

RESOLUTION NO. 2373

A RESOLUTION OF THE CITY OF SALISBURY TO APPROVE A MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, TECHNICAL ASSISTANCE GRANT APPLICATION FOR FUNDS TO PROVIDE FOR THE CREATION AND PRINTING OF AN ALL-INCLUSIVE BUSINESS DEVELOPMENT PROCESS DOCUMENT AND TO AUTHORIZE THE MAYOR TO SIGN ALL DOCUMENTS NECESSARY FOR THE RECEIPT OF SAID FUNDS.

WHEREAS, the Maryland Department of Housing and Community Development (DHCD) has solicited applications from eligible jurisdictions to apply for funding under the Technical Assistance Grant Program for Fiscal Year 2014; and

WHEREAS, the City of Salisbury is eligible to apply for funds from DHCD; and

WHEREAS, DHCD, either through the Technical Assistance Grant or through other Programs of the Department, or in cooperation with other State Departments or agencies, may provide a dollar to dollar match for the financing for the Project (the "Project Financing") in order to assist in making it financially feasible; and

WHEREAS, business attraction, development, and retention is an important aspect of the City's initiatives and perceived business friendliness and process help should be readily available.

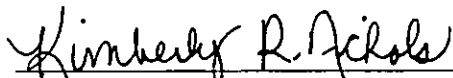
NOW, THEREFORE, BE IT RESOLVED THAT, the Council of the City of Salisbury, Maryland does hereby authorize the submission of an application for Technical Assistance Grant funds to forward the City's business development and retention initiatives. This will be accomplished by applying for approximately \$944 to provide funds for the creation and printing of an all-inclusive business development process document.

BE IT FURTHER RESOLVED THAT, James Ireton, Jr., Mayor is authorized and empowered to execute any and all documents required for the submission of this grant application; and

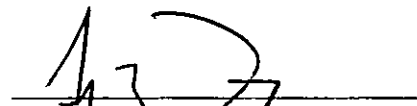
BE IT FURTHER RESOLVED THAT, copies of this Resolution be sent to the Secretary of the Department of Housing and Community Development of the State of Maryland for consideration by the Technical Assistance Grant board.

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on February 24, 2014 and is to become effective immediately.

ATTEST:



Kimberly R. Nichols
CITY CLERK



Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS

26th day of February 2014



James Ireton, Jr., Mayor

City of Salisbury
Office of Business Development

MEMO

To: Tom Stevenson
From: Laura Kordzikowski
Subject: TAG Application
Date: February 19, 2014

As we have discussed, the Office of Business Development would like to have professionally created: an All-Inclusive Business Development packet that will outline how to create a business within City limits as well as the available resources and incentives that are available. The City currently employs a folder that contains a numerous amount of pamphlets, brochures, and documents that could be perceived as cumbersome and chaotic. I believe it would be beneficial if we created a document that is structured, organized, and concise.

The Technical Assistance Grant application requires a Resolution of Support for funding consideration. The application is due to DHCD no later than March 7, 2014

Attached is the Resolution of Support for the FY 2014 Technical Assistance Grant funding application for the creation of an All-Inclusive Business Development packet. Please forward this resolution to the City Council so that it may be placed on their agenda for the meeting on February 24, 2014.

Please contact me if you have any questions.

Attachments:

Technical Assistance Grant FY2014 Application

Maryland Department of Housing and Community Development
Division of Neighborhood Revitalization
10 N. Calvert Street, Suite 444
Baltimore, Maryland 21202

APPLICATION DEADLINES:

Round I: September 10, 2013

Round II: March 7, 2014



Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

Raymond A. Skinner
Secretary

Clarence J. Snuggs
Deputy Secretary

TECHNICAL ASSISTANCE GRANT OVERVIEW

The Maryland Department of Housing and Community Development's (DHCD) Technical Assistance Grant (TAG) provides funding to nonprofit organizations, local governments, local development agencies and local development corporations to obtain or provide advisory, consultative, training, information, and other services which will assist or carry out community development activities.

Eligible project costs, include, but are not limited to, costs associated with consultants or services, a portion of general operating expenses and other costs directly associated with community development projects. Special areas of focus for TAG include projects that involve and support designated Main Street and/or Maple Street communities, Transit Oriented Development, BRAC Zones, and Sustainable or Green initiatives.

