerational housing legislation with generations United. Much of the legislation was proposed and passed.

H. COLLABORATION (1 point):

1. Is this a collaborative program involving other agencies? [YES]
2. If yes, please provide the name of collaborating agencies and the nature of the collaboration.

Jean Pirovic Real Estate: Signage and banner for large activities

Hollywood Pharmacy: Ice Cream and Outreach to the community; free delivery

City of College Park: Meeting Space; Public Works support community events

Hyattsville Aging in Place: Planning assistance, training, outreach, social events

Greenbelt Assistance in Living Services (GAIL): Consulting

Greenbelt Intergenerational Volunteer Services (GIVES): Consulting

Montgomery County Aging in Place: Workshops

Gail Violin Shop: Live music

Ms. Thelma’s Seniors Place: Volunteers & Recruiting business partners

On Our Own: Logistics for events

University Park: Consulting

Elaine Ellis Center for Health: Blood pressure checks; water; invitations

Up Hill River Band: Live music

I. **TIMELY GRANT REPORT:**

Did you receive an FY 2015 Community Services Grant from the City of College Park? [NO]

J. **BUDGET NARRATIVE:** Describe how line item totals in Program Budget, Item K, were determined.

1. \$2500 amount we expect to receive from the City grant.
2. \$1000 we received from College Park Community Foundation.
3. \$23. Donations
7. \$900. CONSULTING FEES. We will pay consultants for several of the five community building trainings for volunteers. And we will pay consultants for training the Board.
9. \$493. SUPPLIES: Training materials, publicity, software, newsprint.

In order for Neighbors Helping Neighbors to "serve," we will need liability insurance:

12. \$800. General liability Insurance (see quote)
13. \$800. Board of Directors liability insurance (see quote)
We have increased the amount from the quote because it is likely that we will need more than the minimum amount quoted.
14. \$170. Incorporation in Maryland is required for obtaining insurance.
(see File for State Corporation Status)
15. \$400. Filing with IRS for 501c3 status is required for obtaining insurance.
(see File for State Corporation Status)

K. **PROGRAM BUDGET**

Receipts

1. Grant request from City of College Park	\$2,500
2. Foundations, other grants	\$1,000
3. Public agencies	0
4. Other receipts (describe) <u>donations</u>	\$23
5. In-kind contributions (goods and services donated)	0
TOTAL RECEIPTS	\$3,523

Expenses

6. Personnel cost	0
7. Consulting fees	\$900
8. Equipment purchases	0
9. Supplies	\$453
10 Transportation	0
11 Equipment rentals	0
12. Other services (describe) General liability insurance (see quote)	\$800
13. Board of Directors liability insurance (see quote)	\$800
14. Incorporation in Maryland (see File Status)	\$170
15. IRS filing for 501c3 status (see File Status)	\$400
<u>Total Expenses</u>	<u>\$3523</u>
<u>NET SURPLUS/(DEFICIT)</u>	<u>0</u>

ADDENDUM

BISIO Broker quote: General Liability Insurance & Board of Director Liability Insurance

Philadelphia Insurance Companies quote

File for State Corporation Status – includes Maryland fee as well as IRS fee for 501c3



BUSINESS INSURANCE SOLUTIONS, INC.

Business Insurance Solutions, Inc.

13501 Wagon Way

Silver Spring, MD 20906

P: 301-962-0130

F: 301-962-6524

10/18/2016

**RE: Neighbors Helping Neighbors – Alliance of Non Profits for Insurance
Estimated Premium**

To Whom It May Concern,

Please be advised, that in our agency's experience, the minimum premium offered by the Alliance of Non Profits for Insurance is as follows:

- General Liability Annual Minimum Premium: \$800.00
- Directors & Officers Annual Minimum premium: \$600.00

As stated, these premiums are the minimum that can be offered. They may increase from these amounts based on the company's evaluation of the organization's operations. Please feel free to contact our office should you have questions or concerns. Thank you.

Sincerely,



Kristen Harris

Kristen@tbisi.com



PHILADELPHIA INSURANCE COMPANIES

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100
Bala Cynwyd, Pennsylvania 19004
610.617.7900 Fax 610.617.7940
PHLY.com

PROPOSAL FOR INSURANCE

Quotation Number: 10191222

Proposal Date: 10/18/2016

Named Insured and Mailing Address:

Neighbors Helping Neighbors
4600 Amherst Rd
College Park, MD 20740-3624

Producer: 26301

Business Insurance Solutions, Inc.
13501 Wagon Way
Silver Spring, MD 20906

Contact: Kristen Harris

Phone: (301)962-0130

Fax: (301)962-6524

Insurer: Philadelphia Indemnity Insurance Company

Policy Period From: 10/21/2016

To: 10/21/2017

Proposal Valid Until: 10/21/2016

at 12:01 A.M. Standard Time at your mailing address shown above.

Product: Non Profit

Submission Type: New Business

PHLY Representative: Quinn, Morgan A.

PHLY Representative Phone: (443) 470-7047

Email: Morgan.Quinn@phly.com

Underwriter: Sherlock, Katherine A.

Underwriter Phone: (717) 540-2834

Email: Kathy.Sherlock@phly.com

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO EXTEND INSURANCE AS STATED IN THIS PROPOSAL.

THIS PROPOSAL CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Commercial General Liability Coverage Part	\$ 110.00
Commercial Auto Coverage Part	\$ 1,725.00
Professional Liability	\$ 794.00

The Total Premium includes Federal Terrorism Risk Insurance Act Premium	TOTAL	\$ 2,629.00
in the amount of:		\$ 1.00

- Bill Plan Options:**
- 25% Down and 9 Consecutive Monthly Installments - Combined premium must be \$6,000 and up
 - 25% Down and 5 Consecutive Monthly Installments - Combined premium must be at least \$3,333
 - 25% Down and 3 Consecutive Monthly Installments - Combined premium must be at least \$2,000
 - 50% Down and 2 Consecutive Monthly Installments - Combined premium must be at least \$2,000
 - 12 equal installments available only on Auto Rental/Leasing policies
 - Premiums under \$2,000 are Fixed Annual billing

All Bill Plans are subject to a minimum installment of \$500

The premium shown is subject to the following terms and conditions:

A signed UM/UIM Selection/Rejection form is required upon binding. (If applicable.)

Any taxes, fees or surcharges included in the total premium shown on the proposal are not subject to installment billing.



**PHILADELPHIA
INSURANCE COMPANIES**

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100
Bala Cynwyd, Pennsylvania 19004
610.617.7900 Fax 610.617.7940
PHLY.com

Proposal Date: 10/18/2016
Quotation Number: 10191222

Named Insured: Neighbors Helping Neighbors

The premium shown is subject to the following terms and conditions:

***IF A LOSS CONTROL SURVEY IS MADE BY THE COMPANY, COVERAGE IS CONTINGENT UPON FAVORABLE SURVEY FINDINGS AND/OR COMPLETION OF LOSS CONTROL RECOMMENDATIONS BY THE INSURED, AS SOON AS PRACTICAL, AFTER RECEIVING A RECOMMENDATION LETTER

*

PLEASE PROVIDE THE FOLLOWING INFORMATION. PREMIUM, TERMS AND CONDITIONS ARE SUBJECT TO CHANGE AFTER REVIEW OF THE INFORMATION.

1. Acords for all lines of insurance
2. Please provide their FEIN number
3. Copy of their IRS Letter confirming their 501 C3 status

FILE FOR STATE CORPORATION STATUS

Check Availability of Your Trade Name

Fee: \$25 to reserve a name in advance of filing Articles of Incorporation (this is not necessary as the name will be established when you file your Articles of Incorporation, however it will ensure that no other entity takes the name prior to your filing)

<http://www.dat.state.md.us/sdatweb/nameappl.pdf>

File Articles of Incorporation (Corporate Charter)

Be sure to file Tax-Exempt Non-Stock Articles of Incorporation. In order to have articles that will qualify your corporation for federal 501(c)3 tax-exempt status, you must have a dissolution clause that meets the requirements of the IRS indicating that if your organization is dissolved, "assets will be distributed for an exempt purpose described in section 501(c)3, or to the federal government, or to a state or local government for a public purpose."

File with Maryland State Department of Assessments and Taxation Charter Room 801

301 W. Preston Street

Baltimore, MD 21201-2395

410-767-1330

<http://www.dat.state.md.us>

→ Fee: \$170 (\$150 fee plus \$20 Organization & Capitalization Fee)

Complete and File IRS Form 1023 (if seeking 501(c)3 tax-exempt status) Form:
www.irs.gov/pub/irs-pdf/f1023.pdf

Instructions: <http://www.irs.gov/pub/irs-pdf/i1023.pdf>

FAQ's: http://www.irs.gov/charities/article/0,,id=130101,00.html#A_36

Filing this form will require the purpose, program descriptions, budget, and bylaws identified above. You will also need a copy of your Articles of Incorporation and should include a copy of the minutes from your Organizational Meeting.

→ Fee: \$400 - if your projected budget is less than \$10,000

RE: FY2017 Community Services Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, Neighbors Helping Neighbors (name of organization) does hereby agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Organization: Neighbors Helping Neighbors
Signature of Authorized Representative: Carol Nezzo
Printed Name: CAROL NEZZO
Title: President
Date: October 20, 2016

**City of College Park
FY 2017 Community Services Grant Application
(Deadline: Wednesday, October 19, 5:00 pm)**

NOTE: Certain items on this grant application have designated point values to be used in the review of application for City Council award. Point values are noted in parentheses after section or question headings.

A. GENERAL INFORMATION:

Organization Name: Pregnancy Aid Centers, Inc.

Organization Address: 4809 Greenbelt Road

City/State/Zip: College Park MD 20740

Program Name (if different): PAC Food Pantry Program

Contact Person/Title: Mary Jelacic, Executive Director

Telephone Number: 301-345-9325 FAX Number: 301-441-3147

E-mail Address: mary_jelacic@yahoo.com

Grant Request: \$2,500

Use of Grant Funds: Will the City of College Park Community Services Grant be used to maintain an existing program, expand an existing program or start a new program? Check the appropriate box:

Maintain Existing Program Expand Existing Program Start New Program

.....

We, the authorized representatives of the applicant organization, have completed or directed the completion of this application for the City of College Park Community Services Grant and confirm that the information contained herein is true and correct to the best of our knowledge, information and belief.

Mary Jelacic 10/17/16
Signature/Date

Mary Jelacic, Executive Director
Printed Name/Title

B. ORGANIZATIONAL STRUCTURE (1 point):

1. Number of current board members? 9
2. In what year did this organization begin operating? 1974
3. What year did *this program* begin operating? 1998
4. Is the organization incorporated? YES If so, in what state? MD
5. Is the organization qualified under Internal Revenue Code and regulations as a tax exempt organization? YES If so, under what section of 501(c)? (3)

Federal Identification Number: 23-7418649

6. Is this organization in compliance with all laws and regulations? Yes
 No
7. Staffing Profile: Identify the number and position/title of staff used to administer *this program*:

List Position/Titles:

Mary Jelacic, Executive Director, Pregnancy Aid Center

8. How many volunteers are used to administer *this program*? 9

C. FUNDING SUMMARY (2 points):

Grant Request	\$2,500
Funds Secured from Other Sources	none
Additional Funds Yet to be Secured	\$4,000
Total Program Funds	\$6,500

D. OVERVIEW OF PROGRAM FOR WHICH YOU ARE REQUESTING FUNDS:

1. Need Statement (7 points): (a) Identify the issue or need that this program will address in College Park; (b) Identify the target/recipient of program services; (c) Identify the number of College Park residents to be directly affected or served.

- (a) The food program provides emergency nutritional support to low-income and unemployed people.
- (b) The target recipients of the Food Pantry Program are pregnant women, their families and people from our community.
- (c) PAC provides food to those in need. Any low-income household in the community is eligible to receive food monthly.

2. **Program Summary:** Briefly describe the purpose of this proposed program and the services or activities to be provided to the target/recipient.

The Food Pantry was opened in response to a need for proper nutrition for the pregnant women and families we serve. All of the people we serve live at or below the federal poverty level, and many of the men in these families work in construction or in landscaping. During the winter months they have no income, because there is no work. The food pantry helps them exist until the spring when work becomes available. In addition to serving these families, we continue feeding families affected by the economy who need food assistance.

The PAC Food Pantry, managed and staffed by volunteers, is open every Tuesday from noon until 3:00pm. During this time, families present ID and proof of low income. They receive food based on family size. In emergency situations, food can be obtained anytime the PAC is open.

With the food we receive from the Capital Area Food Bank (CAFB) and the use of freezers donated by PEPCO, we have been able to increase the amount and variety of nutritious food we give to our clients. We request these grant funds to enable us to buy the essential proteins and carbohydrates from Costco and Shop-Rite that we are unable to get through the CAFB. Also, the number of households coming for nutritional assistance increased in FY 2016 by 641 households and 3,069 persons.

3. **Program Impact (7 points):** List the program's anticipated outcomes. What will change as a result of participation in program activities or how will the community benefit? Outcomes can be defined as the changes/benefits in skill, behavior, knowledge, attitude, conditions, status or awareness that participants experience during or after taking part in program activities.

Pregnant women who are well nourished have healthy babies, and children who are well nourished perform better in school. Pregnant women will be able to eat nutritious foods and gain weight appropriately. Babies will be born healthy. Children will not go to bed hungry. The unemployed and the local elderly will have food in an emergency.

- E. PROGRAM ACTION PLAN:** Briefly describe (use bullet format) each activity to be provided by your program to meet the desired outcome(s). If applicable, identify the average number of days or hours per month each activity will be provided to program participants. Also identify specific tasks required in order to fully implement the program

<u>ACTIVITY/SPECIFIC TASK</u>	<u>AVG. DAYS/HRS. PER MO.</u>	<u>TARGET DATES</u>
• Inventory food on-hand	12-15 hrs per mo.	Every Tuesday
• Verify client information	12-15 hrs per mo.	Every Tuesday
• Pack and distribute groceries	16-20 hrs per mo.	Every Tuesday
• Shop at CAFB on-line	4-5 hrs per mo.	Weekly
• Pick up & deliver food from CAFB	8-10 hrs per mo.	Weekly
• Purchase supplemental food	4-5 hrs per mo.	Weekly
• Sort and place food on shelves	8-10 hrs per mo.	Weekly

- F. PROGRAM EVALUATION:** Identify and describe the methods to be used to evaluate this program? (i.e., questionnaire, interview, survey, pre- and post- test, rating scale, observation, other)

The Director of the Food Pantry tracks the number of households (and number of individuals in each household) receiving food and the amount of food given to each recipient.

- G. ORGANIZATION EVALUATION (2 POINTS):**

Briefly describe 1 or 2 similar programs that your organization has undertaken in the past 2 years and provide an assessment of their effectiveness.

We do not have any similar program.

- H. COLLABORATION (1 point):**

1. Is this a collaborative program involving other agencies? Yes [] No
2. If yes, please provide the name of the collaborating agencies and the nature of the collaboration.

A Prince George's County Special Appropriations Grant has been supporting the Food Pantry program.

- I. TIMELY GRANT REPORT:**

1. Have you previously received a Community Services Grant from the City of College Park? Yes [] No
2. If yes, did you file a final grant report for FY 2016? Yes [] No
Final Grant Report included with this grant application.

J. BUDGET NARRATIVE: Describe how line item totals in Program Budget, Item K, were determined.

Receipts

Grant request from City of College Park will enable us to purchase essential proteins and carbohydrates (e.g., meat, beans, rice, tuna fish and peanut butter) which are not available from the Capital Area Food Bank.

Public agencies – We have applied for a FY 2017 grant from Prince George’s County to assist in the purchase of supplemental food.

In-kind contributions (goods and services donated) – Estimated value of food received from Capital Area Food Bank ($\$375/\text{wk} \times 50/\text{wks} = \$18,750$).
 Volunteer hours for Food Panty tasks ($\$8/\text{hr} \times 80 \text{ hrs per mo} = \$7,680 \text{ per yr}$).
 Transportation costs to pick up and deliver CAFB order and to shop for and deliver supplemental food ($30 \text{ mi/wk} @ .54/\text{mi} \times 50 \text{ weeks} = \810).

Expenses

Supplies – Funds received from the City of College Park and Prince George’s County will be utilized for the purchase of essential proteins/carbohydrates that are not available from the Capital Area Food Bank.

Supplies – In-kind contributions - Estimated value of food received from Capital Area Food Bank.

Other services - In-kind contributions - Estimate value of volunteer hours for Food Panty tasks ($\$8/\text{hr} \times 80 \text{ hrs/mo} \times 12 \text{ months} = \$7,680$).
 Transportation estimated costs to pick up and deliver CAFB order and to shop for and deliver supplemental food ($30 \text{ mi/wk} @ .54/\text{mi} \times 50 \text{ weeks} = \810).

