

WORKSESSION

July 22, 2021

7:30 PM

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Chimney Archeological Project** – Tom Gross and Daniel Tana of the Prince George’s County Planning Department will provide a briefing on the Mount Hope Slave Quarter Ruin. They will explain the historic resource evaluation process and the potential use of County grant funds for an archaeological investigation of the site.
4. **1201 Claybrick Road Presentation** – Matthew Gordon, Attorney representing the District of Columbia will give a second presentation and answer questions from community regarding the proposed development.
5. **Town Grant Submission** – The Cheverly Community Forum for Accountability and Action has submitted a grant application for \$2,000.00.
7. **Cheverly Town Seal** – Neighborhood Design Center will provide an update on the Town Seal process.
8. **Community Complaints Board** – Ganesha Martin will provide an update on the community complaints board.
9. **Annexation** – Mayor Munyeneh will engage Council on annexation projects.
10. **Water Task Force** – The role of the task force is to serve as a resource for Public Works, collect information from residents, work with LIDC in terms of triaging the issues, as well as provide communication to residents about progress made
11. **Review of July Town Meeting agenda and future requests** – Mayor and Town Administrator will offer a forecast of the August 12 Town Meeting agenda. Mayor will seek Council input on agenda items for consideration for future meetings.
12. **Adjourn**

You are invited to a Zoom webinar.

When: July 22, 2021 07:30 PM Eastern Time (US and Canada)

Topic: Cheverly Mayor and Council Worksession

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82551558763?pwd=SkU0MDI5TmNWYVBMNXIFVk8vNEp0UT09>

Webinar ID: 825 5155 8763

Passcode: 916656

Or iPhone one-tap : US: +13017158592,,82551558763# or +16465588656,,82551558763#

Or Telephone: US: +1 301 715 8592 or +1 646 558 8656 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799



Department of General Services

1201 Claybrick Road

May 4, 2021

Town of Cheverly | DMV & DDOT Facility

Presented by: District of Columbia Department of General Services



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Introduction – Project Team

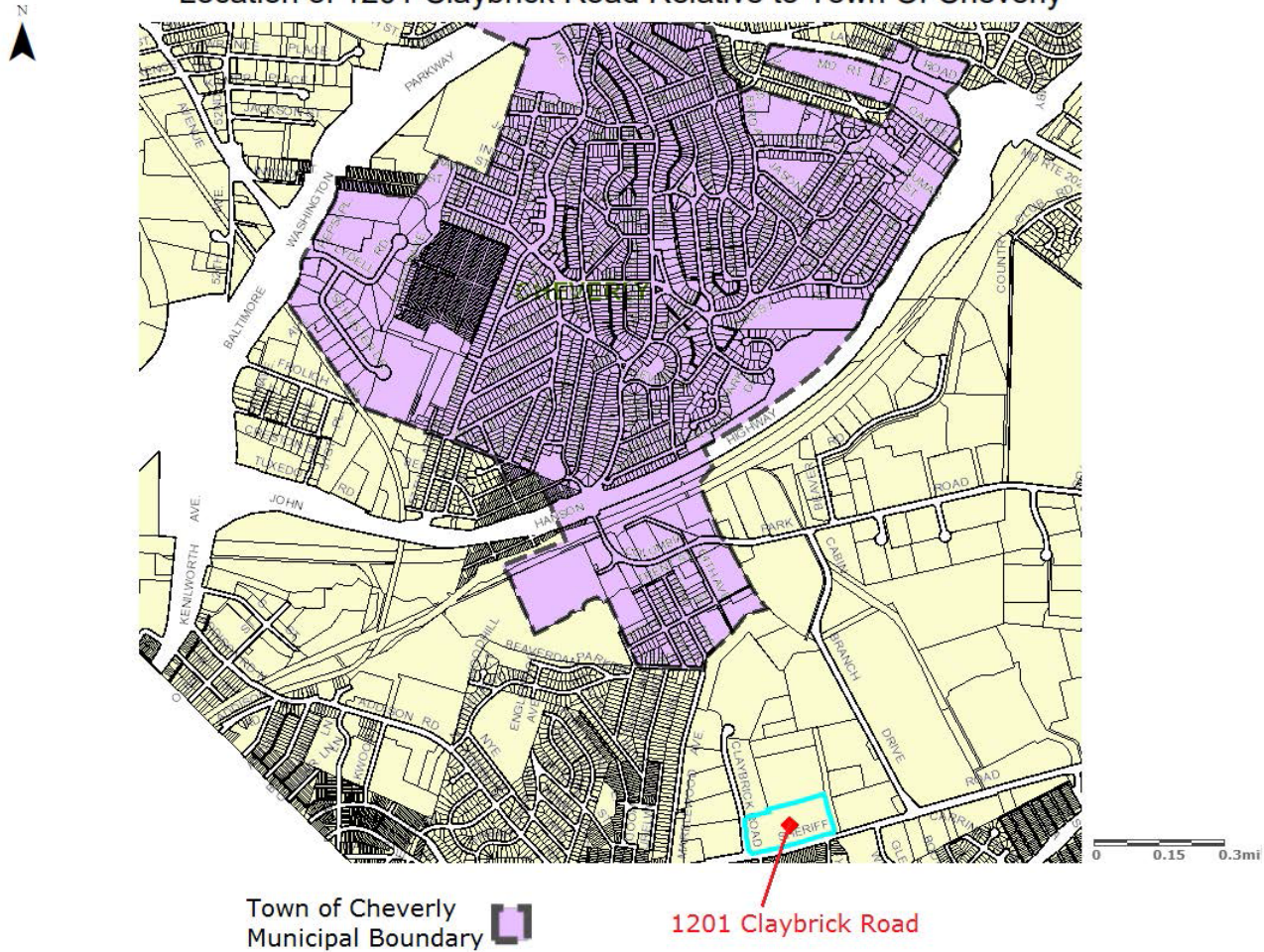


- Contract Buyer – Tiwana Hicks
 - District of Columbia Department of General Services
- Architect – Garret Pressick
 - Bell Architects
- Civil Engineer – David O’Dell, Joseph DiMarco, Eric McWilliams
 - Bohler
- Traffic Engineer – Katie Wagner
 - Grove Slade

Location of 1201 Claybrick Rd.



Location of 1201 Claybrick Road Relative to Town Of Cheverly



Data provided by Prince George's County Planning Department



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Project Overview



- The District of Columbia intends to purchase and develop the Property to accommodate:
 - District Department of Transportation's (DDOT) Circulator Fleet Maintenance Facility
 - Department of Motor Vehicles (DMV) Commercial Driver License (CDL) Testing Facility
- The District plans to develop the DMV facility as Phase 1, and subsequently develop the DDOT facility as Phase 2.

Project Overview



- The Site will consist of:
 - A principal building with approximately 33,600 square feet of gross floor area and a building height of approximately 60 feet.
 - An accessory structure for washing the DC Circulator fleet with approximately 5,500 square feet of gross floor area and a building height of approximately 35 feet.
 - An accessory structure (canopy) for fueling the DC Circulator fleet with approximately 3,000 square feet of gross floor area and a building height of approximately 35 feet.



