



SMTCCAC

Southern Maryland Tri-County Community Action Committee, Inc.

2016 Annual Report



People Helping People



SMTCCAC'S MISSION and VISION



OUR MISSION

To provide services for eligible citizens that alleviate the causes and conditions of poverty, promote upward mobility and enrich the quality of life.

OUR VISION

To create opportunities for all citizens to realize their potential to become self-sufficient.



THE COMMUNITY ACTION PROMISE

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes Southern Maryland a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.



SMTCCAC'S BOARD OF DIRECTORS

Board Leadership

OFFICERS

Delois Barnes - Chairperson
Charles County

Anita Bratcher-Butler - 1st Vice Chair
Charles County

Josephus L. Harris Jr. - 2nd Vice Chair
Calvert County

Veronica Kelly - Treasurer
Charles County

Ronald Clark - Secretary
Calvert County



From Left: Garnell Miles, Naomi Watkins, Louis Grasso, Veronica Kelly, Ernest Downs, Anita Bratcher-Butler, Delois Barnes, Josephus Harris, Jr, Joseph D. Frederick, Mary Dryden, Ronald Clark, and Wanda White.

Not pictured: Tia Deloatch, and Michelle Green-Harrison

BOARD MEMBERS

Calvert County
Naomi Watkins

Charles County
Rev. Ernest Downs
Michele Green-Harrison
Louis Grasso

St. Mary's County
Mary E. Dryden
Joseph D. Frederick
Wanda White
Tia Deloatch
Garnell Miles

PRESIDENT

Delilah N. Balz, Interim

Our Board Leadership has committed to achieving greater results in 2016. This governing board has continued to support SMTCCAC as the staff has worked to address the needs of our citizens in the Southern part of the state. Through the Board's leadership, the agency has offered an array of services that have continued to bring about economic security for the low-to-moderate income citizens of Calvert, Charles and St. Mary's Counties. Their service and dedication continues to elevate SMTCCAC as one of the strongest non-profit community partners in the region.



AGENCY'S BACKGROUND



Southern Maryland Tri-County Community Action Committee, Inc. (SMTCCAC) was incorporated as a 501(c)3 in August 1965. This occurred after three Calvert County residents acted out of concern over the level of poverty in their county.

The governing board of the agency has been composed of Calvert, Charles and St. Mary's residents, in equal proportions since the county commissioners from the three counties designated SMTCCAC as the official recipient of Economic Opportunity Act funds in 1965. Tri-County Council for Southern Maryland was responsible for the first funds received to begin operations after they submitted an application for funding on behalf of SMTCCAC.

The agency's services periodically change to fit needs as communities and economic realities evolve. Economic insecurity remains a problem for far too many of our neighbors. That fact keeps us striving to Help People to Help Themselves - through a wonderful network of new partners and supporters. Working together we can bring hope and promote upward mobility where it is most needed.



GOALS & ACTIVITIES

SMTCCAC strives to achieve the National Goals of Community Action Agencies, those goals are:

1. Low-income people become more self-sufficient.
2. The conditions in which low-income people live are improved.
3. Low-income people own a stake in their community.
4. Partnerships among service providers to low-income people are achieved.
5. The Agency increases its capacity to achieve results.
6. Low-income people, especially populations that are most vulnerable, achieve their potential by promoting family and other supportive environments.

2016 PROGRAMS & SERVICES

- Affordable Rental Housing
- Career Training School for Class B Commercial Driver's License
- Head Start Program
- Energy Assistance Program
- Friendly Health Services
- Housing Opportunities for Persons with AIDS (HOPWA)
- Housing Counseling Services
- Senior Companion Program
- The Emergency Food Assistance Program (TEFAP)
- Tri-County Fuel Fund

FY 2016 - 2017

Categories	Budgeted	Explanation
Personnel	\$541,211	
Fringe	195,377	
Travel	750	
Supplies	6,350	Office, Classroom, Medical
Contractual	6,500	Health, Mental Health, Copier
Other	89,220	Insurance, Facilities, Transportation
Indirect	97,314	
Training & Technical Assistance	14,368	
TOTAL	\$951,090	

FOOD COST 2015 - 2016

Food	Projected Budget	Actual Reimbursement	Spent
USDA/CACFP	\$55,000	\$54,745	\$53,598
USDA Food is a reimbursable program. Lunch is provided to the children in the centers and USDA is billed for the cost. The agency is reimbursed.			