K. PROGRAM BUDGET:

Receipts

Grant request to City of College Park	\$2,500
Foundations, other grants	0
Public agencies	\$4,000
Corporations	0
Other receipts	0
In-kind contributions (goods and services donated)	\$27,240
Total Receipts	\$33,740

Expenses

Personnel costs	0
Consulting fees	0
Equipment purchases	0
Supplies	\$6,500
Supplies – In-kind contributions	\$18,750
Transportation	0
Equipment rentals	0
Other services– In-kind contributions	\$8,490
Other expenses	n/a
Total Expenses	\$33,740
Net Surplus/(Deficit)	0

RE: FY2017 Community Services Grant

HOLD HARMLESS AGREEMENT

In consideration for the receipt of certain grant monies from the City of College Park, and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, PAC FOOD PANTRY PROGRAM does hereby
(name of organization)

agree to indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against any and all claims, demands, actions, causes of action, suits, and proceedings by others, and against all liability for damages, including attorneys' fees, incurred by reason of or arising from any program, class, equipment or activity for which funds provided by the City of College Park are used directly or indirectly, regardless of whether or not the City is named as a sponsor.

Organization:

PREGNANCY AID CENTER, INC

Signature of
Authorized
Representative:

Mary Jelacic

Printed Name:

MARY JELACIC

Title:

EXECUTIVE DIRECTOR

Date:

10/17/16

**City of College Park
FY2016 Community Services Grant
FINAL GRANT REPORT
(File after the conclusion of grant activities)**

Organization Name: Pregnancy Aid Centers, Inc.

Program Name (if different): PAC Food Pantry Program

Program Type: Maintain Existing Expand Existing Start New Program

Contact Person/Title: Mary Jelacic, Executive Director

E-mail Address: mary_jelacic@yahoo.com

Date Submitted: 10/17/2016

1. Outline goals and objectives you set out to accomplish and report outcomes

Goal: To provide low-income and unemployed families with nutritional support.

Objective: To prevent families from going to bed hungry.

Objective: To provide food so that pregnant women gain weight appropriately.

2a. Describe program activities conducted in order to achieve these objectives.

The \$2500 in grant funds received from the City of College Park made it possible for us to purchase essential proteins and carbohydrate items to supplement food from the Capital Area Food Bank. Food Pantry volunteers distributed food every Tuesday and clients received food daily on an emergency basis.

2b. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?

The number of families and individuals coming to the Food Pantry continued to increase during FY 2016. We provided nutritional assistance for 3,256 households, which included 15,319 persons. This was an increase of 641 households and 3,069 persons. In order to implement this significant change, we were able to receive more food from the Capital Area Food Bank and carefully utilize our grant funds to purchase needed essential proteins and carbohydrates.

3. Did you meet your goals? If not, why not?

We were able to meet our primary goal of providing low-income and unemployed families with nutritional support.

4. Budget comparison – compare budget to actual receipts and expenses and explain any significant differences.

During this period the entire grant of \$2500 was spent to purchase food for distribution to our clients.

4

City's
Legislative
Agenda



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Bill Gardiner,
Assistant City Manager

Meeting Date: November 1, 2016

Presented By: Bill Gardiner,
Assistant City Manager
Len Lucchi, City Lobbyist

Proposed Consent Agenda: No

Originating Department: Administration

Issue Before Council: Discussion of the City's legislative agenda

Strategic Plan Goal: Excellent Services

Background/Justification:

The 2016 College Park Legislative Dinner will be held at the University of Maryland Golf Course clubhouse on Monday, December 5th. The Council should identify the topics it wishes to discuss with the Federal, State, and County officials. In recent years, the City has not had specific priorities for the legislators to consider, but has asked for State, County, and Federal support for the following three items:

1. Reconstruction of Baltimore Avenue;
2. Continued funding of federal and University research; and
3. Funding to rebuild infrastructure in commercial areas.

Although funding for phase 1 of the Baltimore Avenue reconstruction is in the State budget, the City, County, and University have requested certain changes to the plan that have not yet been done. The second priority issue also stated the City's support for the FBI building in Greenbelt. Perhaps Council could retain these issues and replace the third item with a bond bill request.

Mayor Wojahn has requested Council feedback on the following three issues:

1. Greater local control over stormwater management fees.

The revenue from the stormwater fee goes to the County. The County initially pursued the proposed stormwater retention pond at Hollywood Park with little input or communication with College Park. The City has been pursuing green street projects with little connection to the County projects. This could be fixed by giving municipalities more input into how the stormwater revenue is spent, or possibly even turning over some of the funds to municipalities.

2. A study to explore giving Prince George's County municipalities greater authority over business permitting.

Businesses often complain about the duplicate permit requirements. The City could explore taking over more permitting and working with the County to reduce duplication. It may require a change in state law. The City could request a study to review what would be necessary for municipalities to take over at least some aspects of permitting businesses within our jurisdictions.

The City lobbyist believes the City could explore these two issues at the County level first.

3. A bond bill.

Possible projects to support with a bond bill could include:

- Hollywood streetscape
- Complete Streets plan (citywide infrastructure for walking and bicycling connections)
- Calvert Road day care project
- City Hall
- Duvall Field - rehabilitation of the fields
- Baltimore Ave. bridge - the CPCUP Transportation Committee has been reviewing possible

- improvements to the appearance and lighting on the bridge over the Paint Branch near north gate
- Campus Drive underpass under the CSX and Metro tracks - to improve the appearance of this gateway to our downtown area
 - Public Art fund - to create a revolving fund for public art projects that could also receive contributions from developers through the Declaration of Covenants process

Fiscal Impact:

None

Council Options:

1. Determine its legislative priorities for the upcoming legislative dinner, including a bond bill request.
2. Use the legislative priorities from last year.
3. Choose not to identify legislative priorities at this time.

Staff Recommendation:

Staff will take direction from Council

Recommended Motion:

N/A

Attachments:

None

5

Award of
Contract for
Community
Survey



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Bill Gardiner
Assistant City Manager

Meeting Date: November 1, 2016

Presented By: Scott Somers
City Manager

Proposed Consent Agenda: No
(Possible Special Session)

Originating Department: Administration

Issue Before Council: Selection and award of contract to a vendor to conduct a representative survey of City residents opinions regarding City services and related issues

Strategic Plan Goal: Goal 6 - Excellent Services

Background/Justification:

The FY '17 City budget includes funds for a representative survey of City resident views on City services and other issues. The goal of the survey is obtain valid baseline data of resident assessments of City services. This information will assist the Council and staff to develop policies, processes, and budgets that will lead to higher levels of service.

On August 16, 2016 the City issued a Request for Proposals and received nine responses. The costs ranged from \$24,000 to \$51,000. The City Clerk, Communications Coordinator, City Manager, and Assistant City Manager evaluated all proposals based on the firm's experience, approach in conducting the survey, cost, and quality of the application. Staff interviewed the top two firms (the costs were comparable), and after checking evaluations recommend that the City award a contract to the National Research Center, Inc (NRC). NRC has completed about 600 community surveys in the past five years, including numerous surveys in Takoma Park and the City of Rockville. They have a strong benchmarking database that will enable the responses to be compared to other communities.

NRC proposes a mailed five-page survey to 1,900 randomly-selected households with a target response of 300 to 450. This response rate provides a margin of error of plus or minus 5-6%. A margin of error of plus or minus 4 -5% (750 responses) would cost an additional \$6,467. The survey will be available online as well. NRC will develop the survey with the City, and will manage all parts of the survey administration (pre-notification, printing, mailings, translation into Spanish, data collection, reporting, etc.). Council will receive two presentations from the firm—one tentatively scheduled for December 13, and one in April. The tentative schedule has the development of the survey in November and December and the mailing of the materials and follow-up notices in January and February. The data collection, analysis, and presentation will occur in March and April.

Fiscal Impact:

\$30,000 has been budgeted for the survey in the FY17 budget. The final cost may be slightly higher. NRC's proposal is for \$29,938, plus an additional \$3,780 if the City wants the comprehensive report.

Council Options:

- #1. Award the survey contract to NRC.
- #2. Request staff to provide additional information regarding the NRC proposal and other proposals.
- #3. Take no action on a community survey for FY17.

Staff Recommendation:

- #1. We are recommending award in Special Session at the November 1 Worksession to help maintain the schedule outlined above.

Recommended Motion:

If Council supports moving forward at this time, it could make the following motion in Special Session:

Item # 16-G-138: *I move that the City select National Research Center, Inc. of Boulder, Colorado to conduct a resident survey, and authorize the City Manager to sign a contract with NRC in a form acceptable to the City Attorney, in an amount not to exceed \$35,000.*

Attachments:

1. Excerpts from the NRC proposal.

City of College Park, Maryland

Request for Proposal
College Park Community Survey 2016
CP-17-04

September 6, 2016

 **COPY**



NRC

National Research Center Inc

National Research Center, Inc.
2955 Valmont Road Suite 300 | Boulder CO 80301
www.n-r-c.com | nrc@n-r-c.com

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NRC

National Research Center Inc.

Ryna Quinones
Communications Coordinator
City of College Park
4500 Knox Road
College Park, Maryland 20740-3390

September 6, 2016

Dear Ms. Quinones and the evaluation committee,

We are pleased to submit this proposal in consideration for the City's 2016 Community Survey.

National Research Center, Inc. (NRC), founded in 1994, is a leading research and evaluation firm focusing on the information requirements of the public sector, including local and state governments, the federal government, special districts, non-profit agencies, health care providers and foundations. Over the past 20 years, NRC has conducted more than 1,000 surveys of residents for local government and many of these surveys have been used extensively in performance measurement, council goal setting and strategic planning. We have administered surveys in dozens of communities on the East Coast, including 13 different Maryland jurisdictions.

NRC is proud to be among the few nationally-recognized survey consultancies with staff that can assure the strongest, most useful survey methods and results that feed easily into strategic plans and performance tracking. Our team offers a depth of experience unparalleled by any competitor. We are pioneers in the citizen survey industry, creating new and innovative tools and analyses that provide our clients with the most useful information so they can take action and implement new policies or programs or modify existing ones. Furthermore, because NRC conducts and collects the most current citizen surveys from jurisdictions across the country, we have the largest database of current comparative resident opinion of any firm. Conducted with typically no fewer than 400 residents in each jurisdiction, opinions represent over 30 million Americans.

We look forward to partnering with you on the survey. Please feel free to contact me with any questions you may have about this proposal. Thank you in advance for your review and consideration.

Sincerely,

Erin Caldwell, Director of Research
erin@n-r-c.com
303-226-6992

Proposal

About National Research Center, Inc.

National Research Center, Inc. (NRC) provides a range of consultative services, including survey research, meeting, workshop and town hall facilitation, qualitative approaches such as focus groups and stakeholder interviews, as well as strategic planning to connect all of the pieces to ensure that local governments understand their results and can make the survey work for them.

NRC principals have been leading the strategic use of surveys since 1991, when the principals of the company wrote the first edition of what became the classic text on citizen surveying: *Citizen Surveys: How to do them, how to use them, what they mean*. We wrote a second book to help jurisdictions understand how to use survey results effectively: *Citizen Surveys: A comprehensive guide to making them matter* (published by the International City/County Management Association (ICMA) in January 2009).

We work closely with ICMA and train local government staff on the uses of survey research in performance management systems and for data-based decision making. As we have done over the last decade, NRC staff will be faculty at the annual ICMA conference and elsewhere around the U.S. We have conducted trainings at the conference called “360 Degrees of Data,” “Moving Forward with Data” and “Maximizing Survey Results.” At the 2016 ICMA conference, we will deliver a special session called “Big Data and Local Government: What is a data scientist and do we need one?” NRC participated in a panel session for the 2014 American Association of Public Opinion Research (AAPOR) annual conference in Anaheim titled “Are Citizen Surveys Conducted via Opt-In Web Ready for Prime Time?”

Throughout NRC’s tenure we have created surveys for communities ranging in population size from approximately 800 residents to over one million. We have designed and managed large and small samples, conducted focus groups and town hall meetings linked to survey findings and strategic planning, and even have facilitated strategic planning workshops with staff and Councils. We know what it takes to do a complicated project right and we commit to achievement with rigorous methods and accurate results.

We have in-house capability and expertise to meet all survey project development, analysis and reporting needs, and we manage project resources responsibly. We assign dedicated project staff, and take advantage of an expanded staff network to support all projects with collaborative idea-generation to enhance productivity and ensure the best process and product for our clients. We also are part of a larger community that includes our local government clients, organizations that support local government [ICMA, the American Society of Public Administration (ASPA) and the American Evaluation Association (AEA)], survey research firms and associations of professionals interested in innovative quality research methods [American Association of Public Administration (AAPOR) and the

Overview	
Incorporated:	1994
Ownership:	Boulder County, Colorado S Corporation
Address:	2955 Valmont Rd. Suite 300 Boulder, CO 80301
Telephone:	303-444-7863
Fax:	303-444-1145
Email:	nrc@n-r-c.com
URL:	www.n-r-c.com
Employees:	18
Services:	Needs assessments, surveys, performance measurement, focus groups, program evaluation, benchmarking, capacity building, training and technical assistance, key informant interviews, strategic planning

Council of American Survey Research Organizations (CASRO)], and we take seriously our responsibilities to these communities.

We understand the limitations of government resources and we have vast experience working with organizations operating with restricted research budgets. NRC specializes in efficient, quality research designed for the real world. NRC purposefully has avoided the weight of carrying a telephone call center as an in-house resource because we do not want to be anchored by the financial pressure to recommend telephone surveying when other methods – mail, web or in-person – can yield better data, higher response rates or lower costs. By avoiding ownership of a telephone field service, we are able to provide a dispassionate perspective about the best data collection method for our clients.

We have an in-depth understanding of the time and logistical requirements for all steps involved in the survey process. We are knowledgeable about the obstacles that can throw a project off course, and we have encountered and solved many problems over the years. When we commit to a study timeline and costs we meet the established goals. We help keep our projects on budget and on time by detailing our survey methods and assumptions in the proposal, working closely with the client throughout the process, and discussing up-front the potential financial or time impact of a methodological change.

Working with NRC

We do not approach citizen surveys naively. With years of experience as local government employees, including our president's work as an interim communications director for a municipality, we are intimately aware of the value and, frankly, even the challenges of resident survey results. This experience permits us to give insightful guidance to our clients. There is no other firm with as strong a reputation, as long a history and as great a contribution to citizen surveying as NRC.

Simply being experts in content or research methods does not guarantee that an organization can produce a research or evaluation study that is useful to clients. We know that we need help from you. NRC staff understands that planning for the best deliverable will begin with close collaboration with City staff.

At the outset of our work, we will talk with you to clarify the purposes of the project, identify the key contacts and stakeholders and learn the personal, political and geographic contingencies that will influence the work. Throughout any project, we check in to test our direction, work on solving problems and plan for the final product. Collaboration vastly improves our work and will help ensure that the City gets what is most helpful to its mission. Specific items we anticipate we will require from the City staff are:

- Guidance on the questions you would like to ask in the surveys
- Copies of previous surveys and accompanying data (if applicable)
- A map (or ESRI geodatabase or shapefile, if available) delineating the service area boundaries
- Letterhead, logo and signatures to include on the mailing materials
- Reviews of draft documents
- Approval of all documents
- Survey publicity

Proposed Methods

Selecting a Data Collection Method

Phone, Mail and Web Surveys

Based on NRC's experience and that of other survey researchers, we have created a table (Table 1 below) that compares the strengths of various survey administration modes. Often the decision about the method for collecting citizen survey data comes down to mail, phone or web. While it might seem as though a multi-mode survey would garner results from a representative subset of the community, our experience outlined below demonstrates some of the difficulties associated with administering a survey via phone, mail and email.

Table 1: Comparison of administration methods for general population surveys

Issue	Phone	Mail	Web ¹
Expense per completed survey	Moderately expensive	Moderately inexpensive	Moderately inexpensive
Speed of administration	Moderately fast	Moderately slow	Moderately fast
Typical response rate	Fair	Excellent	Fair
Ability to obtaining candid responses	Fair	Excellent	Excellent
Elimination of interviewer bias	Fair	Excellent	Excellent
Ability to get at in-depth topics	Good	Good	Good
Use of visual aids	Poor	Good	Good
Enforcement of question order	Excellent	Poor	Good
Inclusion of illiterate respondents	Good	Poor	Poor
Inclusion of young adults	Poor	Poor	Fair
Inclusion of respondents of lower socioeconomic status	Fair	Fair	Poor
Specifying sub-geographic locations	Fair	Excellent	Poor
Comfort for older adults	Fair	Excellent	Poor

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About 10 to 15 years ago, phone seemed to be the preferred method for collecting survey data. However, answering machines and voicemail, caller-ID, call blocking, do-not-call lists and residents' general irritation with telephone solicitors have eroded telephone's edge in the survey industry. Phone tends to be the preferred data collection mode for those who are in a hurry (e.g., like political pollsters who have to track changes in opinions from speech to speech) and those survey research firms that have significant investment in owning and operating their own call centers.