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Project Overview



- The DC Circulator Electric Bus Program
 - DDOT is required by the Clean Energy DC Omnibus Amendment Act of 2018, to transition its remaining 58 diesel and hybrid diesel fleet to 100% BEB by 2045.
 - The purpose of the site is to accommodate the DC Circulator storage, maintenance and charging infrastructure in a state-of-the-art green facility that will support the region's goals for reducing air pollutants.
 - Currently the DC Circulator has 14 electric buses, and plans to purchase 14 additional electric buses in FY21 for expansion of the fleet.



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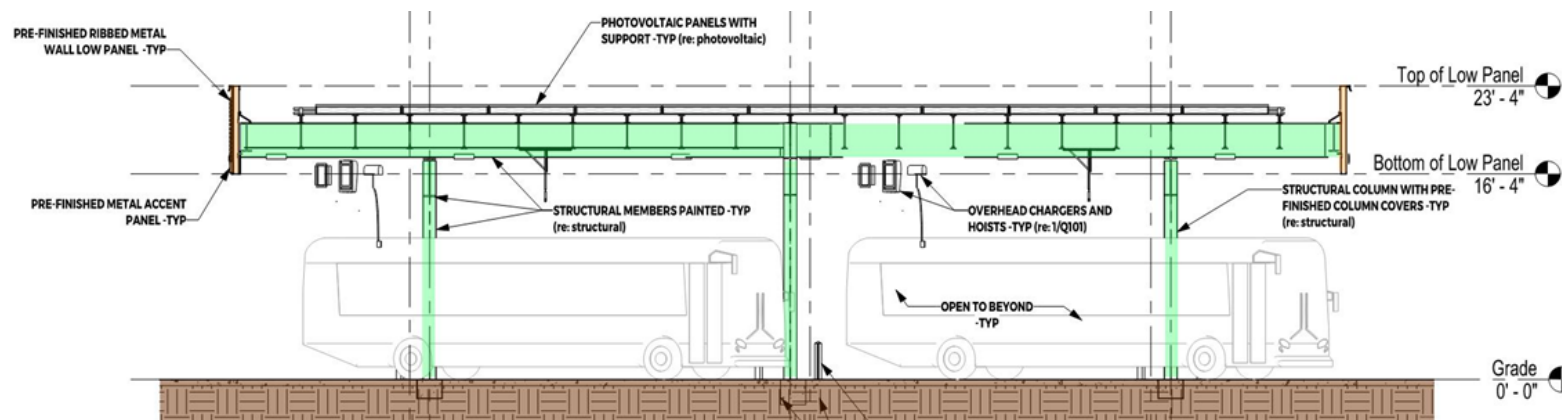
Project Overview



Rendering Sample View under Charging Canopy



Example – Rendering of Similar Bus Ops Facility with Solar Canopy supporting BEB Charging



Section of Solar Canopy / Charge Dispenser Supporting Overhead Frame

DDOT Circulator Fleet Maintenance & Operations Facility



- Approximately 121 passenger vehicle parking spaces and approximately 121 bus parking spaces for the DC Circulator fleet are proposed on the Property.
- A total of 14 bus maintenance bays for the DC Circulator fleet are presently contemplated.
- DDOT plans to have transition more than half its fleet to electric vehicles by 2026.



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Project Overview



- DDOT will be conducting a **National Environmental Policy Act (NEPA)**. The National Environmental Policy Act (NEPA) process provides a framework for environmental planning and decision making by federal agencies. NEPA requires federal agencies to consider the environmental consequences of proposed actions and provide this information to the public. It considers a broad range of impacts related to social, economic, and environmental activities of a proposed action and includes consultation with other federal, state, and local agencies as well as public involvement.

Essential elements of the NEPA process include:

- Purpose and Need;
- Alternatives;
- Impacts;
- Mitigation;
- Public Involvement;
- Interagency Coordination; and
- Documentation



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DMV CDL Testing Center Operations



- The DMV CDL Testing Center will administer a course design and testing scheme necessary to strictly adhere to the Federal Motor Carrier Safety Administration (FMCSA) regulations, which establish the specific guidelines for testing and safety for the issuance of CDLs.
- Hours of operation will be Tuesday through Saturday, 7am to 5pm.
- Testing duration is 2 hours and estimated testing volume is approximately 8 tests per day within the standard hours of operation.
- Occasional testing may be conducted on Mondays.

Mandatory Referral Process



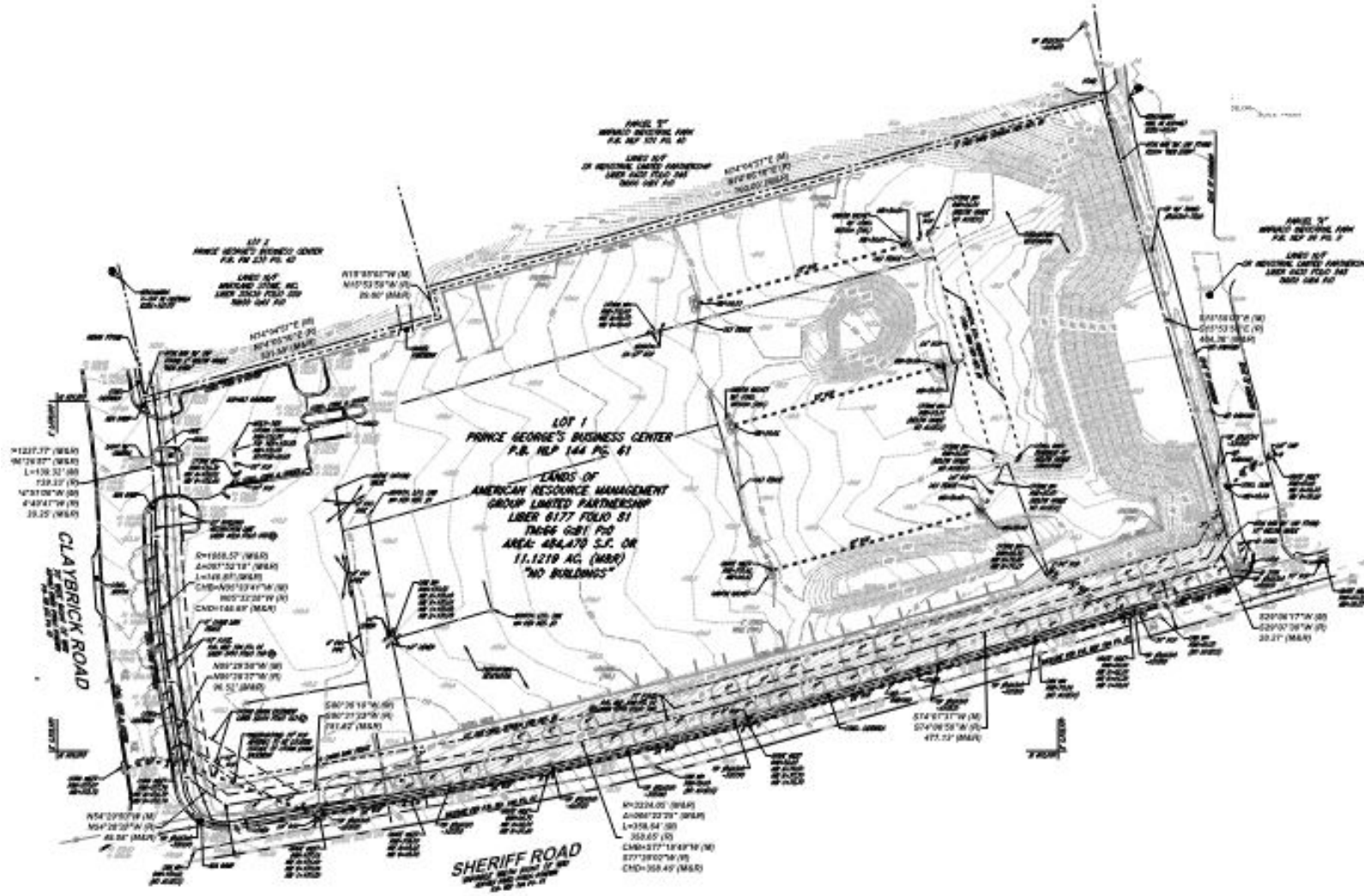
- The State Law (Maryland Annotated Code, Land Use article) identifies the Mandatory Referral review process for public bodies desiring to locate, construct, or authorize a public building or structure in Prince George's County.
- The Mandatory Referral process is separate and distinct from the development review processes required for private development projects.
- In accordance with the State Law, M-NCPPC has exclusive jurisdiction to review.

