



TOWN OF WEST HARTFORD
Substantial Amendment for Plan Year 2020
#1
Activities for CDBG-CV Funds
May 2021

The Town of West Hartford received \$963,044 in Community Development Block Grant – CARES Act (CDBG-CV) funds from the Department of Housing and Urban Development (HUD) to assist with community needs to prepare, prevent or respond to COVID-19. The Town submitted its CDBG 2020 Annual Action Plan as part of its 2020-2024 Five Year Consolidated Plan. The Substantial Amendment for Program Year 2020 acknowledges, accepts and allocates CARES Act funding to various Urgent Need and Public Service Programs for Low- to Moderate Income Residents.

URGENT NEED

The following proposed activities meet the National Objective of Urgent Need, and are considered public services. They also prepare, prevent or respond to the COVID-19 pandemic. All activities described would conclude in late June 2021, or no later than July 9, 2021. No duplication of benefits will be allowed.

Information Line

Activity Description: As a Public Service activity to respond to the community's difficulty in registering for COVID-19 vaccination appointments, the Town of West Hartford has set up an Information Line. This health care information service is needed to respond to COVID-19 and prevent the spread of the virus. The Town of West Hartford identified the need for an Information Line after receiving a number of inquiries from eligible recipients in Phase 1b, Connecticut residents age 75 and older who were facing challenges with the existing Vaccine Administration Management System (VAMS).

Timeframe: Beginning Monday, February 8, 2021, residents who have questions about obtaining a COVID vaccine can now call the West Hartford's Information Line at 860-561-6998 for assistance. The program will continue as needed through the spring, but will cease operations by June 30, 2021. Library staff and senior center staff (previously laid off due to closure of senior center) will operate the Information Line Monday-Friday, 10AM to 5PM and on Saturday, 10AM to 1PM. They will have up-to-date information on existing ways to register for the vaccine and will be able to offer assistance in answering questions about the process.

Residents cannot register for the vaccine through the Information Line. Instead, the service is intended to provide guidance and accurate information regarding the vaccination process. The call center staff will have information compiled from a variety of sources including the West Hartford-Bloomfield Health District, Leisure and Social Services, Emergency Management, and the Fire Department. As new vaccines

and service providers come online, the Information Line will be informed. Staff will track the types of questions asked so that the Town can address gaps in information or service.

Estimated cost: \$20,000 (\$18,000 for staffing; \$2,000 for publicity – banners/posters) retroactive to February 8, 2021.

Homebound Vaccination Program

Activity Description: To respond to COVID-19, the Town of West Hartford identified a need to provide COVID-19 vaccinations to homebound residents as a public service. A newly formed and state-authorized At-Risk Community Health program, or ARCH, was established in partnership between the West Hartford Fire Department and the Health District to provide mobile vaccinations to homebound residents who have specific mobility issues that prevent them from obtaining the vaccine through other methods. The program will begin operation on Wednesday, February 10, 2021.

ARCH is reserved for residents who meet the State 1b criteria (age 75 or older) and have unusual or exceptional circumstances that limit their access to the vaccine due to the logistics of transportation and administration at the clinic sites. To receive a vaccine through the ARCH program, the resident (or their caregiver, Town staff or social worker) must complete the sign-up form here:

<https://westhartford.seamlessdocs.com/f/ARCH>. The Health District will review the form, and when approved, a Fire Department paramedic and a Register Nurse will come to the resident's home to administer the vaccine.

Fire Department staff is being covered by FEMA, but FEMA funding does not cover the Health Department. Therefore, the Town of West Hartford proposes to fund the Health Department's time and materials cost.

Estimated Cost: \$18,000. The 16-hours staff cost of one public health nurse vaccinator involved in the ARCH program is half administration half and program activity. The cost of the nurse vaccinator's time (\$836 per ARCH activity) is split evenly. Prior to the ARCH vaccination day, the nurse will spend approximately 5 hours reviewing applications for eligibility. During the 8-hour workday of the ARCH program, ten vaccinations must occur within a 6 hour time period, so that no vaccinations are lost. The day after the program, the nurse spends an additional 3 hours completing administrative duties for the program. Timesheets will be kept. We anticipate providing up to 21 programs through the end of June 2021. \$17,556 (\$8,778 admin/\$8,778 activity). Materials are estimated to be approximately \$500, and would include office supplies and/or safety gear. They would be reviewed and coded to either administrative or activity cost, as appropriate.

Timeframe: Activity runs from February 10 to June 30, 2021, and funding is retroactive to February 10, 2021.

Drive-Through (Mobile) Vaccination Program

Activity Description: In order to prevent the spread of COVID-19, The Town of West Hartford proposes to fund numerous mobile vaccination events. Vaccination sites will vary, and will occur between April 1 and July 9, 2021. The local health district has developed a turn-key operation with knowledge gained from a "drill" flu vaccination event held at West Hartford Public Works facility on Brixton Street. Staff would cover the event from 7 AM to 3 PM (8 hours). Half of the events would be scheduled on weekends to provide enough options for working families.

