



CITY COUNCIL WORK SESSIONS AGENDA

Budget Work Session - Museum / Social Services (CARES)

Virtual

COUNCIL MEETINGS WILL BE ONLINE

Due to the COVID-19 precautions, the Council Meetings will be held online and is planned to be cablecast on Verizon 21, Comcast 71 and 996 and streamed to www.greenbeltmd.gov/municipaltv.

Resident participation:

Join By phone: (301) 715-8592

Meeting ID: 915 5207 6517

Password (if needed): 997282

In advance the hearing impaired is advised to use MD RELAY at 711 to submit your questions/comments or contact the City Clerk at (301) 474-8000 or email

banderson@greenbeltmd.gov.

Monday, April 20, 2020

8:30 PM

Work Session Packet - Agenda

- *Introductions*
- *Council Discussion*
- *Questions and Answers*
- *Other Items*

Budget Work Session - Museum/Social Services (CARES)

Suggested Action:

8:30 pm-9:15 pm

Museum

9:15 pm-10:30 pm

Social Services (CARES)

[Memo, Friend of Greenbelt Museum, 03.13.2020.pdf](#)

[Exterior View 03.13.20.pdf](#)

[Greenbelt Museum FY 2020 Budget Report to Council.pdf](#)

[Museum.pdf](#)

[CARES.pdf](#)

Memo

To: Greenbelt City Council
cc: Nicole Ard, David Moran
From: FOGM Board of Directors
Date: 3.13.2020

Re: A New Vision for the Greenbelt Museum: A Public-Private Partnership for the 21st Century

As the Friends of the Greenbelt Museum (FOGM) and the City of Greenbelt¹ (the City) embark on the creation of the Greenbelt Visitor and Education Center at 10A Crescent, we would like to re-evaluate how the relationship between FOGM and the City works, and what the responsibilities of each party are, in order to build upon the long-standing successful working relationship we have enjoyed since the founding of the Greenbelt Museum (the Museum)².

Background

The Greenbelt Museum was founded by the Friends of the Greenbelt Museum, Inc. in 1985, in partnership with the City of Greenbelt, who purchased the perpetual use contract from Greenbelt Homes Inc. (GHI) for 10B Crescent Road for use as an historic house museum. At that time, a Memorandum of Understanding (MOU) was drawn up between FOGM and the City, based on FOGM being an entirely volunteer-run organization. Over the next thirty-five years, FOGM hired the first part-time curator, that position was converted to a full-time City position,

¹ When we refer to the City, we are referring to functions that fall under the direction and close supervision of the Museum Director, in coordination with the appropriate City departments. The Greenbelt Museum must be maintained and operated following standard museum best practices and ethics, and as such, requires special accommodations within the larger City organization.

² It should be noted that this partnership also includes Greenbelt Homes, Inc. (GHI), the property owner. For the purposes of this document, we will primarily be focused on the partnership between FOGM and the City. The primary relationship with GHI is between the City and GHI, and is one that will also come into play as progress continues with the renovation of 10A, and facility decisions are made.

FOGM hired two additional part-time employees – an Education and Volunteer Coordinator (supported with a National Endowment for the Humanities grant) and a Office and Outreach Coordinator, and the City purchased the perpetual use contract for 10A Crescent Road for eventual use as the Greenbelt Visitor and Education Center, following renovation.

Where We Are Today

In anticipation of the coming renovation of 10A Crescent and with an awareness of the changes that have occurred since the original Memorandum of Understanding (MOU) was enacted, FOGM has spent several months on a detailed review of the existing MOU. The review makes it clear that the MOU requires updating to reflect current conditions and to clarify roles. Both FOGM and the City have changed significantly, and the Greenbelt Museum is changing and growing as well. The Museum is physically growing with the addition of 10A Crescent, while at the same time, the professionalism and financial responsibilities associated with running the Museum are increasing.

The current MOU has significantly blurred lines of responsibilities. There is not a systematic assignment of responsibilities and tasks. Facility responsibilities are divvied up between both parties, despite the property being a City facility. Programmatic responsibilities are split. Even staffing is split between the two organizations. There are also many functions that did not exist at the time of the MOU which are now essential elements of the Museum's operations. This creates unclear boundaries at best, and significant misunderstandings at worst.

Staffing issues are another area of concern. Currently the City employs the Museum's Director, while FOGM employs the Volunteer and Education Coordinator, and an Outreach and Operations Manager. The MOU gives FOGM cooperative oversight over the Museum Director, which means that she reports to two masters – FOGM and the City. Because FOGM board members cannot be at the Museum every day to oversee staff, the Director oversees both of the FOGM employees – signing paychecks, assisting with performance evaluation and assigning work, which is also not an appropriate role for a City employee.

While the Museum is currently running well – with numerous programs, an active corps of volunteers, and faithful members – that is largely because of the dedication of the Director and the Board and their collective ability to work together. However, going forward, clear delineation of roles is essential to the success of the Museum and its programs.

All organizations move through life cycles, beginning with a founding board who are worker bees, doing everything from establishing and running the organization to holding bake sales to

raise funds. As organizations mature, they shift to a more management-focused board structure, with volunteers and employees to run the day-to-day operations. FOGM is now a mature organization, with significant assets and two employees. FOGM's core mission is to raise funds to support the operation of the Greenbelt Museum. Time spent dealing with the day-to-day tasks of running the Museum detracts from this principal mission and hinders FOGM's ability to provide the monetary support the Museum needs to succeed.

It is time to negotiate a new agreement between FOGM and the City, to clarify roles and responsibilities in a way that allows FOGM to focus on raising the funds to support the Greenbelt Museum as it grows and expands to include the Visitor and Education Center.

Looking Ahead

As a first step to redefining the roles and responsibilities of FOGM and the City, in anticipation of a new agreement between the parties, our goal is to divide responsibilities between the two groups in a way that results in more clarity and consistency. We recommend realigning the programmatic and facility responsibilities to the City, as owners of the collections and the perpetual use agreement with GHI. The Museum should be treated as any other City department or facility and supported by the City accordingly. This allows FOGM to focus primarily on raising funds to support the Museum, while taking a step back from the day to day operations, which should be the responsibility of the Museum Director and other City staff under the direction of the Director.

Preliminarily, FOGM has worked with senior City management to discuss the realignment of roles and responsibilities. This has resulted in the attached budget proposal which, with Council approval, would be effective beginning on July 1, the beginning of fiscal year 2021.

Future Vision

With a new agreement in place between the City and FOGM that clarifies roles and responsibilities, our mutual hope for the future is a Museum that has increased staffing sustained by City support and that receives facilities maintenance, IT equipment, and other City services. To complement the City's support, FOGM will dedicate its time and energies to generating funds for the Museum and enhancing and maintaining a vigorous membership program in the community.

RENOVATIONS AND ADDITION TO: THE GREENBELT MUSEUM



OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21209
443-977-8387

ARCHITECT'S CERTIFICATION

I, the undersigned, being a duly licensed architect under the laws of the State of Maryland, do hereby certify that the above described project is in accordance with the provisions of the Maryland Professional Code of Ethics, and that the same has been prepared by me or under my direct supervision and control.

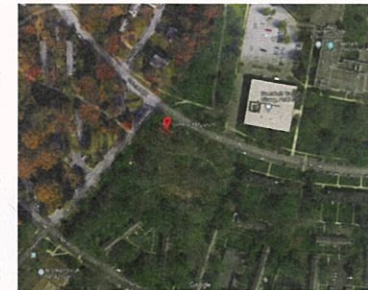
CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

KEY TO SYMBOLS:

DOOR TAG - NUMBER	101
WINDOW TYPE	11
WINDOW TAG - NUMBER	11
CALLOUT HEAD	1 A101
ELEVATION MARKER	Ref 1 A101 Ref
COLUMN GRID HEAD	0
LEVEL HEAD	Name Elevation
ROOM TAG	Room name 101
SECTION MARKER	1 A101
WALL TAG	11
BREAK LINE	---



LOCATION MAP

LIST OF DRAWINGS:

- A101 - COVER SHEET
- A102 - ABBREVIATIONS
- A103 - CODE REVIEW
- A104 - EXISTING FLOOR PLAN ON SITE
- A105 - EXISTING BASEMENT PLAN & LEVEL 1 EXIST./DEMO PLAN
- A106 - LEVEL 2 EXIST./DEMO PLAN
- A107 - LEVEL 1 NEW WORK PLAN
- A108 - LEVEL 2 NEW WORK PLAN
- A109 - ROOF PLAN
- A110 - EXTERIOR ELEVATIONS & SECTION
- A111 - SECTIONS OF THE ADDITION
- A112 - INTERIOR ELEVATIONS
- A113 - ENLARGED ADDITION PLAN
- A114 - WINDOW & DOOR SCHEDULE
- A115 - LEVEL 1 REFLECTED CEILING PLAN
- A116 - LEVEL 1 POWER PLAN
- A117 - LEVEL 2 REFLECTED CEILING AND POWER PLAN
- A118 - LEVEL 1 FURNITURE PLAN
- A119 - LEVEL 2 FURNITURE PLAN

ARCHITECT:

OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21209
(443) 977-8387

MEP ENGINEER:

THOMAS FOULKES
1107 POPLAR HILL RD
BALTIMORE, MD 21210
(410) 262-1806

STRUCTURAL ENGINEER:

SKARDA AND ASSOCIATES INC.
2439 N. CHARLES STREET
BALTIMORE, MD 21218
(410) 366-9389

CIVIL ENGINEER:

DRUM, LOYKA & ASSOCIATES
1410 FOREST DRIVE, SUITE 35
ANNAPOLIS, MD 21403
(410) 280-3122

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.13.19
2	SCHEMATIC DESIGN	09.20.19
3	SCHEMATIC DESIGN	11.03.19
4	PROGRESS SET	03.03.20
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PROJECT #	18006
DATE	05.15.19
SHEET	OF
A101	



CONSULTANT'S CERTIFICATION

0047. ALL RIGHTS RESERVED.

ET	OF
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[illegible]



OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 205
BALTIMORE, MD 21209
443-977-6387

ARCHITECT'S CERTIFICATION

I, [Name], being duly sworn, depose and say that the above is a true and correct copy of the original drawing as submitted to the Department of General Services for review and approval.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.13.19
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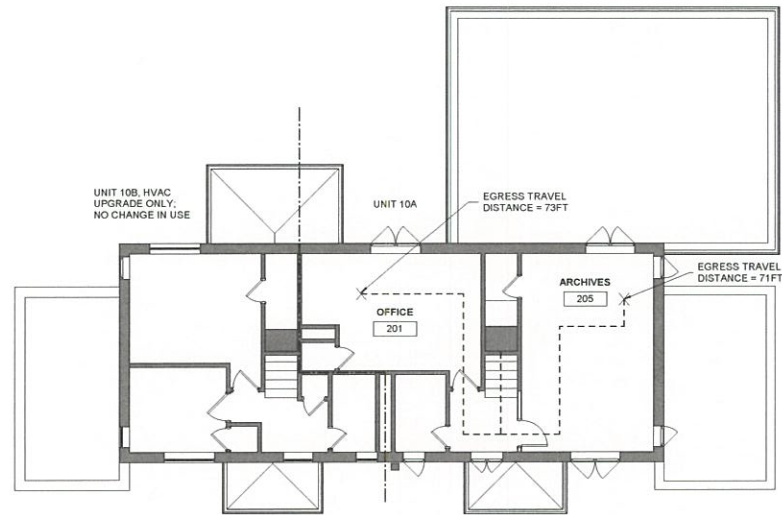
NOT TO SCALE. ALL DIMENSIONS ARE APPROXIMATE. SEE SPECIFICATIONS FOR DETAILS. THIS DRAWING IS THE PROPERTY OF OLD LINE ARCHITECTS AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION IN WRITING FROM OLD LINE ARCHITECTS.

SHEET NAME
CODE REVIEW

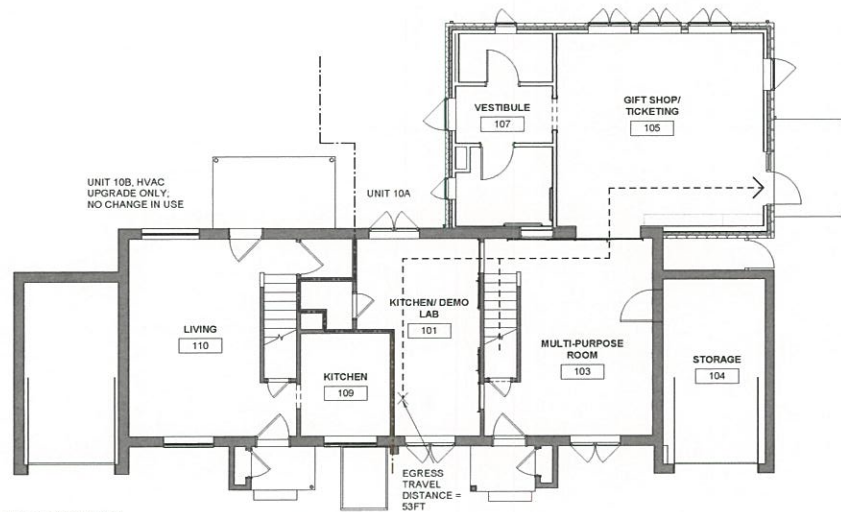
PROJECT # 18006
DATE 05.15.19

A103

SHEET OF



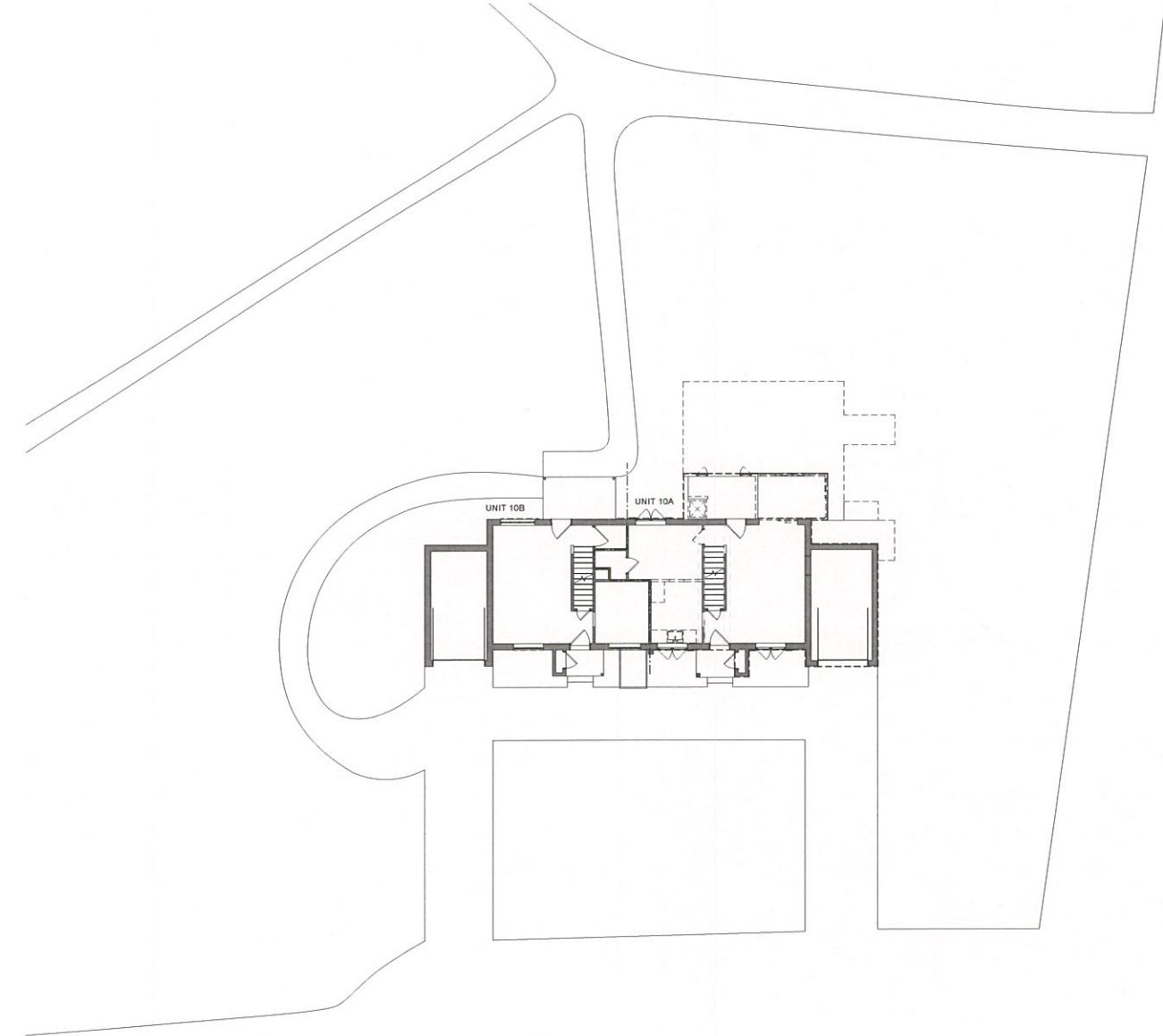
2 LEVEL 2 EGRESS PLAN
3/16" = 1'-0"



1 LEVEL 1 EGRESS PLAN
3/16" = 1'-0"



NORTH
3/32" = 1'-0"



① LEVEL 1 EXIST./DEMO PLAN ON SITE
1/8" = 1'-0"



OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21202
443-977-8387

ARCHITECT'S CERTIFICATION

I CERTIFY THAT THE FOLLOWING ARE
THE PROJECTS AND THE ARCHITECT'S
NAME AND ADDRESS AS SHOWN ON THE
PLANS AND SPECIFICATIONS AND THAT
THE PLANS AND SPECIFICATIONS
WERE PREPARED BY ME OR UNDER
MY CLOSE PERSONAL SUPERVISION
AND THAT I AM A LICENSED ARCHITECT
IN THE STATE OF MARYLAND.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.13.19
2	SCHEMATIC DESIGN	09.20.19
3	SCHEMATIC DESIGN	12.03.19
4	PROGRESS SET	03.03.20

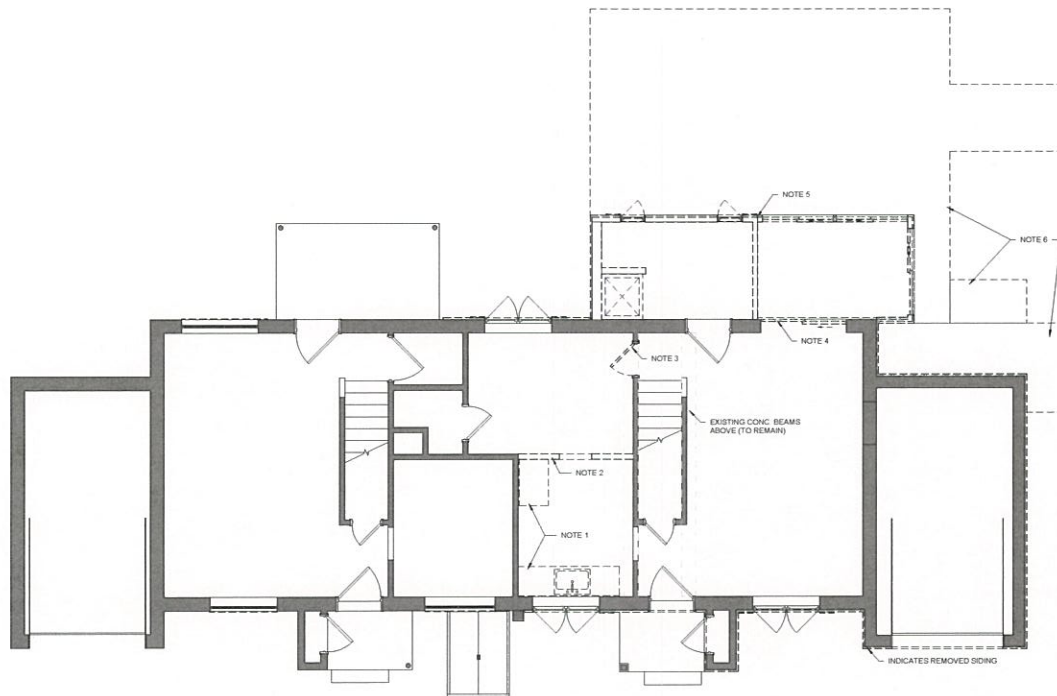
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OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT
THE WRITTEN PERMISSION OF OLD LINE ARCHITECTS.

SHEET NAME:
EXISTING FLOOR PLAN ON SITE

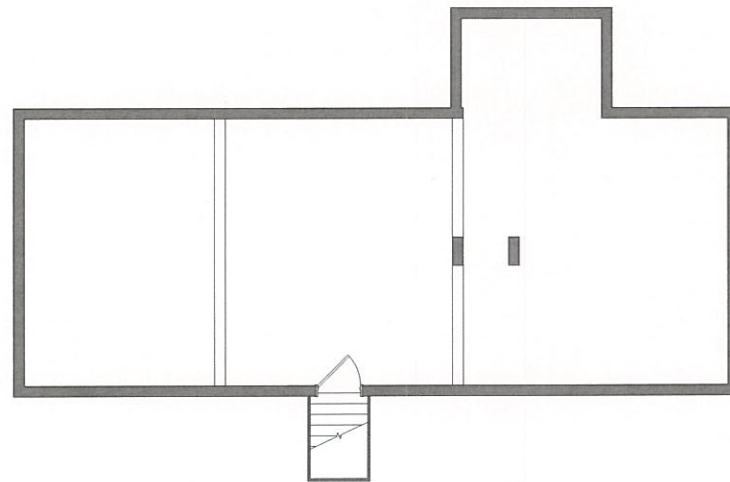
PROJECT # 18006
DATE 05.15.19

A104

SHEET OF



① LEVEL 1 EXIST./DEMO PLAN
1/4" = 1'-0"



② BASEMENT EXIST. PLAN
1/4" = 1'-0"

NOTE: NO DEMOLITION THIS AREA.



GENERAL DEMOLITION NOTES:

- A. SALVAGE ALL HISTORIC DOORS.
- B. DEMOLISH NON-HISTORIC SIDING AND TRIM AT ALL SIDES OF UNIT 10A IN PREPARATION FOR HISTORIC FACADE RESTORATION.
- C. CONTRACTOR IS RESPONSIBLE FOR SECURING BUILDING AGAINST WEATHER AND INTRUSION AFTER DEMOLITION.

DEMOLITION NOTES ON LEVEL 1:

- 1. DEMOLISH CASEWORK AND KITCHEN CABINETS.
- 2. REMOVE WALL BETWEEN KITCHEN AND ROOM.
- 3. REMOVE AND SALVAGE DOOR AND HINGES.
- 4. REMOVE AND SALVAGE SLIDING DOOR.
- 5. DEMOLISH ADDITION INCLUDING FOUNDATION, CAP PLUMBING AT CRAWLSPACE.
- 6. SEE CIVIL FOR LANDSCAPE AND HARDSCAPE DEMOLITION.



OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21209
443.577.8387

ARCHITECT'S CERTIFICATION

I, the undersigned, being a duly licensed architect under the laws of the State of Maryland, do hereby certify that I am the author of the design of the building shown on these plans, and that I am a member in good standing of the State of Maryland License Number: 10006, EXPIRATION DATE: 12/31/2020.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.13.19
2	SCHEMATIC DESIGN	09.20.19
3	SCHEMATIC DESIGN	12.03.19
4	PROGRESS SET	03.03.20

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WRITTEN PERMISSION OF THE ARCHITECT.

SHEET NAME:
EXISTING BASEMENT
PLAN & LEVEL 1 EXIST.
/DEMO PLAN

PROJECT # 10006

DATE 02.15.19

A105

SHEET OF



OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21209
443.977.8387

ARCHITECT'S CERTIFICATION

I CERTIFY THAT THE DESIGN AND CONSTRUCTION OF THIS PROJECT HAS BEEN REVIEWED AND APPROVED BY ME OR A LICENSED PROFESSIONAL ARCHITECT UNDER MY CLOSE PERSONAL SUPERVISION AND THAT THE PROJECT COMPLIES WITH ALL CITY, STATE AND FEDERAL REQUIREMENTS.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

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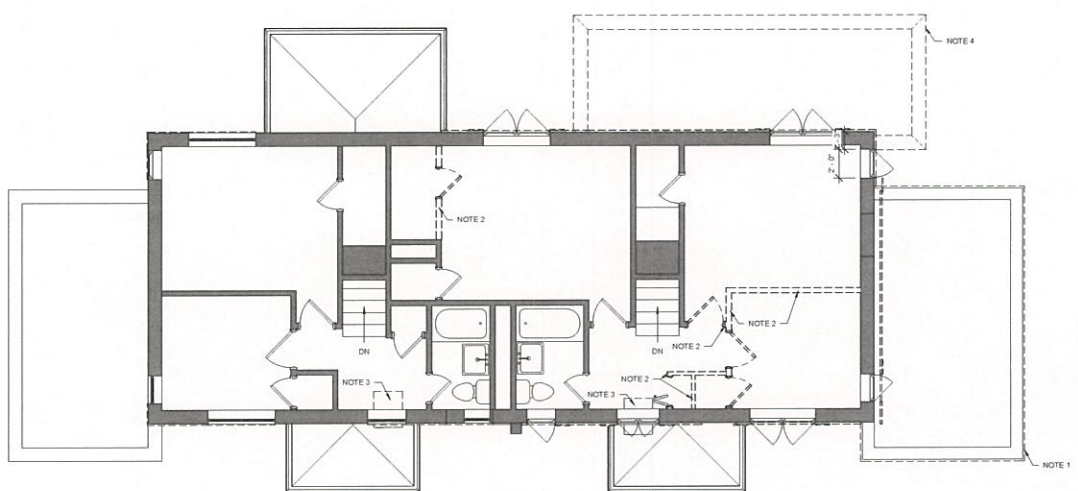
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SHEET NAME
LEVEL 2 EXIST./DEMO
PLAN

PROJECT # 18006
DATE 05.15.19

A106

SHEET OF



1 LEVEL 2 EXIST./DEMO PLAN
1/4" = 1'-0"

GENERAL DEMOLITION NOTES:

- A. SALVAGE ALL DOORS.
- B. DEMOLISH NON-HISTORIC SIDING AND TRIM AT ALL SIDES OF UNIT 10A IN PREPARATION FOR HISTORIC FACADE RESTORATION.
- C. CONTRACTOR IS RESPONSIBLE FOR SECURING BUILDING AGAINST WEATHER AND INTRUSION AFTER DEMOLITION.

DEMOLITION NOTES ON THIS SHEET:

- 1. EXISTING GARAGE TO REMAIN, SIDING TO BE REMOVED.
- 2. REMOVE WALLS.
- 3. REMOVE THROUGH WALL A.C. UNITS.
- 4. DEMOLISH ADDITION.
- 5. DEMOLISH EXISTING FLOOR FINISHES THIS LEVEL EXCEPT BATHROOM.





OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21202
443-977-8387

ARCHITECT'S CERTIFICATION

I, OLD LINE ARCHITECTS, CERTIFY THAT THIS IS AN ORIGINAL DESIGN AND NOT A REPRODUCTION OF ANY PREVIOUS WORK. I AM A REGISTERED ARCHITECT IN THE STATE OF MARYLAND AND THIS PLAN IS MY OWN WORK OR THE WORK OF AN EMPLOYEE OF MY FIRM. I HAVE NOT BEEN REPAID FOR THIS DESIGN OR FOR ANY OTHER DESIGN.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.13.19
2	SCHEMATIC DESIGN	12.03.19
3	SCHEMATIC DESIGN	12.11.19
4	PROGRESS SET	03.03.20

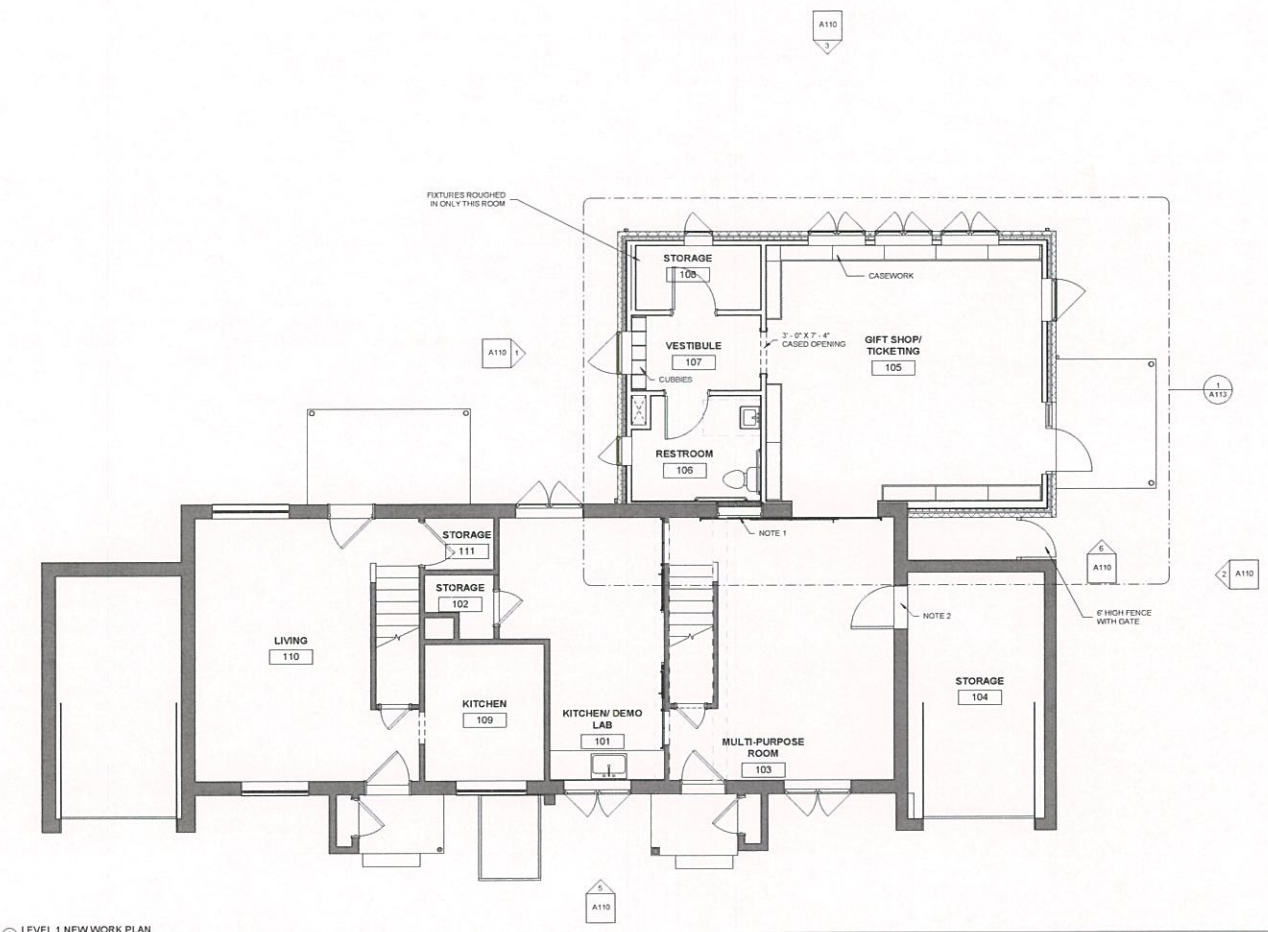
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SHEET NAME:
LEVEL 1 NEW WORK PLAN

PROJECT # 10006
DATE 05.15.19

A107

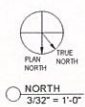
SHEET OF



1 LEVEL 1 NEW WORK PLAN
1/4" = 1'-0"

SHEET SPECIFIC NOTES:

1. EXISTING DOOR TO BE ABANDONED IN PLACE AND PAINTED WHITE. REMOVE HANDLE IF NECESSARY TO ALLOW CLEARANCE OF NEW SLIDING DOOR.
2. PRIOR HOMEOWNER CREATED OPENING AT THIS LOCATION. LATER INFILLED. DESIRE IS TO RESTORE OPENING TO ALLOW INTERIOR PASSAGE TO GARAGE FOR STORAGE. PROVIDE CUSTOM FLUSH DOOR THIS LOCATION. SEE DOOR SCHEDULE AND PLAN DETAILS.





OLD LINE ARCHITECTS
1340 DMITRIY AVENUE, SUITE 200
BALTIMORE, MD 21202
443-977-8387

ARCHITECT'S CERTIFICATION

I CERTIFY THAT THESE DOCUMENTS WERE PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED ARCHITECT IN THE STATE OF MARYLAND. I UNDERSTAND THAT ANY VIOLATION OF THESE RULES WILL BE CAUSE FOR DISCIPLINARY ACTION BY THE BOARD OF ARCHITECTS.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.13.19
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3	SCHEMATIC DESIGN	12.03.19
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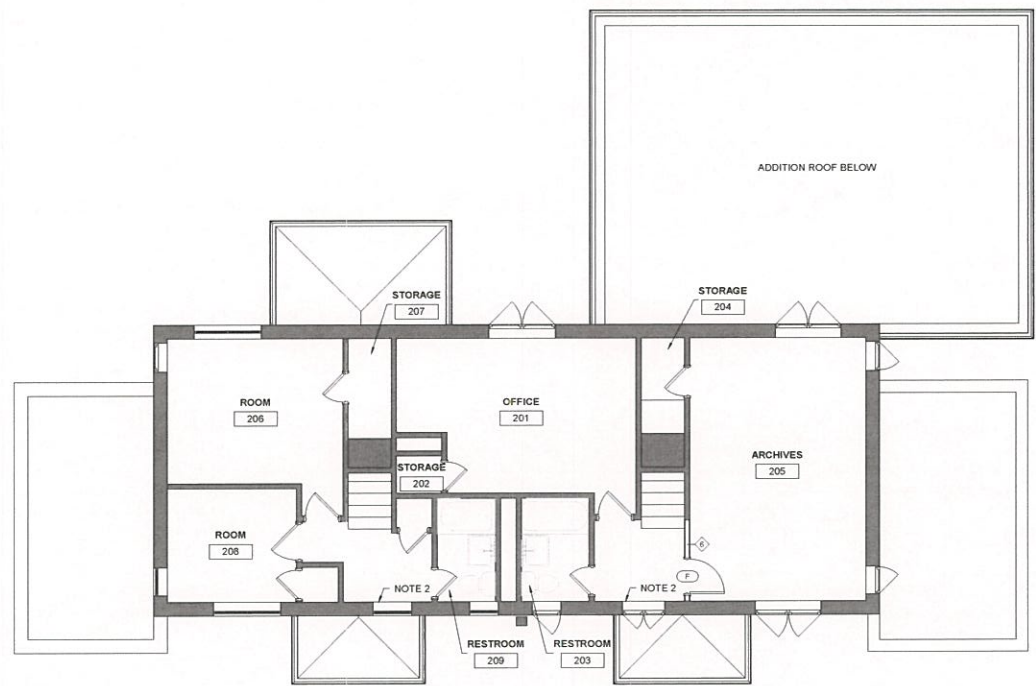
(CONSULTANT'S SEAL REQUIRED)
THESE DOCUMENTS ARE PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED ARCHITECT IN THE STATE OF MARYLAND. I UNDERSTAND THAT ANY VIOLATION OF THESE RULES WILL BE CAUSE FOR DISCIPLINARY ACTION BY THE BOARD OF ARCHITECTS.