SMTCCAC'S FUNDERS

- Bank of America Board of Directors
- E-Rate
- E*TRADE Bank
- Charles County Government
- St. Mary's County Government
- Corporation for National and Community Service (CNCS)
- Governor's Office on Service & Volunteerism
- HELP Association, Inc.
- Maryland Department of Health (MDH)
- Maryland Energy Administration (MEA)
- Maryland Department of Housing & Community Development (DHCD)
- Maryland Department of Human Resources (DHR)
- PNC Bank
- Private Individuals
- Tri-County Council of Southern Maryland
- Rotary Club of Leonardtown
- Rotary Club of St. Mary's County - Lexington Park
- Southern Maryland Electric Cooperative (SMECO)
- U.S. Dept. of Agriculture
- U.S. Department of Energy
- U.S. Department of Health and Human Services
- United Ways of Calvert, Charles and St. Mary's County
- Wal-Mart Corporation



Thank You!

AFFORDABLE RENTALS

Southern Maryland Tri-County Community Action Committee, Inc. (SMTCCAC), through its partnerships, provides affordable rentals to residents in Calvert, Charles and St. Mary's County. A listing of the rental housing portfolio with current rents are shown.

THE COURTYARDS AT FISHING CREEK I (Kellams II)

3945 & 3955 Gordon Stinnett Ave, Chesapeake Beach, MD
30 Garden Apartment Units
1 bedroom (6) & 2 bedrooms (24)
Rents - \$490 to \$890, plus utilities

FISHING CREEK TOWNHOMES (Kellams IV)

3861 & 3921 Gordon Stinnett Ave, Chesapeake Beach, MD
16 Townhouse Units
2 bedroom (8) & 3 bedrooms (8)
Rents - \$580 to \$940, plus utilities

YARDLEY HILLS I

Yardley Drive, Prince Frederick, MD
28 Multi-family units
2 bedrooms (14), 3 bedrooms (12) & 4 bedrooms (2)
Rents - Average \$637 - \$962, plus utilities

DIGGS CIRCLE II

Nanjemoy Drive, La Plata, MD
20 Townhouse Apartments
2 bedrooms (7 units) & 3 bedrooms (13)
Rents - \$756 to \$950, plus utilities

THE COURTYARDS AT FISHING CREEK II (Kellams III)

3925 & 3935 Gordon Stinnett Ave, Chesapeake Beach, MD
30 Garden Apartment Units
1 bedroom (6) & 2 bedrooms (24)
Rents - \$490 to \$890, plus utilities

PRINCE FREDERICK VILLAS

Stamper Court, Prince Frederick, MD
25 Townhouse Apartments
1 bedroom (6), 2 bedrooms (13) & 3 bedrooms (6)
**Rents - \$680 to \$1,182 - rental assistance on units
(tenants pay 30% of their income)**

YARDLEY HILLS II

76 Multi-family units
2 bedrooms (38) & 3 bedrooms (38)
Rents - Average \$750 - \$1,050, plus utilities

HUNTING CREEK

46925 Crocus Street, Lexington Park, MD 20653
70 Townhouse Apartments
1 bedroom (6), 2 bedrooms (36 units)
& 3 bedrooms (28)
Rents - \$458 to \$1,040, plus utilities Income limits apply



SMTCCAC HEAD START



Head Start is a national program that promotes school readiness by enhancing the social and cognitive development of children through the provisions of educational, health, nutritional, social and other services to enrolled children and families.



SMTCCAC Head Start's mission is to promote school readiness by assisting eligible families to improve the social, emotional and cognitive development of the individual child through the support of educational, health, nutritional and community services.

Child Demographics

Funded Enrollment	120
Children Served	146

Ethnicity

Hispanic or Latino origin	10
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Race

American Indian or Alaska native	1
Black or African American	103
White	11
Bi-racial or Multi-racial	18
Other (families who felt race not reflected)	3
Elected not to specify race	0

Family Demographics

Families Served	133
Two parent families	28
Single parent families	105

Education

Bachelors degree or higher	8
Associates degree or higher	51
High School or GED	66
Less than high school	8

Employment

Two-Parent Families	
Both employed	2
One employed	18
Both unemployed	8
One-Parent Families	
Employed	55
Unemployed	50



HEAD START COMPONENTS

EDUCATION

The program's goal is to ensure that children leave Head Start with increased abilities and experiences that have prepared them to be successful students on all levels and ready for Kindergarten. The Creative Curriculum was used to provide a developmentally appropriate early childhood education program. An individualized learning program was developed for each child.