Cost: \$115,000 estimated for 10-12 events. Personnel costs to operate each weekday event would be \$4,560; or \$6,840 @ time and a half for a Saturday event. The budget includes support to the West Hartford Bloomfield Health District (WHBHD) for the logistics staff (5), vaccinators (9), registration and screening, signage, promotional activities, required equipment, and follow up. Support for WH Police Department and WH Fire Department would be excluded from this funding. WHBHD administrative costs (approximately \$1,890 per event) would be tracked separately from activity costs. The number of events depends on the amount of vaccine the WHBHD receives, but the Town estimates 10-12 events would be held, half on weekends, half on straight time. Other costs include the purchase of portable refrigerators and freezers (\$10,000); health equipment such as needles, syringes, gloves (\$4,600) and signage, ads and other promotional/educational materials (\$6,000). Transportation costs for residents may be covered, if needed.

Timeframe: April 1 – July 9, 2021. Exact start dates would depend on vaccine availability; end date would be late June but no later than July 9.

Note: The Town of West Hartford also plans to do site-specific, closed vaccination mobile events in Low- and Moderate-Income (LMI) Areas for LMI individuals. These public service activities would be funded under the National Objective of LMI Area. For these LMI vaccination events, eligibility requirements would be verified.

PUBLIC SERVICE PROGRAMS TO BENEFIT LOW- TO MODERATE-INCOME (LMI) RESIDENTS

The following proposed activities meet the National Objective of Benefit to Low- to Moderate-Income Individuals, and are considered Public Service activities. They also prepare, prevent or respond to the COVID-19 pandemic. We anticipate that all activities described would be undertaken during the next 12-18 months. No duplication of benefits will be allowed.

West Hartford Food Pantry

Activity Description: Due to COVID-19, the public service activity of the West Hartford Food Pantry has experienced nearly double volume of food bags distributed compared to the same time period in previous years. Donations of food have also increased, but not enough to keep pace with demand. To respond to COVID-19, the Town of West Hartford proposes to cover expenditure increases of food purchases and cover measurable increases to staff time resulting from the volume of work. In December 2020, for example, the food bags distributed 662 food bags, as compared to 338 the previous December. The number of households served has also increased over 30% during that period of time. During the pandemic, the Food Pantry expanded distribution to include face coverings, toiletries and cleaning supplies, so that LMI residents could stay safe at home. These bags are counted separately from food bags. During the pandemic, distribution hours increased and were also relocated outdoors, at the entrance of Town Hall. Deliveries to eligible homebound residents and distributions at satellite locations also impact staff hours.

Cost: Activity costs would cover increased hours of existing staff to distribute food and include an additional part time worker for the next 12-24 months as demand stays high (\$25,000). Activity funding would also be used to purchase food in bulk for cost effective and efficient distribution (\$150,000). Administrative costs (\$39,600) would cover increased hours of Food Pantry Coordinator and Volunteer

Coordinators, who arrange for deliveries, sorting and distribution. We anticipate that these extra hours will be extended for 18-24 months. Funding is retroactive to 2020, as appropriate.

Drive-Through Vaccination Program

Activity Description: In order to prevent the spread of COVID-19, The Town of West Hartford proposes to fund numerous mobile vaccination events specifically to address low- and moderate-income residents. Vaccination sites will vary and will occur as long as needed. The local health district has developed a turn-key operation with knowledge gained from a “drill” flu vaccination event held at West Hartford Public Works facility on Brixton Street, which is in an LMI area. Other sites may include the Hillcrest Area Neighborhood Outreach Center and Elmwood Community Center, both in LMI areas; public housing . Staff would cover the event from 7 AM to 3 PM (8 hours). Some events would be scheduled on weekends or during the evening to provide enough options for working families. For these LMI vaccination events, eligibility requirements would be verified.

Cost: \$100,000 estimated for 20 events. Personnel costs to operate each weekday event would be \$4,560; or \$6,840 @ time and a half for evenings or a Saturday event. The average personnel costs is \$5,700 per event. The budget includes support to the West Hartford Bloomfield Health District (WHBHD) for the logistics staff (5), vaccinators (9), registration and screening, signage, promotional activities, required equipment, and follow up. Support for WH Police Department and WH Fire Department would be excluded from this funding. WHBHD administrative costs (approximately \$1,890 per event) would be tracked separately from activity costs. The number of events depends on the amount of vaccine the WHBHD receives, but the Town estimates 20 events would be held. Other costs include health equipment such as needles, syringes, gloves (5,000) and signage, ads and other promotional/educational materials (\$5,000). Transportation costs for LMI individuals would be covered, as needed.

Timeframe: April 1 – until no longer needed. Exact start dates would depend on vaccine availability. First and second dose events are considered two discrete events.

Note: Refrigeration equipment costs would already be covered under Urgent Need drive through program.

UNALLOCATED FUNDS

In the coming months, we plan to propose additional programs to utilize remaining unallocated CDBG-CV funds to prepare for, prevent and respond to the COVID-19 pandemic.

Updated 3/15/21