SHEET NAME
LEVEL 2 NEW WORK PLAN

PROJECT # 10006
DATE 05.15.19

A108

SHEET OF





OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21202
443-977-8387

ARCHITECT'S CERTIFICATION
I, , being duly sworn, depose and say that I am the author of the above entitled project, and that I am a duly licensed architect in the State of Maryland, License Number .

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

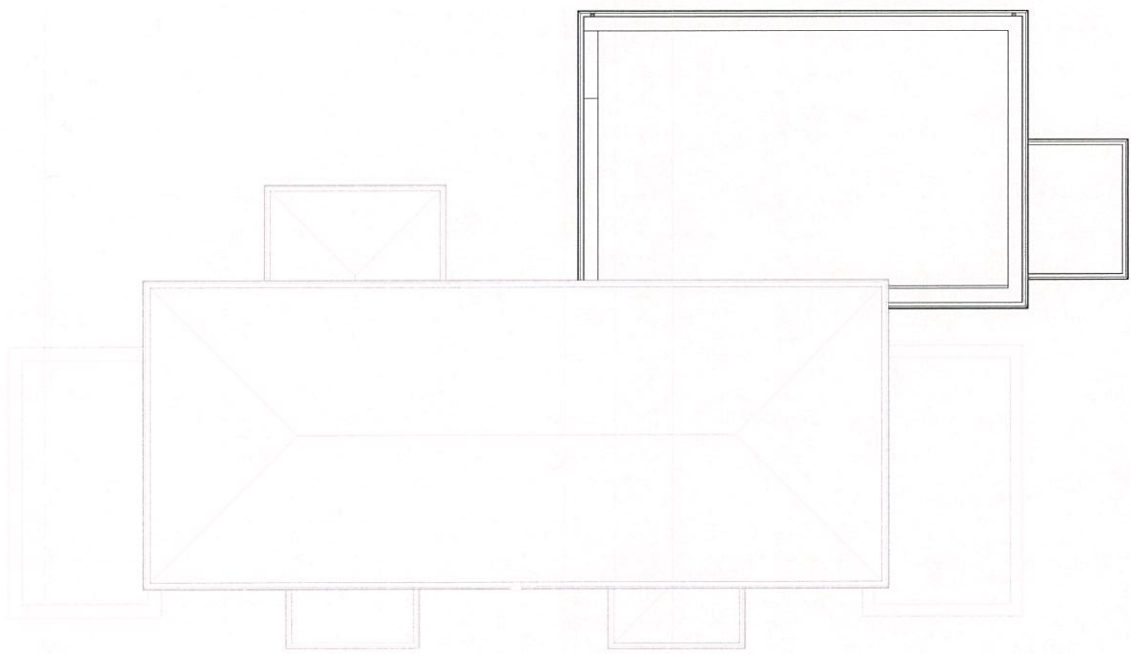
#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.13.19
2	PROGRESS SET	03.03.20

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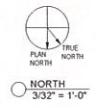
SHEET NAME
ROOF PLAN

PROJECT # 18006
DATE 05.15.19

A109
SHEET OF



① ROOF PLAN
1/4" = 1'-0"





OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
DARTMOUTH, MD 21029
443-977-8387

ARCHITECT'S CERTIFICATION
I, [Name], being duly sworn, depose and say that I am a duly licensed architect in the State of Maryland, and that I am the author of the foregoing drawings, and that I am not aware of any other person who has been or is about to be employed by me in the preparation of the same.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
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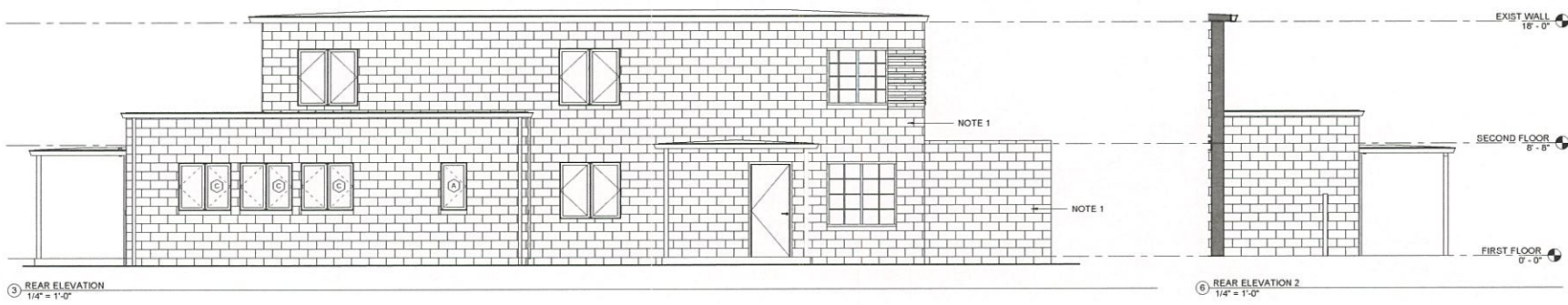
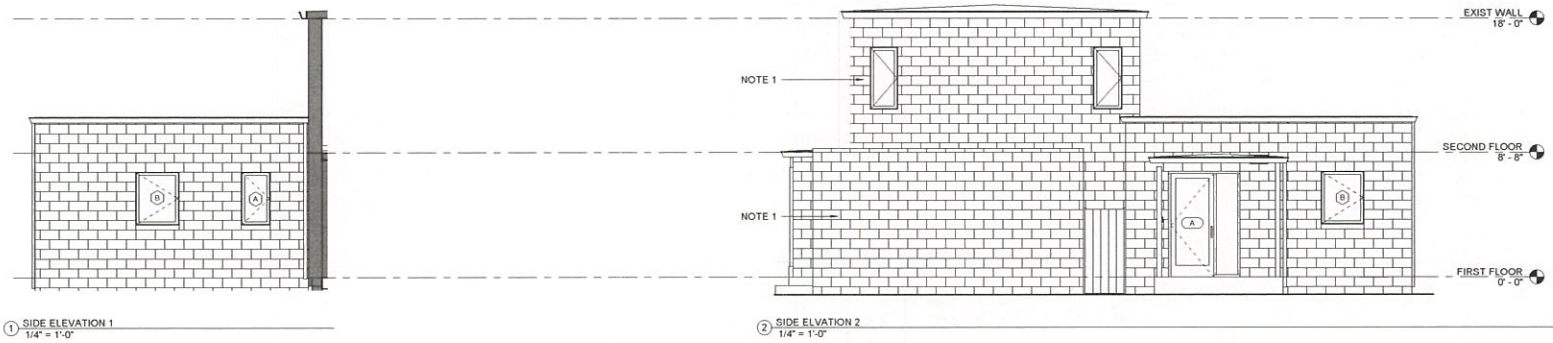
COMPILED BY: [Name]
DATE: [Date]
BY: [Name]
DATE: [Date]

SHEET NAME
EXTERIOR ELEVATIONS & SECTIONS

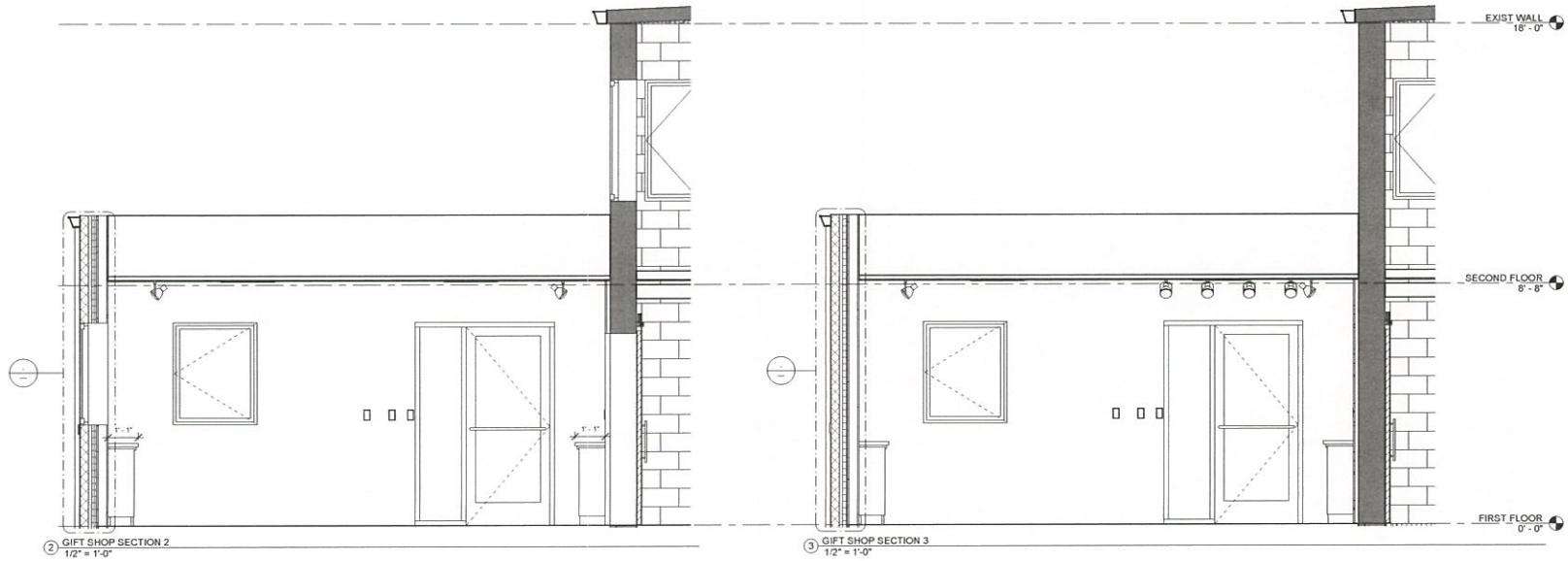
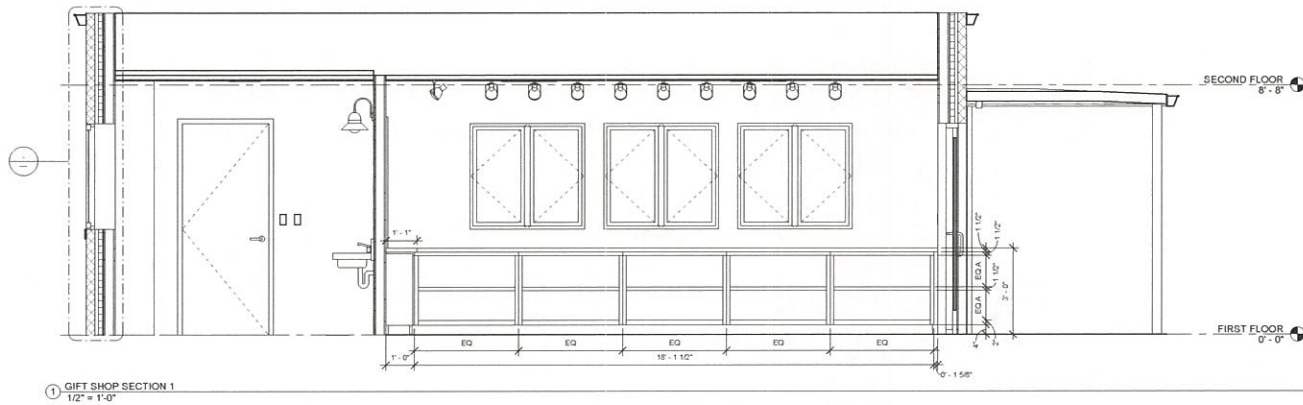
PROJECT # 18006
DATE 05.15.19

A110

SHEET OF



SHEET SPECIFIC NOTES
1. POINT UP WALL IN PREPARATION FOR PAINTING. INTENT IS TO RESTORE ORIGINAL APPEARANCE.
2. INFILL EXISTING WALL AT REMOVED THROUGH WALL A.C. INFILL TO MATCH HISTORIC MATERIAL AND COURSING.



OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21209
443-877-8387

ARCHITECT'S CERTIFICATION

I, the undersigned, being a duly licensed architect under the laws of the State of Maryland, do hereby certify that I am the author of the design and drawings hereon represented, and that I am a duly licensed architect under the laws of the State of Maryland, License Number 12345, expiring 12/31/2024.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	05.13.19

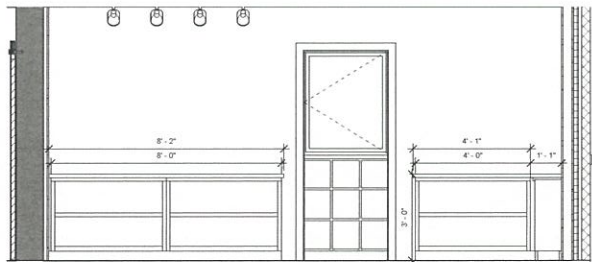
(STAMPED: ALL RIGHTS RESERVED)
THIS IS A PRELIMINARY DESIGN AND NOT TO BE USED FOR CONSTRUCTION. ANY REVISIONS TO THIS DESIGN SHALL BE MADE BY THE ARCHITECT AND NOTED ON THE DRAWINGS.

SHEET NAME
SECTIONS OF THE
ADDITION

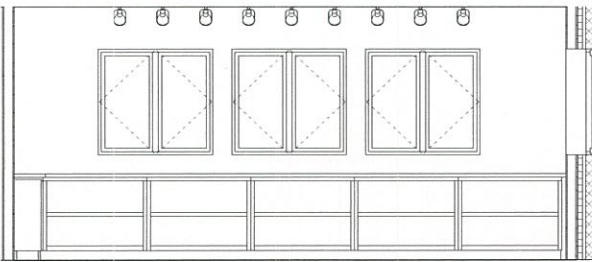
PROJECT # 18006
DATE 05.15.19

A111

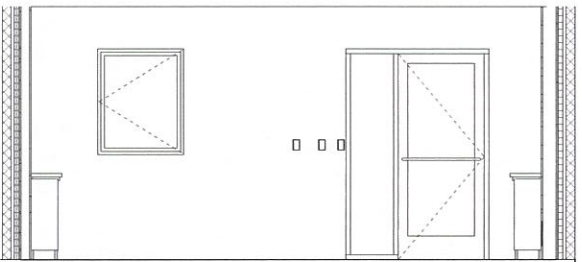
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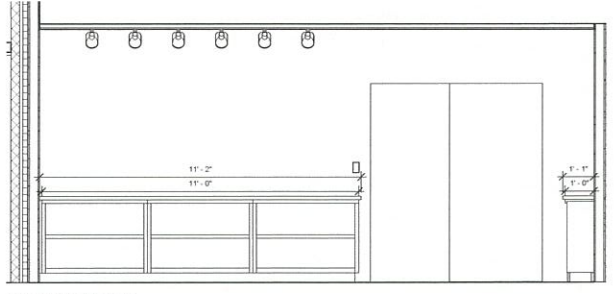
1 GIFT SHOP ELEVATION 1
1/2" = 1'-0"



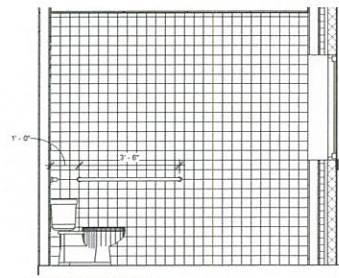
2 GIFT SHOP ELEVATION 2
1/2" = 1'-0"



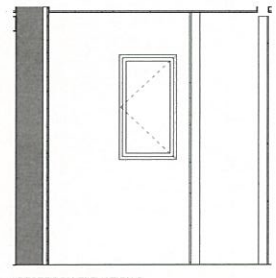
3 GIFT SHOP ELEVATION 3
1/2" = 1'-0"



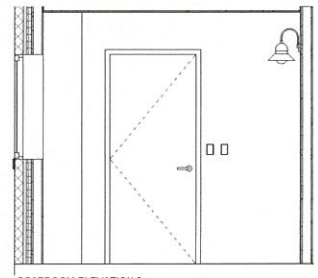
4 GIFT SHOP ELEVATION 4
1/2" = 1'-0"



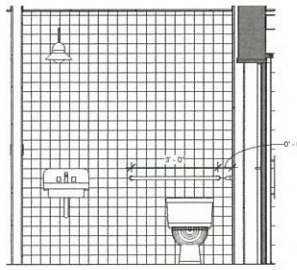
5 RESTROOM ELEVATION 1
1/2" = 1'-0"



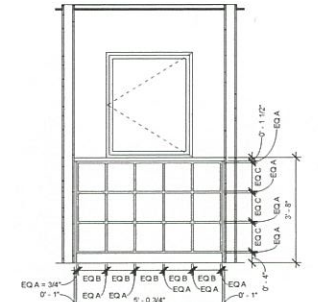
6 RESTROOM ELEVATION 2
1/2" = 1'-0"



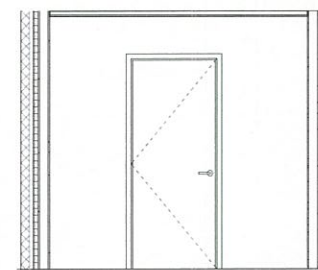
7 RESTROOM ELEVATION 3
1/2" = 1'-0"



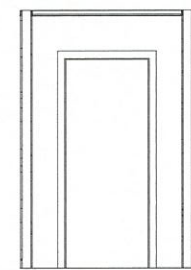
8 RESTROOM ELEVATION 4
1/2" = 1'-0"



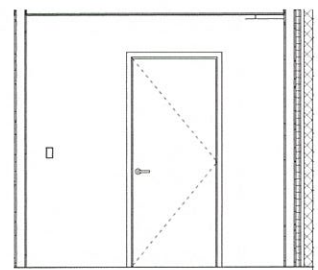
9 VESTIBULE ELEVATION 1
1/2" = 1'-0"



10 VESTIBULE ELEVATION 2
1/2" = 1'-0"



11 VESTIBULE ELEVATION 3
1/2" = 1'-0"



12 VESTIBULE ELEVATION 4
1/2" = 1'-0"



OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21209
443-877-8367

ARCHITECT'S CERTIFICATION

I, CERTIFY THAT THE DESIGN AND CONSTRUCTION OF THE PROJECT IS IN ACCORDANCE WITH THE PROFESSIONAL SEAL AND THE STATE OF MARYLAND, LICENSE NUMBER 12345.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.13.19
2		
3		
4		
5		
6		
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9		
10		
11		
12		

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SHEET NAME:
INTERIOR ELEVATIONS OF
GIFT SHOP, RESTROOM
AND VESTIBULE

PROJECT # 19006
DATE 05.15.19

A112
SHEET OF



OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21202
443-877-8387

ARCHITECT'S CERTIFICATION

I, **JOHN J. HARRIS**, being duly sworn, depose and say that I am the Architect of the above-captioned project, and that I am duly licensed to practice as an Architect in the State of Maryland, and that I am the author of the design and construction documents for the project.