MENTAL HEALTH, DISABILITIES

Regardless of the disability or special need of any child, SMTCCAC believes all children can learn. At least 10% of Head Start's funded enrollment was set aside for children with diagnosed disabilities. These children participated in the full range of classroom activities and had their individual needs met.

HEALTH AND SAFETY

Children were screened within 45 days to identify and address vision and hearing problems early so that they do not interfere with a child's learning and development. Staff assisted families to provide comprehensive health care for their child. Children were taught basic health practices, such as hand washing and brushing their teeth.

TRANSPORTATION

Transportation was provided for one of three centers. Transportation is in accordance with state and federal requirements. A bus monitor was on each route to ensure the safety and extend the learning period for the children.

HEALTHY MEALS

The program ensured that the children received a healthy breakfast, lunch, and/or snack. The meals were served family style to encourage the development of social and language skills. The menu included a wide variety of foods with an emphasis on fruits and vegetables, whole grains, and limited sugar, salt, and fats. Menus were reviewed by a registered dietitian.

PARENT INVOLVEMENT

Involving parents in the Head Start Program is a guiding principle to the Head Start philosophy. Supporting parents as the primary teacher of their children – parents are involved in developing the educational goals for their children and provided with opportunities to enhance their parenting skills. Policy Council is an elected group of parents that assists Head Start in program decision-making and program governance.

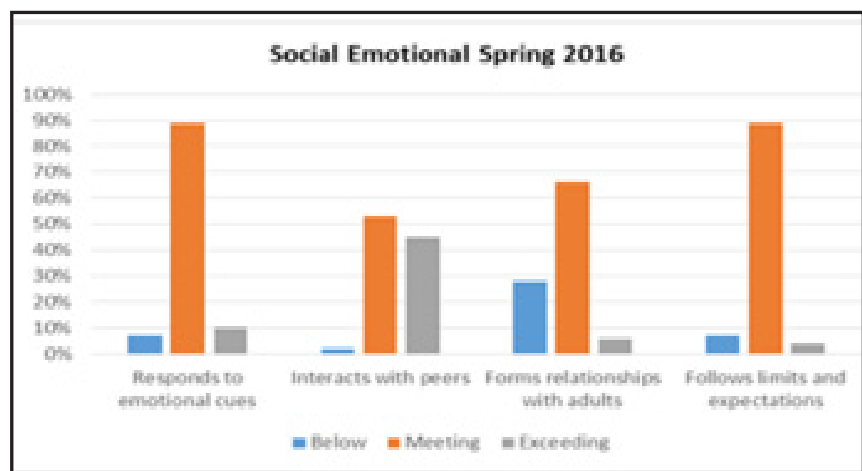
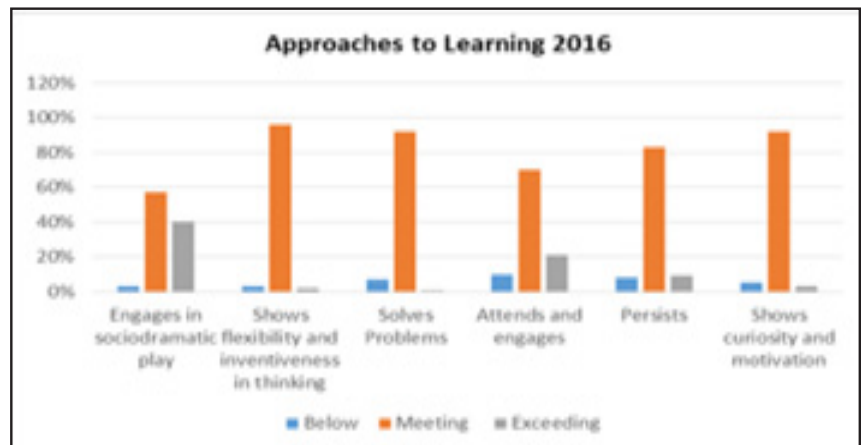


SMTCCAC HEAD START OUTCOMES

CHILD OUTCOMES

146 children attended double-session classes for three and a half hours a day and four days a week in Charles County. The average attendance for the year was 85%. The children in the program were assessed using the Teaching Strategies Gold Assessment System three times during the program year (Fall, Winter, and Spring). The outcomes were used to plan classroom activities that will meet the needs of each individual child in the areas of social and emotional development, language and literacy, cognition and general knowledge, and physical. SMTCCAC Head Start prides itself on meeting children at their educational level and developing an Individual plan to help them improve.