Cord-cutters, those who have abandoned land lines in favor of cellular phones, tend to represent a demographic that is particularly hard to reach – the student or young working population. The fairest interpretation of the Telephone Consumer Protection Act (TCPA²) is that using computer assisted telephone interviewing (CATI) survey systems to reach cell phones is illegal; cell phones may be called but only through specific protocols including hand-dialing of the number and including appropriate screening questions to ensure it is safe for respondents to participate in a survey while on their mobile phones (i.e., not driving a vehicle).

Additionally, response rates (the proportion of complete interviews garnered from all numbers dialed) by phone are significantly lower than those by mail. Pew Research estimated: "The percentage of households in a sample that are successfully interviewed – the response rate – has fallen dramatically.

¹ As a stand-alone data collection method with recruitment via mailed invitations with multiple contacts, the response rate for web has improved markedly in recent years. Depending on the features of the survey, like topic, length and target population, web often remains more economical when paired with a mailed survey (permitting responses via either method) or when a complete list of email addresses is available for the population of interest, as often is the case for members of organizations.

² Telephone Consumer Protection Act 47 U.S.C. § 227 <https://transition.fcc.gov/cgb/policy/TCPA-Rules.pdf>

At Pew Research, the response rate of a typical telephone survey was 36% in 1997 and is just 9% today.”³ To mask the low response rates, some firms have begun to report cooperation rates (the proportion of completed interviews garnered from all *eligible* units in the sample) or contact rates (the proportion of all cases in which an eligible person in the household was reached by the survey)⁴; some firms do not report any kind of outcome rate, response, cooperation, contact or otherwise. Knowing and understanding these outcome rates is important for researchers as they can shed light on possible sources of and reasons for nonresponse error.

If the City is interested in understanding how residents of different parts of the community respond to telephone survey questions (e.g., by Council District), a number of questions will need to be asked taking varying amounts of interview time to locate the location of the respondent. Asking for a respondent’s address is the fastest way to determine location, but it immediately violates anonymity (and respondents can choose not to provide it). If boundaries of areas are not simple then the number of questions needed to identify an area increases (which increases survey length and therefore costs). Additionally, telephone number portability, unlisted numbers and the increase of cell-only households and the low rate of matched phone numbers and physical addresses means that telephone surveys never can offer the same complete, precise geographic coverage as a mail survey. When phone calls are made to houses with a known address from listed samples, only households with listed numbers (and those are almost entirely landline households) can be reached. Such a bias in contact can undermine how representative the sample of respondents is. Some progress has been made in increasing the geographic specificity of telephone survey samples through the combined use of listed cell phone and listed landline samples, but the representativeness of these samples remains an issue.

Ideally, a mailed survey would utilize a United States Postal Service (USPS) address list, which provides the best representation of all households (living in both single family and multifamily dwelling units) in a specific geographic location, as virtually every household in College Park has been assigned an exact street address. Prior to mailing the survey, the street addresses can be geocoded to determine its assignment to a specific district or neighborhood. Location can be tracked by color-coding surveys (i.e., each district or neighborhood receives surveys printed on different colored paper), thus providing geographic specificity while maintaining respondent anonymity.

Respondents to a web-based survey could be recruited using an address-based sample such as that described above. A URL would be printed on the mailing materials, directing the respondent to complete the survey online. To track geography, a unique URL for each area would be established. (NRC conducts the majority of its survey research using USPS address lists as the source with survey completion allowable via hard copy or web; geography is tracked via survey color and URL.) An address-based web survey provides the benefits of random, probability sampling (i.e., generalizability of results) while providing significant cost savings (no survey printing, automatic online data entry of results).

Much scholarly literature demonstrates how and why self-administered questionnaires (so called “SAQs,” as with mailed or web surveys) elicit more candid responses than surveys administered by phone.⁵ Whether statistically more positive or simply somewhat more positive, the cumulative effect of phone response (to questions about service quality or service satisfaction) can give local government officials a more favorable, yet inaccurate, measure of their effectiveness as respondents are invariably susceptible to providing socially desirable opinions (i.e., more positive, less critical) when interacting with interviewers.

³ See <http://www.people-press.org/2012/05/15/assessing-the-representativeness-of-public-opinion-surveys/>

⁴ See *Standard Definitions: Final Dispositions of Case Codes and Outcome Rates for Surveys*, American Association for Public Opinion Research, 2008. http://www.aapor.org/AAPOR_Main/media/MainSiteFiles/Standard_Definitions_07_08_Final.pdf

⁵ Dillman, DA; Smith, J; & Christian, LM (2008). *Internet, mail and mixed-mode surveys: The tailored design method (3rd ed.)* Hoboken, NJ: John Wiley Co.

Although it seems that giving respondents several ways to respond (phone, mail, email, in-person) increases respondents' convenience, results will not be valid. Inflated evaluations (from phone or in-person) blended with more honest evaluations (by mail or web) do not simply "average out." It is inappropriate to simply combine together phone and mail responses because of the differences in respondent candor with the two methods. Genuine resident perspective about local government services comes reliably when residents have the time and privacy to reflect on citizen survey questions and then to respond anonymously without worry that an interviewer, however well-trained at neutrality, may take offense. Respondent convenience is an important characteristic of survey research, but convenience should never trump the validity of findings.

It is deceiving enough to mix evaluations when administration methods differ (self-administered versus interviewer administered), but some market research firms collect as much data as they can by mail, first, and then follow with phone calls to those who have not returned the mailed questionnaire. By this approach, residents with unlisted numbers cannot be surveyed by phone because the only way to get the phone number for a particular address where a survey has been mailed is to run the address through what is called a reverse directory. Typically only 30% to 50% of addresses (at best) these days have a phone number associated with it. By missing phone interviews with residents whose numbers are unlisted, double the harm is done. First, as mentioned previously, responses of those interviewed by phone will give artificially more positive opinions and second, residents with listed numbers will tend to be the more trusting, less suspicious members of the community whose evaluations of local government services may be uncharacteristic of the community as a whole. These well-intended survey research methods, taken together, undermine the validity and credibility of your results.

Proposed Survey Administration Approach

While NRC offers and often conducts surveys using various survey modes (including mail, phone and online), in response to the scope of services proposed by College Park, NRC proposes to administer surveys primarily by mail with an online response option. (Because mail and web surveys are both "self-administered," their results can be combined without statistical adjustments.) A mailed survey, when compared to a phone survey, will maximize the amount of data that can be collected because the cost per completed mailed survey is close to half the cost of a properly completed phone survey. That means for the same cost, more College Park residents can participate in the survey and the margin of error will shrink. A mail survey can also include more questions than are typically tolerated by respondents via phone and no one has their dinner interrupted. However, mailed surveys do require more time for data collection than a phone survey.

As briefly described above, another important reason a mailed survey is recommended is the geographic precision and associated coverage (or inclusivity) allowed by mail. Telephone surveys are facing increasingly difficult methodological hurdles as cell phone use increases and landlines are abandoned by more households.

With mail we can promise you that virtually 100% of housing units in College Park will be included in the sampling "frame," meaning that they all will have a known probability to be chosen for the survey. The same promise cannot be made for a telephone-based survey.

While an address-based, web-only survey has the potential to offer a significant cost savings over a mailed survey, web surveys tend to have a lower response rate (generally between 5% and 15%) than mailed surveys (generally between 15% and 30%). In order to garner a similar number of responses to a mailed survey, a higher number of mailed invitations for the online survey would need to be sent, negating any potential cost savings. Additionally, certain groups of residents tend to respond to web-based surveys at lower rates (e.g., older adults, minority groups, lower income residents) and therefore would be excluded from the respondent sample. For these reasons, NRC does not recommend a web-

only survey for College Park; however, we are happy to provide costs for this administration mode if desired.

Project Overview

Our recommended approach offers College Park the ability to structure the survey and form each question to the City's exact specifications. The reporting would reflect the structure of the survey and would also be customized to the needs of the City. Reporting includes comparisons to other jurisdictions across the country (for questions where comparisons are available), geographic comparisons and demographic subgroup comparisons.

We know that it is important to College Park to have the results of the survey be reflective of the community as a whole, especially as it relates to the age, race/ethnicity, and student status of its residents. We will use the most rigorous approach to satisfy the desired representation of residents, while also being mindful of the resources that can be dedicated to it. Through industry-standard, best-practice methods in weighting, we will maximize the representativeness of the survey results by having the demographics of survey respondents mirror as closely as possible the most recent Census data (or other normative data provided by the City).

NRC will assign a project manager to be the primary point of contact with the City's survey team. We find having one person manage communication keeps the project on track, but where it is helpful, we are always happy to have our clients contact any NRC staff with questions at any point in the process.

While we propose for NRC to take the lead in each project task, we will work collaboratively with the City, soliciting input and feedback at each decision point. We use our survey research expertise to provide guidance in clear discussions and writing, including pros, cons and recommendations to City staff to facilitate decision-making. We will prioritize regular, informative communication to ensure that broad and specific goals and timelines are understood by all and are met. The following sections outline the overall methods in greater detail.

Developing the Survey Instrument

A kick-off conference call to discuss the survey instrument will provide an important opportunity to explore the survey's uses and the City's objectives for individual survey questions. We expect the survey to cover a broad range of topics similar to the 2014 Resident Satisfaction Survey including, but not limited to, satisfaction with City services and their ratings, communication with City staff, economy, mobility, and the most important issues facing College Park. To allow for the potential of comparisons of the survey results over time, we recommend and anticipate that many of the questions on the 2014 survey will remain the same, with some questions that will be revised or eliminated to create room for possible new questions. NRC will work with the City survey team, listening closely to help define specific survey needs, developing and prioritizing questions, and ensuring the process will be low-burden for staff. To maximize response and decrease respondent burden, we have budgeted for a five-page mailed survey.

Survey development is an iterative process that we will lead, giving you questions and formats to which you can react. We focus on working quickly, yet thoughtfully, on our side of the responsibilities, leaving ample time for your review. For example, we seek to turn around a survey draft within a day to ensure the maximum time for stakeholder reflection.

We anticipate primarily fixed-response questions, because that emphasis is chosen most commonly due to the ability to maximize the density of data on a survey and because respondent burden is minimized. For open-ended questions, we will help word the questions to encourage the most useful resident input.

We recommend keeping the number of open-ended questions to a minimum so as not to make the survey overly burdensome for respondents (our costs include up to two open-ended questions).

When including open-ended questions on a survey, the more directed the question is, the more actionable the data will be for Council and staff. For example, “Please provide any additional comments in the space below” will elicit a wide range of issues, many of which may not reside within the City’s sphere of influence. Whereas, “What are the three biggest challenges or problems College Park will have to face in the next 5 years?” will provide the City with more actionable feedback from the community.

While designing the survey instrument, NRC will strive to set the stage for any trends the City would like to track (e.g., overall quality of life, operation of City government, overall quality of services). We will provide draft question wording for any topics to ensure that questions capture the intended meaning for College Park. We will provide feedback regarding which questions are most commonly asked in other communities across the country to maximize the benefit of benchmark comparisons.

Our goal in working with City staff and elected officials is to ensure that the final five-page survey includes all desired questions, with optimal sequencing and wording to ensure valid and informative responses. We will also keep a design eye on the formatting, so that the survey is inviting and easy to complete. Attractive and appropriately condensed question formatting also will encourage the best response rate.

Presentation of Survey Draft, Plan and Schedule to City Council

Once the five-page survey has been agreed upon by NRC and City staff, NRC will present the questionnaire to the College Park City Council for review and approval at a City Council meeting. We will be prepared to discuss any changes to the 2016-2017 survey and answer any questions related to the survey design, process and timeline to ensure the survey aligns with the Mayor and Council’s goals. Any requested changes from the Mayor and Council will be made prior to finalizing the survey instrument.

Once the survey is finalized, NRC staff will translate the survey into Spanish, as well as translate the instructions for the cover letters.

Selecting Participants

All households within College Park would be eligible to receive a survey. NRC has tested list sources and knows that those from the United States Postal Service (USPS) provide the best representation of all households in a specific geographic location. The lists are updated every three months. We will geocode the location of each address to assure it is within the City of College Park limits. In addition, we can stratify the sample by geographic subareas that make up the City (for example, by Council District or quadrant). Because the USPS lists contain nearly all households within the city, University of Maryland students living off-campus will be among those eligible to complete the survey and will be included in the random selection of households.⁶

The relationship between the number of selected households to receive the survey and the precision of estimates or margin of error (at the 95% confidence level) is shown in the adjacent table. In order to minimize the margin of error while balancing the resources the City has devoted to the project, NRC recommends sending mailed surveys to 1,900 randomly selected households in College Park. With this mailing size, we would expect to receive

<u>Number of completed surveys</u>	<u>Margin of error</u>
100	±9.8%
300	±5.7%
750	±3.6%
1,000	±3.1%
1,500	±2.5%
2,000	±2.2%
3,400	±1.7%

⁶ We have not budgeted for including University of Maryland students living on-campus in the mailing list. However, we are happy to discuss the pros and cons of doing so with City staff and provide a cost estimate to include this group.

between 300 and 450 completed surveys, providing a margin of error between 5% and 6% for the entire City. The margin of error for results between subareas of the City would be higher. NRC recommends the data collection window be five or six weeks and utilizing a multi-contact strategy will help to maximize the number of completed surveys. Our multi-contact strategy (detailed below) typically garners response rates between 20% and 40%.

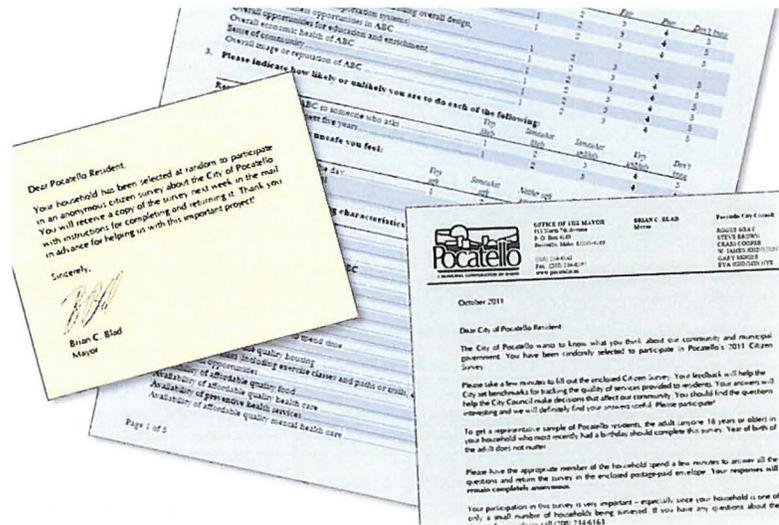
Our recommendation of mailing to 1,900 randomly selected households is a cost-saving option that balances methodological rigor and the City's requested services with the resources available for the project. However, we have provided an add-on option in the budget section of this proposal for an expanded mailing size in case more funding becomes available (mailing to 3,000 randomly selected households, with an expected return of between 500-750 surveys and a margin of error between 4% and 5%). We can also provide options for differing contact strategies (such as mailed invitations for a web-only survey) or other sample sizes if requested.

To support the objective of providing scientific results weighted to the overall population of College Park, we will use an unbiased procedure to select a single individual within the household. We typically use the "birthday method" for this purpose. For this, the cover letter instructs that the survey be completed by the adult household member (18 years old or older) who most recently had a birthday, irrespective of year of birth. Selecting households and recipients within households using unbiased methods helps ensure the attitudes expressed by our respondent sample closely approximate the attitudes of all adult residents living in College Park.

Contact Strategy

NRC manages all aspects of survey administration including printing, mailing preparation and postage. Our recommended contact approach maximizes the number of completed surveys through a rigorous multi-contact strategy outlined below.

- 1) A prenotification announcement, informing the household members of the upcoming community survey, will be sent to each selected household. This announcement will arrive about a week before the survey packet and will contain instructions in both English and Spanish.
- 2) One week after mailing the prenotification, each household will be sent a survey containing a cover letter in both English and Spanish (signed by a City official or officials). The packet will contain a self-addressed, postage-paid return envelope. This cover letter will also include a web address so that the survey can be taken online in English or Spanish if the respondent prefers. The cover letters include instructions to guide respondents as to how they may take the survey online in their preferred language. We also can include a telephone number at the City where a Spanish-speaking respondent can call to get a copy of the survey mailed to them in Spanish.
- 3) A second survey packet will be scheduled to arrive one week after the first survey packet. The cover letter, also dual-language, will ask those who have not completed the survey to do so and those who



already have done so to refrain from turning in a second survey. A postage-paid return envelope and the URL for online completion of the survey will also be included on this letter. We mail the survey twice to all selected households because anonymity is promised in the cover letter to enhance honest responses. We take this implicit contract with respondents as a serious principle of the survey trade, which, if violated, harms the survey research industry no less than the client or respondent. Additionally, we find that about one-third of all completed surveys come from the second wave of the survey and, therefore, the City can expect a greater amount of returned surveys as well as a higher response rate.

Mailing materials will utilize College Park logos and letterheads. Each survey completed by mail will be sent with a self-addressed, postage-paid return envelope for respondents to return completed surveys to NRC. Completed surveys will be collected over five to six weeks.