CONSULTANT

CONSULTANT'S CERTIFICATION

**GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770**

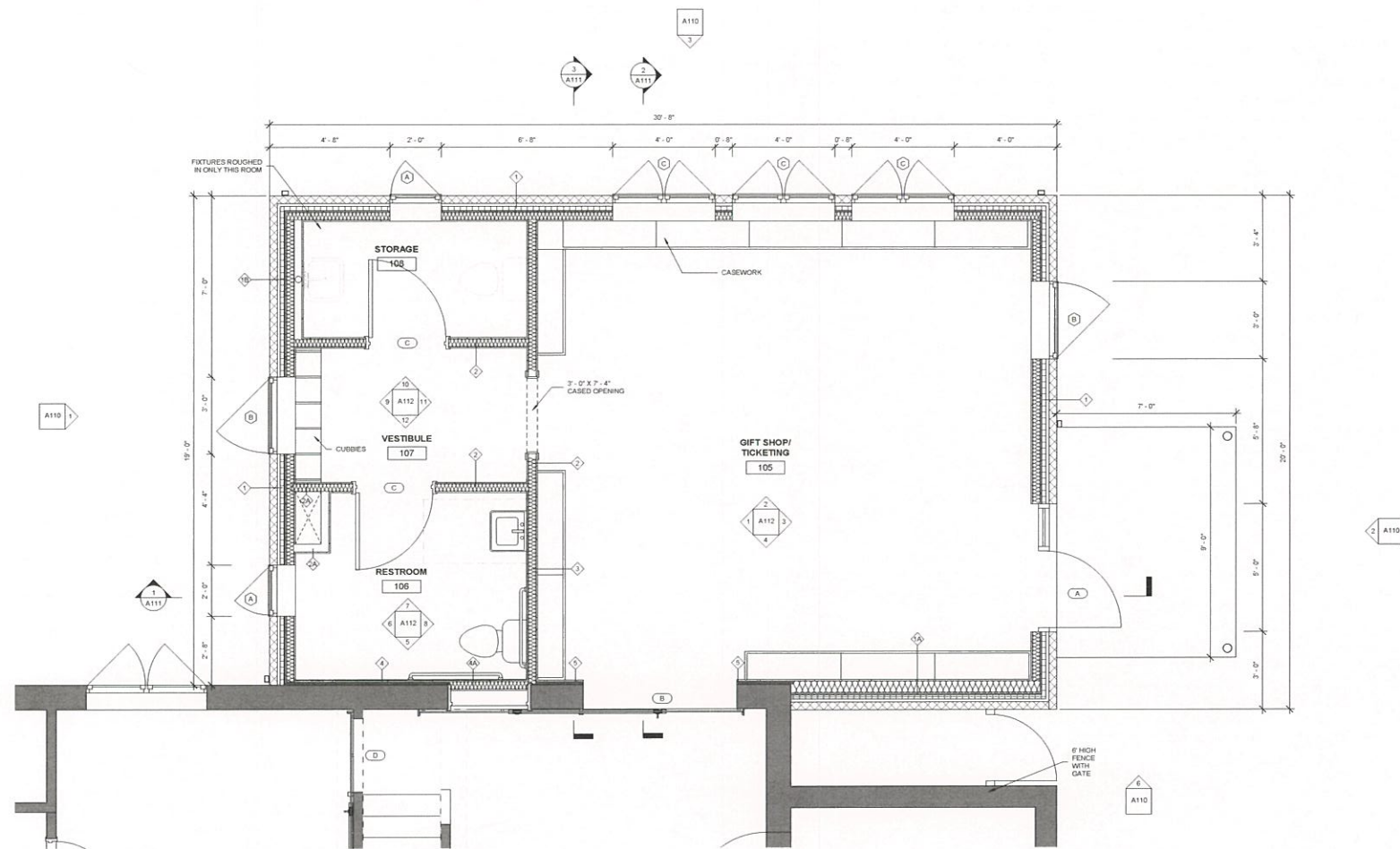
#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.13.19
2	PROGRESS SET	03.03.20

1. I HEREBY CERTIFY THAT I AM THE ARCHITECT OF THE ABOVE-CAPTIONED PROJECT, AND THAT I AM DULY LICENSED TO PRACTICE AS AN ARCHITECT IN THE STATE OF MARYLAND, AND THAT I AM THE AUTHOR OF THE DESIGN AND CONSTRUCTION DOCUMENTS FOR THE PROJECT.

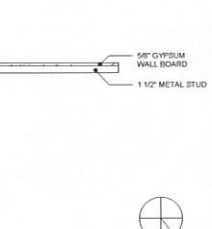
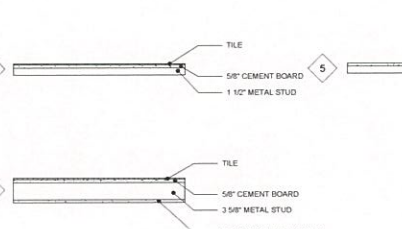
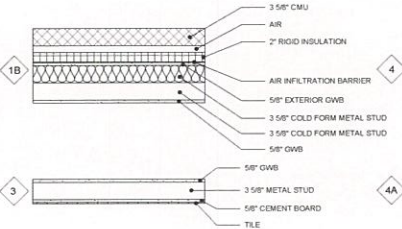
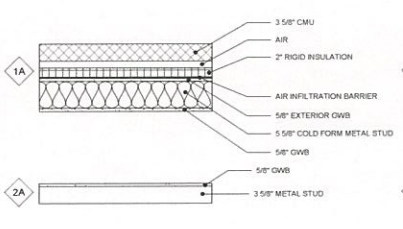
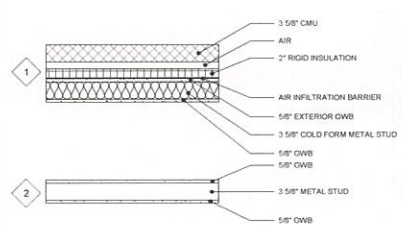
SHEET NAME
ENLARGED ADDITION PLAN

PROJECT # 18006
DATE 05.15.19

A113
SHEET OF

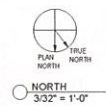


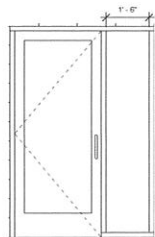
1 ENLARGED ADDITION PLAN
1/2" = 1'-0"



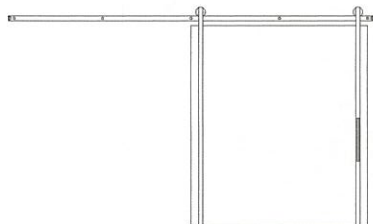
WALL TYPES
1" = 1'-0"

NOTE: ON WALL TYPE 2, 3 & 4A ACOUSTIC INSULATION IS SHOWN ON PLAN

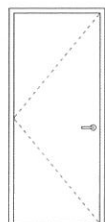




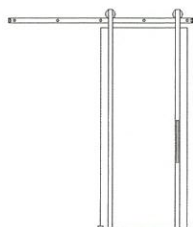
TYPE A



TYPE B



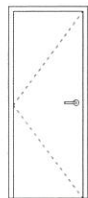
TYPE C



TYPE D



TYPE E



TYPE F

DOOR TYPES

DOOR SCHEDULE				
#	LOCATION	TYPE MARK	SIZE (W X H)	COMMENTS
01	GIFT SHOP	A	3'-0" X 7'-4"	
02	GIFT SHOP	B	EXIST. + 4' X 7'-4"	DOOR IS 2" BIGGER ON EITHER SIDES THAN THE EXISTING OPENING
03	STORAGE	C	3'-0" X 7'-4"	
04	RESTROOM	C	3'-0" X 7'-4"	
05	KITCHEN/ DEMO LAB	D	EXIST. + 4' X 6'-8"	DOOR IS 2" BIGGER ON EITHER SIDES THAN THE EXISTING OPENING
06	KITCHEN/ DEMO LAB	E	EXIST. + 4' X 6'-8"	DOOR IS 2" BIGGER ON EITHER SIDES THAN THE EXISTING OPENING
07	ARCHIVES	F	EXIST. DOOR	REUSE THE EXISTING DOOR

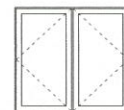
DOOR SCHEDULE
1" = 1'-0"

WINDOW SCHEDULE				
#	LOCATION	TYPE MARK	SIZE (W X H)	COMMENTS
01	RESTROOM	A	2'-0" X 3'-8"	
02	VESTIBULE	A	2'-0" X 3'-8"	
03	STORAGE	A	2'-0" X 3'-8"	
04	GIFT SHOP 1	B	4'-0" X 3'-8"	
05	GIFT SHOP 2	B	4'-0" X 3'-8"	
06	GIFT SHOP 3	B	4'-0" X 3'-8"	
07	GIFT SHOP 4	C	3'-0" X 3'-8"	

WINDOW SCHEDULE
1" = 1'-0"



TYPE A



TYPE B



TYPE C

WINDOW TYPES



OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21202
443-877-8387

ARCHITECT'S CERTIFICATION
I CERTIFY THAT THESE DOCUMENTS WERE
PREPARED BY ARCHITECTS OR OTHER PERSONS
UNDER MY CLOSE PERSONAL SUPERVISION AND
THESE ARE MY OWN WORK OR THE WORK OF
OTHER PERSONS UNDER MY CLOSE PERSONAL
SUPERVISION AND I AM A LICENSED ARCHITECT IN THE
STATE OF MARYLAND.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.13.19
2	PROGRESS SET	03.02.20

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PROJECT AND SITE SPECIFICALLY IDENTIFIED
HEREIN. NO PART OF THIS DOCUMENT IS TO BE
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OR BY ANY MEANS, ELECTRONIC OR MECHANICAL,
INCLUDING PHOTOCOPYING, RECORDING, OR BY
ANY INFORMATION STORAGE AND RETRIEVAL
SYSTEM, WITHOUT PERMISSION IN WRITING FROM
OLD LINE ARCHITECTS.

SHEET NAME
WINDOW AND DOOR
SCHEDULE

PROJECT # 18006
DATE 05.15.19

A114

SHEET OF



OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21201
443-977-8387

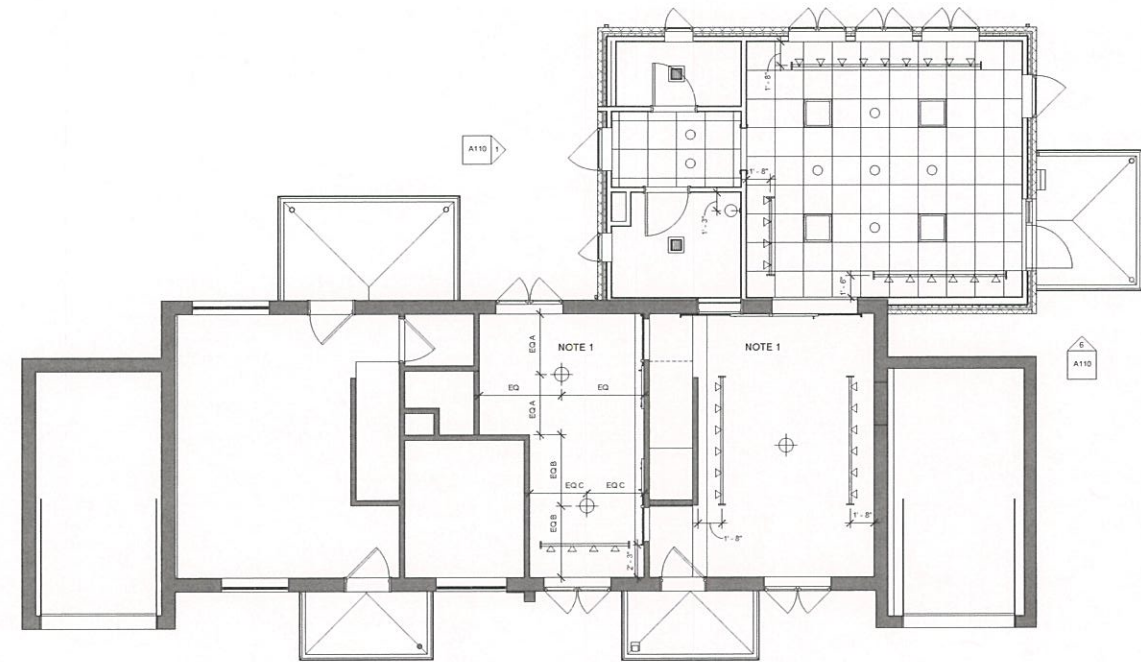
ARCHITECT'S CERTIFICATION

I, the undersigned, being a duly licensed architect under the laws of the State of Maryland, do hereby certify that this is a true and correct copy of the original design submitted to me by the client, and that I am a duly licensed architect under the laws of the State of Maryland, and that I am the author of the design.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770



1 FIRST FLOOR
1/4" = 1'-0"

- 2 x 2 LIGHT
- LIGHT
- WALL LIGHT
- EXHAUST FAN WITH LIGHT
- EXTERIOR WALL LIGHT
- CEILING LEGEND
1/4" = 1'-0"

SHEET SPECIFIC NOTES:
1. PROVIDE 1/2" GWB FINISH ON 7/8" HAT CHANNELS @ 16" O.C. THIS ROOM.

GENERAL NOTES: FIXTURE IS CENTERED ON ROOM UNLESS NOTED OTHERWISE

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.13.19
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SHEET NAME
LEVEL 1 REFLECTED
CEILING PLAN
PROJECT # 19006
DATE 05.15.19
A115
SHEET OF



OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21201
443-977-8387

ARCHITECT'S CERTIFICATION

I, THE ARCHITECT, HEREBY CERTIFY THAT THIS DOCUMENT PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A duly Licensed Architect in the State of Maryland. I am the author of the design and construction documents herein.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
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1	SCHEMATIC DESIGN	08.13.19

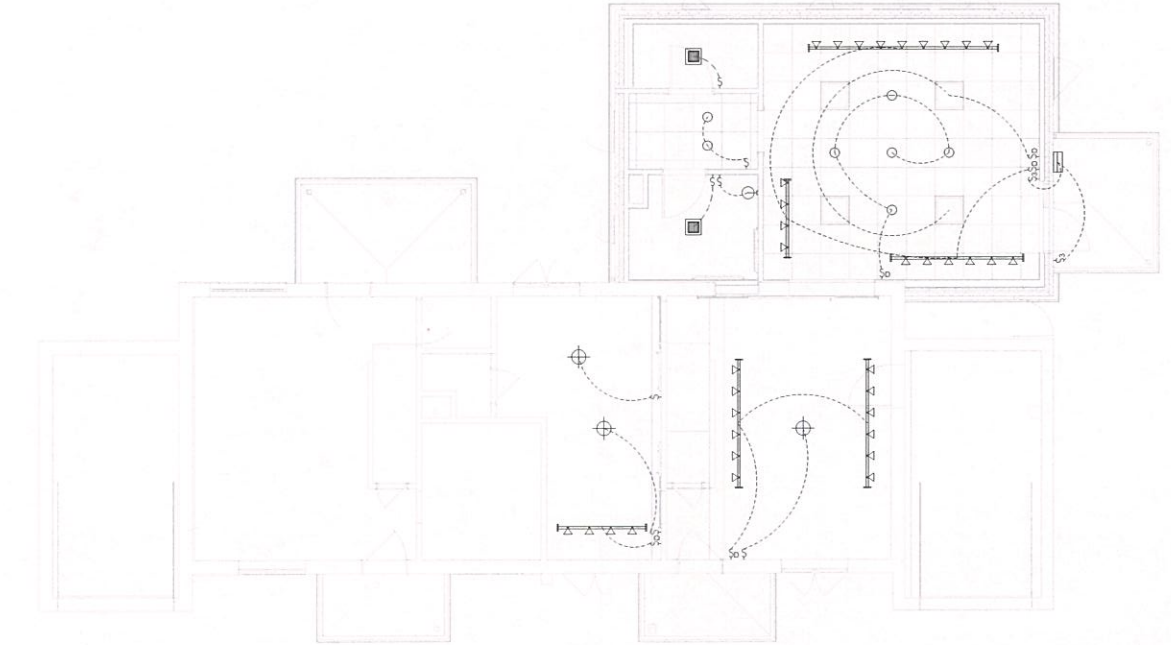
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SHEET NAME
LEVEL 1 POWER PLAN