The graphs below represent the final outcomes in each educational domain. At the end of the program year only one domain area had less than 80% of the children meeting or exceeding expectations - "Forms relationships with adults" - in the Social Emotional domain. In the other domains, 85% or more of children were meeting or exceeding expectations.



SMTCCAC HEAD START OUTCOMES



2015 - 2016 HEAD START LOCATIONS

Brawners Head Start Center

6655 Weaver Street
Indian Head, MD 20640

Eva Turner Head Start Center

1000 Bannister Circle
Waldorf, MD 20603

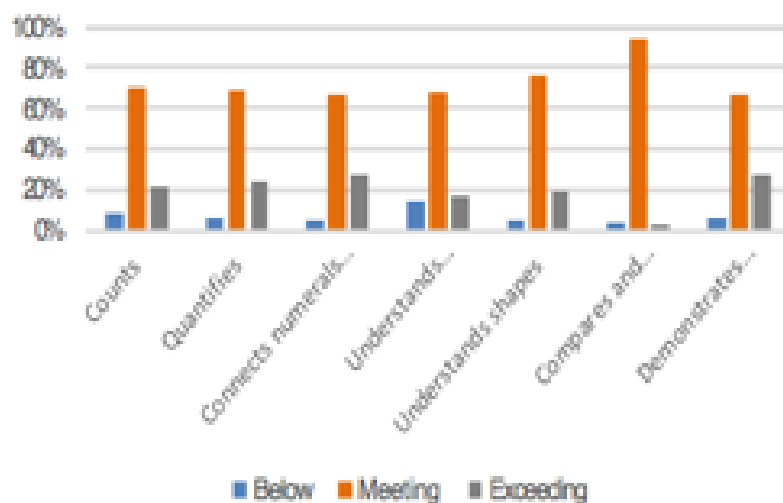
Waldorf at Health Partners

2070 Crain Highway
Waldorf, MD 20601

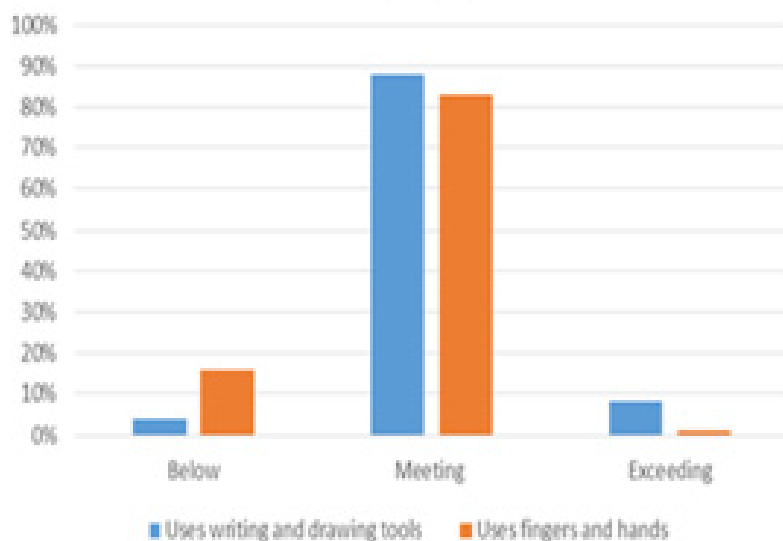
Administrative Office

8371 Old Leonardtown Road
Hughesville, MD 20637

Cognition & General Knowledge Spring 2016

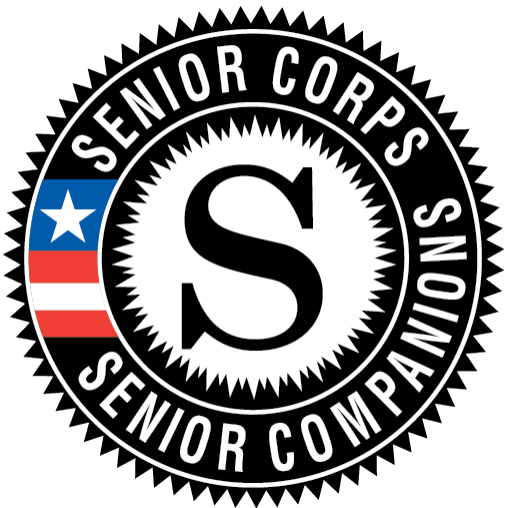


Physical Spring 2016



SMTCCAC Head Start received a Cost of Living Adjustment in the amount of \$16,861. The entire amount was used to increase the salary and fringe benefits of Head Start employees.