Mailing Preparation

Addresses will be processed for certification and verification. NRC uses CASS™/NCOA software that relies on the USPS National Directory information to verify and standardize the address elements and assign each a complete, nine-digit zip code where possible. NRC carefully reviews proofs of all survey materials as part of our quality assurance process. NRC will prepare the mailings (i.e., folding, stuffing and addressing survey packets) and estimate all postage costs prior to each mailing's delivery to the appropriate USPS facility. The survey packet will include NRC's postage-paid business reply envelope.

Online Response Option

As described above and in the cover letters mailed to selected households, the survey will be available online in both English and Spanish. Mail and web responses can be combined without statistical adjustments because mail and web surveys are both "self-administered." Respondents will receive a simplified survey URL to enter into their browser on any Internet-capable device, including mobile phones, tablets and computers. In our experience conducting surveys by mail with an online response option, we have found that the overall response rate to the survey is neither positively nor negatively affected by whether the online response option is provided. While typically a small proportion of respondents opt to take the survey online, the convenience of being able to complete the survey online either at a home computer or mobile device will be appreciated by the more technologically-savvy residents of College Park.

Public Outreach

NRC recommends that the City of College Park lead the public outreach efforts in advance of the survey to boost response among selected households, with the added benefit of boosting residents' trust in local officials. This trust will accrue by conveying College Park leaders' interest in listening to its residents. Survey publicity is especially important among those harder-to-reach populations, particularly those with whom the City may not have an established relationship (University students, Spanish-speaking or lower-income neighborhoods, etc.) NRC will support the City's communications effort by giving feedback on your plan, press releases and other publicity wording, if your communication team so desires. We have samples of communications plans our clients have developed that we can share with the City.

Generally, we recommend publicizing the survey three to four weeks prior to data collection. This can include posts on social media, a feature on the City's website, articles in the local newspapers, 3-1-1 announcements, press releases, radio addresses or a video on the City's YouTube channel. All City staff should be made aware of the upcoming survey so they can communicate to residents about it. The key to these communications is to get the word out about its importance, raise interest in participating, communicate how the City intends to use the results and to increase the credibility of results.

Survey Processing

Completed surveys will be returned via postage-paid business reply envelopes to NRC. Data from the web surveys are downloaded and merged with the data from the mail survey to create one complete dataset. All data are reviewed and “cleaned” as necessary. (For example, respondents selecting more categories than permitted will have their choices randomly reduced to the appropriate number for entry into the dataset.) We have found that very little cleaning is needed on most surveys due to our expertise in question construction and survey formatting. Returned mail questionnaires will be scanned electronically (and stored for later review, as needed) and entered into an electronic dataset. The mail dataset will be subject to a data entry protocol of “key and verify,” in which survey data are entered twice into an electronic dataset and then compared. Discrepancies are evaluated against the original survey form and corrected. Range checks as well as other forms of quality control will be performed.

Weighting the Data

The first step in preparing the data for analysis will be to weight the data to reflect the demographic profile of the residents of College Park. Weighting is a best practice in survey research to adjust for potential non-response bias and ensure that the demographic characteristics of the sample mirror the overall population. In general, residents with certain characteristics (for example: those who are older or homeowners) are more likely to participate in surveying. Weighting allows us to increase or decrease the weight of each respondent to mimic as closely as possible the demographic profile of College Park as described by the US Census. The weighting variables to be considered will be all those demographics included on the survey and found in the US Census data (typically age, gender, tenure, housing unit type, race and ethnicity, among others).

Analyzing the Data

For quantitative analysis, we rely on IBM Statistical Package for the Social Sciences (SPSS). We believe that analysis must be replicable and leave a clear path. To this end, we keep every label and command run in SPSS in a syntax file available for audit and re-running, as necessary. We will code any open-ended responses using both an emergent approach, where themes are revealed through the analysis, combined with a deductive approach, where a scheme or codes are predetermined and applied to the data. We use various analysis techniques, suited to the project and question.

The data and report will undergo a thorough quality assurance review. We will audit the original data files and our statistical syntax/analysis files, compare automatically generated output to the formatted output in the report and data check all numbers and text prior to submitting the report. This will ensure that the data analyses are correct so that staff, the media and the public will trust the results.

Comparisons Over Time

If the City has the data from its prior survey administrations in an electronic format (Excel, Access or some other database format), NRC will review these data to see if comparisons can be made to the most recent administration. However, because we recommend switching the data collection methodology from opt-in web to a random selection of households using mail and web, the comparability of the data over time will likely be impacted due to the differences in survey sampling and administration mode. If comparisons can be made, we will determine if any statistical adjustments need to be applied to the prior years’ data to increase the comparability of the results.

Comparisons by Geographic and Demographic Groups

Beyond the computation of basic frequencies of responses for each question on the survey (including and excluding the “don’t know” responses), key questions in the survey can be crosstabulated by respondent sociodemographic characteristics as well as geographic location (such as Council District). For sociodemographic comparisons, we typically recommend making comparisons by age, sex, housing

unit type, housing tenure and/or race and ethnicity, though we can adjust these to suit College Park. We will discuss with staff the pros and cons of making comparisons among different respondent subgroups so that comparisons provide statistically meaningful data.

Results can be reported for questions in which residents from varying subgroups hold (statistically significant and meaningfully) different opinions than the rest of the City’s residents. Chi-square or ANOVA tests of significance will be applied to the breakdowns of selected survey questions. We will guide interpretation by noting statistically significant differences among subgroups so that you are not drawn inappropriately to small differences that only may be the result of random error.

Benchmarking

Survey results will be compared to a select group of communities of the City’s choosing found in NRC’s benchmark database. Because NRC innovated a method for quantitatively integrating the results of surveys that we have conducted and those that others have conducted, we can create comparisons for more services, more jurisdictions and with less sampling error than anyone. NRC has normative comparison for 260 services that include police services, fire and EMS, garbage collection and recycling, utilities and utilities billing, library services, street maintenance and repair, water quality, code enforcement, senior services, public transportation, City employee ratings, job opportunities, public safety, historic preservation, economic development, public trust and many others. We add virtually every new survey completed in communities across the country so that our comparison data are fresh and complete. To our knowledge, other vendors have not integrated findings from sources beyond their own survey universe. Our question integration permits more latitude in accepting a broader number of useful questions at the same time maintaining exacting standards for inclusion. Additionally, because NRC actively collects and integrates results produced by all vendors, it is very likely we already have the data that competitors can provide in our benchmark database. Wherever comparisons are available for questions asked on College Park’s survey, NRC will provide a benchmark comparison.

Because NRC’s benchmark database contains communities that range widely in size, location and other features, we can easily create benchmarks to make comparisons to the entire nation or a subset, such as all jurisdictions in a region, a population range or other factors. For example, we have 43 Mid-Atlantic communities in our database (see Figure 1 below). We will work with the City to determine the optimal set of communities for College Park’s custom benchmark comparison set. In fact, some of our clients “hand pick” the comparison communities from our complete list of communities available for benchmarking (currently over 700 communities across the nation).

Figure 1: Mid-Atlantic Communities in NRC’s Benchmarking Database (N=43)

Charles County	Annapolis	Kennett Square	Newport News
Dorchester County	Baltimore	State College	Norfolk
Albemarle County	College Park	West Chester	Purcellville
Arlington County	Gaithersburg	Alexandria	Reston
Chesterfield County	Hyattsville	Ashland	Vienna
Hanover County	La Plata	Charlottesville	Virginia Beach
James City County	Rockville	Fredericksburg	Williamsburg
Montgomery County	Takoma Park	Front Royal	Winchester
Prince William County	Summit	Harrisonburg	Radnor Township
Roanoke County	Carlisle	Herndon	Lower Merion Township
York County	Chambersburg	Lynchburg	

Reporting

Reports and presentations must serve staff and council members, appointed boards and commissions as well as the lay public and must be documents that the media can understand should they wish to press their credibility. These are challenges we accept enthusiastically. Our reports are comprehensive and include technical and detailed numbers and information, but do not require a degree in statistics to understand the survey results. All the technical details are in appendices for those who wish to read them. We provide over-time comparisons when possible, basic frequencies of results for all questions and also more in-depth analyses, when desired and when relevant. Some of the most common were outlined in the previous section, including geographic and demographic crosstabulations, custom benchmarking and analysis of open-ended questions.

Keeping in mind the requested scope of services and the resources allocated to the project, we have proposed a more cost-effective approach to the reporting. The summary report will include the aforementioned appendices (frequencies of all responses to all questions, comparisons over time [if possible], crosstabulations by respondent demographic and geographic characteristics, benchmark comparisons and the comments from the open-ended questions) as well as an executive summary that gives an overview of results, while highlighting key findings. We have included as an add-on option a more robust report, if desired.

Presentations of the Survey Results

We believe in making results interesting and straightforward in our presentations. Our Microsoft® PowerPoint presentations are attractive and visually intuitive. An example presentation can be found at <http://www.ci.westminster.co.us/Portals/0/Repository/Documents/CityGovernment/Westminster,%20CO%20Presentation%202016%20Citizen%20Survey.pdf?ver=2016-04-21-162026-320>. A typical PowerPoint supports a presentation of approximately 20-30 minutes in length. We recommend having 15-30 minutes following the presentation portion for questions, depending on your preferences. An in-person presentation by NRC adds a great degree of confidence in the independence and reliability of your findings. Whether presenting to staff or the board of directors, the credibility of the presentation rests as much on the response to questions from the audience as on the summary of the slides. This is where the benefit of the reputation, education and experience of the NRC team will be especially helpful to providing you the credibility and trust that top level managers expect.

NRC will conduct two in-person presentations to discuss the final survey results: one with City staff and one with City Council. Our costs assume that these presentations will be made during one trip over the course of one or two days (we often present to staff the morning of the presentation at a City Council meeting).

Project Schedule

NRC will conduct the City of College Park's survey using rigorous survey methods to ensure statistically sound and valid survey results. We have created the following timeline to show one approach to completing the project during the City's requested timeframe. NRC strongly recommends collecting data after the holidays and in the new year (2017) and that the City allow at least 5-6 weeks for data collection to help to maximize the response rate. This timeline also shows proposed dates for NRC's multi-contact mail strategy; mailing dates have been scheduled to avoid overlap with the holiday season (when people are out of town or are busy preparing for the holidays); also, to maximize student participation, mailing dates have been scheduled after the university holiday break through January 25. If needed, the timeline on the following page can be adjusted further according to the City's desired time frame.

Should the City prefer additional time for survey development (which we see typically can take 4-6 weeks in many communities, depending on the internal involvement/feedback plan), extend data collection or shift the delivery of the final reports – or any other revisions – we will work with you to design the optimal project timeline for your needs.

Task	Date
Notice to proceed	Nov 1
NRC finalizes the survey instrument and mailing materials and sends .pdf samples for your records	Dec 6
NRC prints materials and prepares mailings	Dec 13
Survey materials are mailed	Jan 25 to Feb 8
Prenotification postcards sent	Jan 25
1st wave of surveys sent	Feb 1
2nd wave of surveys sent	Feb 8
Data collection: surveys received and processed for your community	Feb 1 to Mar 15
Survey analysis and report writing	Mar 15 to Apr 5
NRC emails draft report (in PDF format) to College Park	Apr 5
Feedback from College Park regarding draft reports due to NRC.....	Apr 12
NRC emails final report and data file to College Park.....	Apr 19
Presentations of results	TBD (after Apr 19)

Project Budget

Should this proposed budget exceed your resources or not meet your needs, NRC will work with you to develop a budget and work plan that yield a better fit. Our costs include trend analysis (if possible), national and custom benchmark comparisons, crosstabulations of results by subgroups (demographic and geographic), as well as all costs associated with the printing and mailing of the survey packets. Together, these services will provide the City of College Park with insight into how to serve its constituents best.

Total Costs for College Park 2016-2017 Community Survey

Includes: instrument development and assistance with crafting survey questions for a five-page mail survey; three-part mailing of 1,900 pieces each (pre-notification postcard, and two mailings of the five-page survey with cover letters and postage-paid return envelope); web response option; two open-ended questions; Spanish translation; summary report with highlights of results, tables of frequencies for all questions, crosstabulations, comparisons over time (if possible), national and peer community benchmark comparisons, demographic and geographic subgroup comparisons and detailed methods; three in-person presentations (the first of the survey draft at a City Council meeting and the final two presentations of the survey results with staff and City Council occurring within one travel event); 15 bound hard copies of report (printed in black and white, double-sided). About 400 total returned, ±5-6% margin of error..... \$29,938

Optional Additional Services

Increased Sample Size

NRC recommends the City consider increasing the sample to bring about a better margin of error, especially if comparisons by subgeography (e.g., neighborhood or Council District) are desired. We have provided an option for increasing the sample size with an estimated margin of error (MOE) based on a 25% response rate. 1,100 additional surveys (3,000 total). About 750 total returned, ±4-5% MOE..... \$6,467

Comprehensive Report with Figures

All items included in summary report, plus a report body with figures and interpretive text..... \$3,780

6

Electric Vehicle Charging Stations



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Steve Beavers
Community Development Coordinator

Meeting Date: November 1, 2016

Presented By: Steve Beavers
Community Development Coordinator

Proposed Consent Agenda: Yes

Originating Department: Planning, Community and Economic Development

Issue Before Council: Electric Vehicle Charging Stations for the Parking Garage

Strategic Plan Goal: Goal 2: Environmental Sustainability

Background/Justification:

Staff was directed to research the cost of installing public electric vehicle (EV) charging stations in the City's parking garage. As noted in the 2015-2020 Strategic Plan, The City reduces its impact on the environment through the adoption of best practices to incentivize reduced energy usage. Electric vehicle charging stations will be another publicly visible sign of the City's commitment to environmental sustainability, in this case, showing our support of low-emission vehicle technology. A report summarizing staff research is attached.

Fiscal Impact:

This project will require expenditure of approximately \$12,900 from the General Fund, through a budget transfer to account # 001-5027-550.92-10 "Parking Garage Machinery and Equipment." Once the order for the equipment is placed, it will take approximately 4-6 weeks to receive it and schedule installation with the electrician. At the completion of the project, it is likely that \$5,000 will be rebated back by the State resulting in a net cost to the City of approximately \$7,800.

Labor	\$6,019
Equipment	\$6,680
Signage	\$120
Total cost	\$12,819
State rebate	\$5,000
Final cost after rebate	\$7,819

Council Options:

- #1. Direct staff to purchase and install 2 electric vehicle charging stations in the parking garage.
- #2. Direct staff to take an alternate action.
- #3. Defer a decision at this time.

Staff Recommendation:

- #1.

Recommended Motion:

Authorize staff to allocate up to \$12,900 from the general fund to cover the purchase and installation of 2 electric vehicle charging stations in the parking garage.

Attachments:

- 1. Staff report

Staff Report

To: Scott Somers, City Manager

Cc: Terry Schum, Director of Planning, Community and Economic Development

From: Steve Beavers, Community Development Coordinator

Date: October 28, 2016

Re: Electric Vehicle Charging Stations for the Downtown Parking Garage

Introduction

Staff was directed to look into the cost of installing public electric vehicle (EV) charging stations in the City's parking garage. The information below summarizes that research.

Electric Vehicle Charging Types

Staff researched "Level 2" charging stations, which are the most common type of commercial-grade EV charging equipment. They use a standard connector that all currently-manufactured EV's can accept. They are a step above "Level 1" equipment which are limited to wall-outlet power. There is an additional option above "Level 2" called Direct Current (DC) fast charging, but costs around \$50,000 to install a single station. Furthermore, not all EV's have DC fast charging sockets and the connectors are not yet standardized across auto manufacturers.

Quote for Electrical Work

Staff received a quote of \$6,019 from one of the City's "on-call" electrical contractors, J.E. Richards. The estimator was asked to quote the cost of obtaining an electrical permit and installing conduit and wiring necessary to reach from the breaker panel to a new junction box on the wall between parking spaces #712 and #713. Each charging port will be on a 240V-40A dedicated branch circuit. A site diagram is shown in Appendix 1.

Quotes for Charging Equipment

Staff requested quotes from several well-known manufacturers of EV charging equipment. Dual-headed units were specified because it has become common practice to install one charging pedestal between two parking spaces with a charging plug for each space (much like a dual-headed parking meter). Dual headed units consist of one pedestal with two plugs. That allows the station the capacity to charge two vehicles at the same time, one from each plug. One vendor, Blink, currently only has single units available and will not have dual units available until January, 2017. Realizing this was a consideration; they made a recommendation to install two single units side by side and submitted a very competitive bid for those two units. Also note that most vendors require a mandatory network connectivity fee, except for SemaConnect. Each vendor's quote is shown below.