PROJECT # 13006
DATE 05.15.19

A116

SHEET OF



1 LEVEL 1 POWER PLAN
1/4" = 1'-0"

- 2 x 2 LIGHT
- LIGHT
- WALL LIGHT
- EXHAUST FAN
- EXTERIOR WALL LIGHT
- SINGLE POLE SWITCH
- DIMMABLE SWITCH
- 3 WAY SWITCH
- SURFACE MOUNT CEILING LIGHT

POWER LEGEND
1/4" = 1'-0"



OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21202
443.877.8387

ARCHITECT'S CERTIFICATION

I, THE ARCHITECT, HEREBY CERTIFY THAT THIS DOCUMENT AND THE PROJECT IT IS APPLICABLE TO, AND THAT I AM A duly licensed architect in the State of Maryland, and that I have prepared this document in accordance with the Maryland Professional Practice Act.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.13.19

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ANY OTHER USE IS PROHIBITED

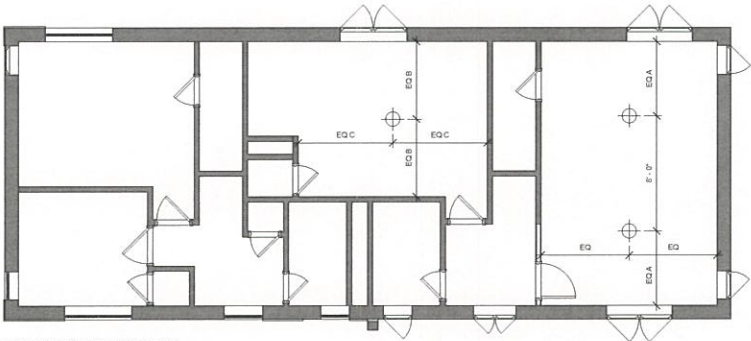
SHEET NAME:
LEVEL 2 REFLECTED
CEILING AND POWER
PLAN

PROJECT # 18006

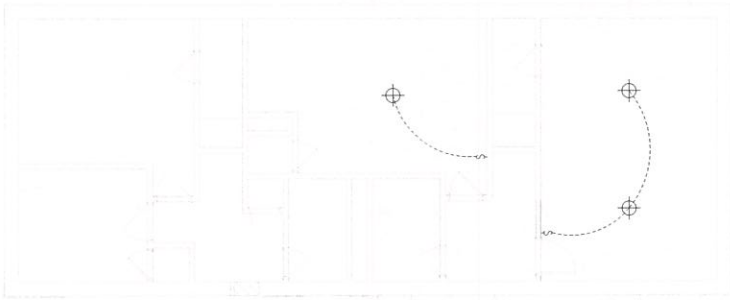
DATE 05.15.19

A117

SHEET OF



1 LEVEL 2 REFLECTED CEILING PLAN
1/4" = 1'-0"



2 LEVEL 2 POWER PLAN
1/4" = 1'-0"

- SURFACE MOUNT CEILING LIGHT
- SINGLE POLE SWITCH
- POWER LEGEND 1
1/4" = 1'-0"



OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21205
443-877-8387

ARCHITECT'S CERTIFICATION

I, THE ARCHITECT, HEREBY CERTIFY THAT THIS DOCUMENT AND ANY INSTRUMENTS OF SERVICE ARE MY OWN WORK AND THAT I AM A duly Licensed Architect in the State of Maryland. LICENSE NUMBER: 00000000000000000000

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	05.13.19

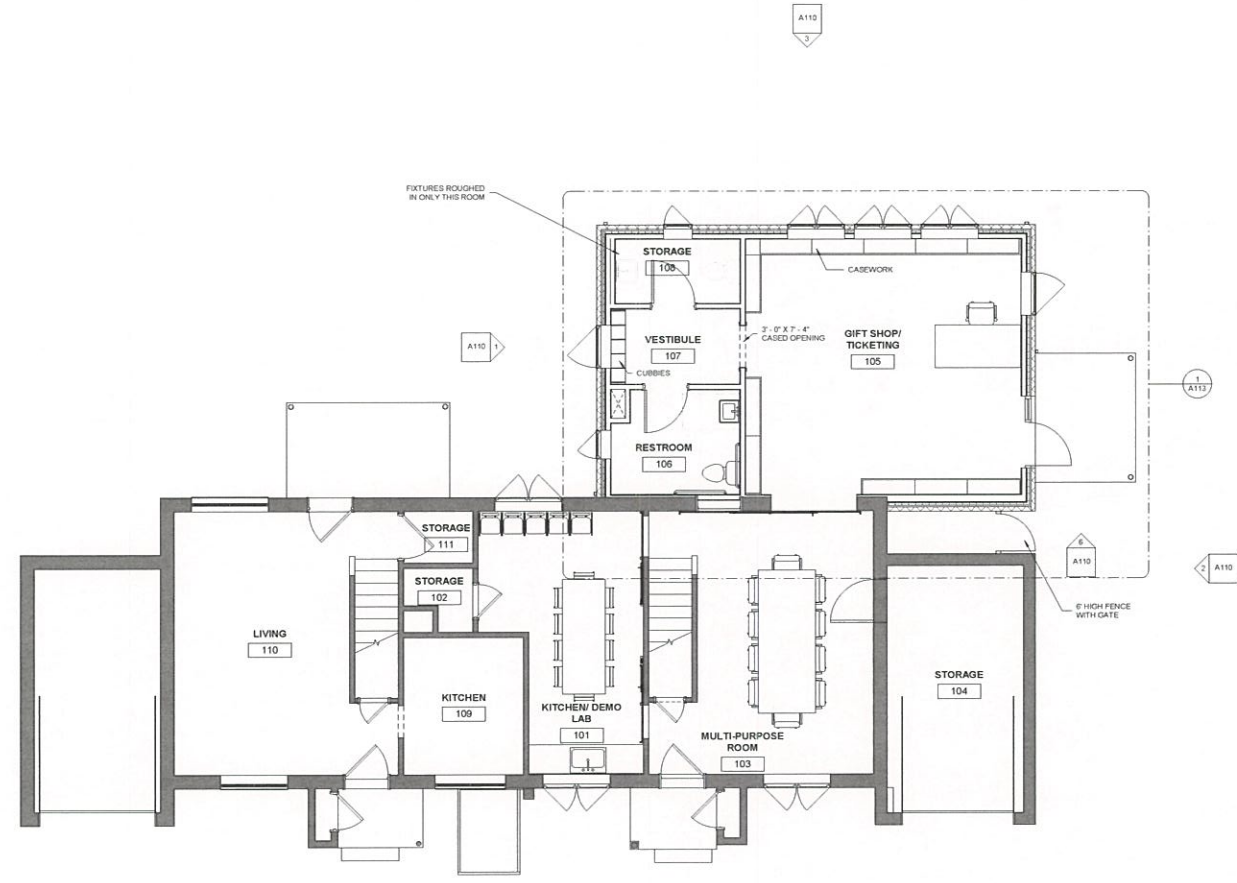
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SHEET NAME
LEVEL 1 FURNITURE PLAN

PROJECT # 19006
DATE 05.15.19

A118

SHEET OF



1 LEVEL 1 FURNITURE PLAN
1/4" = 1'-0"





OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21209
443-577-8387

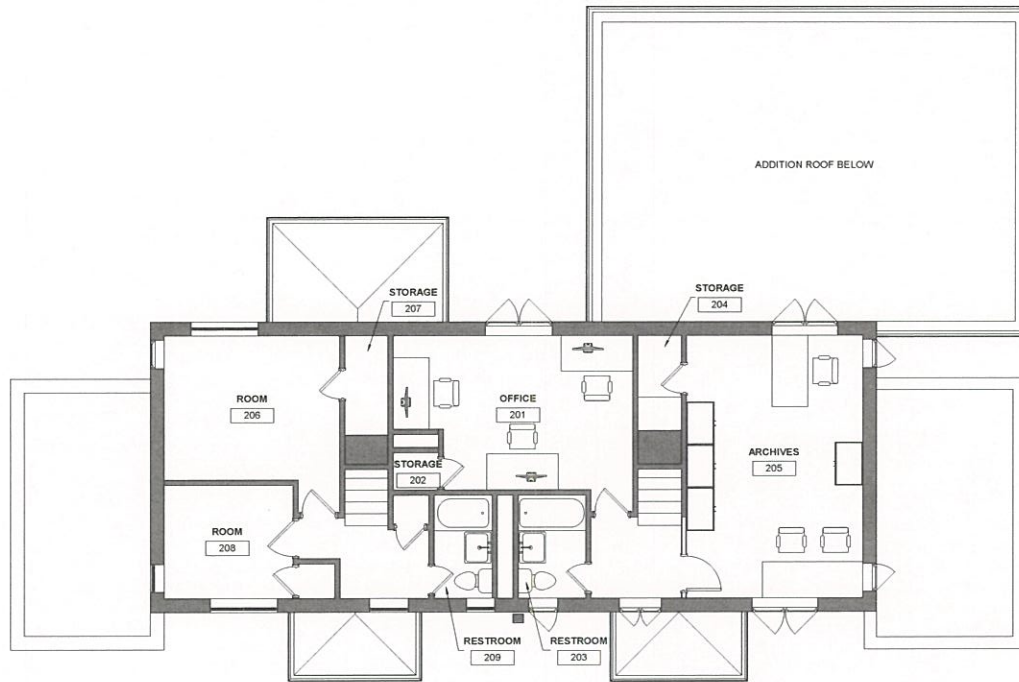
ARCHITECT'S CERTIFICATION

I, the undersigned, being a duly licensed architect under the laws of the State of Maryland, do hereby certify that this is a true and correct copy of the original design submitted to the State of Maryland for the purpose of recording the same.

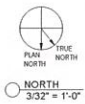
CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770



① LEVEL 2 FURNITURE PLAN
1/4" = 1'-0"



#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.13.19

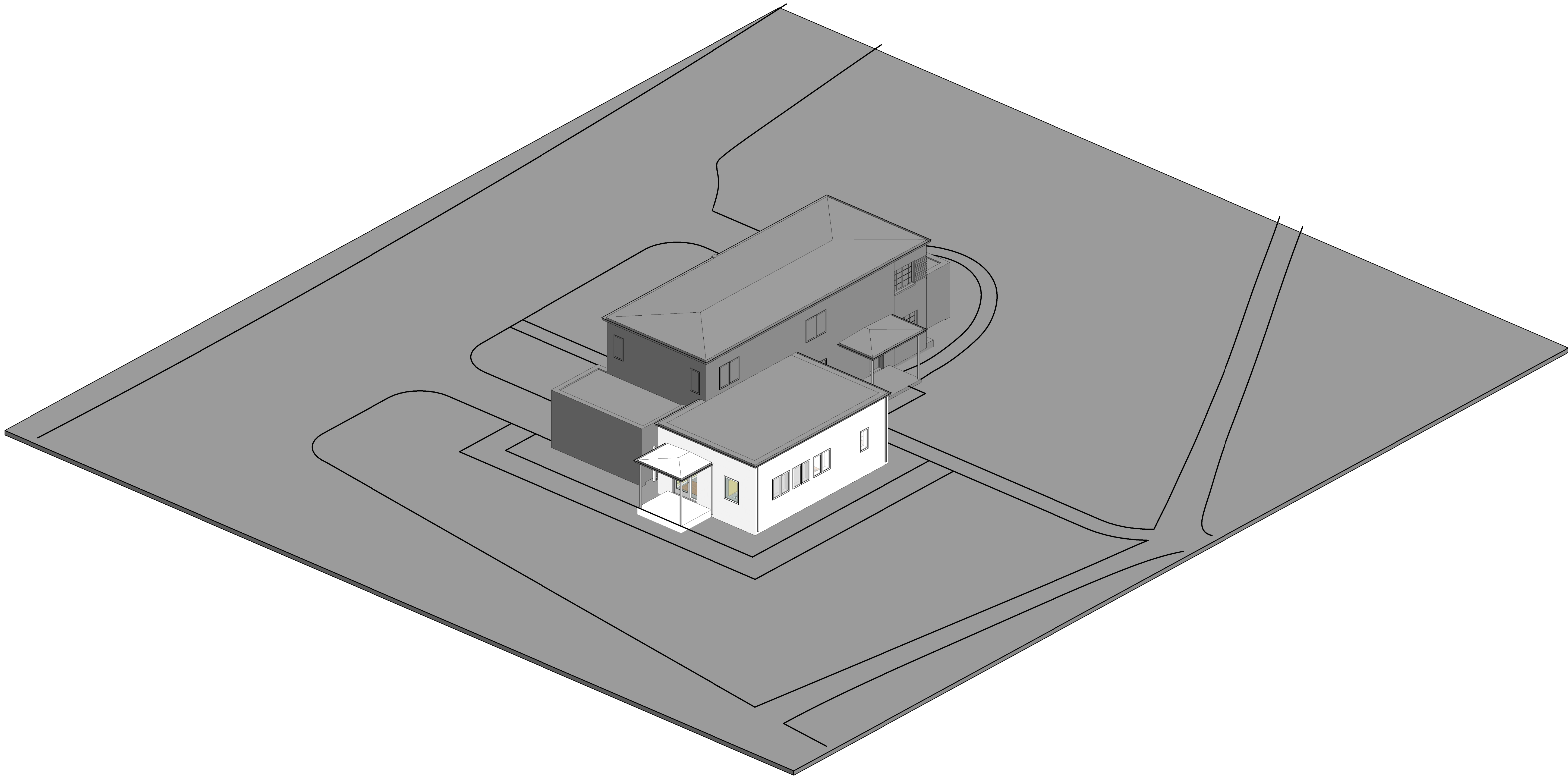
1. PROJECT: ALL WORK (ARCHITECT)
2. DESIGN: ALL WORK (ARCHITECT)
3. PERMIT: ALL WORK (ARCHITECT)
4. CONSTRUCTION: ALL WORK (ARCHITECT)
5. POST-CONSTRUCTION: ALL WORK (ARCHITECT)

SHEET NAME
LEVEL 2 FURNITURE PLAN

PROJECT # 15006
DATE 05.15.19

A119

SHEET OF



1 3D VIEW



OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21209
443-977-8387

ARCHITECT'S CERTIFICATION
I CERTIFY THAT THESE DOCUMENTS WERE
PREPARED OR APPROVED BY ME, AND THAT I AM A
FULLY LICENSED ARCHITECT UNDER THE LAWS OF
THE STATE OF MARYLAND, LICENSE NUMBER
18086, EXPIRATION 7/23/19.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
	SCHEMATIC DESIGN	08.13.19
	SCHEMATIC DESIGN	12.03.19
	PROGRESS SET	03.02.20

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PERMISSION OF THE ARCHITECT.

SHEET NAME
EXTERIOR VIEW

PROJECT # 18008
DATE 05.15.19

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FY 2020 Budget Report to Council

Museum mission: We are a community museum that provides gateways to the New Deal history and living legacy of Greenbelt, Maryland. The Greenbelt Museum inspires residents, students, and visitors to explore this planned cooperative community.

Exhibits

- Lenore Thomas Straus
- NASA 60th Anniversary
- Comm. Center Glass Case
- Greenbelt in 1939

Programs

- FOX5 Zip Trip
- Radical Suburbs Lecture
- Community Treasure Chest with PGAAMCC
- Labor Day & Retro Town Fair
- Mapping Racism Lecture
- Iconic Planned Communities Lecture
- May 2020 lecture postponed
- Greenbelt Day Event postponed
- #Museumfromhome

Tours

- Democratic Socialists
- Towson Univ. Urban Planning
- Art Deco Society of WDC
- Oak Crest Senior Center
- UMD Bauhaus Anniversary
- Potomac School special needs
- Communal Studies Conference

Collection/Archives

- October 2019 approximately half of Museum collection was moved to fine art storage facility, ELY Inc.
- 2nd half will be moved 2020

Proposed Staffing Change

- Proposed as part of a clarification of roles between FOGM and the City
- Museum has been staffed by one FT city employee since 2001
- Proposal is for PT Education/Volunteer Coordinator to become PT city employee FY2021
- Position is partially funded by FOGM restricted grant account and by Museum income. Both will be transferred to city (see budget)

10A Education and Visitor Center

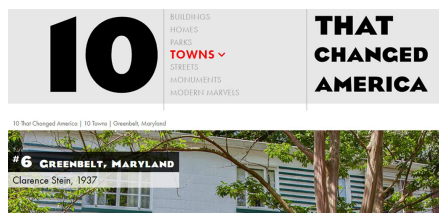
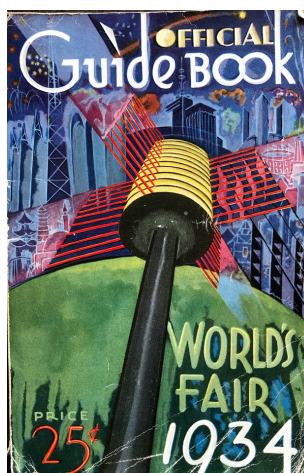
- July 2019 FOGM hired Old Line Architects with Council approval
- September 2019 FOGM and architect met with GHI technical services to discuss plans
- Winter 2020 FOGM refines draft plans with architect
- Spring 2020 FOGM hires civil engineer, structural engineer, electrical/plumbing/mechanical engin.
- Phase I - architectural design, engineering drawings, and demolition
- Phase II - renovation of 10A, new addition, accessible entrance and walkway
- Phase III - furnishings and exhibits

10A Fundraising

- FOGM has raised \$200,000 so far through grants, naming opportunities, individual donations, city contributions
- Submitted grant application for \$100,000 to MHAA, notified July 2020

#Museumfromhome

In an effort to stay connected with our audiences while the Museum is closed, we have been participating in the #museumfromhome movement, by sharing content several times a week via our blog and social media. Entries completed so far are below.