SENIOR COMPANION PROGRAM



FY 2016 (July 1, 2015 - June 30, 2016)

Counties	Clients Served	Volunteers	Hours Served
Calvert	43	15	14,053
Charles	41	26	27,420
St. Mary's	37	25	22,455

Senior Companions help to fulfill a need in the Tri-County Community. Volunteers participating at SMTCCAC, Inc. are caring low income seniors 55 years and over and they support various organizations throughout the Southern Maryland Region. We are proud to have served this community since 1974. Senior Companions provide companionship to ease loneliness and social isolation, assist with

transportation and light chores. While serving, Senior Companion volunteers improve their own lives by staying active and civically engaged.

The service statistics outlined focus on FY2016 and highlights the impact of volunteer care giving hours and resources provided to supplement the income of 66 seniors. The needs of 121 disabled seniors were met and allowed to remain independent.

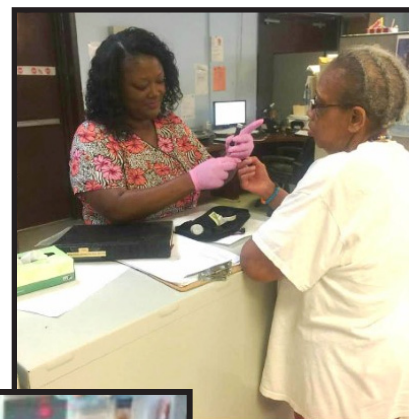


FRIENDLY HEALTH SERVICES

PROMOTING QUALITY HEALTH CARE & SOCIALIZATION FOR OUR SENIORS

Friendly Health Services (FHS) has operated in Calvert County for the past 20 plus years offering superior programming to adults with disabilities and chronic health needs. FHS is certified as an Adult Medical Day Care and Senior Center Plus site by the Maryland Department of Health and Mental Hygiene. The program is located in Calvert County, Maryland and receives referrals from the Office on Aging, caregivers, family members and other health facilities throughout the community. The program helped participants maintain their highest possible level of health and functional abilities through social interaction, therapeutic activities, and medical intervention.

Sixteen (16) elderly and disabled persons were provided with 2,945 units of service at Friendly Health Services. Participants were transported to 267 medical and therapeutic appointments as well as pharmacy services in 2016. The work at the agency is carried out by a Center Director, Registered Nurse, Social Worker, CNA Coordinator, Activities Coordinator and two Transportation Drivers. This team of professionals provide the highest level of service and care to participants with Alzheimer's, Dementia, Developmental Disabilities, Mental Health, Diabetes, and other medical needs.



SMTCCAC HEALTH and FAMILY SERVICES OUTCOMES



HEALTH OUTCOMES

Criteria	End of Enrollment	
	Number of Children	% of Enrollment
Have Health Insurance	142	97
Ongoing source for medical care	142	97
Ongoing source for dental care	142	97
Have up-to-date immunizations	144	99

FAMILY SERVICES OUTCOMES

	Number of families with expressed interest or identified need	Number of families that received services
Crisis	4	4
Mental Health Services	6	6
Adult Education	7	7
Job Training	19	11
Substance Abuse Prevention	133	133
Substance Abuse Treatment	1	1
Health Education	133	133
Parenting Education	14	12
Asset Building	5	5

PROGRAM REVIEWS FY2016

HOUSING COUNSELING PROGRAM

Southern Maryland Tri-County Community Action Committee, Inc. is a U.S. Department of Housing and Urban Development (HUD) approved housing counseling agency. Our housing counselors work with the general public. The program collaborates with numerous entities to help their clients increase their knowledge on issues pertaining to housing and financial education. SMTCCAC, Inc. is part of Maryland Housing Counseling and the Community Development Networks.

From calendar year 2012 through 2016, SMTCCAC served an estimated 778 customers. The customers improved their credit to move toward homeownership or maintain their homes by avoiding eviction or foreclosure.



THE EMERGENCY FOOD ASSISTANCE PROGRAM

The Emergency Food Assistance Program, also known as TEFAP, is a U.S. Department of Agriculture program administered through the Maryland Food Bank under a contract with the Maryland Department of Human Resources.