Mandatory Referral Process



- M-NCPPC will review the District of Columbia's Mandatory Referral application in accordance with its adopted Uniform Standards for Mandatory Referral review, which can be viewed here:
<http://www.pgplanning.org/DocumentCenter/View/762/Adopted-Uniform-Standards-PDF?bidId=>
- Based on the staff report, public comments and input (including comments from the Town of Cheverly), the applicant's rationale, and the findings and considerations, the Planning Board will render a decision on the Mandatory Referral application.

Existing Conditions



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Proposed Conditions



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Proposed Elevations



Circulation Plan

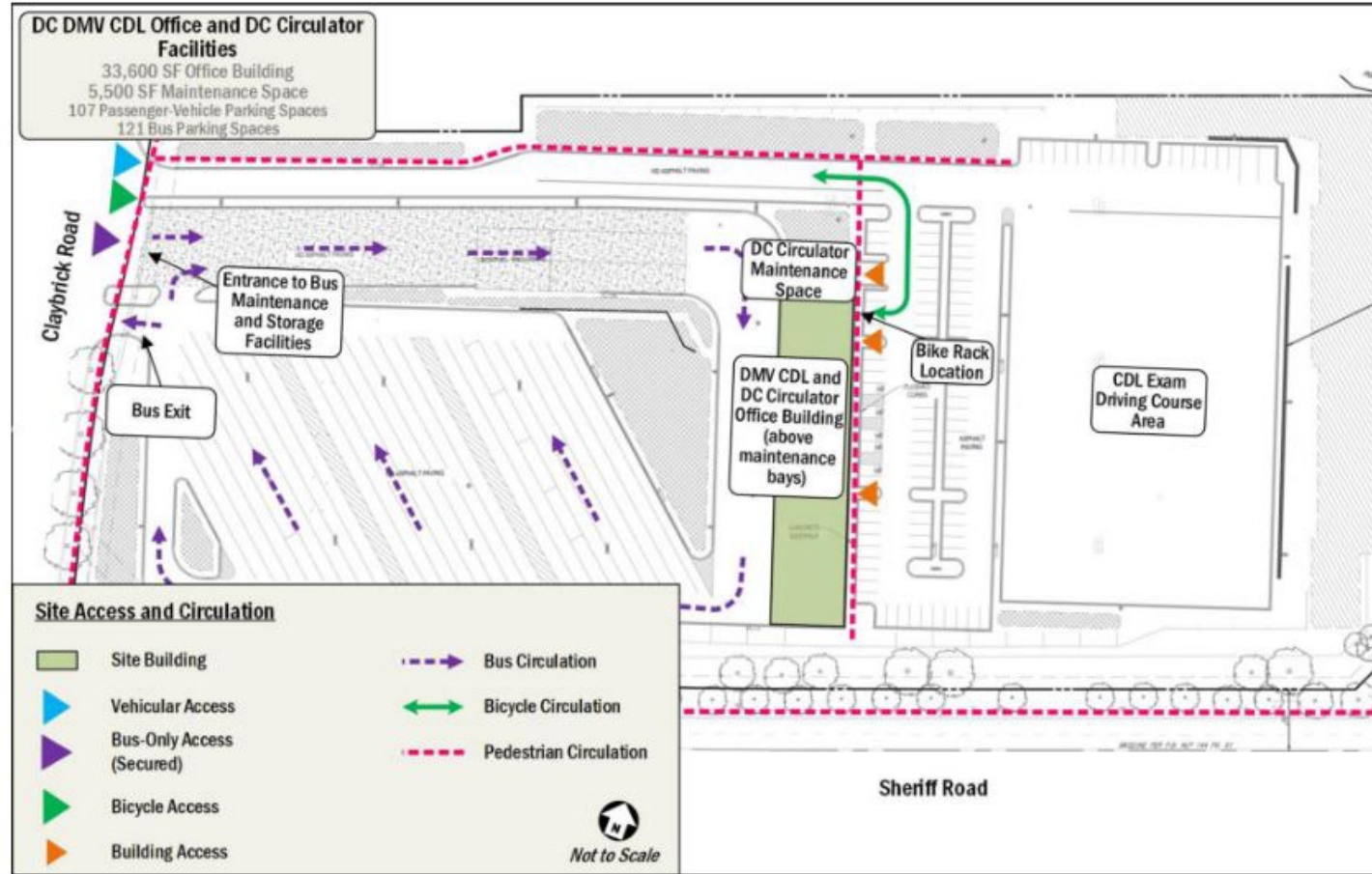


Figure 5: Site Access and Bus Circulation



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Thank you!
Questions?



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BUILD
MAINTAIN
SUSTAIN



GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR



Connect with DGS!



Contact: DGS@dc.gov



Facebook: www.facebook.com/dcdgs



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1201 Claybrick Road
District of Columbia DDOT/DMV Facility
Draft Conditions

1. National Environmental Policy Act (NEPA) Process: The District of Columbia will be evaluating a number of traffic and environmental impacts as part of a subsequent NEPA process. The District of Columbia agrees that it will provide the Town of Cheverly with copies of its NEPA submission for review and comment. The District of Columbia will meet with the Town to review its comments relating to the NEPA submission and make good faith efforts to address the Town's comments to the NEPA submission prior to occupying the property for its intended use.
2. Installation of Infrastructure for Electric Vehicles (EV): The District of Columbia will construct the facility with the necessary EV infrastructure to accommodate a fully electric fleet.
3. Impervious cover: While the Zoning Ordinance permits up to 90% impervious cover, the District of Columbia will limit the development to a maximum of 70% impervious cover to provide for greater environmental site design.
4. Green space: While the minimum required green space is 10% under the Zoning Ordinance, the project will provide a minimum of 30% of green space to enhance the environmental site design of the proposed development.
5. Landscape improvements: The District of Columbia will design the project to meet or exceed all applicable standards in the Prince George's County Landscape Manual.
6. Routing of DDOT Circulator Busses: The District of Columbia will restrict the routing of its Circulator busses from accessing the property through the nearby internal single-family residential neighborhood streets.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