Partners & Collaborators





The Greenbelt Museum, located at 10B Crescent Road, opened in October 1987 as part of the city's 50th Anniversary. In March 2016, the city was able to purchase the adjoining home, 10A Crescent Road, from the Dwyer family. The new space will house a Greenbelt visitor center, a research and reading room, collections storage and office space. Consolidation of museum functions at 10A will allow expanded hours for the museum.

The museum is cooperatively run by the city and the Friends of the Greenbelt Museum (FOGM). The museum's historic home is open for tours from 1 pm to 5 pm on Sundays and by appointment. The museum creates interpretive exhibits which are on display in the Community Center; the exhibit room is open daily during Community Center hours. The museum's collection contains original Greenbelt furniture, domestic objects and textiles from the 1930s through the 1940s, as well as works of art related to Greenbelt's history. The museum also interprets the historic section of Greenbelt through guided tours and a self-guided walking tour enhanced by interpretive wayside panels.

The museum is staffed by a full-time Museum Director, a part-time Volunteer/Education Coordinator and a part-time Operations and Outreach Manager. The director became a city employee in FY 2001 as part of a grant program from the Maryland Historical Trust. The Volunteer/Education Coordinator position was established in FY 2007, and the Office Manager position was established in FY 2017. Both positions have been paid for by FOGM. In FY 2021, it is proposed that the Education/Volunteer Coordinator become a part-time city employee, partially supported by interest from a National Endowment for the Humanities grant awarded to FOGM in FY 2007.

VISION

We envision a cooperative society that is inspired and empowered by its awareness of history and uses its knowledge of the past to shape the future.

MISSION STATEMENT

We are a community museum that provides gateways to the New Deal history and living legacy of Greenbelt, Maryland. The Greenbelt Museum inspires residents, students and visitors to explore this planned cooperative community.

ACCOMPLISHMENTS

Exhibits/Programs/Tours

- The Museum's current exhibit, *The Knowing Hands That Carve This Stone: The New Deal Art of Lenore Thomas Straus*, remains on view in the Community Center. The exhibit was supported by a \$5,000 grant from the Maryland Heritage Areas Authority through Maryland Milestones/ATHA, Inc. The exhibition focuses on sculptor Lenore Thomas Straus, who was a young woman in her twenties when she carved several landmark works in Greenbelt, Maryland for the Resettlement Administration in the late 1930s. These sculptures include the seminal piece "Mother and Child," which is the centerpiece of the historic Roosevelt Center, and a series of bas reliefs depicting the Preamble to the U.S. Constitution on the front of the Greenbelt Community Center. The exhibition features information about the artist's life, examples of her work and includes examples of artists whom she influenced. Programming in conjunction with the exhibit is ongoing. It has included a variety of lectures and children's activities including clay modeling, and creating prints of the artist's sculptures.
- In July 2019, the Museum participated in the Fox 5 Morning Show's Zip Trip filmed in Greenbelt. The Museum was chosen as one of the five local attractions not to miss. A short filmed segment about the Museum ran on the channel throughout the morning and staff set up a table at the event in Roosevelt Center to promote the Museum.
- In August 2019, the Museum hosted a Prince George's African American Museum and Cultural Center event. Their Community Treasure Chest project is a series of ongoing events that they are holding to preserve the local histories of families, individuals, and communities and to celebrate African American history across the county. Greenbelt was one of several local communities where they held events.
- During the 2019 Labor Day weekend, the Museum offered a free walking tour and free tours of the Museum house on Sunday and Labor Day Monday. Between the two days over 100 people visited. The Retro Town Fair was held on the grounds of 10A Crescent, next door



to the Museum house. This was the second year that a legacy category was included. This non-judged category is comprised of family heirlooms and treasures handmade by previous generations. These items were on display inside 10A Crescent. The Fair was well attended and plans are in place for it to continue in FY 2021. The Fair is the Museum's version of the earliest Greenbelt Fairs, in which judges chose the best produce, flowers, crafts, and more.

- From September 1 to the end of October, the Museum participated in Greenbelt's celebration of NASA's 60th Anniversary with a display of items in the collection related to NASA/Goddard at the Museum house.
- On December 1 and 2, the Museum participated in the Recreation Department's juried art and craft fair, Festival of Lights. The Museum's gift shop offered books about Greenbelt's history, souvenirs, and vintage style toys in a room of the fair set aside for nonprofits. The Museum's annual holiday open house took place on December 6 at 10B Crescent. The historic house was decorated with vintage holiday decorations including a Christmas tree and a menorah and free tours were offered. Over 65 people attended the event.
- In March, the Museum and the Old Greenbelt Theatre are partnering with the Prince George's Philharmonic in conjunction with their Saturday, March 28 show. The Philharmonic will perform Aaron Copland's Music for Movies which includes sections of the score that he wrote for *The City*, a 1939 documentary partially filmed in Greenbelt that promotes planned communities. The Theatre is screening the film in mid-March and the Museum will offer tours emphasizing what life was like in 1939.
- In Spring, the Museum will again participate in various outreach initiatives with area schools. We participate in the Greenbelt Elementary Spring Fair and will offer activities highlighting Greenbelt's history. The Education/Volunteer Coordinator will also participate in area schools' career days which allow students an opportunity to explore how and why museums can be an important part of their communities.
- As a part of the Greenbelt Day celebrations, the Museum will co-host an event on June 6 with the Living New Deal project from University of California at Berkeley which is attempting to document New Deal art, buildings, projects, and more across the country. The project is producing a map of New Deal sites in Washington, D.C. and a select few in the suburbs including Greenbelt. The event is a launch of the new map.



- The Museum Director worked with several writers, filmmakers, and researchers in FY 2020. A writer for *The Guardian* newspaper did an interview for an article for the newspaper's online "Cities" series. A filmmaker from the American Association of State Highway and Transportation Officials filmed an interview for a short film on behalf of the organization. A lecturer from the Kansas City Art Institute working on a film about New Deal art programs reached out for help with Lenore Thomas Straus. Staff assisted graduate students at the University of Maryland on a project focused on Greenbelt history. The Riderwood Television station interviewed Museum staff for a short film they were making about Greenbelt.
- The Museum's popular lecture series continued this year. In July 2019, Amanda Kolson Hurley gave a lecture and book signing for her book, *Radical Suburbs: Experimental Living on the Fringes of the American City*. The book features a chapter on Greenbelt and its history, placing our experimental community in the context of a variety of other suburban experiments. The October lecture was by Stuart Eisenberg, Executive Director of the Hyattsville CDC, who talked about Mapping Racism which is an ongoing multi-faceted project which addressed the historic use of racially-restrictive deed covenants in the area. The project employed dance, theatrical experiences, and a series of workshops to focus on remnant, built structures with the legacies of segregation and how local communities coped with them. In January, Mary Corbin Sies, Associate Professor of American Studies at the University of Maryland and Isabelle Gournay, Professor Emerita, University of Maryland discussed a new book that they edited along with Robert Freestone. The book, *Iconic Planned Communities and the Challenge of Change*, also includes a chapter co-written by Sies and Gournay entitled Greenbelt: Sustaining the Legacy.
- Since 2012, when the Museum established an Archive of the African American Experience in Greenbelt as part of the city's 75th anniversary celebration, we have been actively pursuing information about African Americans in and around Greenbelt. Research is ongoing about who the African Americans were who lived on the land before Greenbelt was built, the workers who helped in building the community and who may have worked here afterwards, documentation pertaining to Greenbelt's segregation, and the community's eventual integration. Patricia Glaser, a M.A. candidate in Library and Information Science at University of Maryland, completed a practicum with us in 2019 which focused on early African Americans in Greenbelt.
- The Museum Director continued to serve on the Board of Directors of the Maryland Museums Association. Elected in 2015, she will serve through 2020. The Maryland Museums Association is an alliance of historical and cultural institutions that collect, hold, interpret, and protect the cultural and material heritage within the State. The association advocates for members by enhancing professionalism in those institutions and individuals, and promoting awareness of museum interests.

- City staff, Museum staff and the FOGM Board, continued to work on the establishment of an Education and Visitor Center at 10A Crescent. The city acquired the home next door to the Museum house in 2016. Following recovery from an interior flood at the Museum house in 2017 and conceptual planning with the non-profit Neighborhood Design Center in 2018, in 2019 FOGM requested proposals from architecture firms to create a final design. With City Council approval, FOGM hired Old Line Architects in July of 2019. Old Line Architects completed existing conditions drawings of 10A and has met with FOGM Board and staff several times to refine plans for 10A. FOGM has also met with the technical services



- staff of Greenbelt Homes, Inc., who are the property owners, (the city owns the perpetual right to occupy the space as per the cooperative's language) to discuss what will be possible within the guidelines of the housing cooperative. Through this process Board and staff have refined the designs to a final layout, and Old Line Architects have begun the process of developing more detailed plans and potential finishes. Following input from City Council at a spring 2020 work session, these drawings will be used by a contractor in the final phase of the project. Current projections put completion of the renovation and establishment of the Education and Visitor Center in late 2022, though the permitting process and fundraising may delay that timeframe.
- Once completed, 10A Crescent Road will provide space for the Museum to expand and will feature facilities for programming and museum education. It will also house a Greenbelt visitor center, an archives room, collections storage, a gift shop and office space. Consolidation of museum functions at 10A will also allow the museum to expand open hours. The Museum frequently uses the space, despite the fact that 10A has not yet become the Education and Visitor Center. The majority of walking tour groups start their tours there, museum and FOGM Board meetings are held there, some portion of the collection is temporarily stored on the second floor, and it is utilized for Museum events such as Deco the Halls and the Retro Town Fair.
- FOGM, with help from the Museum Director, has raised \$200,000 thus far through naming opportunities, grants from the Maryland Heritage Areas Authority/Maryland Historic Trust and the Redevelopment Authority of Prince George's County, as well as through participation in the Community Investment Tax Credit Program through the state of Maryland.
- Throughout FY 2020, FOGM and city staff collaborated to restructure the relationship between the nonprofit (FOGM) and the city which included clarification of roles and the transfer of certain revenue streams and expenditures.

- Walking tours and educational group visits continue to be popular museum activities. Some of the groups who visited Greenbelt were the Washington, D.C. chapter of the Democratic Socialists of America, Towson University Urban Planning Students, Communal Studies Conference attendees from Winterthur, employees and interns from the Eleanor Roosevelt archive at George Washington University, Art Deco Society of Washington, University of Maryland German students as part of the 100th Anniversary of the Bauhaus, students from the Potomac School, students from the College of Southern Maryland, Penn State University professors, Greenbelt home-schoolers, seniors from the Oak Crest Senior Center, docents from the Jewish Museum of Maryland, Red Hat Ladies and the Urban Affairs Institute.
- A new Museum initiative in FY 2020 was our partnership with Atlas Obscura and Airbnb. The Museum began offering walking tours via Atlas Obscura, a guide book and website that promotes tourism to lesser known sites. Following a joining of forces between Atlas Obscura and Airbnb, staff at the former invited the Museum to participate in its establishment of Airbnb experiences. The Museum has since offered nearly a dozen tours via the Airbnb platform and the partnership has resulted in exposure to entirely new audiences as a result of new marketing.

COLLECTIONS/ARCHIVES

- A volunteer gave approximately 200 hours to the Museum to scan a large portion of the photographs in the Museum's collection.
- In October 2019, staff from fine art storage company, ELY, Inc. a woman-owned business located in Forestville, MD, carefully packed roughly half the Museum collection and transported it to their secure, climate-controlled facility. All items sent were documented and inventoried and the Museum can access the collection at any time. ELY will return in spring 2020 for the rest of the collection that is to be put in storage. Transfer of these parts of the Museum collection is necessary because when 10A is complete, the Museum will no longer have use of Room 306 in the Community Center.
- The Museum acquired several important artifacts this year which include vintage clothing, an American flag, photographs, City of Greenbelt directories, an original metal milk box and household items.

FY 2021 will be the first year of operations under the new clarification of roles between FOGM and the city. Potentially, additional concerns may arise and Museum staff and/or FOGM will need to address them.

Planning for the new Education and Visitor Center at 10A Crescent will continue to consume staff resources. It is anticipated that plans will be finalized, city and GHI approval sought, permits obtained and additional funding identified in 2021. The goal is to renovate/construct the new space in FY 2022.

Museum staffing levels did not change in FY 2020. FOGM continues to support two part-time positions which staff the Museum in addition to the Director, who is a city employee. Sheila Maffay-Tuthill is the Museum's Education and Volunteer Coordinator and Lawana Holland-Moore is the part-time Operations and Outreach Manager. Once the Visitor and Education Center opens, there will need to be additional staff to successfully operate the expansion.

COMMENTS FROM VISITORS TO THE MUSEUM'S HISTORIC HOUSE AND EXHIBIT IN THE COMMUNITY CENTER

"Terrific community and exhibit of Lenore Thomas Straus works! Informative panels. Eloquent artist and sculpture!" 7/15/19

"Thank you for showing us around! It was great to see how my dad, grandparents, and great grandparents lived. All lived in Greenbelt." 09/22/19

"Amazing to see all this local history preserved, and to see an original concept being maintained even today. Thanks so much, I learned so much today." 11/17/19

"Wonderful tour! We learned a ton about the area and were really able to see the vision for the community through our guide's eyes." 1/18/20

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Number of Special Tours	32	42	50	50
Participants in Special Tours	732	755	775	800
Number of Sunday Visitors	493	479	500	500
Number of Program Attendees	1,171	950	1,000	1,050
Number of Exhibit Visitors*	2,200	2,200	2,200	2,200
Number of Volunteer/Intern Hours	4,800	4,800	4,800	4,800
Number of Memberships	124	135	150	150
* This is an estimate as many visitors do not sign the guest book in the Community Center.				

MANAGEMENT OBJECTIVES

- Continue planning to incorporate the new space at 10A Crescent into museum operations.
- Support Friends of the Greenbelt Museum in a Capital Campaign to raise funds for its portion of the transformation and operation of the expanded museum.
- Collaborate with Friends of Old Greenbelt Theatre to install the 75th anniversary timeline exhibit in the Screening Room, their second space.

BUDGET COMMENTS

- 1) Lines 02, 38, 39, 45, 53, 58 and 67 reflect new or increased expenditures due to the realignment of city/FOGM responsibilities.
- 2) Funds in Miscellaneous, line 71, in FY 2021 will be used to reprint the Walking Tour Trail Guide brochure.
- 3) The Friends of the Greenbelt Museum's operating budget for FY 2021 will be \$27,000.
- 4) The Revenues listed below are based on past FOGM experience.

GREENBELT MUSEUM Acct. No. 930	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$70,279	\$73,840	\$77,100	\$77,100	\$80,100	
02 Part-Time Salaries	0	0	0	0	13,000	
06 Building Maintenance	131	1,039	0	0	0	
28 Employee Benefits	35,052	37,647	40,500	40,700	42,500	
Total	\$105,463	\$112,526	\$117,600	\$117,800	\$135,600	\$0
OTHER OPERATING EXPENSES						
33 Insurance	\$66	\$60	\$100	\$100	\$100	
34 Other Services - GHI Charges	6,739	9,772	10,000	10,100	10,400	
38 Communications	1,934	2,727	2,300	2,300	3,000	
39 Utilities						
Electric	2,118	1,281	1,600	1,500	3,000	
Water & Sewer	357	372	400	400	400	
45 Membership & Training	0	0	0	0	2,800	
46 Maintain Building & Structure	513	519	500	500	500	
53 Computer Expenses	0	0	0	0	300	
55 Office Expense	120	101	6,000	6,900	8,400	
58 Special Programs	0	0	0	0	1,500	
67 Merchandise	0	0	0	0	3,000	
71 Miscellaneous	4,823	3,025	3,000	8,000	3,000	
Total	\$16,670	\$17,857	\$23,900	\$29,800	\$36,400	\$0
TOTAL GREENBELT MUSEUM	\$122,133	\$130,383	\$141,500	\$147,600	\$172,000	\$0
REVENUE SOURCES						
480501 Admission Fees					\$1,000	
480502 Gift Shop Sales					6,000	
480503 Walking Tours					2,700	
480504 FOGM Transfer					13,000	
Total	\$0	\$0	\$0	\$0	\$22,700	\$0

STRATEGIC PLAN

MISSION STATEMENT

Greenbelt CARES is dedicated to providing an array of social services and educational programs to enhance the quality of the lives of Greenbelt residents. CARES is dedicated to excellence in service, innovation in programming and responsiveness to our community.

VALUE STATEMENT

Greenbelt CARES provides information and referral services, prevention, intervention, treatment and educational services from a strengths based model that empowers clients to make informed choices and address areas of their life in need of change or improvement.

Greenbelt CARES provides information and referral services, case management services, and prevention and intervention services to senior residents and their caregivers from a strengths based model that empowers them to make informed choices and remain living independently for as long as possible.

Greenbelt CARES is committed to providing its services to clients and the community regardless of their financial resources, race, gender identity, sexual orientation, ethnic, religious or cultural background.

Greenbelt CARES staff are client-focused and demonstrate respect, courtesy and accountability to those we serve.