SMTCCAC, Inc. continued in its role as a link in the safety net for families facing food insecurity. The program continued its partnership with End Hunger of Calvert County. The program

was able to continue receiving and distributing supplemental food to households that are not always sure where their next meal is coming from.

Twelve food shipments were received totaling 523,842 pounds of food, valued at \$397,362, then distributed in the community by volunteers. The food helped stock the shelves of 20 food pantries and two soup kitchens.

Twenty-three thousand, two hundred and fifty-three (23,253) food packages were provided to households living at 150% of the federal poverty guidelines. SMTCCAC provided food to the Tri-county community and served the following:

- **Charles County served 8,761**
- **Calvert County served 5,830**
- **St. Mary's County served 5,409**

Approximately five hundred (500) volunteers contributed to the success of the program, without them the food would not get offloaded, warehoused, sorted, or loaded into food pantries to be distributed to families facing food insecurity. The volunteers play an integral part of the success of the distribution process.



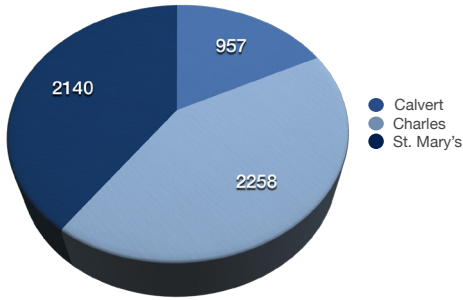
PROGRAM REVIEWS FY2016

OFFICE OF HOME ENERGY PROGRAMS

SMTCCAC serves the three Southern Maryland jurisdictions as the local administering agency for Maryland Department of Human Resources (DHR) Office of Home Energy Programs (OHEP). **5,941 households applied for energy assistance in the program year, 5,335 households received grants to assist them with their primary heating source and electric bills** through the Maryland Energy Assistance Program (MEAP), Maryland's Low-Income Heating Assistance Program (LIHEAP). MEAP benefits went directly back into the local economy when they were

disbursed directly to energy and fuel providers on behalf of the applicants.

Households Certified for MEAP



MEAP Funds Expended by County

Calvert - \$679,049
Charles - \$1,590,518
St. Mary's - \$1,756,732

EUSP Funds Expended by County

Calvert - \$647,284
Charles - \$1,352,553
St. Mary's - \$1,279,911

ELECTRIC UNIVERSAL SERVICE BILL ASSISTANCE AND ARREARAGE PROGRAMS

Households also benefited from the Electric Universal Service Bill Assistance and Arrearage Programs (EUSP). These grants made home energy bills more affordable and helped provide stability when it was most needed. Many first-time customers were able to learn about and enroll in the Universal Service Protection Plan and begin making even monthly payments for electric service.

**91 Households received funding
\$29,341 in monetary assistance was provided**

**15 Calvert County Households
\$5,080 disbursed**

**48 Charles County Households
\$15,522 disbursed**

**28 St. Mary's County Households
\$8,739 disbursed**

TRI-COUNTY FUEL FUND

Households facing the possibility of having their utility service disconnected or struggling to come up with enough money to have service reinstated, obtain oil, propane, kerosene, and sometimes wood or wood pellets to keep their homes safe and habitable were able to utilize the services of the Tri-County Fuel Fund. Administered mid-January through April, the benefit dollars received by clients from the Fuel Fund are used to match a portion of the amount owed to the vendor or utility company. Often times more funds are

needed to resolve their problem. When that occurs the Fuel Fund intake worker makes referrals to other organizations and churches that may have funds to fill the gap to resolve the problem. The network of providers work closely to meet the need of households who may not be eligible for the Maryland Energy Assistance Program or perhaps have already received the allowed annual grant but still face hardship.

The Tri-County Fuel Fund was administered using funds that were contributed by local residents, organizations, and Southern Maryland Electric Cooperative's (SMECO) and the Members Helping Members initiative. Funds donated directly to Members Helping Members can only be used for SMECO customers. The Rotary Club of Lexington Park donated funds designated for St. Mary's County residents, the HELP Association donated for Calvert County residents, and funds from the United Way of Charles County were designated for residents of that County.

PROGRAM REVIEWS FY2016

WEATHERIZATION

In FY16, weatherization services were provided for two communities in Southern Maryland utilizing funds through The Maryland Energy Administration (MEA) and leveraged with rental funds from each project.