1. Please provide more details on the NEPA review process.

The National Environmental Policy Act (NEPA) process provides a framework for environmental planning and decision making by federal agencies. NEPA requires federal agencies to consider the environmental consequences of proposed actions and provide this information to the public. It considers a broad range of impacts related to social, economic, and environmental activities of a proposed action and includes consultation with other federal, state, and local agencies as well as public involvement. Some examples of the activities reviewed under NEPA, include review of traffic, and pollution (air, noise, environmental). The NEPA document must be approved by the federal lead agency for the project, in this case the Federal Transit Administration, prior to development of the DC Circulator facility. For more information on the NEPA process: <https://www.transit.dot.gov/regulations-and-programs/environmental-programs/environmental-review-process>

2. What is the anticipated routing of circulator buses to and from the site?

DDOT has yet to determine the routing of the Circulator and will develop this during the NEPA process. The process will assess traffic impacts along with a wide range of social and environmental considerations. The traffic assessment through NEPA will include the timing and volume of movements entering and exiting the site by employees and Circulator vehicles, flows along Sherriff Road, other roadway improvements, and a comparison of existing traffic to future traffic as a result of the proposed development. As part of the NEPA process, the District intends to provide a copy of its report for review and comment by the Town of Cheverly.

The DC Circulator operates their facilities 24 hours a day. Most of the bus circulation to and from the garage happen during off peak periods of traffic in the mornings and at night. Normally buses leave the facility in the mornings between 5:00am-7:30am and return in the evening period and stagger between 9:30pm and midnight.

3. Timing and plans for constructing infrastructure on-site that will allow for conversion to an electric fleet.

The initial 30 percent design of the facility is scheduled to begin fall of 2021 in conjunction with the NEPA planning process, pending the purchase of the site. The facility will be designed to accommodate DDOT'S conversion to EV fleet, including electric bus infrastructures and photovoltaic system. A canopy/overhead charger support frame will be built over the bus parking area that will support solar panels and

charging dispensers for the battery electric buses. The electric buses will be charged overnight underneath the canopy.

Additionally, January 18, 2019 DC Mayor Muriel Bowser signed the Clean Energy DC Omnibus Amendment Act of 2018, supported by DC Council, which requires that all public buses be transitioned to 100% zero emissions by 2045. The District's goals align with Prince George's county's Climate action plan initiatives. Prince George's County has goal of reducing 50% of GHG emission by 2030. The District intends to be fully aligned with this vision and as a result will construct the facility so that it will have the infrastructure in place to accommodate a fully electric fleet. DDOT will be working with their counterparts at Prince George's County to look at opportunities where collaboration can continue to be created as both regional governments look towards the electrification of their fleets.

4. What size of fuel tank will be maintained on-site to accommodate conventional fueled buses?

The current DC Circulator fleet is comprised of electric vehicles, clean diesel vehicles, and hybrid diesel-electric vehicles. Please note hybrid diesel-electric and clean diesel vehicles operate more efficiently than standard diesel buses, consume less fuel, and emit fewer emissions including particulate matter and greenhouse gasses. The current diesel fuel used by DDOT for Circulator operations is ultra-low sulfur diesel (ULSD) clear which reduces harmful tailpipe and evaporative emissions.

The actual size of the fuel tanks needed to accommodate the remaining clean diesel and hybrid diesel-electric fleet is still being determined and will be dependent on how many electric vehicles will be operation on the site at the time the facility is delivered. However, the storage tank will be no bigger than a 10-thousand-gallon tank. In preparation for the District's transition to a full electric fleet, any liquid fuel tanks and dispensers will be above ground and the tank will be surface mounted. This will allow for ease of removal once the clean diesel and hybrid diesel-electric buses are replaced with electric vehicles.

The District is also committed to continue to ensure compliance with all safety regulations and adhere to all local and federal laws. The District government mandates the implementation of Hazards Communication Standards (HazCom) procedures, a program created by Occupational Safety and Health Administration (OSHA) to improve workplace safety in areas where dangerous chemicals are used. The District also mandates the Storm Water Prevention Plan (SWPP), a site-specific, written document that identifies all of the activities and conditions at their site that could cause water pollution, and details the steps the facility will take to prevent the discharge of any unpermitted pollution. Finally, The Department of Energy and the Environment conducts annual and (unscheduled) inspections to ensure the District

adheres to all federal and local environmental laws and to ensure the District is following their SWPP.

Finally, the District of Columbia is committed to electric bus transition. Currently, the DC Department of Transportation is conducting a DC Circulator Sustainability Plan that will discuss the timing and possibility of advancing the electric bus transition. This plan will help the agency determine how many electric vehicles will transition to the Claybrick site. The Claybrick facility will advance the District's fleet electrification goals since it will have a facility with the infrastructure to storage, charge, and maintenance of the vehicles.

5. How many employees will be Prince George's County residents and are there ways to prioritize future hires from the Town and/or County. Can any employment positions be set aside for Cheverly residents?

One hundred and thirty-four (134) DC Circulator employees are Maryland residents approximately fifty percent (50%) of the DC Circulators employees. Of those, eleven percent (11 %) are Cheverly residents. The District is committed to working with the Town of Cheverly's and Prince George's County to look at ways in which further training and employment opportunities for individuals in the area.

For reference, please find attached the following:

- Exhibit A, summarizing the place of residence of DC Circulator staff based on zip code data.

6. Will the District pay property taxes?

No, the District is exempt from property taxes as a government entity.

7. How will the Town benefit from the DC project? What are the direct benefits to the Cheverly community with this development?

Cheverly will benefit from the DDOT facility investment through various direct benefits including:

- Ongoing operation of the facility will provide direct, indirect and induced employment and expenditures including restaurant and food purchases, retail sales, and other services
- Promote employment opportunities available with as part of the DC Circulator team
- Opportunity to partner with the community on educational and potential direct training on sustainable investments including electric vehicles, photovoltaic power generation, electrical grid resiliency, and battery storage
- The NEPA planning process will document some of the desired public improvements in the area (such as improvements in bike lanes and bike connectivity) that can then be shared with elected and government officials.

- DDOT will continue to collaborate with Prince George’s County on the overall regional transportation goals to reduce air pollutant and achieve climate regional goals

In addition, the District will partner with the Cheverly community and have an open line of communication on all aspects of this development. Unlike a private developer, the District will have many entities that will ensure our development is compliant with national standards. DDOT is currently coordinating The Bus (Prince George County) team who is also in the process of electrifying its fleet and trying to find ways in which we can find ways to support each other through this transition. Currently, there are several positions opened within the DC Circulator and we are happy to work with the local government employment services to spread the word of these opportunities.

8. Are there any bikeway improvements that will be constructed as part of the project?

The District’s initial design includes frontage improvements around the property along both Sheriff Road and Claybrick Road that will benefit both pedestrians and bikers. During NEPA, we will work with the community, Prince George's County and the Town of Cheverly on potential additional non-motorized connections that can then be shared with the local transportation department.

9. What can the District do to encourage the office employees to use metro to commute to the site? Can there be a shuttle bus or other transit benefits provided to employees?