Equipment Quotes:

Vendor	Model	Equipment Cost	Total Warranty Term&Cost	Network Term & Fee	Total Price	Notes
Blink	2 single head units	\$5,000 (includes 2 units)	1 year: \$0	1 year: \$432	\$5,770 (Includes \$338 freight)	Quote is for 2 single port units. Dual port available 1/2017.
Chargepoint	CT-4000	\$7,210	1 year: \$0 (or 5 years: \$2,580)	1 year: \$560	\$7,770	
Leviton (re-branded Chargepoint)	Evr-Green 4000CPHG2	\$8,066	1 year: \$0	1 year: \$560	\$8,626 (\$8,066 + \$560)	Annual subscription to Chargepoint network required, but not shown on vendor quote.
SemaConnect Staff Recommendation	Charge Pro 620 Dual Pedestal	\$6,580	1 year: \$0	Not req. 1st year included. Additional years: \$480	\$6,680 (6,580 + \$100 freight)	Competitively-bid contract pricing from Prince George's County.

Primary Factors in the Recommendation

The SemaConnect equipment is the staff-recommended option. The total initial cost of the SemaConnect unit is \$910 more expensive than the lowest priced equipment, the Blink unit. However, the Blink unit will require a \$423 network service fee per year. The SemmaConnect does not require any network access fees if the unit is going to be used for public, open access, free charging. The cost will break-even after two years.

Semaconnect has a usability advantage: unlike the other manufacturers, it does not require that a user swipe a card to unlock the charging plugs, which eliminates an extra hassle to the user if the station is open to the public and free to use. All the other units require some kind of login, ether a swipe of a membership card or a phone call to obtain a guest code.

Other Factors in the Recommendation

The Blink equipment (the lowest-priced vendor) is the only one not to include auto-retracting cord-management features. All the units from the other manufactures include built-in cord retractors that keep the charging cords neatly stored when not in use. The Blink units, as noted above, are single port units and will require two single pedestals to be installed side by side.

The Chargepoint/Leviton units are slightly more compact and include a full-color screen, which is a nice feature, but it has no effect on the usefulness of the charging station. Chargepoint has the largest network of chargers of any manufacturer, enjoys a market leader position, and is able to command a higher equipment price. There is no difference in the “charging-quality” to the EV driver.

The University of Maryland uses two types of units on the College Park campus, Chargepoint and Sema Connect. Prince George's County recently installed SemaConnect units and we have been quoted based on that pricing. SemaConnect is headquartered in nearby Bowie, MD. Staff has experience using all the equipment listed above and has found the SemaConnect equipment to be the easiest and fastest to use.

Based on the information above, staff recommends approval of a purchase order for equipment from SemaConnect, the second lowest bidder.

Signage:

Each of the two designated parking spaces should have a sign installed to clearly indicate that the space is reserved for electric vehicle parking – only while charging. Staff recommends that Public Works order 2 “EV parking only” signs. Estimated cost is \$30 each. Public Works should install the signs onto the wall in front of the 2 parking spaces. Estimated time is 1 hour or less. Several example signs are shown in Appendix 3. The Parking Manager should recommend the final design.

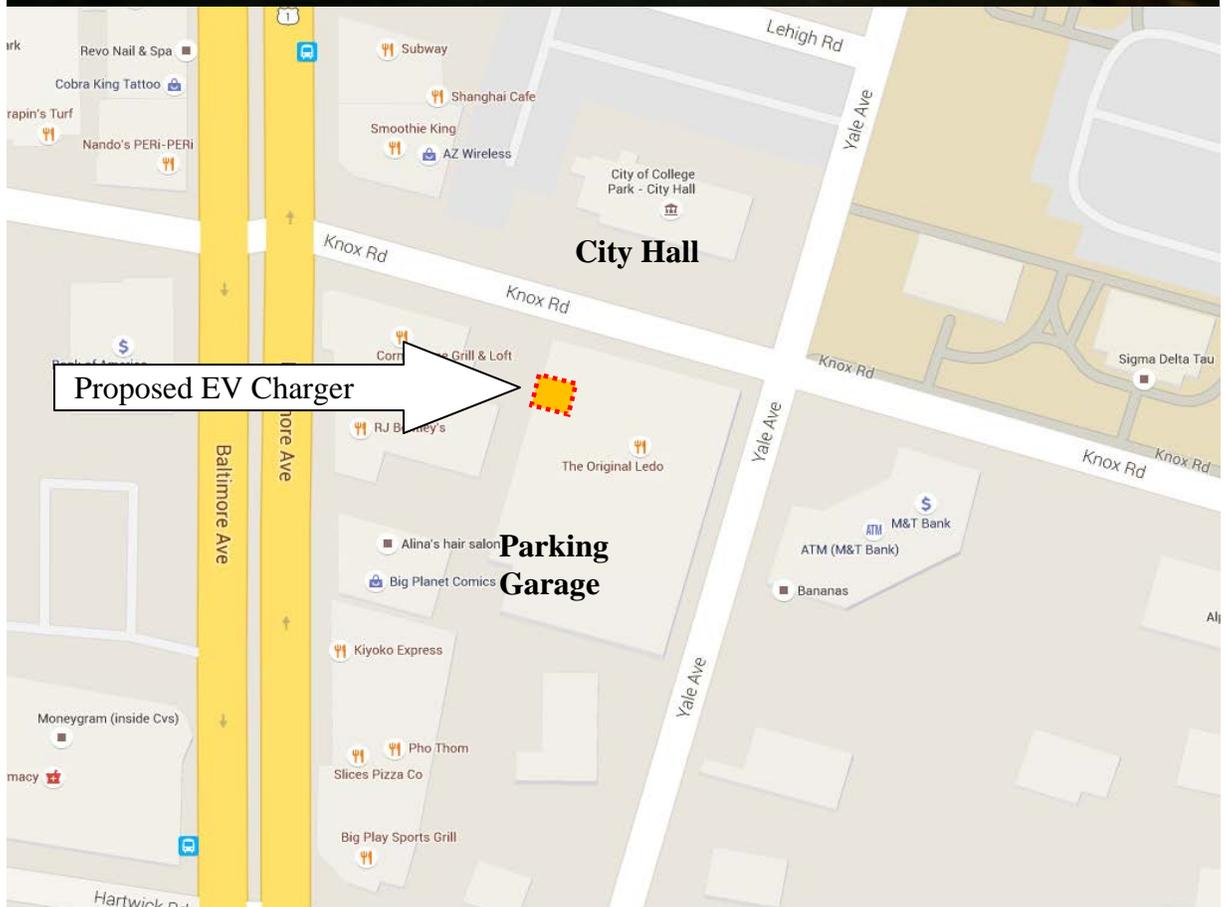
The sign wording shown should be sufficient. If “space hogging” becomes a problem, we may want to add a sign that says “5 hour maximum time limit”. Patrons should also be aware that they need to pay for their space because there is a payment kiosk directly next to the spaces. Therefore, an additional sign should be added to remind patrons: “Pay for space at pay station.” Staff recommends authorizing the Public Works Dept to purchase 2 sets of signs from our existing sign vendor, Shannon-Baum Signs. Estimated total cost is \$120.

Potential Rebate:

To encourage build-out of the state’s EV charging infrastructure, there is currently a 50% state rebate available for the total cost equipment plus installation (\$5,000 maximum, subject to funding availability and the number of requests received). Staff will apply for this rebate immediately after installation of the equipment. This could potentially bring the final cost to the City to approximately \$7,800.

Appendix 1: Proposed EV Charger Location

College Park Parking Garage - Corner of Knox Rd and Yale Ave
Proposed location near PEPCO meters at Knox Road pedestrian entrance, Spaces 712- 713



Appendix 2: Charging Equipment:



Blink
(2 pedestals needed)



Chargepoint



Leviton (Chargepoint)



SemaConnect

Appendix 3: Charging Station Signs:



Example Sign #1:
Charging station w/icon



Example Sign #2:
Charging station w/o icon



Example Sign #3:
EV parking sign



Example Sign #4:
No parking except EV's

7

MDOT
CTP



**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**

Prepared By: Terry Schum, Planning Director

Meeting Date: November 1, 2016

Presented By: Terry Schum

Proposed Consent Agenda: No

Originating Department: Planning, Community and Economic Development

Issue Before Council: Review of Maryland Department of Transportation (MDOT) Draft FY 2017-2022 Consolidated Transportation Program (CTP)

Strategic Plan Goal: Goal 3: High Quality Development and Reinvestment

Background/Justification:

MDOT's Draft FY 2017-2022 CTP is available for review at www.mdot.maryland.gov/newMDOT/Planning/CTP/Index.html and the annual fall CTP tour meeting for public officials will take place on November 10 at 2:00 pm at the County Administration Building, County Council Conference Room #2027. Items of particular interest to the City are listed below:

US 1, Baltimore Avenue Reconstruction from College Avenue to MD 193

Final engineering and right-of-way acquisition is underway. The project is funded for construction beginning in 2019. The total project cost was decreased by \$6.3 million to reflect lower cost estimates for right-of-way acquisition. The City has previously expressed concern that limiting the right-of-way that is taken for the project has a negative impact on design features such as the width of the bike lane, the buffer between the curb and sidewalk and landscaping. Undergrounding utilities is not part of the budget and the TIGER grant application that would have supported undergrounding was not funded.

US 1, Baltimore Avenue Reconstruction from MD 193 to I-95

This represents the second and third phases of Route 1 reconstruction. The project is listed as on hold with no funding shown. The City might consider requesting funding to begin design engineering.

I-95/I-495, Capital Beltway Interchange at the Greenbelt Metro Station

Engineering and right-of-way acquisition is underway. Construction is now slated to start in 2018 and the budget has been increased by \$15 million due to additional infrastructure and mitigation associated with future joint development at the Greenbelt metro Station.

I-95/I-495, Capital Beltway Widening and Managed Lanes

This project is still on hold with no funding budgeted.

Purple Line

The process to select a concessionaire to do final design, and to build, finance, operate and maintain the system was completed in April 2016. Execution of the Full Funding Grant Agreement with the Federal Transit Administration has been delayed but is expected in FY 2017. The budget now reflects actual pricing and has increased by \$18.1 million.

Bikeways Network Program

The purpose of this program is to provide funding to local jurisdictions to eliminate gaps in the bicycle network and provide more integrated and safe on- and off-road facilities. \$2.3 million in additional funding has been added for FY 2018. This has been an important source of bicycle infrastructure funding for the City.

Sidewalk Program

This was previously referred to as the Retrofit Sidewalk Program and the City is funded for construction of sidewalks on Route 1 north of MD 193.

Fiscal Impact:

None.

Council Options:

1. Send a letter to the MDOT Secretary with City comments on the Draft CTP.
2. Do not provide any comments on the Draft CTP.

Staff Recommendation:

#1

Recommended Motion:

I move to send a letter to Pete K. Rahn, Secretary of the Maryland Department of Transportation, with City comments on the Draft Consolidated Transportation Program for FY 2017-2022.

Attachments:

1. Excerpts from CTP
2. Last year's letter to MDOT



PROJECT: US 1, Baltimore Avenue

DESCRIPTION: Reconstruct US 1 from College Avenue to MD 193 (Segment 1). Bicycle and pedestrian facilities will be included where appropriate (1.5 miles).

PURPOSE & NEED SUMMARY STATEMENT: Major traffic congestion is experienced along this segment of US 1. This project would improve traffic operations, pedestrian circulation, and safety. This project would also accommodate planned revitalization within College Park.

SMART GROWTH STATUS: Project Not Location Specific Not Subject to PFA Law
 Project Inside PFA Grandfathered
 Project Outside PFA Exception Will Be Required
 PFA Status Yet To Be Determined Exception Granted

ASSOCIATED IMPROVEMENTS:
 US 1, MD 193 to I-95, Segments 2 and 3 (Line 32)

STATE GOALS : Maryland Transportation Plan (MTP) Goals/Selection Criteria:

- Safety & Security
- System Preservation
- Quality of Service
- Environmental Stewardship
- Community Vitality
- Economic Prosperity

EXPLANATION: This project will improve traffic operations while enhancing bicycle and pedestrian mobility and safety.

STATUS: Engineering and Right-of-Way underway.

SIGNIFICANT CHANGE FROM FY 2016 - 21 CTP: The cost decrease of \$6.3 million is due to a reduced Right-of-Way estimate.

POTENTIAL FUNDING SOURCE:		<input checked="" type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> GENERAL <input checked="" type="checkbox"/> OTHER								
PHASE	PROJECT CASH FLOW									
	TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2016	CURRENT YEAR 2017	BUDGET YEAR 2018	FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE
				2019....2020....2021....2022....		
Planning	0	0	0	0	0	0	0	0	0	0
Engineering	8,289	5,295	1,200	994	800	0	0	0	2,994	0
Right-of-way	9,284	1,034	2,000	4,829	1,421	0	0	0	8,250	0
Construction	32,231	0	0	0	3,589	8,709	9,826	10,107	32,231	0
Total	49,804	6,329	3,200	5,823	5,810	8,709	9,826	10,107	43,475	0
Federal-Aid	300	217	83	0	0	0	0	0	83	0

CLASSIFICATION:

STATE - Intermediate Arterial

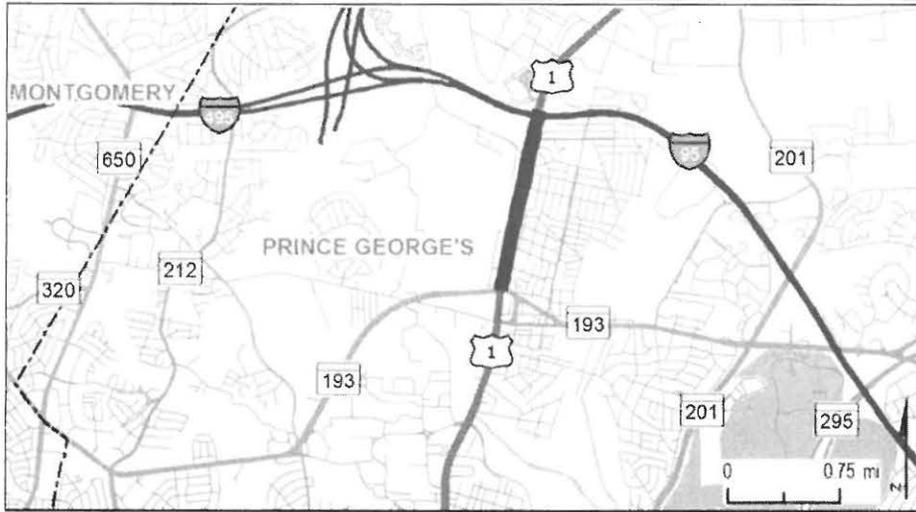
FEDERAL - Other Principal Arterial

STATE SYSTEM : Secondary

Annual Average Daily Traffic (vehicles per day)

CURRENT (2016) - 48,875

PROJECTED (2035) - 66,825



PROJECT: US 1, Baltimore Avenue

DESCRIPTION: Reconstruct US 1 from MD 193 to I-95 (Capital Beltway) (Segments 2 and 3) (1.1 miles). Bicycle and pedestrian facilities will be included where appropriate.

JUSTIFICATION: Major traffic congestion is experienced along this segment of US 1. This project would improve traffic operations, pedestrian circulation, and safety. This project would also accommodate planned revitalization within College Park.

SMART GROWTH STATUS: Project Not Location Specific Not Subject to PFA Law
 Project Inside PFA Grandfathered
 Project Outside PFA Exception Will Be Required
 PFA Status Yet To Be Determined Exception Granted

ASSOCIATED IMPROVEMENTS:

I-95/I-495, American Legion Bridge to Woodrow Wilson Bridge (Line 16)
 US 1, College Avenue to MD 193 (Segment 1) (Line 15)
 MD 201 Extended/US 1, I-95/I-495 to north of Muirkirk Road (Line 28)

STATUS: Project on hold.

SIGNIFICANT CHANGE FROM FY 2016 - 21 CTP: None.

POTENTIAL FUNDING SOURCE:		<input checked="" type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> GENERAL <input checked="" type="checkbox"/> OTHER								
PHASE	PROJECT CASH FLOW									
	TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2016	CURRENT YEAR 2017	BUDGET YEAR 2018	FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE
					2019	2020	2021	2022		
Planning	1,387	1,387	0	0	0	0	0	0	0	0
Engineering	0	0	0	0	0	0	0	0	0	0
Right-of-way	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0
Total	1,387	1,387	0	0	0	0	0	0	0	0
Federal-Aid	0	0	0	0	0	0	0	0	0	0

CLASSIFICATION:

STATE - Intermediate Arterial

FEDERAL - Other Principal Arterial

STATE SYSTEM : Secondary

Annual Average Daily Traffic (vehicles per day)

CURRENT (2016) - 48,875

PROJECTED (2035) - 66,825



PROJECT: I-95/I-495, Capital Beltway

DESCRIPTION: Construct a full interchange along I-95/I-495 at the Greenbelt Metro Station.

PURPOSE & NEED SUMMARY STATEMENT: This interchange would improve traffic operations on mainline I-95/I-495 and provide access for a proposed joint use development at the Greenbelt Metro Station.