TAG application deadlines are as follows:

- *Round I:* Applications due **September 10, 2013** with Notification of Award by approximately November 13, 2013
- *Round II:* Applications due **March 7, 2014** with Notification of Award by approximately May 5, 2014

Applications with incomplete required documentation at time of submittal will not be accepted, and those applicants will be invited to apply in the next round.

NOTE: There is a Required Documents Checklist included with this application – all materials must be provided as outlined in the checklist by the application deadline.

For FY14 the amount of \$200,000 will be available for the TAG program. The maximum request for funds is \$50,000 and applicants must provide a dollar to dollar match for the amount requested.

For more information contact:

Nick Rudolph
Project Manager
Division of Neighborhood Revitalization
Maryland Department of Housing and Community Development
10 N. Calvert Street, Suite 444
Baltimore, Maryland 21202
410-209-5818
rudolph@mdhousing.org

Technical Assistance Grant Required Documents Checklist

ALL APPLICANTS:	
NA	Completed and Signed Technical Assistance Grant <i>NOTE: The application must be signed by an authorized signatory listed on the Incumbency Certificate submitted at time of application.</i>
NA	Project Location Map (if applicable)
NA	Proof of Site Control (if applicable) Provide verification of site control: copy of deed and/or commitment from property owner, signed letter or Memorandum of Agreement or the like, <u>must</u> be submitted with application
NA	Pictures of the Proposed Project (if applicable, max 10 photos, also include on CD-ROM/Flash Drive when submitting the application)
Included	Project Budget (include list and explanation for source and use of funds – any funds listed as part of the budget must have a Match Letter from the source of those funds stating the commitment of those funds to the proposed project)
Included	Project Timeline
Included	Match Letter(s) (Match letters must be on organizational or company letterhead and must include the dollar amount of the contribution, reference the proposed or related project/activity and be signed.)
	Incumbency Certificate: completed, signed and dated
	Assurance of Compliance: completed, signed and witnessed
	Contract Affidavit: completed, signed and dated
FOR NONPROFIT APPLICANTS: In addition to the items listed under "All Applicants", nonprofit organizations must submit the following:	
	Internal Revenue Service Letter of Determination verifying organization's approved nonprofit status.
	Document Verifying Applicant is a Registered Charitable Organization (Maryland Secretary of State: www.sos.state.md.us)
	On-line Verification of Certificate of Good Standing (Maryland State Department of Assessments and Taxation: https://sdatcert1.resiusa.org/certificate_net/) NOTE: <u>Do not obtain an official Certificate at the time of application.</u> If an award is made, DHCD will request an official Certificate when the agreement is executed.
	Articles of Incorporation (including any amendments)
	Organizational By-Laws (including any amendments)
	Corporate Resolution of the Board of Directors/Trustees
	List of Board of Directors/Trustees <i>(List should include: Board member's name, occupation, number of years with your non-profit and if applicable, the constituency each represents.)</i>
FOR LOCAL GOVERNMENT APPLICANTS: In addition to the items listed under "All Applicants", local governments must submit the following:	
NO. 2373	Local Government Resolution (Resolution must be on jurisdiction's letter head or other official document of the local government)

Maryland Department of Housing and Community Development
Technical Assistance Grant Application

I. APPLICANT INFORMATION:

Name of Organization: *(For nonprofit applicants provide the name of organization as it appears in the Articles of Incorporation.)*

City of Salisbury

Address: 125 North Division Street

City: Salisbury County: Wicomico State: MD Zip Code: 21801

Phone: 410-677-1915 Fax: Website: www.downtownsalisbury.org

Federal Identification Number:

Contact Name and Title: *(Name of individual completing and submitting application)*

Name: Laura Kordzikowski

Title: Business Development Specialist

Address: 125 North Division Street, Room 104

City: Salisbury County: Wicomico State: MD Zip Code: 21801

Phone: 410-677-1915 Fax: Email: LKordzikowski@citylivingsalisbury.com

Applicant Signature

(This person must be identified on the Incumbency Certificate as authorized to sign documents on behalf of the applicant.)

Signature:

Date:

Name and Title:

II. PROJECT SUMMARY:

Project Name: Creation and printing of all inclusive Let's Do Business Salisbury document

Total Project Costs \$1,935.00

Total Amount Requested \$ 944.00

(The maximum amount for a Technical Assistance Grant request is \$50,000)

Total Amount of Applicant Match \$991.00

Applicants must provide a dollar to dollar match when requesting Technical Assistance Grant funds. Applicant match for this project will be:

Cash In-Kind Both

Match Letter(s) must be included with the application and must be on organizational or company letterhead and must include the dollar amount of the contribution, reference the proposed or related project/activity and be signed.