Yes, the District can work to encourage RATP DEV, the DC Circulator contractor, to provide transportation benefits to their employees. The District is willing to work with the contractor to add accommodations regarding commuting to the site, such as providing a shuttle to the metro station or additional incentives to carpool and bike to the site.

10. What percentage of impervious cover is proposed versus what is allowed?

Landscaping, screening, and buffering of development in the I-1 Zone shall be provided in accordance with the provisions of the Landscape Manual. In addition, the following applies:(1) At least ten percent (10%) of the net lot area shall be maintained as green area Maximum impervious area allowed is 90%. The proposed development is 11.12 acres and of that 7.07 acres (65.5%) will be impervious cover and 4.05 acres (34.4%) will be pervious cover.

11. Have you coordinated with Amazon to review their traffic study to see what can be done to mitigate impacts by operations from both projects?

The approved Amazon Study was reviewed, and all intersections were found to operate

within County standards under future conditions. These intersections are anticipated to continue operating within County standards with the proposed DDOT-DMV Facility based on the limited peak hour trip generation associated with the proposed DDOT-DMV Facility.

With respect to future operations along Claybrick Road, improvements that include signalization of the Claybrick Road and Sheriff Road intersection and the installation of a 150' eastbound left-turn lane are currently under design. The Amazon Operational Study found that with these improvements the intersection will operate well within County standards. Similarly, the intersection is anticipated to operate well within County Standards with the additional trips generated by the proposed DDOT-DMV Facility.

Please see table below summarizing peak hour trip generation of each project.

Project	AM Peak Hour (veh/hr)			PM Peak Hour (veh/hr)		
	In	Out	Total	In	Out	Total
DDOT and DMV Facility	26	7	33	7	30	37
Amazon DSP Parking Facility	128	128	256	128	128	256

The DDOT-DMV Facility is projected to generate minimal peak hour traffic without significant impact to conditions in the surrounding area and mitigation is not triggered.

For reference, please find attached the following:

- Exhibit B, showing the likely inbound peak hour trips and routes based on residence zip code; and
- Exhibit C, showing the likely outbound peak hour trips and routes based on residence zip code.

12. How is the current diesel fleet going to impact surrounding community from an environmental perspective?

The current Circulator fleet is comprised of electric vehicles, clean diesel vehicles, and hybrid diesel-electric vehicles. When the facility is completed, less than half of the DC Circulator buses will be clean diesel vehicles and hybrid diesel-electric vehicles. Please note hybrid diesel-electric and clean diesel vehicles operate more efficiently than standard diesel buses, consume less fuel, and emit fewer emissions including particulate matter and greenhouse gasses. For further compliance and to better understand the impacts on the environment, the NEPA process will review air quality impacts for the area. Last, a summary of the environmental benefits associated with the clean diesel, hybrid diesel, and electric busses is copied below.

VEHICLE PROPULSION	MANUFACTURE	MODEL	ENVIRONMENTAL BENEFITS
ELECTRIC	PROTERRA	E2 Catalyst	<ul style="list-style-type: none"> • 100% battery electric propulsion; Zero emissions; Displaces 88.9K gallons of diesel annually; Eliminates more than 244K lbs of CO2 emissions annually • Provides cost savings of more than \$6 million during a 12-year lifetime; Reduces noise pollution
HYBRID DIESEL	NEW FLYER	Xcelsior Hybrid	<ul style="list-style-type: none"> • Fueled by mix of clean diesel and electricity; Better fuel economy than conventional buses; Reduced emissions; Advanced technology for smooth & quick acceleration; All electric power capabilities; Decreased noise pollution
CLEAN DIESEL	NEW FLYER	Xcelsior	<ul style="list-style-type: none"> • Reduce commuter trips made by car or taxi to 25 percent; Eliminate “unhealthy” air quality index days, including “unhealthy for sensitive groups” days.

13. Was the DMV Vehicle Road test included in the Traffic Impact Study?

Yes, DMV road test was included in the traffic impact study. The trip generation projections have been revised to include the road tests. The revised trip generation is presented in table below. Please note the revision reflects the conservative assumption that the first two (2) tests of the day coincide with the morning peak hour. The daily trip generation revision also includes the 8 additional vehicles from the road tests on the surrounding network. As peak hour trip generation does not meet the 50 peak hour trips threshold a full traffic analysis is not required under County guidelines.

Please see table below with proposed trip generation.

Proposed Trip Generation									
Land Use	Trip Generation Source	Quantity	AM Peak Hour (veh/hr)			PM Peak Hour (veh/hr)			Weekday Total (veh)
			In	Out	Total	In	Out	Total	
Office Building ¹	ITE LUC: 710	44 employees	22	5	27	7	28	35	254
Bus Storage ²	Fleet Size & Hours of Operation	200 bus operators	0	0	0	0	0	0	800
CDL Test Takers ³	Test Appointments	8 tests per day	2	0	2	0	2	2	16
CDL Road Tests ⁴	Road Tests	8 tests per day	2	2	4	0	0	0	16
Maintenance Operations ⁵	Staff and Hours	10 Technicians	0	0	0	0	0	0	60
Total			26	7	33	7	30	37	1,146

Notes:
 1- Assumes the site building serves as daytime (hours of operation 7AM- 4 PM) office space for the DC Circulator administrative, maintenance, and operations office (40 staff members), and the DDOT CDL testing administration office (4 staff members). Trip generation calculated based on number of employees.
 2- Assumes bus operators arrive and depart the site outside commuter peak hours and similarly that buses travel to and from the storage facility outside commuter peak hours. As a conservative estimate, the weekday total assumed to include all 200 bus operators storing their personal vehicles on site throughout the day.
 3- Assumes 2 arrivals and 2 departures between test slots coincide with the morning peak hour and 2 departures coincide with the afternoon peak hour. Weekday total assumes 8 total tests in a day.

14. What is the potential route of DMV Vehicle Road Test?

CDL TEST ROUTE #1

Exit CDL Testing Site, LEFT onto Claybrick Rd; RIGHT onto Sherriff Rd; LEFT onto Addison Rd; LEFT onto 704N MLK Jr Hwy; RIGHT exit ramp for 202N Cheverly; continue on 202N to LEFT exit ramp for 50E (Annapolis); continue on 50E to Exit 8 (704S MLK Jr Hwy – exit Glenarden); LEFT onto 704S MLK Jr Hwy; RIGHT onto Sherriff Rd, RIGHT onto Claybrick Rd; RIGHT into CDL Testing Site

CDL TEST ROUTE #2

Exit CDL Testing Site, LEFT onto Claybrick Rd; LEFT onto Sherriff Rd; LEFT onto Cabin Branch Rd; LEFT onto Columbia Park Rd; RIGHT onto 50E (Annapolis); to Exit 3B (202S Landover Rd); continue on 202S then bare RIGHT onto 704S (Seat Pleasant); RIGHT onto Columbia Park Rd; LEFT onto Cabin Branch Rd; RIGHT onto Sheriff Rd; RIGHT onto Claybrick Rd; RIGHT into CDL Testing Site.

CDL TEST ROUTE #3

Exit CDL Testing Site, LEFT onto Claybrick Rd; LEFT onto Sherriff Rd; LEFT onto 704E MLK Jr Hwy; RIGHT exit ramp for 202S Upper Marlboro; continue on 202S to 214W Central Ave; RIGHT onto Hill Rd; RIGHT onto 704N MLK Jr Hwy; LEFT onto Sherriff Rd; RIGHT onto Claybrick Rd; RIGHT into CDL Testing Site.