SMART GROWTH STATUS: Project Not Location Specific Not Subject to PFA Law
 Project Inside PFA Grandfathered
 Project Outside PFA Exception Will Be Required
 PFA Status Yet To Be Determined Exception Granted

ASSOCIATED IMPROVEMENTS:
 I-95/I-495, American Legion Bridge to Woodrow Wilson Bridge (Line 16)

STATE GOALS: Maryland Transportation Plan (MTP) Goals/Selection Criteria:

- Safety & Security
- System Preservation
- Quality of Service
- Environmental Stewardship
- Community Vitality
- Economic Prosperity

EXPLANATION: This project will enhance access connectivity between the Metro Station and I-95/I-495 (Capital Beltway). The improved connectivity will help support planned growth in the vicinity of the Station, a designated transit-oriented development (TOD) site.

STATUS: Engineering and Right-of-Way underway. Construction to begin during budget fiscal year.

SIGNIFICANT CHANGE FROM FY 2016 - 21 CTP: The cost increase of \$15.0 million is due to additional infrastructure improvements and mitigation needs associated with future Development.

POTENTIAL FUNDING SOURCE:

- SPECIAL FEDERAL GENERAL OTHER

PROJECT CASH FLOW

PHASE	TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2016	CURRENT YEAR 2017	BUDGET YEAR 2018	FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE
				2019.....2020.....2021.....2022.....		
Planning	1,561	1,561	0	0	0	0	0	0	0	
Engineering	6,781	4,519	2,262	0	0	0	0	0	2,262	
Right-of-way	8,764	24	283	2,000	3,232	3,225	0	0	8,740	
Construction	150,000	0	0	28,780	40,780	43,648	36,792	0	150,000	
Total	167,106	6,104	2,545	30,780	44,012	46,873	36,792	0	161,002	
Federal-Aid	123,565	4,803	1,764	22,448	31,808	34,045	28,697	0	118,762	

CLASSIFICATION:

STATE - Principal Arterial

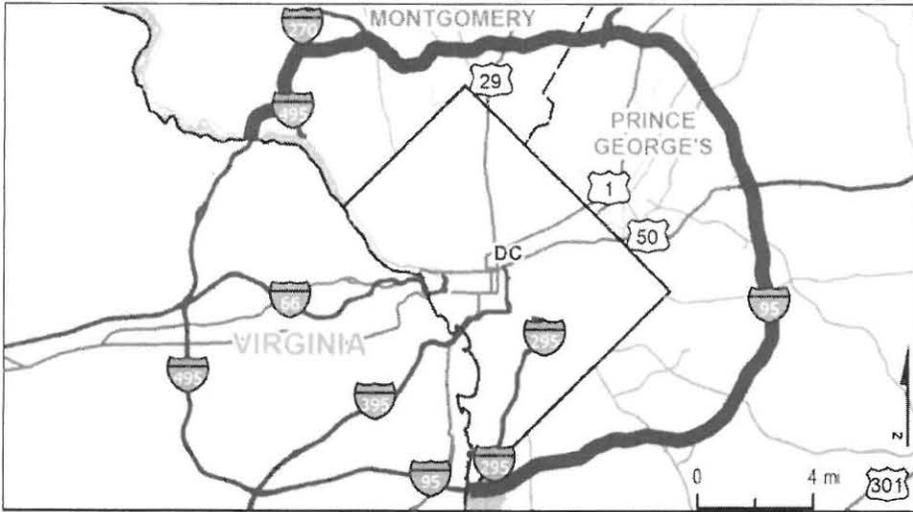
FEDERAL - Interstate

STATE SYSTEM : Primary

Annual Average Daily Traffic (vehicles per day)

CURRENT (2016) - 220,000

PROJECTED (2035) - 242,100



PROJECT: I-95/I-495, Capital Beltway

DESCRIPTION: Study to widen I-495 and determine the feasibility of managed lanes from the American Legion Bridge to the Woodrow Wilson Bridge (42.2 miles).

JUSTIFICATION: Increasing growth and development in Montgomery and Prince George's counties and the concurrent increase in traffic causes the Capital Beltway to experience severe congestion.

SMART GROWTH STATUS: Project Not Location Specific Not Subject to PFA Law

Project Inside PFA Grandfathered
 Project Outside PFA Exception Will Be Required
 PFA Status Yet To Be Determined Exception Granted

ASSOCIATED IMPROVEMENTS:

- I-95/I-495, Branch Ave. Metro Access Phase 2 (Line 1)
- I-95/I-495, Greenbelt Metro Station (Line 2)
- I-95/I-495, Bridge Replacement over Suitland Road (Line 3)
- I-95/I-495, Bridge Replacement over Suitland Parkway (Line 4)
- I-95, Resurface I-95 from I-495 (Capital Beltway) to MD 212 (Line 5)
- MD 4, Interchange at Suitland Parkway (Line 8)

STATUS: Project on hold.

SIGNIFICANT CHANGE FROM FY 2016 - 21 CTP: None.

POTENTIAL FUNDING SOURCE:

SPECIAL FEDERAL GENERAL OTHER

PROJECT CASH FLOW

PHASE	TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2016	CURRENT YEAR 2017	BUDGET YEAR 2018	FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE
					2019	2020	2021	2022		
Planning	11,044	11,044	0	0	0	0	0	0	0	0
Engineering	0	0	0	0	0	0	0	0	0	0
Right-of-way	9	9	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0
Total	11,053	11,053	0	0	0	0	0	0	0	0
Federal-Aid	9,717	9,717	0	0	0	0	0	0	0	0

CLASSIFICATION:

STATE - Principal Arterial

FEDERAL - Urban Interstate

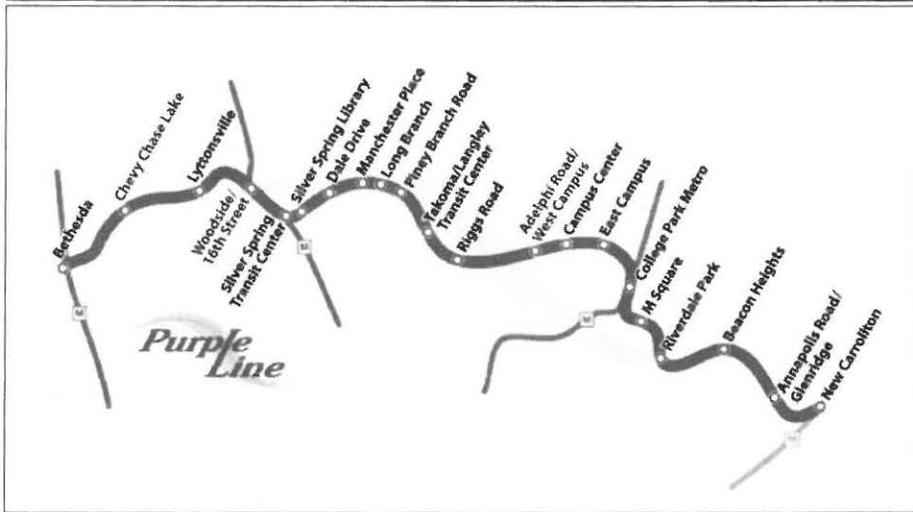
STATE SYSTEM : Primary

Annual Average Daily Traffic (vehicles per day)

CURRENT (2016) - 103,000 - 247,000

PROJECTED (2035) - 110,000 - 265,000

176



PROJECT: Purple Line

DESCRIPTION: The Purple Line is a 16-mile double track light rail line that will operate between Bethesda in Montgomery County and New Carrollton in Prince George's County. The Bethesda to Silver Spring segment will include a parallel hiker/biker trail. The line will include direct connections to Metrorail in four locations, all three MARC Train lines, and Amtrak. The project includes track, stations, railcars, and two operation and maintenance facilities.

PURPOSE & NEED SUMMARY STATEMENT: The Purple Line will provide faster, more reliable transportation between residential and major employment areas. It will enhance access to existing radial Metrorail lines, increase capacity of congested roadways, support economic development consistent with local master plans, and reduce environmental impacts.

STATE GOALS: Maryland Transportation Plan (MTP) Goals/Selection Criteria:

- Safety & Security
- System Preservation
- Quality of Service
- Environmental Stewardship
- Community Vitality
- Economic Prosperity

EXPLANATION: The Purple Line will serve a corridor that currently lacks rail transit service and includes important commercial, institutional, and residential communities. Electrically powered trains will reduce air pollution and greenhouse gas emissions associated with cars and buses. Transit travel times in corridor will be reduced compared to No Build.

SMART GROWTH STATUS: Project Not Location Specific Not Subject to PFA Law

- Project Inside PFA
- Project Outside PFA
- PFA Status Yet to Be Determined
- Grandfathered
- Exception Will Be Required
- Exception Granted

ASSOCIATED IMPROVEMENTS:

Takoma/Langley Park Transit Center - Line 27
 Purple Line: Montgomery County Funded Projects - Line 34

STATUS: Selected Purple Line Transit Partners as the concessionaire reaching financial close April 2016. Anticipate the Full Funding Grant Agreement with the Federal Transit Administration in FY 2017.

SIGNIFICANT CHANGE FROM FY 2016 - 21 CTP: The prior CTP was based on engineer's estimates for the design-build portion of the P3 contract. The current CTP is reflective of actual pricing proposed. The distribution of costs between the transit facility and the Third-Party portion of the work was affected and this page reflects increased costs of \$18.1M. Right-of-way costs have been revised as have the state-retained engineering costs. Funding for project costs includes federal funds, local contributions, special funds, and private investment, including an \$874.6M TIFIA loan, through a public-private partnership to design, build, finance, operate, and maintain the project.

USAGE: Daily ridership estimated at 72,000 in 2040.

POTENTIAL FUNDING SOURCE:		<input checked="" type="checkbox"/> SPECIAL		<input checked="" type="checkbox"/> FEDERAL		<input type="checkbox"/> GENERAL		<input checked="" type="checkbox"/> OTHER			
PHASE	TOTAL		CURRENT YEAR	BUDGET YEAR	PROJECTED CASH REQUIREMENTS FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE	
	ESTIMATED COST (\$000)	EXPEND THRU 2016			2017	2018	2019	2020			2021
Planning	53,007	53,007	0	0	0	0	0	0	0	0	
Engineering	182,553	182,553	0	0	0	0	0	0	0	0	
Right-of-way	229,600	38,735	102,650	85,901	2,314	0	0	0	190,865	0	
Construction	1,015,124	73,907	345,195	254,083	180,054	42,139	11,040	78,685	911,196	30,021	
Total	1,480,284	348,202	447,845	339,984	182,368	42,139	11,040	78,685	1,102,061	30,021	
Federal-Aid	960,432	81,541	247,314	164,577	130,000	125,000	120,000	92,000	878,891	0	

Note: Total estimated cost does not include investments by concessionaire or future availability payments.



PROJECT: Bikeways Network Program

DESCRIPTION: Program funds are made available to local jurisdictions and other eligible entities for projects that address gaps in the statewide bicycle network and that advance the goals outlined in the Maryland Bicycle and Pedestrian Master Plan

JUSTIFICATION: Infrastructure for walking and biking is a core element of Maryland's multimodal transportation strategy. The program helps implement Maryland's Bicycle and Pedestrian Master Plan and Strategic Trails Plan by filling priority missing links in the statewide bicycling network, connecting and extending on-road/off-road bicycle facilities and improving connections to transit, work, schools, shopping and other destinations. By creating a more integrated and safe network of bicycle facilities, the program helps advance the Maryland Transportation Plan's goals of economic development and environmental stewardship, while strengthening the health and quality of life for

SMART GROWTH STATUS: Project Not Location Specific Not Subject to PFA Law

Project Inside PFA Grandfathered
 Project Outside PFA Exception Will Be Required
 PFA Status Yet to Be Determined Exception Granted

ASSOCIATED IMPROVEMENTS: Sidewalk Program (SHA Line SW-2)
Transportation Alternatives Program (TSO Line - 1)

STATUS: A total of 116 bikeways projects have been awarded in four grant cycles. Approximately 45 bikeways projects are complete. Additional projects will be solicited through annual grant cycles.

SIGNIFICANT CHANGE FROM FY 2016 - 21 CTP: Add \$2.3M in funding for FY18 Grant Cycle.

POTENTIAL FUNDING SOURCE: <input checked="" type="checkbox"/> SPECIAL <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER											
PHASE	TOTAL		CURRENT YEAR	BUDGET YEAR	PROJECTED CASH REQUIREMENTS FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE	
	ESTIMATED COST (\$000)	EXPEND THRU 2016			2017	2018	2019	2020			2021
Planning	0	0	0	0	0	0	0	0	0	0	
Engineering	0	0	0	0	0	0	0	0	0	0	
Right-of-way	0	0	0	0	0	0	0	0	0	0	
Construction	20,895	7,055	3,300	3,300	3,300	2,300	1,040	600	13,840	0	
Total	20,895	7,055	3,300	3,300	3,300	2,300	1,040	600	13,840	0	
Federal-Aid	1,295	1,255	40	0	0	0	0	0	40	0	

978



PROJECT: Sidewalk Program

DESCRIPTION: This program will provide matching funds for the construction of sidewalks adjacent to State highways. Fifty percent of project costs will be required from local and municipal project sponsors, except in urban revitalization areas where projects are eligible for 100 percent state funding, and in priority funding areas where projects are eligible for 75 percent state funding.

PURPOSE & NEED SUMMARY STATEMENT: Program will support community revitalization efforts and efforts to encourage pedestrian usage along State highways consistent with the intent of the "Access 2000" legislation.

SMART GROWTH STATUS: Project Not Location Specific Not Subject to PFA Law
 Project Inside PFA Grandfathered
 Project Outside PFA Exception Will Be Required
 PFA Status Yet To Be Determined Exception Granted

ASSOCIATED IMPROVEMENTS:

STATE GOALS : Maryland Transportation Plan (MTP) Goals/Selection Criteria:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Safety & Security | <input checked="" type="checkbox"/> Environmental Stewardship |
| <input checked="" type="checkbox"/> System Preservation | <input checked="" type="checkbox"/> Community Vitality |
| <input checked="" type="checkbox"/> Quality of Service | <input type="checkbox"/> Economic Prosperity |

EXPLANATION: This program supports community revitalization and other efforts to encourage pedestrian usage along State Highways. Provides/promotes safer access to transit service for both surface bus and fixed rail systems.

STATUS: Engineering, Right-of-way and Construction underway. Working with local jurisdictions to identify projects. This sheet represents a summary of the Program. Individual projects are shown in SHA's Safety, Congestion Relief, Highway and Bridge Preservation Program.

SIGNIFICANT CHANGE FROM FY 2016 - 21 CTP: Added funding in FY22. Cost change due to the removal of cumulative expenditures from previous years.

POTENTIAL FUNDING SOURCE: <input checked="" type="checkbox"/> SPECIAL <input type="checkbox"/> FEDERAL <input type="checkbox"/> GENERAL <input type="checkbox"/> OTHER											
PHASE	PROJECT CASH FLOW									SIX YEAR TOTAL	BALANCE TO COMPLETE
	TOTAL ESTIMATED COST (\$000)	EXPEND THRU 2016	CURRENT YEAR 2017	BUDGET YEAR 2018	FOR PLANNING PURPOSES ONLY						
				2019....2020....2021....2022....			
Planning	1,500	150	250	200	200	200	250	250	1,350	0	
Engineering	10,750	1,550	1,450	1,550	1,550	1,550	1,550	1,550	9,200	0	
Right-of-way	0	0	0	0	0	0	0	0	0	0	
Construction	22,250	3,400	3,300	3,450	3,350	3,150	2,700	2,900	18,850	0	
Total	34,500	5,100	5,000	5,200	5,100	4,900	4,500	4,700	29,400	0	
Federal-Aid	0	0	0	0	0	0	0	0	0	0	

CLASSIFICATION:

STATE - N/A

FEDERAL - N/A

STATE SYSTEM : N/A

Annual Average Daily Traffic (vehicles per day)

CURRENT (2016) - N/A

PROJECTED (2035) - N/A



City of College Park
240-487-3501
www.collegeparkmd.gov

Office of the Mayor
and City Council
4500 Knox Road
College Park, MD 20740

Mayor

Andrew M. Fellows
5807 Bryn Mawr Road
301-441-8141

City Council

District 1
Fazlul Kabir
9817 53rd Avenue
301-659-6295

Patrick L. Wojahn
5015 Lackawanna Street
240-988-7763

District 2

P. J. Brennan
4500 Knox Road
301-220-1640

Monroe S. Dennis
8117 51st Avenue
301-474-6270

District 3

Robert W. Day
7410 Baylor Avenue
301-741-1962

Stephanie Stullich
7400 Dartmouth Avenue
301-742-4442

District 4

Alan Y. Hew
9118 Autoville Drive
240-391-8678

Denise C. Mitchell
3501 Marlborough Way
240-475-7196

October 13, 2015

Pete K. Rahn, Secretary
Maryland Department of Transportation (MDOT)
7201 Corporate Center Drive, POB 548
Hanover, Maryland 21076

Re: Draft Consolidated Transportation Program (CTP) 2016-2021

Dear Secretary Rahn:

The College Park City Council supports the vision and goals of the Maryland Transportation Plan and your goal for the agency to deliver projects “better, faster and cheaper.” As a state-designated sustainable community and priority funding area, the City looks forward to continuing to work with MDOT to achieve our shared goals.