Project Location/Area: *(Check all designations that apply to the proposed project or will be impacted by the proposed project)*

- Priority Funding Area
- Sustainable Community; Name: City of Salisbury
- Main Street; Name: City of Salisbury
- Maple Street; Name: _____
- Arts & Entertainment District; Name: Downtown Salisbury
- Maryland Heritage Area; Name: _____
- Other _____

III. PROJECT DESCRIPTION:

Summarize the project for which you are requesting a TAG: Information provided should include narrative details on the scope of the project, what challenges and/or need(s) will be addressed as a result of the project, how the proposed project assists or carries out community development activities or why the proposed project is needed to improve organizational capacity. *Limit response to no more than 400 words/one page, single spaced.*

The City of Salisbury Office of Business Development is applying for the Technical Assistance Grant to help with the creation and printing costs of an all-inclusive Let's Do Business Salisbury information packet. The packets we currently employ are a mix of several pamphlets, newsletters, and maps that could be perceived as overwhelming and unorganized. The City would like to employ a document that is rich with photographs and organized information to entice and assist those interested in opening a business or developing within Salisbury. Ideally, this document would make it as simple as possible to navigate the process of opening a business. With the creation of the office of Business Development and the creation of the Business Development Specialist position, the City is aiming to become more business friendly. An all-inclusive document that highlights the process, our City and state incentives, and the available resources would make it infinitely easier for citizens to open a business.

IV. IMPACT, OUTCOMES AND ORGANIZATIONAL CAPACITY:

Describe the project goals and the measurable objectives. Include the following information: What are the goals of the proposed project? What do you expect to achieve? What positive impact and outcome(s) are expected? Explain in detail how this impact will be measured and how the TAG will help achieve your goals. Be specific when describing both goals and outcomes.

The City's goal for this project is to make business development information more accessible and organized for those interested. Additionally, the new document will be a great marketing tool for the City and will highlight the incentives for developing within City limits. The City's goal is to have these within the Let's Do Business booth that is in the front hall of the government building in Downtown Salisbury. This area receives a great deal of traffic and ideally, the City would be able to distribute a high number of these documents. The document will also be utilized at local, regional, and national events to advertise and encourage business development in the City of Salisbury.

Describe the capacity of the applicant to administer the proposed project. Information should include, but need not be limited to the following: identification of staff who will oversee this project and description of their experience and capabilities; and, description of the applicant's past experience in administering a similar project in a successful manner. If the proposed project includes hiring consultants identify the consultants, if known, and provide information on their capabilities or expected capabilities.

This project will be overseen by the Business Development Specialist for the City of Salisbury. The project will be executed by a local graphic design artist with many years of reputable work with the City. DiCarlo Digital Copy Center & Graphics Studio has been located in Downtown Salisbury for over 10 years and has been a contributing resource to supporting and revitalizing the area. SMDi Photography is a local photography company that has also participated in documenting and encouraging the revitalization of the Downtown area. Both businesses are very involved with the community and offer a superior level of service.

Describe the applicant's readiness and strategy to complete the proposed project. Provide a narrative regarding your organization's readiness to utilize the requested funds and include a clear plan for expending those funds during the one-year term of the TAG agreement.

The City has engaged the expertise of a local graphic design and print shop to help with the creation and printing of 100 of the newly created Let's Do Business Salisbury documents & folders. Upon approval of grant funding, the applicant will begin working on the text content and photograph selection to turn over to the graphic designer for creation of the document. Printing will commence once all applicable parties have had a chance to review the proposed document for completeness and suggestions.

Has the applicant organization previously received any funding from DHCD or its programs, such as Community Investment Tax Credit, Community Legacy, Community Development Block Grant, Local Government Infrastructure Bond, etc.

YES, if YES, complete the chart below NO.