Greenbelt CARES maintains a high level of professional expertise through ongoing staff training, development and supervision.

Greenbelt CARES is committed to training new professionals in the fields of counseling, psychology, social work, marriage and family therapy, aging and support services and case management through its volunteer and intern opportunities.

YOUTH AND FAMILY COUNSELING PROGRAM

The Youth and Family Counseling Program is dedicated to promoting responsible behavior and appropriate family management skills, utilizing existing community resources whenever possible, and responding to the special needs of Greenbelt citizens.

Provide individual, family and group counseling services to Greenbelt residents and those in the surrounding areas within Prince George's County.

ACCOMPLISHMENTS

- Counselors served over 150 formal counseling clients.
- CARES transitioned to offering Teletherapy services during the COVID-19 State of Emergency for individual, family and group sessions.
- Counseling staff and graduate interns conducted Alcohol or Drug (AOD) Assessments for over 30 students suspended from school for AOD offenses. Students must attend assessment sessions to avoid being expelled from school.
- Group Coordinator and Graduate Interns conducted three anger management workshops for adults titled "Dispute Resolution and Managing Anger (DRAMA)."
- Juvenile Delinquency Prevention Counselor provided family counseling, group counseling and outreach efforts in Greenbelt West.
- Group Coordinator conducted Youth Anger Management and Safe Dates workshops.

ISSUES

CARES staff responded to the COVID-19 pandemic by offering its counseling, educational and support services via virtual means. Counseling and Groups were offered using Teletherapy, educational supports were offered via telephone or through YouTube lessons, and staff responded to requests for resources via email and phone.

CARES continues to look for opportunities to offer groups in the community. CARES has offered anger management groups and parenting classes, and with the addition of a Group Coordinator this year, offered Youth Anger Management and Safe Dates workshops. Both are research based curriculums designed to teach teens conflict management skills and how to identify and develop healthy relationship. CARES has not been able to offer on-going groups at local schools due to school staff

schedules and difficulties in “pulling” youth from their academic classes for the groups. CARES did offer some Managing Stress seminars at DuVal High School at the request of the school.

CARES has a diverse staff, but continues to lack a Spanish speaking bilingual counselor. This limits CARES’ ability to work with families whose first language is Spanish. The majority of CARES counseling positions are part-time and it is believed that this limits applicants with bilingual skills, as they are able to obtain full time positions elsewhere. Looking toward the future and expanding some of the part time positons to full time would increase CARES’ ability to attract a bilingual counselor.

NARCAN training was offered to community members and Greenbelt Police Officers to educate them about the opioid crisis and to train them in the administration of NARCAN. This training is possible due to a partnership with the Prince George’s County Health Department. CARES also continued to offer assessments to students suspended from school for substance use and the A-CRA (Adolescent – Community Resource Approach) for youth identified with a substance use issue.

Space continues to be a major issue for CARES. Office space continues to be a challenge, with all staff having to share their office space in some format. CARES staff offices are used throughout the day to meet with clients and to provide direct services. CARES counseling staff have four offices for six staff and three interns. On Wednesday nights when Family Clinic is held and there are an additional five interns, the Council Chambers, GAIL staff offices and the Vocational/ Educational Counselor’s office are also utilized. CARES and GAIL have begun to utilize space in the Community Center (former adult day care center space) for groups and nursing interns. In its current state, this space is ideal for groups and classes of interns. The city has engaged in a Space Study which will hopefully produce a solution for CARES.

ISSUES

The Vocational/Educational Counselor has expanded her offerings to youth ages 16-24, and is now offering Financial Literacy and Job Readiness workshops.

The ESOL program continues to grow with an average of 15-20 adults attending each class. Class members represent a variety of cultures and nations from Africa, the Middle east, Asia and South America.

MANAGEMENT OBJECTIVES

- Work with Administration on Space Study to explore opportunities to expand CARES office space.

Provide educational enrichment opportunities for Greenbelt residents and those living in surrounding areas within Prince George's County with an emphasis on youth and young adults.

ACCOMPLISHMENTS

- Offered Instructional videos via YouTube for GED students in response to COVID-19.
- Offered GED preparation courses at Springhill Lake Recreation Center.
- Offered Financial Literacy workshops to GED students and other youth ages 16-24 to increase their knowledge of budgeting, credit and making financial decisions.
- Offered a Job Readiness workshop to GED students and other youth ages 16-24 to increase their knowledge in resume writing, interview skills and job search resources.
- Coordinated tutoring services for youth - a Saturday morning “drop-in” program at the Springhill Lake Recreation Center, and an After School Tutoring program at the Springhill Lake Recreation Center on Tuesday and Thursday afternoons.
- Offered English as a Second Language (ESOL) classes for adults at the Springhill Lake Recreation Center.
- Participated in the 1st Look Volunteer Fair and Stampfest at the University of Maryland. The purpose of attending the events is to educate college students about service-learning opportunities and encourage experiential learning with volunteer programs.
- New tutors from the University of Maryland were recruited and trained. These tutors participated in the drop-in tutoring program. Upon request, students were provided weekly individual sessions outside of the Saturday morning program. Students in both programs are tutored in mathematics, language arts and science. Tutors from the local community (i.e. NASA/Goddard Space Flight Center and community residents) also participated.



- Served as staff liaison to the Advisory Committee on Education (ACE).
- ACE members and ACE Student Award recipients participated in the Annual Labor Day Festival and Parade.
- ACE held the annual meeting for School Principals and Vice-Principals, the annual meeting for school PTA Presidents and Executive Board, the ACE Educator Awards and the ACE Student Awards.
- ACE held the annual meeting for School Principals and Vice-Principals, the annual meeting for school PTA Presidents and Executive Board. The ACE Educator Awards and the ACE Student Awards were postponed due to COVID-19 closures
- Coordinated monthly ACE Reading Club for students at Greenbelt Middle School.
- ACE offered grants to local schools to enhance school curriculum and programming.



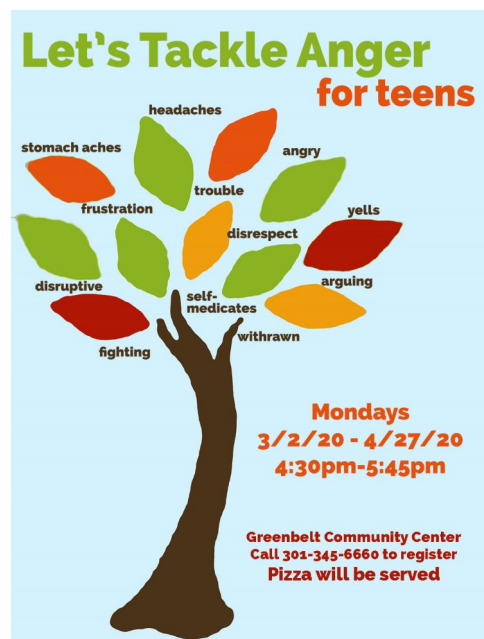
MANAGEMENT OBJECTIVES

- Provide a two tier GED program to meet the varying skill levels of students.
- Offer tutoring programs to Greenbelt families and those in surrounding areas of Prince George's County.
- Serve as the staff liaison to the Advisory Committee on Education.

Use evidence based practices (EBP) in the delivery of services to youth and families.

ACCOMPLISHMENTS

- Utilized Parent Child Interaction Therapy (PCIT) with children 2-7 years of age who demonstrate behavioral problems at home or school.
- Utilized the Child and Adolescent Functional Assessment Scale (CAFAS) to measure youth progress in formal counseling.



- Clinical Supervisor utilized Eye Movement Desensitization and Reprocessing (EMDR) with individual clients and received supervision specific to this model. She is working toward certification in this model.
- The Clinical Supervisor and Family Counselor worked with traumatized youth utilizing Trauma Focused – Cognitive Behavioral Therapy (TF-CBT). TF-CBT is an evidence based model developed to work with children who have experienced a traumatic event.
- Utilized the Dispute Resolution and Managing Anger (DRAMA) program for an anger management group. This is an evidence based program where participants learn specific skills to improve social skills and emotion regulation.
- The Group Coordinator offered the Safe Dates curriculum. The curriculum is designed to teach teens about domestic violence and how to identify and develop healthy relationships.

MANAGEMENT OBJECTIVES

- Expand group offerings to youth.

CRISIS INTERVENTION PROGRAM

The Crisis Intervention program works in conjunction with the Greenbelt Police Department to offer immediate crisis response to victims of crime and follow-up services to individuals and families who have contact with the police. Crisis Counselors also provide community outreach services and support services to the community.

ACCOMPLISHMENTS

- Crisis Intervention Counselors (CIC) provided immediate crisis counseling and follow-up contacts to over 200 individuals and families facing issues such as victim of crime, suicide, death of family member and community crisis.
- As part of their community outreach, CIC participated in Fall Fest and the Celebration of Spring events offering participants information on CARES and area resources.



- The Eviction Relief Volunteer worked with over 40 individuals facing eviction and provided information and referral resources, as well as monetary assistance for some from the Emergency Relief Fund.

MANAGEMENT OBJECTIVES

- Respond to immediate crises and provide follow-up services to victims of crime and persons encountering the police.

GREENBELT ASSISTANCE IN LIVING PROGRAM (GAIL)

GAIL provides information and support services to seniors and persons with disabilities as well as their families to help them remain independent and in their homes. In an effort to meet recognized material and health needs of Greenbelt residents across all age groups, GAIL has expanded its services to include community wide initiatives to address identified needs.



Provide information and support services to seniors and persons with disabilities, as well as their families, to help them remain in their homes.

ACCOMPLISHMENTS

- Provided monthly Caregivers Support Group.
- Provided Memory Support Group and Memory Café programming for residents with cognitive impairments.

- Coordinated the Aging in Place Prince George's working group.
- Partnered with Maryland Pro Bono Resource Center and Community Legal Services of Prince George's County to provide free estate planning services to residents.
- Continued to facilitate the Dementia Friendly Northern Prince George's County Sector.
- Secured new grant funding for the Successful Aging Supportive Services grant from the Maryland Department of Aging for \$120,000 to provide aging in place services to residents of Green Ridge House.
- Managed the Department of Housing and Urban Development Service Coordination Grant for \$59,000 for Green Ridge House Apartments' Service Coordinator program.

ISSUES

Amidst the COVID-19 pandemic, the GAIL Program increased programming via Zoom Meeting with virtual groups for residents including support groups for social isolation and for caregivers. Staff launched a Spanish parent support group for participants in the Greenbelt Nursery Project in early April, and developed an e-newsletter for residents.

The GAIL program faces two challenges in service delivery.

1. Due to a more labor intensive case load, a part-time case manager will be needed in the near future.
2. Consistent space for programming and storage for supplies for existing and future program and staff.

The GAIL Program will turn 20 years old in 2021, and with the passage of time space has become an issue for staff. Our expansion of outreach to Greenbelt West with the addition of the Bilingual Community Outreach Coordinator has produced a dramatic increase in the need for additional space for staff to conduct interviews for case management sessions and space for storage of items related to the pediatric wellness program and community nursing programs.

Staff currently shares offices with interns and the Prince George's County Department of Social Services social worker which makes confidential conversations with residents for both parties impossible.

MANAGEMENT OBJECTIVES

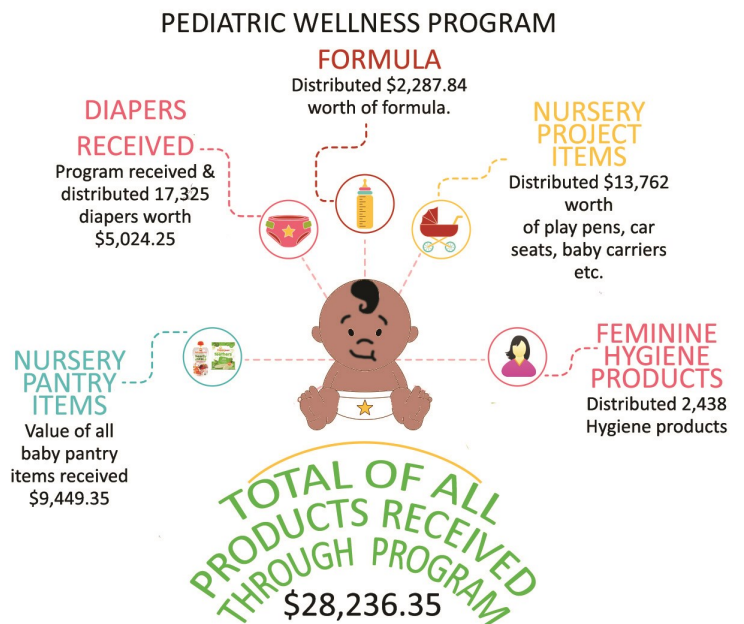
- Continue to provide aging and disability support services to Greenbelt residents.

- Attend local trainings and resource fairs featuring mental health resources.
- Work with both CARES clinical staff and Green Ridge House staff to provide mental health resources and services to Greenbelt residents.

Provide community programs to offer material and health related resources to Greenbelt residents.

ACCOMPLISHMENTS

- Provided residents with access to a multi-disciplinary team of interns who target improving the health and wellness of residents through a proactive wellness team approach.
- Coordinated Breakfast with Santa in partnership with Combined Properties to provide breakfast and gifts for 50 needy children, as well as gifts for their families.
- Conducted a food drive to provide Thanksgiving Baskets for at-risk seniors and families. Donations of gift cards totaled \$2,650, an increase of \$2,000 from previous years. Staff worked with the Economic Development Coordinator to solicit new partnerships with the Business Community to provide resident food support during the holidays. Partners included: Chasen Boscolo, Alpha Kappa Alpha Sorority, Combined Properties, Crowne Plaza, Elder Estates and the Holiday Inn in Greenbelt.
- In an effort to meet the needs of Greenbelt West families, the GAIL Program launched the Greenbelt Nursery Project, previously known as the Diaper Baby Mobile Wellness program, an initiative that partners with three local universities' school of nursing – Stratford University, Bowie State University and Washington Adventist University. Nursing student interns provide at-home visits to 50 babies and/or expectant mothers. Babies and expectant mothers received basic health assessments, free diapers, wipes and formula, nutrition education, and infant/toddler safety information.



- Partnered with multiple organizations to provide programs and services to Greenbelt residents:

- ♦ The Greater DC Diaper Bank (GDCDB) provides free diapers, wipes, formula/bottles, feminine hygiene products, adult and infant/toddler hygiene products and other baby products. They also



provide adult incontinence supplies. In addition, the GDCDB has created a baby gear program that provides a diaper bag, car seat, play pen, carrier and other items; and

- ♦ Capital Area Food Bank (CAFB) provides access to fresh produce to Greenbelt residents for our monthly Free Produce Distribution event. The CAFB partnership with Giant has also enabled us to create a Meat Distribution event (which also includes shelf-stable items) to Green Ridge House residents.

CHALLENGES

While the University of Maryland School of Public Health requires an internship or allows students to participate in a part-time internship, the pool of sites for interns has expanded over the years. This has greatly reduced the number of student applicants available for internships or who fit our requirements for full-time commitment. Interns assist in many of the programs offered by the GAIL program such as the health fair, flu clinic, diaper and produce distributions, assisting the GRH Service Coordinator with Activities of Daily Living/Instrumental Activities of Daily Living assessments, community events and interpreting assistance.

MANAGEMENT OBJECTIVES

- The GAIL Program will seek to expand its community partnership with other universities, community health programs, and/or reach out to the University of Maryland Family Science or School of Social Work program. Since more students are considering the part-time internship, the GAIL program plans on coordinating two student schedules for a full-time internship.

Provide case management and support services at Green Ridge House.

ACCOMPLISHMENTS

- A new Service Coordinator was trained by GAIL staff.
- Offered monthly health screenings such as hearing, vision, blood pressure, body mass index (BMI), waist to hip ratio, carotid artery and cholesterol.
- Offered monthly educational presentations on topics such as: Alcohol and Medicine: How do they Mix?; Living Well With Chronic Illnesses; Fall Prevention; Infection Control; Healthy Eating on a Budget; Personal Safety; Heart Healthy Week (during the month of February); and Identifying Scams.
- Published quarterly resident newsletter and caregivers newsletter.
- Designed and implemented Older Americans Month events.
- Provided quarterly entitlement program enrollment which includes: Benefits Check-Up, Renter's Tax Credit Assistance, Brown Bag Food Program, Energy Assistance, Qualified Medicare Beneficiary/SLMB, Food Stamp Program (SNAP) and Prescription Assistance.
- Partnered with the Prince George's County Sheriff's Department to provide holiday baskets to Green Ridge House residents.
- Partnered with the local Edlavitch DC Jewish Community Center to provide residents with a 'Holiday Celebration' on Christmas day. Events included a visit from Santa's Elves, holiday music, gifts for residents, games and refreshments.

MANAGEMENT OBJECTIVES

- Continue to provide case management and information services to residents of Green Ridge House.
- The new Service Coordinator will pursue her Service Coordinator Certification from the American Service Coordinator Association.

Utilize community volunteers to provide services to Greenbelt residents.

ACCOMPLISHMENTS

- Community volunteers assisted in the distribution of groceries for the Brown Bag program.

- Community volunteers sorted, bagged and delivered over 112,500 pounds of produce that was distributed during the 12 produce distributions in calendar year 2019.
- GAIL program staff utilized volunteers from GIVES to meet the ongoing need of residents aging in place.

Invest in the professional development of staff. Encourage staff to participate in trainings to maintain skills knowledge in their fields of expertise. Support staff attainment and maintenance of professional licenses.