The City has reviewed the Draft CTP and offers the following comments:

US 1, Baltimore Avenue from College Avenue to MD193

The City is very pleased that this project has been moved to the construction program with the recent announcement of \$33.4 million in construction funding. In practice, design and engineering will continue through 2018 and several critical design decisions are still pending. Chief among these are the amount of right-of-way to be taken and the locations for the aerial relocation of utilities since the undergrounding of utilities is not being pursued at this time. More specifically, the City is concerned about the lack of a consistent and adequate buffer between the curb and the sidewalk where utility poles, street lights, ornamental trees and street furniture would be placed. If these elements are not placed within this buffer zone, it is unclear how new development will meet the urban streetscape standards in the US 1 Sector Plan. An illustrative diagram is attached to help visualize this issue. The Route 1 corridor is a redevelopment area and many existing land uses are subject to change in the near future. It is important going forward to have a clear understanding of these issues and how they will be addressed in the final design. City staff would like to work more closely and actively with SHA’s staff and consultants in order to refine the design and keep this project on schedule.

I-95/I-495, Capital Beltway

The City supports the full interchange to make the proposed transit-oriented development at this location more feasible particularly for the FBI Headquarters Consolidation and Relocation. The City also concurs with the recommendation to eliminate proposed beltway lane widening from Route 1 to the new interchange.

I-495 at US1 Interchange

The City is very interested in this new project that will provide safety improvements for the area. It will also directly impact a local street and local residents. The City would like to learn more about the genesis of this project and to be actively involved in the project design as it moves forward. City staff will be contacting the Project Manager in the near future to arrange a presentation of the project a City Council Worksession.

I-95/I-495, Capital Beltway Widening and Managed Lanes

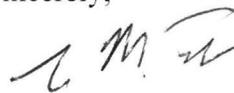
The City does not support the widening of the Capital Beltway and would like to see this project dropped from the CTP. It is preferable to focus on more limited operational improvements in specific locations.

Purple Line

The City looks forward to the selection of a concessionaire this year under the P3 program and to working with the consultant team on final alignment and station design issues.

Thank you once again for the opportunity to provide input on the 2016-2021 Draft CTP.

Sincerely,



Andrew M. Fellows
Mayor

cc: State Senator James Rosapepe and 21st District Delegates
Prince George's County Councilmember Dannielle Glaros
Prince George's County Councilmember Mary Lehman
UMD Vice President for Administrative Affairs Carlo Colella
Victor Weissberg, Prince George's County Department of Public Works and
Transportation

8

Ordinance

16-0-07

Parking Permit
Fees

**CITY OF COLLEGE PARK, MARYLAND
WORKSESSION AGENDA ITEM**



Prepared By: R. W. Ryan
Public Services Director

Meeting Date: 11/01/2016

Presented By: R.W. Ryan,
Public Services Director

Proposed Consent Agenda: No

Originating Department: Public Services

Action Requested: Adoption of Ordinance 16-O-07, An Ordinance Of The Mayor And Council Of The City Of College Park Amending City Code Chapter 110 to increase the monthly permit fee in the Downtown Parking Garage to \$125/month and provide reduced rate \$60/ month permits for downtown business commuting employees, beginning in January, 2017, and to include bi-annual and monthly permit parking fees.

Strategic Plan Goal: Goal 3: High Quality Development and Reinvestment

Background/Justification:

Demand for parking space in the Downtown area has increased. This includes both pay to park space for visitors and retail customers, and monthly parking for local residents of newly constructed apartment buildings. The City constructed the Downtown Parking Garage primarily as a catalyst for Downtown commercial development. Since the garage was constructed, demand for pay to park space has not usually filled the garage. As an interim revenue plan to help pay for the costs of the garage, monthly parking permits have been sold to make best use of the available space. Currently monthly permits have been sold for 125 of the 288 garage spaces at \$80/month, and 20-25 reduced rate monthly permits are being sold to commuter employees of downtown businesses at \$60/month. Demand for pay to park retail customer space is increasing. Demand for monthly permits has also increased with construction and occupancy of the Landmark apartments. Garage monthly permit fees are below market rate as evidenced by Landmark garage fees of \$125/month. Staff recommends reducing the number of monthly permit spaces to 100 of the 288 spaces, and raising the permit fee to \$125/month.

This item was discussed at the July 12 Council meeting, and the attached Ordinance was introduced, subject to revision based on further Mayor and Council review, during the meeting on August 9. The amendment includes existing bi-annual and monthly permit parking fees for other parking zones in the City in §110-1 as well as the garage parking fee.

During consideration of this ordinance at the regular meeting of September 27, 2016, the issue of current downtown employee parking permits was raised. Staff has determined that, currently, 20-25 employees who commute to work at downtown businesses already purchase reduced rate garage permits at \$60 per month. After considering possible alternatives to accommodate these commuting employees, it is recommended that the practice of providing up to 25 reduced rate (\$60/month) garage parking permits be continued. Since employees would only be parking 40 hours or less per week, those parking spaces would be available for public parking at current rates the rest of the time. This is different from the proposed \$125/month permits which usually are used to store vehicles in the garage and occupy parking space most of the time. The issue of who is considered an employee eligible to purchase the reduced rate permit must also be discussed. It is recommended that employees who work at least 30 hours per week at City establishments that are members of DCPMA be included. (Note: All downtown merchants are required to be dues paying members of DCPMA.) Other employee criteria, such as income level, commuting distance, etc. was determined to make eligibility too complicated to evaluate.

The effective date of January 1, 2017 will coincide with the new semester at the University of Maryland. Garage parking permits would be sold in monthly increments with the opportunity to purchase up to 6 months. This will make permit sales more efficient and avoid the monthly rush to renew permits.

Staff also recommends that use of the garage parking spaces will be monitored and future adjustments to the number of spaces made available for monthly permits may be adjusted by the City Manager based upon demand for pay to park spaces.

Fiscal Impact:

Net revenue gain of \$2,500/month estimated to total \$22,500 over an estimated 9 month demand for monthly permits.

Council Options:

- #1: Adopt Ordinance 16-O-07, An Ordinance Of The Mayor And Council Of The City Of College Park Amending City Code Chapter 110, as revised, to increase the monthly permit fee in the Downtown Parking Garage to \$125/month beginning in January 1, 2017, allow reduced rate, \$60/month permits for commuting downtown business employees, and to include existing bi-annual permit parking fees and other monthly permit parking fees.
- #2: Adopt Ordinance 16-O-07 to include the current monthly permit fees of \$80/month, and \$60/month commuting employees, and existing bi-annual permit parking fees and other monthly Permit parking fees in the Code.
- #3: Other action as Council determines.

Staff Recommendation:

Option #1

Recommended Motion:

I move to adopt Ordinance 16-O-07, An Ordinance of the Mayor and Council of the City of College Park Amending City Code Chapter 110 to increase the monthly permit fee in the Downtown Parking Garage to \$125/month and provide reduced rate, \$60/month permits for downtown business commuting employees, beginning on January 1 2017 and include existing bi-annual permit parking fees and other monthly permit parking fees. And further, to make determination of the number of permits sold to be contingent on the City Manager's approval after consideration of annual demand.

Attachments:

- 1. Ordinance 16-O-07, as introduced on August 9, 2016

ORDINANCE
OF THE MAYOR AND COUNCIL OF THE CITY OF COLLEGE PARK, AMENDING
CHAPTER 110 “FEES AND PENALTIES”, BY REPEALING AND REENACTING §110-
1 “FEES AND INTERESTS” TO INCREASE THE MONTHLY PERMIT PARKING FEE
IN THE DOWNTOWN PARKING GARAGE AND TO INCLUDE BI-ANNUAL PERMIT
PARKING FEES AND MONTHLY PERMIT PARKING FEES

WHEREAS, pursuant to §5-202 of the Local Government Article, Annotated Code of Maryland, the City of College Park (hereinafter, the “City”) has the power to pass such ordinances as it deems necessary to protect the health, safety and welfare of the citizens of the municipality and to prevent and remove nuisances; and

WHEREAS, the City has constructed a parking garage in the downtown area to increase parking options and to encourage redevelopment; and

WHEREAS, the Mayor and Council have determined that it is in the public interest that the monthly permit parking fees for the Downtown Parking Garage should be raised to be comparable to those charged by other providers of parking in the area; and

WHEREAS, the Mayor and Council have determined that it is in the public interest to create parking permit zones in the City pursuant to Chapter 151, “Permit Parking” of the City Code, and to make provision for a fee for said permits.

Section 1. NOW THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Council of the City of College Park that Chapter 110 “Fees and Penalties”, §110-1, “Fees and interests”, be and is hereby repealed and reenacted with amendments as follows:

§110-1 Fees and interests.

The following enumerations are the current fees, rates, charges and interests applicable in the City of College Park:

CAPS	: Indicate matter added to existing law.
[Brackets]	: Indicate matter deleted from law.
Asterisks * * *	: Indicate matter remaining unchanged in existing law but not set forth in Ordinance
{Brackets}	: Indicate matter deleted in amendment

Chapter/Section	Description	Fee/Interest
Chapter 151, Permit Parking		
§151-4	ANNUAL Parking permits:	
	Issuance, each	\$10
	Replacement, each	\$5
	Renewal, each	\$10
	Visitor	\$1
	BI-ANNUAL PARKING PERMITS:	
	ISSUANCE, EACH	\$10
	REPLACEMENT, EACH	\$5
	RENEWAL, EACH	\$10
	VISITOR	\$1
	MONTHLY PARKING PERMITS:	
	DOWNTOWN PARKING GARAGE	\$125
	CLASS A	\$40
	CLASS B	\$60
	* * * * *	

Section 2. BE IT FURTHER ORDAINED AND ENACTED by the Mayor and Council of the City of College Park that, upon formal introduction of this proposed Ordinance, which shall be by way of a motion duly seconded and without any further vote, the City Clerk shall distribute a copy to each Council member and shall maintain a reasonable number of copies in the office of the City Clerk and shall publish this proposed ordinance or a fair summary thereof in a newspaper having a general circulation in the City of College Park together with a notice setting out the time and place for a public hearing thereon and for its consideration by the Council. The public hearing, hereby set for 7:30 p.m. on the 27th day of September, 2016, shall follow the publication by at least seven (7) days, may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time. All persons

interested shall have an opportunity to be heard. After the hearing, the Council may adopt the proposed ordinance with or without amendments or reject it. As soon as practicable after adoption, the City Clerk shall have a fair summary of the Ordinance and notice of its adoption published in a newspaper having a general circulation in the City of College Park and available at the City's offices. This Ordinance shall become effective on January 1, 2017 provided that a fair summary of this Ordinance is published at least once prior to the date of passage and once as soon as practical after the date of passage in a newspaper having general circulation in the City.

INTRODUCED by the Mayor and Council of the City of College Park at a regular meeting on the 9th day of August, 2016.

ADOPTED by the Mayor and Council of the City of College Park at a regular meeting on the _____ day of _____, 2016.

EFFECTIVE the 1st day of January, 2017.

ATTEST:

CITY OF COLLEGE PARK

By: _____
Janeen S. Miller, CMC, City Clerk

By: _____
Patrick L. Wojahn, Mayor

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Suellen M. Ferguson, City Attorney

9

Discussion
Of Holiday
Decoration
Awards

10

Requests
For/Status of
Future Agenda
items



TO: Mayor, City Council, City Manager and Department Directors
FROM: Janeen S. Miller, City Clerk
DATE: October 26, 2016
RE: Future Agendas

The following items are tentatively placed on future agendas. This list has been prepared by the City Manager and me, and represents the current schedule for items that will appear on future agendas.

NOVEMBER 15, 2016 REGULAR MEETING

10-05-16: Proclamation: America Recycles Day

09-30-16: Proclamation: Recognition of Native American Heritage Month

09-28-16: Award of Contract for Sound Barrier Removal Project

10-05-16: Award of Contract for Old Parish House Repairs

10-24-16: Award of Fire Department Capital Equipment Grants – Gary Fields, Director of Finance

Review of a Property Use Agreement for Mundo Market, 5000 Edgewood Road, for a new Class B, Beer and Wine License – Bob Ryan, Director of Public Services

(16-G-135): Letter to Maryland Department of Transportation regarding their FY 2017 Comprehensive Transportation Program

DECEMBER 6, 2016 WORKSESSION

Auditor presentation on the FY16 CAFR

Presentation on Compensation and Classification study - MAG, Inc.

Detailed Site Plan for Honda – Terry Schum, Director of Planning

07-05-16: Discussion of community garden and dog park in north College Park – Councilmembers Kabir and Nagle (20)

Comprehensive discussion of proposed development and the ability of our infrastructure to support it (30)

09-20-16: Resolution to establish a Committee on Senior Services/Aging in Place (need better title)

Revisions to resolution establishing the Neighborhood Quality of Life Committee – Councilmembers Stullich and Brennan, and Bill Gardiner, Assistant City Manager

10-26-16: Discussion of Ordinance 16-O-10, an ordinance to amend the City's Fence Code

03-24-15: Review of the City's Emergency Preparedness Plan – Bob Ryan, Director of Public Services (30)

Award of contract for installation of solar panels at the YFS building (date tentative)

07-13-16: Discussion of Comments on the County Zoning Rewrite – Terry Schum, Director of Planning

DECEMBER 13, 2016 REGULAR MEETING

8-24-16: Presentation on 2016 Resident Survey - Bill Gardiner, Assistant City Manager (date tentative)

Award of contract for the public safety study

(2017 DATES ARE TENTATIVE UNTIL APPROVED BY COUNCIL)

TUESDAY, JANUARY 3, 2017 WORKSESSION

08-10-16: Prohibiting sleeping in vehicles on City streets

09-06-16: Review number of cars per home and number of renters per home (Cook)

Discussion of procedure about responding to letters (20)

Comprehensive review of City fees and fines (Chapter 110)

TUESDAY, JANUARY 10, 2017 REGULAR MEETING

TUESDAY, JANUARY 17, 2017 WORKSESSION

09-06-16: Creation of a public art fund (Brennan)

TUESDAY, JANUARY 24, 2017 REGULAR MEETING

TUESDAY, FEBRUARY 7, 2017 WORKSESSION

TUESDAY, FEBRUARY 14, 2017 REGULAR MEETING

PENDING AGENDA ITEMS

- 03-08-12: Trolley Trail negotiations – Suellen Ferguson, City Attorney
- 01-07-14: Model Public Participation Ordinance and community engagement – Mayor Wojahn
- 10-06-15: I-495 and Route 1 intersection safety improvements – SHA
- 10-20-15: Presentation of alternatives for Greenbelt Road at Rhode Island Avenue intersection – Venu Nemani, SHA District Engineer (if needed)

MASTER LIST

- 03-15-16: Discussion of drainage in the City – request of Councilmember Nagle
- 04-25-16: Business and development incentives for North College Park – request of Councilmember Kabir
- 05-04-16: Discussion of a “homeowners’ resources” fund to provide long-term loans to homeowners for home improvements that would be secured by a lien – request of Councilmember Nagle
- 06-07-16: Report from staff about how we are addressing issues of language barriers with our residents – request of Councilmember Kabir
- Business Recycling (from FY '17 budget W/S)
- 07-06-16: Report on usage-based trash pricing – CBE Workgroup report
- 07-05-16: Annual presentation from SHA on projects in the City (spring)
- 06-01-16: Review and discussion of Sections 184.43-44 Non-resident parking permits – Scott Somers, City Manager (15)
- 08-15-16: Status of the US Route 1 rebuild
- 09-06-16: Every September – Discuss Homestead Tax Credit Rate
- 09-06-16: Comprehensive parking study (joint with UMD) (Wojahn)
- 09-09-16: Discussion of Post Office issues (if needed)
- 09-14-16: City philosophy on abandonment of rights of way

09-20-16: Volunteer database or volunteer coordination?

09-20-16: Survey of residents' transportation needs?

10-03-16: Discussion on frequency of rental inspections – Scott Somers, City Manager

10-18-16: Discussion of restricted parking for snow removal and street sweeping

Discussion with University of Maryland representatives about their full plan of parking reductions and the impact to the City (Delayed from September 20, 2016 W/S, and October 11, 2016 R/M)
Guest: David Allen, UMD Department of Transportation (20)

Budget Parking Lot:

FY 2015:

1. Public Services-Admin performance measure #2 (response within 1 business day)
(Wojahn): Worksession follow-up (Bob Ryan)

FY 2016:

2. Performance Measures

FY 2017:

3. Amendment of City Code to allow a parking ban for snow removal or street cleaning
4. Subsidy of resident membership in mbike

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Appointments to Boards and Committees

City of College Park
Board and Committee Appointments

Shaded rows indicate a vacancy or reappointment opportunity.
The date following the appointee's name is the initial date of appointment.