<u>Project Name</u>	<u>Funding Program Name</u>	<u>Fiscal Year</u>	<u>Amount of Funds Awarded</u>	<u>Remaining Funds/How Much</u>	<u>Percent Complete/Funds Used</u>
ESG Funds on behalf of four homeless service providers	Emergency Shelter Grant	2013	\$93,258	\$0	
Mill St & West Main St Intersection improvements – Phase 2	CL	2012	\$100,000		In process, funds will be expended before June 30, 2014

ESG Funds on behalf of four homeless service providers	Emergency Shelter Grant	2012	\$61,501	\$0	
Chipman Cultural Center -- Structural Repairs	CL	2011	\$75,000	\$0	100%
Mill Street & W Main St Intersection Improvements -- Phase I	CL	2009	\$105,000	\$0	46%
Homeowner Conversion Grant Program	CL	2008	\$50,000	\$0	100%
Rose St/ Delaware Ave -- Redevelopment Ready	CL	2008	\$65,000	\$0	100%
Isabella Streetscape -- Phase 2	CL	2007	\$50,000	\$0	100%
Isabella Streetscape -- Phase 1	CL	2006	\$85,000	\$0	100%
Rose St/Lake St -- Redevelopment Ready	CL	2004	\$66,318	\$0	100%
Boundless Playground	CL	2004	\$100,000	\$0	100%
Chipman Cultural Center -- Wheelchair lift	CL	2003	\$80,000	\$0	100%
Housing Rehabilitation Revolving Loan Program	CL	2002	\$150,000	\$0	100%
Pedestrian Connectivity Study	CL	2002	\$10,000	\$0	100%
Downtown Lighting Analysis	CL	2002	\$10,000	\$0	100%

If the applicant has previously received a TAG, please provide information on the award (date awarded, amount of award) and the project completed, including the results and impact of the project.

Maryland Department of Housing and Community Development
Technical Assistance Grant Application

PROJECT BUDGET

Budget: Using the form below, please complete the Sources & Uses budget for the proposed project

- Under “*Uses of Funds*”, please indicate activities/expenditures for each line item, which applies to the project.
- Under “*Sources of Funds*”, complete the chart to provide information for the required match. (*Applicants must provide a dollar to dollar match, of either cash or in-kind, when requesting Technical Assistance Grant funds.*)

USES OF FUNDS	SOURCES OF FUNDS				TOTALS
	DHCD	Grantee	Other		
Typeset & layout fees	\$196		\$84		\$280
100 packs of 7, 8.5x11 sheets printed 4/4/ onto 80# text paper	\$448		\$462		\$910
Commercial usage rights for 20 images at \$20/image		\$400			\$400
100 digitally printed folders	\$300		\$45.00		\$345
TOTALS	\$944.00	\$400.00	\$591.00	\$0.00	\$1,935.00

Provide a brief explanation of each line item under “Uses of Funds” listed in the project budget above. Include information on what the use of funds/activity is and the basis for the cost of the expense/activity. If the activity’s Source of Fund was indicated as “Other”, please note that source and status of those funds – have they been committed? applied for? etc. If committed please provide commitment letters on the sources’s letterhead.

DiCarlo Digital Copy Center is a valued Downtown Salisbury business and has always worked with the City. For this project, they have offered the City a few discounts on their services. Retail rates for the Typeset and Layout fees would normally be \$280, but they have given us an in kind discount in the amount of \$84, bringing the amount needed down to \$196. They have also provided a substantial discount for the printing of these business documents, bringing this total down to \$448 (a discount of over 50%) and a discount of \$45 for the 100 printed folders. These discounts are very helpful, but the City is also looking to purchase and use high resolution photos taken in Salisbury by a local area photographer. The City of Salisbury office of Business Development can contribute up to \$400 for the purchase of the commercial right to use 20 high resolution images that feature the City of Salisbury from a professional photographer. These images will be used in the Business Development document and you can view examples of the photographer’s work at <http://www.smdiphotography.com/City-of-Salisbury>.

Maryland Department of Housing and Community Development
Technical Assistance Grant Application

PROJECT TIMELINE

Timeline: Please complete the chart below providing information on the activities required in order to complete the proposed project activities. Be specific with regard to activity and realistic as to when those activities will begin and when they will end.