The first project was Diggs Circle located in Charles County. This project consists of twenty townhomes. Thirteen townhomes were weatherized with funds from a previous grant and the remaining seven townhomes received \$63,200 in FY16 grant funds. This grant enabled the replacement of baseboard heat and window air conditioning units with more efficient heat pump/ac units along with air sealing and insulation.

The second project was Kellam's Marina located in Calvert County. Grant funds for this project enabled 12 townhomes to be weatherized and nine of those units to receive heat pump/ac replacements along with air sealing and insulation. **Total funds received for this project were \$92,268.00.**



HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS

The Housing Opportunities for Persons with AIDS, also known as HOPWA was administered by Southern Maryland Tri-County Community Action Committee Inc. under contract with the Greater Washington Urban league using Housing Development funding.

Seventeen Calvert County residents living with AIDS received assistance with their monthly rent in the (HOPWA) program administered by SMTCCAC, Inc. They were responsible for using 30% of their income for rent and utilities. The excess of 30% was covered by the program and **\$140,932 was expended for rental and utility assistance.**



PROGRAM REVIEWS FY2016

COMMERCIAL DRIVER'S LICENSE TRAINING

The SMCCAC, Inc. Commercial Driver's License Training program completed its 14th year as an approved Maryland Higher Education Career Training School. The program operates year-round and accepts new students monthly. Graduates left the program qualified to drive box trucks, dump trucks, mixer trucks, passenger buses and school buses.

- **26 people graduated with a Class B Commercial Driver's License**
- **11 people found employment or were able to advance in their current job using their new certification**



FINANCIAL REPORT

Summary of SMTCCAC Assets

Total Assets for the fiscal year ended:

2016 - \$776,096

2015 - \$953,636

2014 - \$1,316,858

Figures are based on audited amounts.

Copies of SMTCCAC's complete 2016 audited financial statements are available upon request.

HIGHLIGHTS

Independent audit report shows no open audit findings for previous periods.

MSDE awarded an additional \$129,162 grant to enhance the Head Start Summer Program.

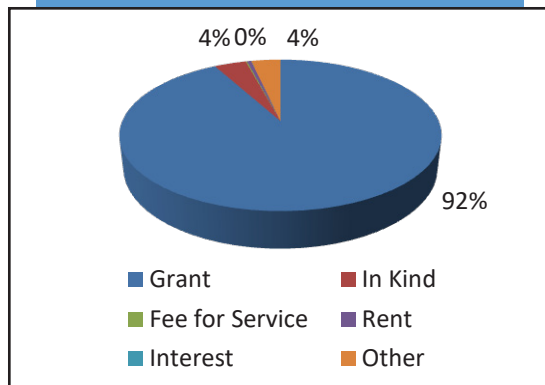
The following program underwent fiscal monitoring during 2016:

- Head Start (self-assessment)

All areas were deemed to be in compliance.

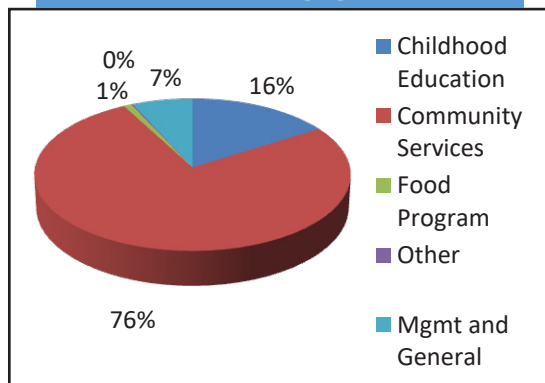
Fiscal training sessions and reports are provided on a continual basis to the Board, Policy Council and Program Directors to ensure effective communication, understanding and internal controls.

REVENUE



Grant	\$	5,471,028
In Kind	\$	228,445
FFS	\$	9,067
Rent	\$	29,028
Other	\$	208,724
Interest	\$	1,839

EXPENSES



Child	\$	1,198,311
Community	\$	5,727,416
Food	\$	65,852
Other	\$	13,868
M&G	\$	508,447

2017 Operation Budget

Program	Amount
Children	1,188,864
Community	5,995,538
Various Other	21,438
Food – USDA	75,000
Management	586,181
Total	7,867,021





SMTCCAC

Southern Maryland Tri-County Community Action Committee, Inc.

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