For reference, please find attached the following:

- Exhibit D, showing the CDL routes

EXHIBIT A

DC Circulator Staff Residence Information:

35% DC

60% MD (45% Prince George's County)

5% VA

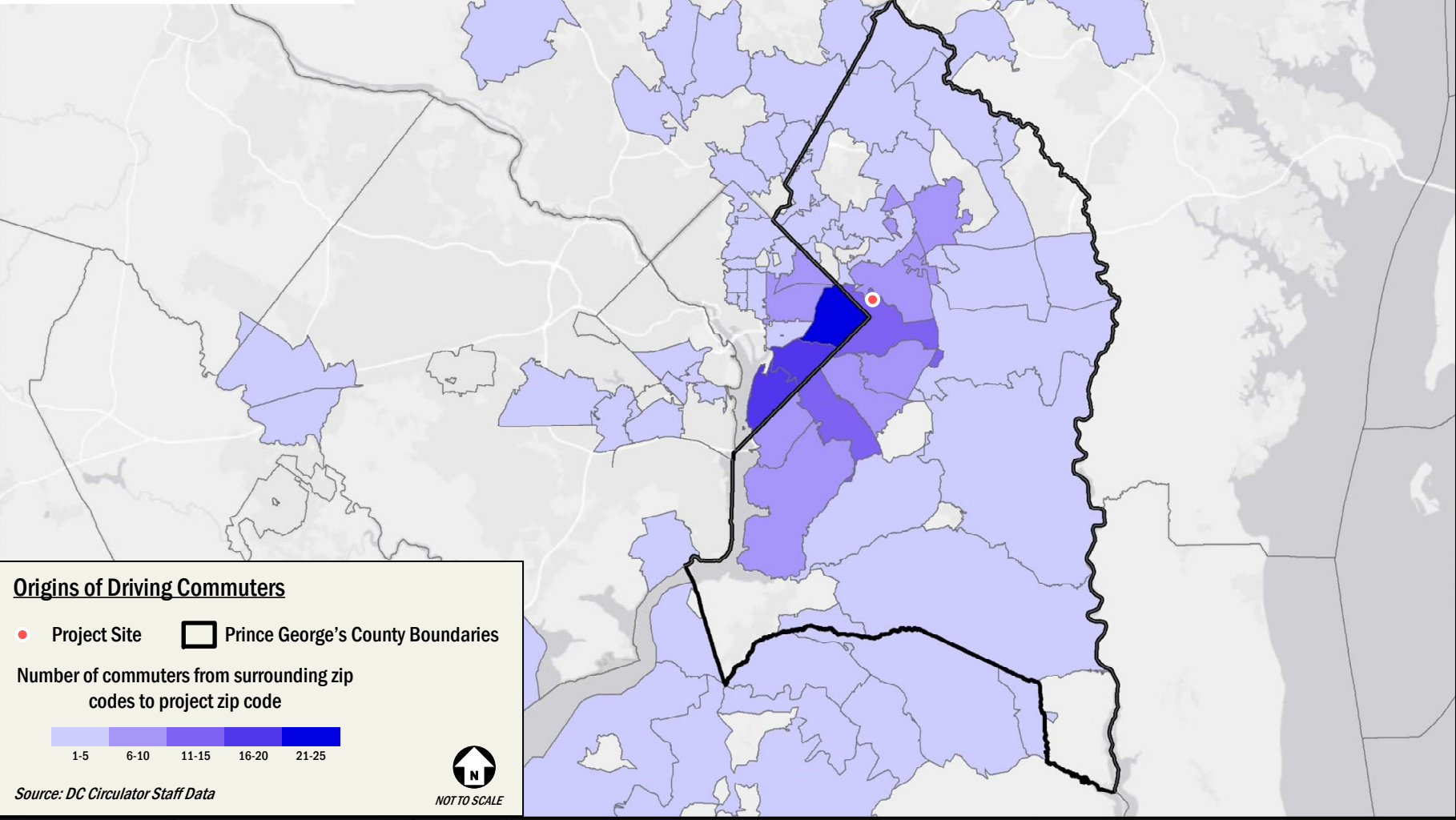
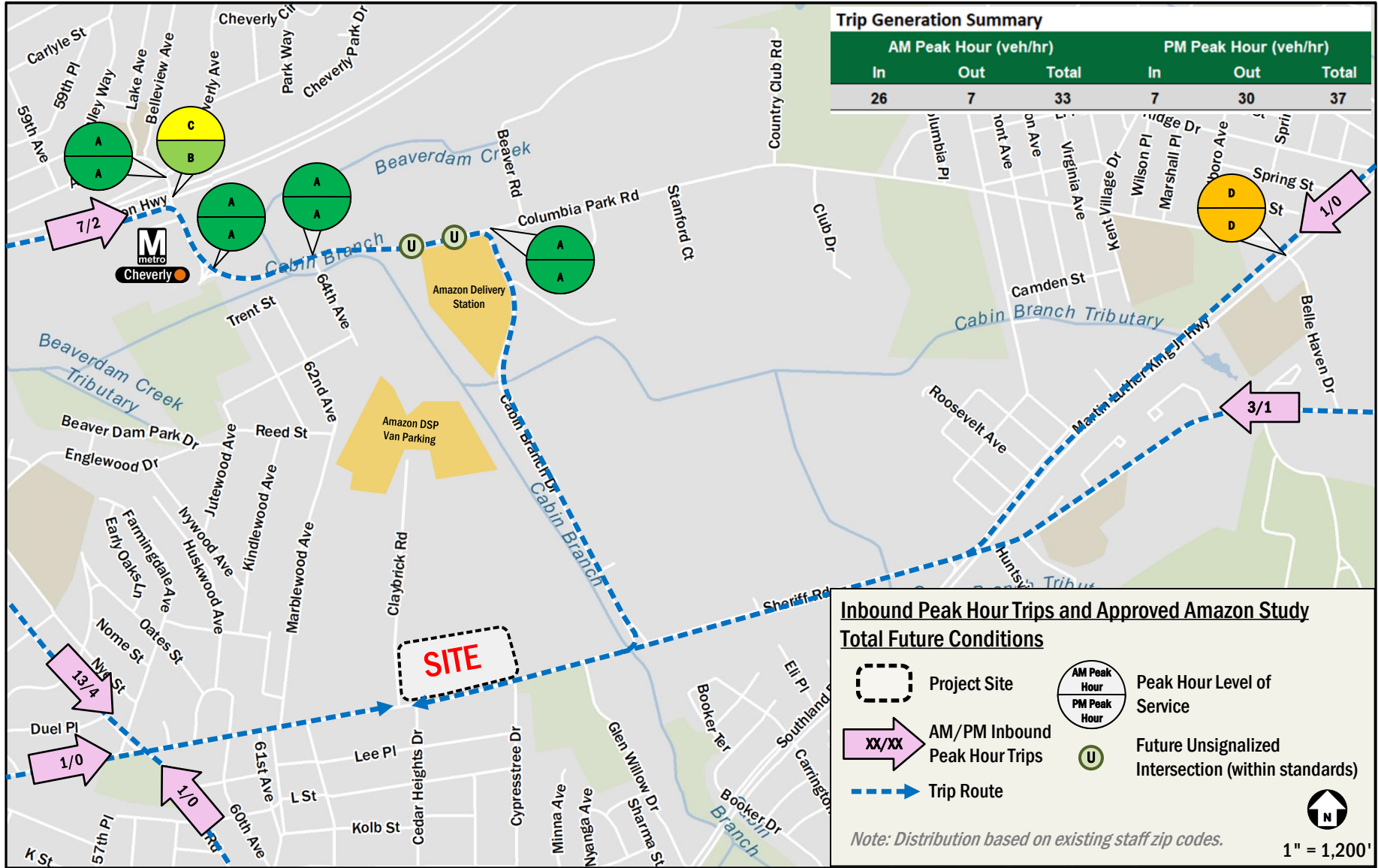