Start Date	End Date	Description of Activity
1/1/14	3/7/14	Receive quote from local graphic design artist and assemble grant application
3/7/14	5/3/14	Begin working on text content of Business Development packet
5/4/14		Hear back from DHCD on status of Technical Assistance Grant
5/5/14	6/5/14	Complete work on text content of Business Development packet
6/6/14	7/6/14	Receive preliminary designs for Business Development packet and for folders
7/7/14	8/1/14	Send preliminary designs to Mayor, City Administrator, and Assistant City Administrator for approval and suggestions
8/2/14	8/15/14	Send any change requests to graphic designer
8/15/14	8/31/14	Complete project and have documents printed

Instructions for Completing Incumbency Certificates and Corporate Resolutions

INCUMBENCY CERTIFICATE

1. On the first line, insert the name of the Secretary of the Corporation
2. In Number 1, insert the complete legal name of the corporation.
3. In Number 2, select the correct option based on the corporate resolution. If the resolution was adopted by unanimous consent, select the first option; if the resolution was passed at a meeting, select the second option. In either case, insert the date as provided in the resolution.
4. In Number 4, select option (a) or (b). Option (a) is if your Articles of Incorporation and By-Laws have not been amended and copies of the complete and current articles and bylaws and must be labeled and attached. Option (b) is if your Articles of Incorporation and/or By-Laws have been amended and the copies of the most current Articles, By-laws and all amendments must be included with the application.
5. In Number 5, insert the name and titles of all persons authorized by the organization's By-Laws to act on behalf of the corporation. Under the name column, insert the name of the person, under title, insert the correct office of that person and then each person so authorized must sign the certificate next to his or her name and signature.
6. The Secretary of the Corporation must sign and date the certificate at the bottom of the page.

CORPORATE RESOLUTION

1. At the top of Page 1, insert the complete, legal name of the corporation.
2. In Section I, select either A or B by checking the line in front of the selection. Option A is for corporations which authorized the action at a meeting. Option B is for corporations which authorized the action without a meeting, but obtained the approval of all board members. **NOTE:** If Option B is selected, ALL Board members must sign the Corporate Resolution
3. In Section II, paragraph 1:
 - a) Insert the amount of the funding requested.
 - b) Insert the proposed project name/description of the proposed project.
4. In Section III, select either option A or B. This must be consistent with your choice in Section I. If the resolution was passed at a board meeting, option A should be selected and completed by the Secretary of the Corporation. If the resolution was passed by unanimous consent, without a meeting, option B should be selected and all directors must sign and the resolution should be dated as of the last signature.

INCUMBENCY CERTIFICATE

I, _____ do hereby certify that:

1. I am the duly elected and acting Secretary of _____ (the "Corporation") a
organized and existing in good standing under the laws of the State of Maryland;

2. Attached hereto as **Exhibit A** is a true and correct copy of resolutions which were duly
adopted:

(a) _____ by unanimous consent of the Board of Directors of the Corporation on
_____ 20 _____

OR

(b) _____ by resolution of the Board of Directors at a meeting held on
_____ 20 _____

3. The attached resolutions have not been amended, rescinded or modified and are in full
force and effect on the date hereof in the form originally adopted, and are in conformity
with the Charter/Articles of Incorporation and By-Laws of the Corporation; and

4. (a) _____ The Charter/Articles of Incorporation, attached hereto as **Exhibit B**, and
the Bylaws of the Corporation, attached hereto as **Exhibit C**, have not been amended,
rescinded, or modified and are in full force and effect on the date hereof; **OR**

(b) _____ The Charter/Articles of Incorporation dated _____, as amended on
(date) _____ and the bylaws dated _____
as amended on (date) _____ are attached as Exhibit B and Exhibit C
respectively and are in full force and effect on the date hereof.

5. The following persons are duly elected, qualified and acting officers of the Corporation in
the capacity indicated, and the signatures set forth after their names and titles are their true
and genuine signatures:

Print Name	Office	Signature

WITNESS, my signature and the seal of the Corporation this _____ day of
_____ 20 _____

(SEAL)
Secretary's Signature

EXHIBIT A: Corporate Resolution

[Name of Corporation]

(the "Corporation")

CORPORATE RESOLUTION/CONSENT OF DIRECTORS

SECTION I:

A. I, _____ the undersigned, _____ of the Corporation, do hereby certify that the following resolutions were adopted by the Board of Directors at a meeting of the Board of Directors:

B. _____ Pursuant to the provisions of Section 2-408 of the Maryland General Corporation Law, we, the undersigned, constituting all of the Directors of the Corporation do hereby consent to the following action required or permitted to be taken at a meeting of the Directors of the Corporation, as having been unanimously adopted by a vote of all of the Directors, without the necessity of any formal meeting being held:

SECTION II:

RESOLVED: That the Corporation is hereby authorized to apply for and accept a Technical Assistance Grant (the "Grant") in an amount up to