Advisory Planning Commission			
Appointee	Represents	Appointed by	Term Expires
Larry Bleau 7/9/02	District 1	Mayor	01/19
Rosemarie Green Colby 04/10/12	District 2	Mayor	04/18
Christopher Gill 09/24/13	District 1	Mayor	10/19
James E. McFadden 2/14/99	District 3	Mayor	04/16
Kate Kennedy 08/11/15	District 1	Mayor	08/18
Denise Mitchell 08/09/16	District 4	Mayor	08/19
John Rigg 01/12/16	District 3	Mayor	01/19
City Code Chapter 15 Article IV: The APC shall be composed of 7 members appointed by the Mayor with the approval of Council, shall seek to give priority to the appointment of residents of the City and assure that there shall be representation from each of the City's four Council districts. Vacancies shall be filled by the Mayor with the approval of the Council for the unexpired portion of the term. Terms are three years. The Chairperson is elected by the majority of the Commission. Members are compensated. Liaison: Planning.			

Airport Authority			
Appointee	Resides in	Appointed by	Term Expires
James Garvin 11/9/04	District 3	M&C	10/18
Jack Robson 5/11/04	District 3	M&C	03/17
Anna Sandberg 2/26/85	District 3	M&C	03/19
Gabriel Iriarte 1/10/06	District 3	M&C	04/16
Christopher Dullnig 6/12/07	District 2	M&C	01/17
David Kolesar 04/28/15	District 1	M&C	04/18
Dave Dorsch 08/11/15	District 3	M&C	08/18
City Code Chapter 11 Article II: 7 members, must be residents and qualified voters of the City, appointed by Mayor and City Council, for three-year terms. Vacancies shall be filled by M&C for an unexpired portion of a term. Authority shall elect Chairperson from membership. Not a compensated committee. Liaison: City Clerk's Office.			

Animal Welfare Committee			
Appointee	Resides in	Appointed by	Term Expires
Dave Turley 3/23/10	District 1	M&C	04/19
Patti Stange 6/8/10	Non resident	M&C	02/17
Taimi Anderson 6/8/10	Non resident	M&C	02/18
Suzie Bellamy 9/28/10	District 4	M&C	04/17
Nick Brennan 05/26/15	District 2	M&C	05/18
Kathy Rodeffer 11/24/15	Non resident	M&C	11/18
Christiane Williams 03/22/16	District 1	M&C	03/19
Resolution 15-R-26, 10-R-20: Up to fifteen members appointed by the Mayor and Council for three-year terms. Not a compensated committee. Liaison: Public Services.			

Board of Election Supervisors			
Appointee	Represents	Appointed by	Term Expires
John Robson (Chief) 5/24/94	Mayoral appt	M&C	03/17
Terry Wertz 2/11/97	District 1	M&C	03/17
Mary Katherine Theis 02/24/15	District 2	M&C	03/17
VACANT	District 3	M&C	03/17
Maria Mackie 08/12/14	District 4	M&C	03/17
<p>City Charter C4-3: The Mayor and Council shall, not later than the first regular meeting in March of each year in which there is a general election, appoint and fix the compensation for five qualified voters as Supervisors of Elections, one of whom shall be appointed from the qualified voters of each of the four election districts and one of whom shall be appointed by the Mayor with the consent of the Council. The Mayor and Council shall designate one of the five Supervisors of Elections as the Chief of Elections. This is a compensated committee; compensation is based on a fiscal year. Per Council action (item 11-G-66) effective in March, 2013: In an election year all of the Board receives compensation. In a non-election year only the Chief Election Supervisor will be compensated. Liaison: City Clerk's office.</p>			

Cable Television Commission			
Appointee	Resides in	Appointed by	Term Expires
Jane Hopkins 06/14/11	District 1	Mayor	09/17
VACANT		Mayor	
James Sauer 9/9/08	District 3	Mayor	10/16
VACANT		Mayor	
Normand Bernache 09/23/14	District 4	Mayor	09/17
<p>City Code Chapter 15 Article III: Composed of four Commissioners plus a voting Chairperson, appointed by the Mayor with the approval of the Council, three year terms. This is a compensated committee. Liaison: City Manager's Office.</p>			

Candidates' Debate Workgroup			
Appointee	Resides in	Appointed by	Term Expires
			The Workgroup will be discharged once their recommendations are presented to the City Council
Janeen S. Miller, City Clerk			
Suellen M. Ferguson, City Attorney			
Jack Robson, Chief, BOES			
<p>Created 09/27/16 by Resolution 16-R-25. Up to 8 appointees who shall be residents, plus the City Clerk, City Attorney and Chief of the BOES. Workgroup shall select a chair from the members and get advice from the League of Women Voters. Liaison: City Clerk's Office</p>			

College Park City-University Partnership			
Appointee	Represents	Appointed by	Term Expires
Carlo Colella	Class A Director	UMD President	06/30/18
Edward Maginnis	Class A Director	UMD President	06/30/18
Ken Ulman	Class A Director	UMD President	06/30/19
Brian Darmody	Class A Director	UMD President	06/30/17
Patrick L. Wojahn (01/12/16)	Class B Director	M&C	06/30/17
Maxine Gross	Class B Director	M&C	06/30/18
Senator James Rosapepe	Class B Director	M&C	06/30/19
Stephen Brayman	Class B Director	M&C	06/30/17
David Iannucci (07/15/14)	Class C Director	City and University	06/30/17
Dr. Richard Wagner	Class C Director	City and University	06/30/19
<p>The CPCUP is a 501(c)(3) corporation whose mission is to promote and support commercial revitalization, economic development and quality housing opportunities consistent with the interests of the City of College Park and the University of Maryland. The CPCUP is not a City committee but the City makes appointments to the Partnership. Class B Directors are appointed by the Mayor and City Council; Class C Directors are jointly appointed by the Mayor and City Council and the President of the University of Maryland.</p>			

Citizens Corps Council			
Appointee	Represents	Appointed by	Term Expires
VACANT		M&C	
Yonaton Kobrias 10/14/14		M&C	10/17
VACANT	Neighborhood Watch	M&C	
Dan Blasberg 3/27/12		M&C	03/18
David L. Milligan (Chair) 12/11/07		M&C	02/17
Marilyn Morin 04/12/16		M&C	04/19
<p>Resolution 05-R-15. Membership shall be composed as follows: A Citizen Corps Coordinator for each neighborhood shall be nominated and appointed by the Mayor and Council and serve as a potential member of the CPCCC for the term of their respective office in the neighborhood group. Mayor and Council shall nominate and appoint 5 to 7 residents to serve as community coordinators and to serve on the CPCCC. At least one member of the CPCCC shall be the Neighborhood Watch Coordinator, and at least one member shall represent each of the other Citizen Corps programs such as CERT, Fire Corps, Volunteers In Police Service, etc. Each member of the CPCCC shall serve for a term of 3 years, and may be reappointed for an unlimited number of terms. The Mayor, with the approval of the City Council, shall appoint the Chair and Co-Chair of the CPCCC from among the members of the committee. The Director of Public Services shall serve as an ex officio member. Not a compensated committee. Liaison: Public Services.</p>			

Committee For A Better Environment			
Appointee	Resides in	Appointed by	Term Expires
Janis Oppelt 8/8/06	District 1	M&C	01/19
Suchitra Balachandran 10/9/07	District 4	M&C	01/17
Donna Weene 9/8/09	District 1	M&C	01/19
Kennis Termini 01/14/14	District 1	M&C	01/17
Matt Dernoga 12/09/14	District 1	M&C	12/17
Susan Keller 05/26/15	District 1	M&C	05/18
Alan Hew 01/12/16	District 4	M&C	01/19
Daniel Walfield 02/23/16	District 1	M&C	02/19
Todd Larsen 03/22/16	District 2	M&C	03/19
Melissa Avery 04/12/16	District 4	M&C	04/19
Sarah D'Alexander 09/27/16	District 1	M&C	09/19
City Code Chapter 15 Article VIII: No more than 25 members, appointed by the Mayor and Council, three year terms, members shall elect the chair. Not a compensated committee. Liaison: Planning.			

Education Advisory Committee			
Appointee	Represents	Appointed by	Term Expires
Charlene Mahoney 12/11/12	District 2	M&C	02/17
Alethea Ten Eyck-Sanders 11/10/15	District 3	M&C	11/17
Melissa Day 9/15/10	District 3	M&C	03/17
Carolyn Bernache 2/9/10	District 4	M&C	12/16
Doris Ellis 9/28/10	District 4	M&C	12/16
Kendra Goodson 07/12/16	District 1	M&C	07/18
Peggy Wilson 6/8/10	UMCP	UMCP	05/16
Dawn Powers 1/26/16	District 2	M&C	01/18
David Toledo 04/25/16	District 1	M&C	04/18
Cristophoros Beck 10/25/16	District 2	M&C	10/18
Resolutions 15-R-25, 97-R-17, 99-R-4 and 10-R-13: At least 9 members who shall be appointed by the Mayor and Council: at least two from each Council District and one nominated by the University of Maryland. Two year terms. The Committee shall appoint the Chair and Vice-Chair of the Committee from among the members of the Committee. Not a compensated committee. Liaison: Youth and Family Services.			

Ethics Commission			
Appointee	Represents	Appointed by	Term Expires
Nora Eidelman 11/24/15	District 1	Mayor	11/17
Joe Theis 05/12/15	District 2	Mayor	05/17
James Sauer 12/09/14	District 3	Mayor	12/16
Gail Kushner 09/13/11	District 4	Mayor	01/18
Robert Thurston 9/13/05	At Large	Mayor	03/18
Alan C. Bradford 1/23/96	At-Large	Mayor	11/17
Frank Rose 05/08/12	At-Large	Mayor	03/18
City Code Chapter 38 Article II: Composed of seven members appointed by the Mayor and approved by the Council. Of the seven members, one shall be appointed from each of the City's four election districts and three from the City at large. 2 year terms. Commission members shall elect one member as Chair for a renewable one-year term. Commission members sign an Oath of Office. Not a compensated committee. Liaison: City Clerk's office.			

Housing Authority of the City of College Park			
Bob Catlin 05/13/14		Mayor	05/01/19
Betty Rodenhausen 04/09/13		Mayor	05/01/18
John Moore 9/10/96		Mayor	05/01/19
Thelma Lomax 7/10/90		Mayor	05/01/20
Carl Patterson 12/11/12	Attick Towers resident	Mayor	05/01/16
<p>The College Park Housing Authority was established in City Code Chapter 11 Article I, but it operates independently under Article 44A Title I of the Annotated Code of Maryland. The Housing Authority administers low income housing at Attick Towers. The Mayor appoints five commissioners to the Authority; each serves a five year term; appointments expire May 1. Mayor administers oath of office. One member is a resident of Attick Towers. The Authority selects a chairman from among its commissioners. The Housing Authority is funded through HUD and rent collection, administers their own budget, and has their own employees. The City supplements some of their services.</p>			

Dr. Martin Luther King, Jr. Tribute Committee			
Appointee	Represents	Appointed by	Term Expires
Anita Wolley 09/27/16	District 2	M&C	09/19
Lilla Sutton 09/27/16	District 2	M&C	09/19
Dottie Chicquelo	Non-resident	M&C	09/19
		M&C	
<p>Between five and nine members, appointed by the Mayor and Council for three-year terms. The Committee shall appoint the Chair and Vice-Chair from among their membership annually. A quorum will consist of a majority of the appointed members. The Committee may work with partners such as the University of Maryland, the Maryland National Capital Park and Planning Commission, local schools and faith communities, and others as appropriate, in planning the event. Liaison: Public Services</p>			

Neighborhood Quality of Life Committee			
Name:	Represents:	Appointed By:	Term Ends:
Mayor and City Council of the City of College Park			Term in office
Chief David Mitchell	UMD DPS (UMD Police)	University	02/16
Dr. Andrea Goodwin	UMD Administration – Rep 1	University	02/16
Marsha Guenzler-Stevens (Stamp Student Union)	UMD Administration – Rep 2	University	04/16
Matthew Supple (Fraternity-Sorority Life)	UMD Administration – Rep 3	University	04/16
Gloria Aparicio-Blackwell (Office of Community Engagement)	UMD Administration – Rep 4	University	04/16
Karyn Keating-Volke	City Resident 1	City Council	02/17

Aaron Springer	City Resident 2	City Council	10/17
Bonnie McClellan	City Resident 3	City Council	04/16
Denise Mitchell 02/23/16	City Resident 4	City Council	02/18
Bob Schnabel	City Resident 5	City Council	08/17
Seth Statler 10/25/16	City Resident 6	City Council	10/18
Cole Holocker	UMD Student 1	City Council	11/16
Adler Pruitt	UMD Student 2	City Council	09/17
Alex Tobin 10/25/16	UMD Student 3	City Council	10/18
Ian Henderson 02/23/16	UMD Student 4	IFC	02/18
VACANT	UMD Student 5	Nat'l Pan-Hell. Council, Inc. / United Greek Council	
Drew Hogg	Graduate Student	GSG Representative	09/17
VACANT	Student Co-Operative Housing	City Council	
Maj. Bill Alexander	PG County Police Dept.	PG County Police	
Bob Ryan	Director of Public Services	City Council	
Jeannie Ripley	Manager of Code Enforcement	City Council	
Lisa Miller	Rental Property Owner	City Council	05/18
Richard Biffl	Rental Property Owner	City Council	02/16
Paul Carlson	Rental Property Owner	City Council	05/18
Established by Resolution 13-R-20 adopted September 24, 2013 to replace the Neighborhood Stabilization and Quality of Life Workgroup. Amended October 8, 2013 (13-R-20.Amended). Amended February 11, 2014 (14-R-03). Amended July 15, 2014 to change the name (14-R-23). City Liaison: City Manager's Office. Two year terms. Main Committee to meet four times per year. This is not a compensated committee.			

Noise Control Board			
Appointee	Represents	Appointed by	Term Expires
Mark Shroder 11/23/10	District 1	Council, for District 1	01/19
Harry Pitt, Jr. 9/26/95	District 2	Council, for District 2	04/20
Alan Stillwell 6/10/97	District 3	Council, for District 3	09/20
Suzie Bellamy	District 4	Council, for District 4	12/16
Adele Ellis 04/24/12	Mayoral Appt	Mayor	08/20
Bobbie P. Solomon 3/14/95	Alternate	Council - At large	05/18
Larry Wenzel 3/9/99	Alternate	Council - At large	02/18
City Code Chapter 138-3: The Noise Control Board shall consist of five members, four of whom shall be appointed by the Council members, one from each of the four election districts, and one of whom shall be appointed by the Mayor. In addition, there shall be two alternate members appointed at large by the City Council. The members of the Noise Control Board shall select from among themselves a Chairperson. Four year terms. This is a compensated committee. Liaison: Public Services.			

Recreation Board			
Appointee	Lives In	Appointed by	Term Expires
Eric Grims 08/12/14	District 1	M&C	08/17
Sarah Araghi 7/14/09	District 1	M&C	10/18
Alan C. Bradford 1/23/96	District 1	M&C	02/17
Adele Ellis 9/13/88	District 3	M&C	02/17
Barbara Pianowski 3/23/10	District 4	M&C	05/17
Judith Oarr 05/14/13	District 4	M&C	05/19
Bettina McCloud 1/11/11	District 1	M&C	02/17
David Toledo 04/25/16	District 1	M&C	04/19
Stuart Adams 05/24/16	District 3	M&C	05/19
VACANT		M&C	

City Code Chapter 15 Article II: Effective 2/2/16: 10 members appointed by the Mayor and Council for three-year terms with a goal of representation from each district. The Chairperson will be chosen from among and by the district appointees. Not a compensated committee. Additional participants include the University of Maryland liaison and the M-NCPPC liaison. Liaison: Public Services.

Tree and Landscape Board			
Member	Represents	Appointed by	Term Expires
Christine O'Brien 08/11/15	Citizen	M&C	08/17
John Krouse	Citizen	M&C	10/16
VACANT	Citizen	M&C	
VACANT	Citizen	M&C	
Joseph M. Smith 09/23/14	Citizen	M&C	09/16
Janis Oppelt	CBE Chair Liaison		
John Lea-Cox 1/13/98	City Forester	M&C	04/17
Steve Beavers	Planning Director		
Brenda Alexander	Public Works Director		

City Code Chapter 179-5: The Board shall have 9 voting members: 5 residents appointed by M&C, the CBE Chair or designee, the City Forester or designee, the Planning Director or designee and the Public Works Director or designee. Two year terms. Members choose their own officers. Not a compensated committee. Liaison: City Clerk's office.

Veterans Memorial Committee			
Appointee	Represents	Appointed by	Term Expires
Joseph Ruth 11/7/01	VFW	M&C	01/19
Blaine Davis 10/28/03	American Legion	M&C	01/19
Rita Zito 11/7/01		M&C	12/18
Doris Davis 10/28/03		M&C	01/19
Arthur Eaton		M&C	11/16
Seth Gomoljak 11/6/14		M&C	11/17
VACANT			
VACANT			
VACANT			

Resolution 15-R-27, 01-G-57: Board comprised of 9 to 13 members including at least one member from American Legion College Park Post 217 and one member from Veterans of Foreign Wars Phillips-Kleiner Post 5627. Appointed by Mayor and Council. Three year terms. Chair shall be elected each year by the members of the Committee. Not a compensated committee. Liaison: Public Works.