EXHIBIT B



Trip Generation Summary

AM Peak Hour (veh/hr)			PM Peak Hour (veh/hr)		
In	Out	Total	In	Out	Total
26	7	33	7	30	37

Inbound Peak Hour Trips and Approved Amazon Study

Total Future Conditions

- Project Site
- AM/PM Inbound Peak Hour Trips
- Trip Route
- Peak Hour Level of Service
- Future Unsignalized Intersection (within standards)

Note: Distribution based on existing staff zip codes.

1" = 1,200'

EXHIBIT C

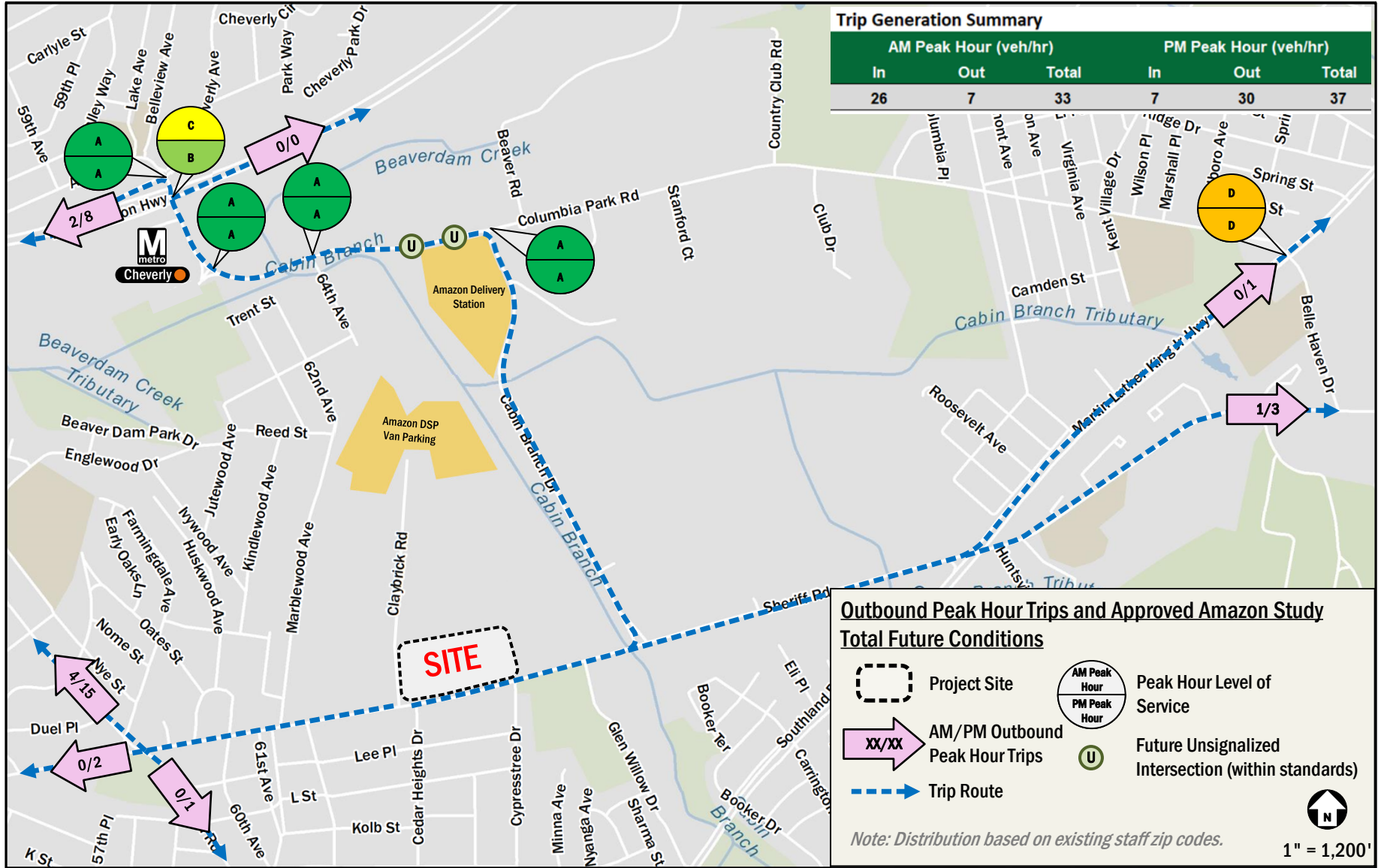


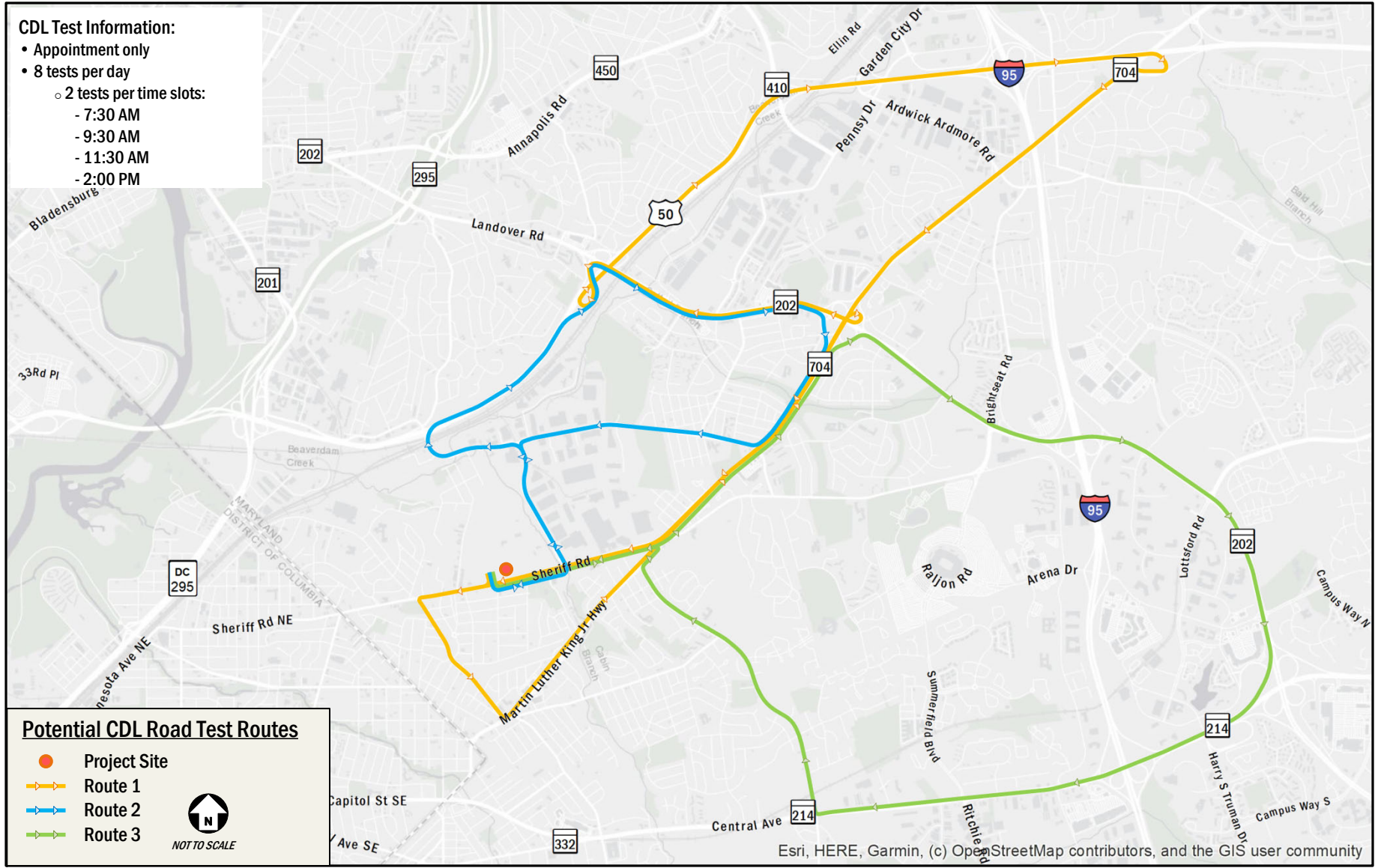
EXHIBIT D

CDL Test Information:

- Appointment only
- 8 tests per day
 - 2 tests per time slots:
 - 7:30 AM
 - 9:30 AM
 - 11:30 AM
 - 2:00 PM

Potential CDL Road Test Routes

- Project Site
- Route 1
- Route 2
- Route 3



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

GRANT ACQUISITION AGREEMENT

All grants issued by the Mayor and Cheverly Town Council are from appropriated funds of the Town of Cheverly and must be accounted for to specified auditing standards.

Name: Tammie Nelson Phone: 301 980-6154

Address: 5714 Forest Rd
Cheverly, MD 20785

Organization: The Cheverly Community Forum for Accountability and Action

- I hereby agree NOT to expend funds allocated to the designated organization for salaries, stipends and/or personal income.
- As duly authorized by the above named organization to accept this grant, I assume full responsibility for the proper expenditure of funds for the requested expenses and will report to the town staff the manner in which expended.
- Receipts and a full accounting of all grant funds are required by the end of the given Fiscal Year ending June 30th.
- I also understand that the funds provided are not for my own personal use, and that violation of this agreement will result in the reimbursement to the Town of Cheverly of any/all funds spent outside the parameters as denoted in the grant application.

Date: 7/8/2021 Tammie Nelson
Signature of Grant Recipient

PLEASE ATTACH THE FOLLOWING:

- ❖ THE PURPOSE OF THE GRANT REQUEST.
- ❖ A DETAILED DESCRIPTION OF THE PROJECT/PROGRAM YOU WISH TO EXECUTE WITH THE CHEVERLY GRANT PROGRAM FUNDING.
- ❖ A DETAILED ACCOUNTING OF AMOUNTS AND ACTIVITIES/ITEMS FOR WHICH THE GRANT FUNDS SHALL BE UTILIZED.
- ❖ A DETAILED TIMELINE FOR THE EXPENDITURE OF FUNDS.
- ❖ THE OVERALL BENEFIT TO THE COMMUNITY.

Cheverly Town Grant Application

Supporting Documentation

Organization: Cheverly Community Forum for Accountability and Action
Submitted: July 8, 2021

Purpose of Grant Request

This grant request is for \$2,000 to continue to support our series “From Exclusion To Inclusion: Building the Beloved Community”, hosted by the Cheverly Community Forum for Accountability and Action. The grant funds will be used to cover speaker fees, printing and publication costs, resources for safe in-person events, refreshments at in-person events, and to support accessibility needs such as closed captioning and interpretation.

Detailed Description of Program/Project

The Cheverly Community Forum for Accountability and Action (The Forum) was formed in August 2020 to advocate for a civic engagement process where residents across the town work together to build a more inclusive and welcoming town community for all residents. To do this effectively, we acknowledge the immediate need to support a civic engagement process that provides maximum opportunities for residents to engage with each other and ultimately to weigh in about what policies and practices our city leaders, town administration, and police department could/should deploy and to help our community become much more sensitive to the needs of all Cheverly residents.