\$ _____

from the Department of Housing and Community Development of the State of Maryland ("DHCD"), for the following project:

upon those terms and conditions as the authorized officer(s) of the Corporation, as identified in the By-Laws (the "Authorized Officers"), shall deem appropriate;

FURTHER RESOLVED: That the approval of this Board of Directors is hereby deemed conclusively evidenced by the execution of any and all documents required to effectuate the Grant, including, without limitation, letters of agreement, grant agreements and any other documents pertaining to the Grant, by the Authorized Officer(s) of the Corporation, and the Secretary of the Corporation is hereby authorized to attest the signatures of the Authorized Officer(s) and to certify a copy of these resolutions to any party having a valid interest therein.

The Resolutions have not been amended, rescinded or modified and are in full force and effect on this date in the form originally adopted, and conform with the Corporation's Articles of Incorporation and By-Laws.

The Corporation's Articles of Incorporation and By-Laws, as amended, have been submitted to the Department of Housing and Community Development,

CONTRACT AFFIDAVIT

A. AUTHORIZED REPRESENTATIVE: I HEREBY AFFIRM THAT I am the (title)

Business Development Specialist and the duly authorized representative of The City of Salisbury (name of applicant) and that I possess the legal authority to make this Affidavit on behalf of myself and the corporation for which I am acting.

B. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT: I FURTHER AFFIRM THAT:

- (1) The corporation named above is a [corporation] [limited liability company] formed in _____ Maryland OR insert state of formation, if not Maryland: _____ and registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is: ¹

Name: _____
Address: _____

- (2) Except as validly contested, the corporation has paid, or has arranged for payment of, all taxes due all government entities including the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing and Regulation (DLLR), and all other taxing authorities, as applicable, and will have paid all withholding taxes due to the State of Maryland prior to acceptance of the Technical Assistance Grant.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS: I FURTHER AFFIRM

THAT neither I, nor to the best of my knowledge, information, and belief, the above corporation, (as defined in §16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), nor any of its officers, directors, or partners, nor any of its employees directly involved in obtaining or performing contracts with the public bodies (as defined in §16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, §641 of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows [indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved, and their current positions and responsibilities with the business]:

¹ The Resident Agent must be an individual who is a resident of the State of Maryland, as provided in the Articles of Incorporation and registered with the State Department of Assessments and Taxation.

D. AFFIRMATION REGARDING OTHER CONVICTIONS: I FURTHER AFFIRM THAT neither I, nor to the best of my knowledge, information, and belief, the above corporation, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has:

- a. been convicted under a state or federal statute of a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
- b. been convicted of any criminal violation of a state or federal antitrust statute;
- c. been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §§1961, et seq., or the Mail Fraud Act, 18 U.S.C. §§1341, et. seq., for acts arising out of the submission of bids or proposals for a public or private contract;
- d. been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- e. been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (a), (b), (c), or (d) above;
- f. been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract.
- g. admitted in writing or under oath, during the course of an official investigation or other proceeding, acts or omissions that would constitute grounds for conviction or liability

under any law or statute described above, except as follows [indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment]:

E. AFFIRMATION REGARDING DEBARMENT: I FURTHER AFFIRM THAT neither I, nor to the best of my knowledge, information, and belief, the above corporation, nor any of its officers, directors, or partners, nor any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, **except as follows [list each debarment or suspension providing the date of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds for the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds for the debarment or suspension, and the details of**

each person's involvement in any activity that formed the grounds for the debarment or suspension]:

F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES: I FURTHER AFFIRM THAT:

- (1) The corporation was not established to, nor does it operate and it does not operate in a manner designed to, evade the application of or defeat the purpose of debarment pursuant to §§16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
- (2) The corporation is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows [indicate the reasons(s) why the affirmations cannot be given without qualification]:

G. SUB-CONTRACT AFFIRMATION: I FURTHER AFFIRM THAT neither I, nor to the best of my knowledge, information, and belief, the above corporation, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. ACKNOWLEDGEMENT: I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Department of Housing and Community Development and may be distributed to units and agents of (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states and their subdivisions; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any agreement resulting from the submission of this [application] shall be construed to supersede, amend, modify, or waive, on behalf of the State of Maryland, or any unit or agent of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the proposed contract, and (3) other Affidavits comprising part of the proposed contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF

By: _____
 Laura Kordzikowski
Print Name: _____
Title: Business Development Specialist

MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Technical Assistance Grant Program

ASSURANCE OF COMPLIANCE
WITH EEO, CIVIL RIGHTS AND DRUG AND ALCOHOL FREE
WORKPLACE REQUIREMENTS

(hereinafter called the
"Applicant-

Recipient"), having its principal address
at: _____

HEREBY AGREES THAT IT WILL COMPLY WITH:

- A. Title VI of the Civil Rights Act of 1964 (the "Act"), as amended, to the end that, in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives financial or technical assistance from the Department of Housing and Community Development of the State of Maryland.
- B. Title VII of the Civil Rights Act of 1964, as amended, to the end that, in accordance with Title VII of that Act, it shall be an unlawful employment practice for an employer:
- 1) to fail or refuse to hire or to discharge any individual, or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex or national origin;
 - 2) to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee because of such individual's race, color, religion, sex, or national origin.
- C. Title VIII of the Civil Rights Act of 1968, as amended, to the end that, it is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States.
- D. The Fair Housing Amendments Act of 1988, as amended (the "Fair Housing Amendments Act"), to the end that it shall be unlawful to discriminate against any person in the terms of rental of a dwelling because of familial status except with respect to "housing for older persons" (as defined in the Fair Housing Amendments Act).

- E. Article 49B of the Annotated Code of Maryland, as amended, which establishes the Maryland Human Relations Commission and prohibits discrimination in employment and residential housing practices.
- F. State of Maryland Executive Order 01.01.1989.18 relating to drug and alcohol free workplaces for non-State entities, promulgated November 28, 1989.
- G. The Secretary's Policy Statement on Equal Opportunity, to the end that, the Department shall not knowingly approve grants of financial or technical assistance to recipients who are engaged in discriminatory employment practices.
- H. The Secretary's Minority Business Enterprise Program which establishes a program to provide opportunities for minority contractors and vendors to participate in Department Programs; and the minority business enterprise plan submitted by or on behalf of Applicant-Recipient as approved by the Department's Equal Opportunity Officer, provided, however, that this Paragraph I shall not apply in the event that a statement is attached hereto from the Applicant-Recipient's equal opportunity officer stating that the general contractor is in compliance with local minority business participation programs or objectives.
- I. The Community Development Administration's Relocation Policy where applicable.
- J. All other related applicable Federal and State laws, regulations and rules.

THE APPLICANT-RECIPIENT HEREBY GIVES ASSURANCE THAT it will immediately take any measures to effectuate this agreement.

THIS ASSURANCE is given _____ day of _____ 200
 this _____

in consideration of and for the purpose of obtaining and shall continue for the period of any State financial or technical assistance extended after the date hereof to or on behalf of the Applicant-Recipient by the Department of Housing and Community Development of the State of Maryland. The Applicant-Recipient recognizes and agrees that such State financial or technical assistance will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Applicant-Recipient, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant-Recipient.

WITNESS/ATTEST:

APPLICANT RECIPIENT:

By: _____
 Name: _____
 Title: _____



109 south division street
Salisbury, Maryland 21801

19 February 2014

City of Salisbury
ATTN: Laura Kordzikowski
Government Office Building
125 North Division Street
Salisbury, MD 21801
410.677.1915
LKordzikowski@citylivingsalisbury.com

Commitment Letter

Laura,

We are pleased to offer our printing services to the City of Salisbury and your department in particular. We have had a great working relationship as a vendor for many departments within the City but we are especially excited to work with a department that is dedicated to revitalizing and reinventing our Downtown business district.

The items below are listed with their respective dimensions or specific scope of work with both our retail and your department's discounted price for that item. We are willing to hold these prices until December 31, 2014 without revision.

Marketing Document Package

100, 14-page document packs with layout.

- typeset & layout fees for 14 pages - retail - \$280, discounted rate - \$196
- printable digital file - included in rate above
- 100 packs of 7, 8.5x11 sheets printed 4/4 onto 80# text paper - retail - \$910, discounted rate - \$448

Custom Printed Marketing Folder

100, presentation folders

- typeset & layout fees for 1 presentation folder - included in print rate
- 100, 9x12 glossy pocket folders with business card slits in right pocket, printed 4/0 - retail - \$345, discounted rate - \$300

If you have any questions for me regarding these items, the prices or the discounts that we are extending, please feel free to contact me.

Sincerely,

Joseph A. DiCarlo

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410.749.9885 f.
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