ACCOMPLISHMENTS

- Clinical Supervisor attended a conference presented by the Johns Hopkins Center for Substance Abuse Treatment and Research “Road To Recovery - Substance Use Disorders in At-Risk Populations: Vulnerabilities That Can Contribute To Use and Approaches to Treatment.”
- Crisis Intervention Counselor attended the Survivors Speak II (Domestic Violence Panel) event which was a candid conversation for survivors of domestic violence, county leaders, advocates, and members of the community.
- CARES staff participated in a webinar training, “Ethics with Minors for Maryland Mental Health Professionals: How to Navigate the Most Challenging Issues.”
- Delinquency Prevention Counselor attended the 2019 Veteran Stand Down and Homeless Resource Day.
- Clinical Supervisor and Crisis Counselor attended the NARCAN certification course offered by the Prince George’s County Health Department.
- CARES Director and three counselors attended "Angst: Treating Anxiety in Youth and their Families."
- Crisis Intervention Counselor attended training “Exposure Therapy Basics – Getting Started.”

ISSUES

All CARES staff work to stay up to date and current on issues related to mental health, youth, crisis intervention and aging. This allows staff to provide the most up to date and effective treatments.

Provide internship opportunities for graduate and undergraduate students in the fields of study such as Mental Health, Family Studies and Education.

ACCOMPLISHMENTS

- The Youth and Family Counseling program provided internship opportunities to graduate students from a variety of local colleges and universities such as the University of Maryland (UMD), American University, Loyola College and Uniformed Services University.
- Provided internship experience for UMD undergraduate students in the Vocational/Educational program.
- The GAIL program provided internship opportunities for students from the University of Maryland School of Public Health and Life Science Program, Washington Adventist University and Bowie State University.

ISSUES

CARES is dedicated to offering internships to local graduate and undergraduate students to provide real world experiences in their fields of study. CARES is unique in offering internships in family counseling, vocational and educational counseling, and aging services, and has developed a reputation among area universities and colleges as such.

MANAGEMENT OBJECTIVES

- Offer an array of internship opportunities to graduate and undergraduate students to expand their education while also meeting the needs of Greenbelt residents.

Encourage membership and participation in professional organizations.

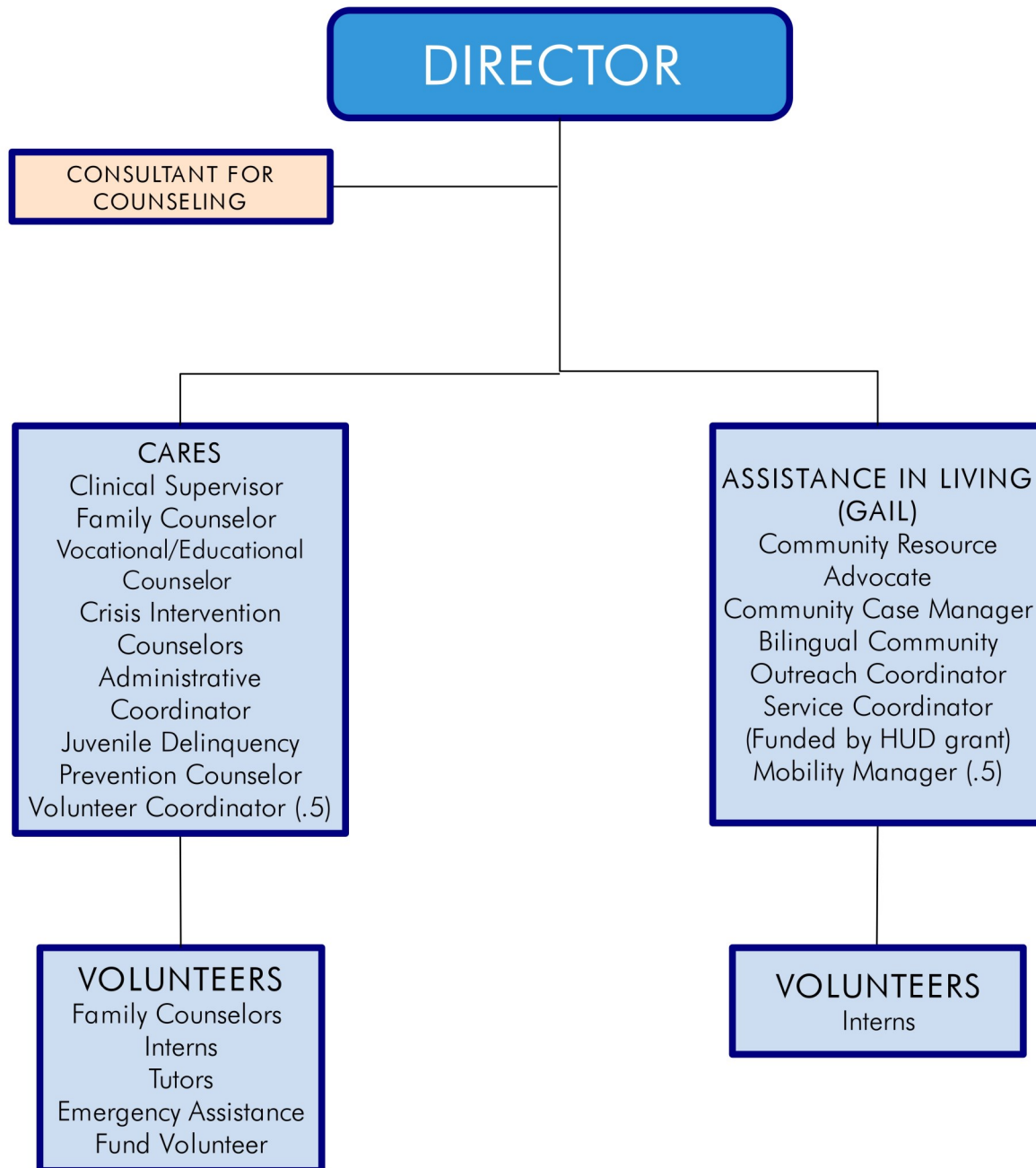
ACCOMPLISHMENTS

- The Director serves as the Chair of the Maryland Association of Youth Services Bureaus.
- The Community Resource Advocate is the Chair of the Prince George's County Advisory Committee on Aging, and the North County Chair for the Dementia Friendly Prince George's Initiative.

	Grade	Auth. FY 2019	Auth. FY 2020	Prop. FY 2021	Auth. FY 2021
510 Youth & Family Services					
Greenbelt CARES Director	GC-26	0.9	0.9	0.9	
Clinical Supervisor	GC-19	1.0	1.0	1.0	
Vocational/Educational Counselor II	GC-18	1.0	1.0	1.0	
Family Counselor I	GC-16	0.7	0.7	0.7	
Crisis Intervention Counselor I	GC-16	1.5	1.5	1.5	
Administrative Coordinator	GC-14	1.0	1.0	1.0	
Volunteer Coordinator	GC-13	0.5	0.5	0.5	
Juvenile Delinquency Prevention Counselor	NC	0.5	0.5	0.5	
Total FTE		7.1	7.1	7.1	0.0
520 Assistance in Living					
Community Resource Advocate	GC-19	1.0	1.0	1.0	
Bilingual Community Outreach Coordinator	GC-15	1.0	1.0	1.0	
Community Case Manager	GC-15	1.0	1.0	1.0	
Mobility Manager	GC-12	0.5	0.5	0.5	
Total FTE		3.5	3.5	3.5	0.0
530 Service Coordination Program					
Service Coordinator	GC-13	1.0	1.0	1.0	
Total FTE		1.0	1.0	1.0	0.0
Total Greenbelt CARES					
		11.6	11.6	11.6	0.0

The chart below shows the positive impact that volunteer interns have on Greenbelt CARES. Youth & Family Counseling interns are at CARES from 5-20 hours per week depending on intern commitment. Vocational/Educational interns assist with tutoring and GED programs. GAIL interns assist in a variety of programs.

Interns	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Youth & Family Counseling				
Number of Interns	13	13	12	12
Hours Served Weekly	54	45	40	40
Number of Family Cases	52	36	40	40
Number of Individual Cases	27	24	15	15
Vocational/Educational Program				
Number of Interns	4	12	7	4
Hours Served Weekly	12	15	12	12
Greenbelt Assistance In Living (GAIL)				
Number of Interns	20	29	34	30
Hours Served Weekly	100	106	103	100
*Number of Seniors Served	50	60	60	60
*Number of Non-Seniors Served	48	50	50	50
*These numbers do not reflect the number of individuals served at large events such as produce/nutrition events.				



GREENBELT CARES

YOUTH & FAMILY SERVICES BUREAU

FY 21

This account provides funds for the operation of the Youth and Family Services Bureau. Programs offered include both formal and informal counseling of children and their parents, crisis intervention counseling and tutoring. In these services, CARES works closely with other social agencies including local schools, the Maryland Department of Juvenile Justice and the Prince George's County Department of Family Services.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Counseling	4.21	4.19	4.16	4.05
Crisis Intervention Counseling	3.78	3.47	3.86	3.89
GED Program	4.13	3.25	3.85	3.81
Tutoring	3.78	3.14	3.77	3.80
Satisfaction Surveys				
Quality of Service - Good or Excellent	100%	100%	100%	100%
Mostly or Very Satisfied with Service	100%	100%	100%	100%
Learned to deal more effectively with problem	100%	100%	100%	100%
After counseling, problem was better or much better	100%	100%	100%	100%
Would return to CARES	100%	100%	100%	100%
Child and Adolescent Functional Assessment Scale				
Youth making considerable progress and improvement	83%	90%	80%	80%
Youth not adjudicated delinquent within 2 years of counseling				
Counseling Services				
Formal Counseling Cases	83	89	85	85
Formal Counseling Clients	166	152	150	150
Formal Clients - 18 and under	83	89	75	75
Education Services				
GED Students	39	52	40	40
% who complete program	56%	43%	50%	50%
Persons Tutored	118	125	115	115
Groups				
Teen Participants	125	74	100	100
Parenting Group	16	15	0	0
Adult	51	27	30	30
Crisis Intervention Services				
Persons Contacted by CIC	235	236	150	150
Requests for Service	90	94	75	75
Persons served	56	58	50	50
Eviction Relief Requests	62	122	75	75
Other Services				
Requests for Service	428	395	400	400
Youth Alcohol & Drug Assessment	116	34	30	30

MANAGEMENT OBJECTIVES

- Work with Administration on the Space Study to explore opportunities to expand CARES office space.
- Provide a two tier GED program to meet the varying skill levels of students.
- Expand group offerings to youth.

BUDGET COMMENTS

- 1) Salaries, line 01 and Employee Benefits, line 28, increased due to the inclusion of a part-time Volunteer Coordinator position, which was not budgeted in FY 2020, and additional staff hours for counseling support provided at Green Ridge House.
- 2) The funding in Special Programs, line 58, decreased in FY 2020 due to ACE funding being moved to Account 910, Grants and Contributions.
- 3) It is expected that the amount of the state grant (\$65,000) will remain the same. The city is grateful to our state delegation for their very hard work to maintain this funding.

YOUTH SERVICES BUREAU Acct. No. 510	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$479,390	\$498,649	\$533,800	\$455,700	\$626,300	
02 Part-time Staff	30,522	30,820	32,600	31,300	31,300	
28 Employee Benefits	174,316	178,889	178,500	145,600	218,500	
Total	\$684,229	\$708,358	\$744,900	\$632,600	\$876,100	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$13,456	\$11,281	\$13,000	\$12,400	\$12,400	
33 Insurance	2,634	2,569	2,700	3,000	3,200	
34 Other Services	988	30	0	0	0	
38 Communications	714	533	300	500	500	
45 Membership & Training	6,189	4,497	6,200	7,000	6,400	
53 Computer Expenses	2,255	1,535	1,500	1,500	1,500	
55 Office Expenses	7,891	9,370	7,200	6,700	6,800	
58 Special Programs	16,514	21,070	5,500	4,500	4,500	
Total	\$50,641	\$50,885	\$36,400	\$35,600	\$35,300	\$0
TOTAL YOUTH SERVICES BUREAU	\$734,869	\$759,243	\$781,300	\$668,200	\$911,400	\$0
REVENUE SOURCES						
State Grant	\$65,008	\$65,008	\$65,000	\$65,000	\$65,000	
City 25% Matching Payment	21,669	21,669	21,700	21,700	21,700	
County Grant	30,000	30,000	30,000	50,000	50,000	
GRH Mental Wellness	0	0	0	25,000	25,000	
GED Co-pay	1,710	1,440	1,500	1,300	1,500	
Excess Funded 100% by City	616,482	641,126	663,100	505,200	748,200	
Total	\$734,869	\$759,243	\$781,300	\$668,200	\$911,400	\$0

GREENBELT ASSISTANCE IN LIVING PROGRAM

FY 21



This account provides funds for the operation of the Greenbelt Assistance in Living program (GAIL). Created in 2001, the goal of this program is to provide information and support that enables seniors to remain in their homes. This program is staffed by a Community Resource Advocate, a Bilingual Community Outreach Coordinator and a Community Case Manager.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
GAIL	4.54	4.02	4.20	4.13
Client Assistance				
New Clients*	87	23	20	25
Existing Clients**	320	300	320	325
Outreach Efforts				
Group Presentations/Meetings	35	27	15	15
Newspaper Columns	10	6	6	6
GAIL Newsletter	4,000	3,500	3,500	3,500
Brochures Distributed to New Clients***	100	75	350	250
Adult Groups	34	48	48	54
Community Health Events*	930	898	952	960
*Includes one-time clients that have been assisted.				
**Flu Clinics, Mental Health Screening Day, Memory Screening Day/Brain Fitness & Vision Van				
***New community resource guides distributed				

MANAGEMENT OBJECTIVES

- Work with CARES clinical staff and Green Ridge House staff to provide mental health resources and services to Greenbelt residents.
- Seek to expand community partnerships with universities and community health programs.

BUDGET COMMENTS

- 1) Salaries, line 01 and Employee Benefits, line 28 increase because a part-time Mobility Coordinator position was included in the FY 2021 Proposed Budget.
- 2) Other Services, line 34, includes funding (\$2,000) for a stipend for public health interns who coordinate the health and wellness fair, flu clinic and nursing program.
- 3) The funds in Special Programs, line 58, provide a thank you luncheon for volunteers, and provide support funds for GAIL interns. In FY 2019 and FY 2020, actual transactions are significantly higher than budgeted due to expenditures funded by the Successful Aging Supportive Services (SASS) Grant to provide Aging in Place supportive services for Green Ridge House residents.

ASSISTANCE IN LIVING Acct. No. 520	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$180,425	\$225,100	\$237,100	\$211,500	\$267,100	
28 Employee Benefits	67,540	81,433	89,200	84,900	102,500	
Total	\$247,965	\$306,533	\$326,300	\$296,400	\$369,600	\$0
OTHER OPERATING EXPENSES						
34 Other Services	\$0	\$500	\$2,000	\$500	\$500	
45 Membership & Training	5,168	4,377	4,600	3,400	3,400	
55 Office Expenses	5,475	6,388	4,000	3,400	3,400	
58 Special Programs	592	21,905	500	34,500	500	
Total	\$11,235	\$33,170	\$11,100	\$41,800	\$7,800	\$0
TOTAL ASSISTANCE IN LIVING	\$259,200	\$339,703	\$337,400	\$338,200	\$377,400	\$0



This account provides for the operation of the Green Ridge House Service Coordination program. It is funded by a grant from the Department of Housing and Urban Development (HUD). Created in FY 2005, the goal of this program is to provide information and support that enables seniors to remain in their homes. This program is staffed by a full-time Service Coordinator.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Client Assistance				
New Clients	7	7	7	5
Existing Clients	98	100	100	100
Outreach Efforts				
Group Presentations/Meetings	225	225	225	200
Green Ridge House Newsletter	400	400	400	400
Brochures Distributed	400	400	400	400
Benefit Analysis and Program Linkages	2,617	2,600	2,600	3,000

MANAGEMENT OBJECTIVES

- Provide case management and information services to the residents of Green Ridge House.
- The new Service Coordinator will pursue her Service Coordinator Certification from the American Service Coordinator Association.

BUDGET COMMENTS

- 1) This program is supported by a HUD grant and a transfer from the Green Ridge House budget.
The HUD grant must be renewed annually.

SERVICE COORDINATION PROGRAM Acct. No. 530	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$48,723	\$53,986	\$55,900	\$59,300	\$60,000	
28 Employee Benefits	17,406	19,330	20,700	21,400	22,300	
Total	\$66,129	\$73,316	\$76,600	\$80,700	\$82,300	\$0
OTHER OPERATING EXPENSES						
33 Insurance - Auto	\$249	\$259	\$300	\$300	\$300	
38 Communications	800	692	800	800	800	
45 Membership & Training	3,193	1,965	2,500	2,000	2,000	
50 Motor Equipment						
Repairs & Maintenance	312	51	500	500	500	
Vehicle Fuel	739	501	500	500	500	
53 Computer Expenses	0	0	0	600	500	
55 Office Expenses	314	539	300	300	300	
58 Special Programs	57	0	0	0	0	
Total	\$5,664	\$4,007	\$4,900	\$5,000	\$4,900	\$0
CAPITAL OUTLAY						
91 New Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL SERVICE COORDINATION PROGRAM	\$71,793	\$77,323	\$81,500	\$85,700	\$87,200	\$0
REVENUE SOURCES						
Transfer from Green Ridge House	\$27,700	\$27,700	\$27,700	\$27,700	\$27,700	
HUD Multi-Family Housing Service Coordinator Grant	97,502	75,724	59,000	59,000	78,135	
Total	\$125,202	\$103,424	\$86,700	\$86,700	\$105,835	\$0

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