The Forum’s inaugural project in 2021 was a three part series to begin conversations toward meeting our goals of increasing civic engagement and neighborly interactions. We hosted three two-part events, in February, March, and April.

In 2021-2022 we will hold six sessions to continue conversations with a focus on action and accountability on issues that we have identified with town residents. We will hold a virtual community-wide discussion on July 31st and an outdoor event in mid-September. We are planning to hold an indoor activity in mid-November, and we will plan three more events for the first six months of 2022 to follow up on the work done during the second half of 2021.

We believe that professionals should be compensated for their time, so we will offer speaker’s fees when appropriate. We will be requiring registration for our events, and as part of that registration we will inquire as to the need for special accommodations.

Accounting

These are estimates; receipts will be provided that reflect actual costs:

Communication and Publicity Estimate of 6 events * average of \$25	\$150
Operational Costs (website and bank account)	\$160
Speaker & Accommodation Costs Estimate of 6 events * average of \$200 per event.	\$1200
Resources to facilitate safe in-person events	\$100
Food budget for in-person events Estimate of 5 in-person events * average of \$75 per event	\$375
TOTAL	\$2000

Timeline

This section details the timeline for the expenses listed in the table above.

Operational costs, Communication, and Publicity

Bank account costs will be distributed throughout the year. Domain renewal fee will be due in January. Current website hosting renewal is also in January, although we may upgrade in the fall. We will have costs associated with Communication and Publicity associated with each of our six events: July 2021, September 2021, November 2021, and three events between January and June 2022.

Speaker & Accommodation Costs

Costs per event will vary based on the speakers we engage and the accommodations requested. We plan to hold events in July 2021, September 2021, November 2021, and three events between January and June 2022.

Resources for safe in-person events

These costs will be incurred prior to holding our in-person events. We are tentatively planning for the September event to be an in-person outdoor event, and for the November event to be an in-person indoor event. We also hope that all three 2022 events will be in-person. We will of course adjust if needed per current public health conditions.

Food budget for in-person events

These costs will be incurred when the events are held. We hope to hold five in-person events.

Overall benefit to the community

In pursuit of greater inclusion, equity, and justice — The Forum cultivates relationships, builds bridges, and provides platforms to involve those whose stories and perspectives are too often unheard, disregarded, or otherwise crucially missing from public discussion and decision. We believe that our event series “From Exclusion To Inclusion: Building the Beloved Community” is bringing our town a step closer to these ideals.