

STAFF REPORT

TO: Mayor and Town Council
FROM: Lawrence P. DiRe, Town Manager
DATE: November 20, 2023
SUBJECT: Item 10B Upper Shore Community Development Partners Agreement

Background

As part of the town's program to disperse American Rescue Plan Act (ARPA) funding numerous community-service oriented organizations sought funding to continue and/or expand their services. Decisions to disperse these funds were made as part of a public process and discussed at several public meetings. Upper Shore Community Development Partners (USCDP) requested \$90,000 in funding support to provide the town with several deliverable products. After several meeting discussions with the ARPA committee USCDP was proposed for \$44,000 funding for their effort, which the mayor and town council ultimately approved. To date no funding disbursement has been made and the USCDP provided no services to the town pending approval of a formal agreement for services. This matter came before the mayor and council for review and discussion at their November 6, 2023 regular monthly meeting. No action was taken at the November 6th meeting. Following that meeting, the contractor provided a revised document (attached) which was sent to the town attorney for review and comment. The contractor, town attorney, and town manager convened by video conference on November 15th to review and discuss the revised document. Discussion ensued about the clarity of the revised document on project timing (all concurrent) and deliverables. The town attorney expressed no concerns or reservations about the town's obligations or potential liabilities and recommended the document go to the mayor and council for review, and action if deemed appropriate.

Issue

Pending review and discussion should the town enter a contract for services using American Rescue Plan Act (ARPA) funds with Upper Shore Community Development Partners?

Recommendation

The town manager is recommending the approval of the attached contract for services agreement as written by the contractor and reviewed by the town attorney at this time.

Provided for both discussion and action at this time. Pending further discussion provide direction to staff.

Contract For Services Using ARPA Funds
Town of Chestertown, Upper Shore Community Development Partners

11/13/23
DRAFT #2

THIS Contract For Services is made on the ____ day of _____, 2023 between the Town of Chestertown and Upper Shore Community Development Partners (USCDP) regarding the American Rescue Plan Act (ARPA) funds allocated to USCDP by the Town of Chestertown in April 2023, for work and services to be performed in accordance with the statement of work (SOW) set forth herein.

Allocation of Funding

The Town of Chestertown allocated \$44,000 in one lump sum payment to USCDP, to be deposited to the USCDP account at The Peoples Bank of Chestertown on or before _____, 2023. Withdrawals and debits from the account may be made by USCDP subject to the provisions of “Expenses” below All expenses resulting in withdrawals or debits shall be reported to the Town on the last business day of each month while work and services are ongoing.. USCDP shall undertake and complete the SOW whether or not the allocation of \$44,000.00 from the Town is sufficient to cover all necessary expenses.

Expenses

All expenses shall be attributable to and necessary for the SOW and shall be documented and reported to the Town of Chestertown on a monthly basis. Consultants shall be paid upon presentation of invoices, net 10 days.

Employees/Consultants

Any consultants retained by USCDP will provide W-9 forms to the organization and will therefore be responsible for their own income tax reporting and filing.

Ownership of Work Product/Deliverables

All Deliverables (as itemized below) shall be owned by USCDP, with the information/data contained in the Deliverables available to the general public and the Town, who shall have ongoing access to the information for its use. The Town may not add to or edit the information unless consent to do so is expressly provided by USCDP.

Deliverables To Be Provided By USCDP

Donor/Foundation/Grant Database to facilitate fundraising by Chestertown area nonprofit organizations and the Town of Chestertown

- Create a comprehensive database of potential donors, foundations, and grant opportunities
- Research and gather information on donor preferences, funding priorities, and application processes.
- Develop a system to track and manage donor relationships, including contact details, giving history, and communication history.
 - Customize the database to provide tailored reports and analysis for fundraising purposes.
 - Provide training to non-profit staff on database management and effective fundraising strategies.

Nonprofit Database

- Create a database of local non-profit organizations operating within the Chestertown area community.
- Gather information on their mission, services provided, target populations, and contact details.
 - Establish a framework for regularly updating and maintaining the database.
 - Develop a user-friendly interface to access and search the database.
 - Make the database available to stakeholders and community members to facilitate collaborations and partnerships.

Needs Assessment

- Design and implement a needs assessment survey to collect data on the community's challenges, gaps, and opportunities.
- Analyze and interpret survey data to identify key areas of need.
- Prepare a comprehensive needs assessment report with actionable recommendations.
- Present the findings to the USCDP board, Town and Council, and stakeholders.
- Begin to develop strategies and programs based on the needs assessment results.

Establishment of a Housing and Entrepreneurship Resource Program:

- Establish a resource center to provide information, tools, and resources for individuals, with an emphasis on minorities interested in home ownership, entrepreneurship, and community building.
- Curate and develop relevant training materials, workshops, and seminars.
- Collaborate with subject matter experts to deliver high-quality training sessions.
- Develop a training schedule and coordinate logistics for sessions.
- Evaluate the effectiveness of the training and make necessary improvements.

Affordable Housing: USCDP will begin the creation of a database of vacant and occupied properties in Town suitable for the development of affordable housing. The database will include the current number of affordable/subsidized units in town, as well as the following information:

- Address, with links to Merlin
- SDAT Information
- Current zoning
- Proposed zoning (for multiple units and/or multifamily)
- Number of possible units based on acreage and zoning

Timeline and Milestones

The proposed timeline for completing the scope of work is as follows: (concurrent)

- Establish and Align Partnerships: 3 months
- Donor/Foundation/Grant Database: 2 months
- Database of Local Non-Profit Entities: 2 months
- Needs Assessment: 4 months
- Resource Center and Training Development: 3 months
- Affordable Housing Database: 4 months

Note: The timeline is subject to adjustment based on project complexity, resource availability, and collaboration with nonprofit organizations and government partners.

Activities

Community Engagement: assist the Town with fulsome community outreach for various activities and opportunities available from the Town, e.g. strategic plan, equity commission, ad hoc task forces, etc.

Collaborations and Partnerships: in addition to facilitating stakeholder and partner participation in each deliverable, USC DP will, with input from the Town, continue to identify and solidify partnerships with area organizations.

Fundraising: research and grantwriting, with a particular focus on available funding (both public and philanthropic) that is currently not being accessed by the Town or the nonprofit community. The Town can provide a list of funding priorities to USC DP for its use. **Any funding raised by USC DP exclusively for the Town's use will include an expense/admin line of 8% to pay USC DP for its work.**

Attachments:

Grant Budget

Deliverables and Scope of Work

Consultant Resume