

**RESOLUTION NO. 2657**

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND, TO FORMALLY  
ESTABLISH THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
REVIEW COMMITTEE

**WHEREAS**, the Maryland State Office of the U.S. Department of Housing & Urban Development (HUD) has determined that the City of Salisbury qualifies as an “entitlement community;” and

**WHEREAS**, the City of Salisbury is, therefore, entitled to receive Community Development Block Grant (CDBG) funds directly from HUD upon HUD’s approval of the City’s annual Action Plan; and

**WHEREAS**, the Council of the City of Salisbury wishes the City to receive this annual allotment of CDBG funds from HUD, so that various community development projects may be completed; and

**WHEREAS**, during each CDBG program year the City of Salisbury may elect to use some or all of the annual allotment of CDBG funds for eligible projects to be completed directly by the City. The City may also choose to hold an open funding round and offer 501(c)(3) non-profit agencies located within the City limits the opportunity to apply for funding to complete eligible projects that address the needs identified in the City’s Consolidated Plan; and

**WHEREAS**, when the City chooses to hold an open funding round, there is a need for a group of interested City residents to serve as members of a Community Development Block Grant (CDBG) Review Committee to assist with the review of applications and provide recommendations to the City; and

**WHEREAS**, the City wishes to formalize the process by which the members of the CDBG Review Committee are appointed and set the requirements of said Review Committee.

**NOW, THEREFORE**, be it resolved by the City of Salisbury, Maryland, that the Community Development Block Grant (CDBG) Review Committee is hereby formally established to assist in the review of CDBG applications submitted by local 501(c)(3) non-profit agencies during an open funding round, and shall have the following attributes:

**Responsibilities.** The CDBG Review Committee shall:

1. In those years when the City elects to hold an open funding round for CDBG funds and accept grant applications from local 501(c)(3) non-profit agencies for eligible projects/programs to be completed within the City limits, the members of the Committee shall review copies of the applications that have been submitted.

2. The Committee members shall meet with the Community Development – Assistant Director of the Housing & Community Development Department before any CDBG Public Hearing to discuss the applications that have been submitted and identify/formulate questions to be addressed at the Public Hearing.
3. The Committee members will attend CDBG Public Hearings, at which times a representative from each of the agencies that has submitted a grant application will give a verbal presentation on their proposed project/program and field questions from the Committee members and the Community Development – Assistant Director.
4. Following the conclusion of each Public Hearing, the Committee members will meet with the Community Development – Assistant Director to discuss the applications and formulate their recommendation to the Mayor. The recommendation will include which projects should be funded, and in what amounts. This recommendation will be purely advisory, and the final decision as to what projects/programs will be included in the CDBG Annual Action Plan rests with the Mayor.

**Membership.** The members of the Committee shall be no fewer than three (3) and no more than five (5) persons, all of whom shall be city residents. Committee members must not be affiliated with any 501(c)(3) non-profit agency that has applied for/may apply for CDBG funding from the City. All members shall be appointed by the Mayor and confirmed by the Council to serve staggered terms of three (3) years; two (2) members will serve three (3) year terms beginning and ending in even years, and one (1) member will serve a three (3) year term beginning and ending in odd years. If a member resigns from the committee in the middle of a term, their replacement will serve the remaining length of the resigning member's term. Members shall be subject to removal by the Mayor and Council.

**Holding Over and Reappointment.** Upon the expiration of their terms, members of the Committee may be reappointed and shall continue to serve until they are reappointed and confirmed or their replacements are appointed and confirmed.

**Meetings.** The Committee shall meet as necessary to perform its functions in the event that the City elects to hold an open funding round for the CDBG program. The CDBG Public Hearing meetings are advertised in accordance with CDBG regulations, as amended from time to time. The CDBG Public Hearings are also broadcast live on PAC 14 for the viewing public, and replayed a few times after the original hearing date.

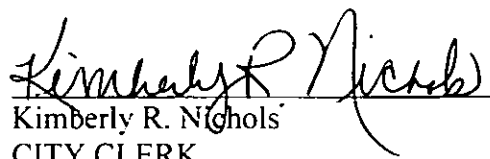
**Staff Support.** The Community Development – Assistant Director, Housing & Community Development Department will contact the Committee members each year to advise them as to whether or not the City is electing to hold an open funding round for that program year. If an open funding round is to be held, the Assistant Director will

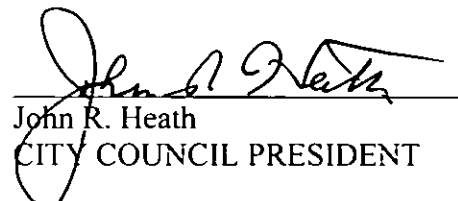
develop the schedule for the CDBG application review process. The Administrative Support Associate of the Housing & Community Development Department shall mail copies of the grant applications to the Committee members for their review, create the agenda and sign-in sheet for the CDBG Public Hearing, and will take the required minutes of the CDBG Public Hearing meetings. These meeting minutes are included in the Citizen Participation section of the CDBG Action Plan.

**Recommendations.** The Community Development – Assistant Director will provide the CDBG funding recommendations of the Committee to the Mayor in writing with a copy to the City Council. These recommendations will not be binding in any way, and the final decision over the projects that will be included in the CDBG Action Plan will be made by the Mayor.

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury held on the 12<sup>th</sup> day of September , 2016, and is to become effective immediately upon adoption.

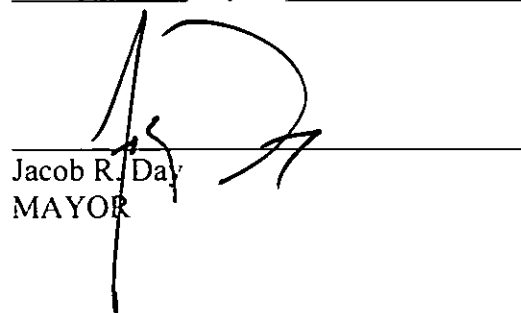
ATTEST:

  
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Kimberly R. Nichols  
CITY CLERK

  
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John R. Heath  
CITY COUNCIL PRESIDENT

APPROVED BY ME THIS

16<sup>th</sup> day of SEPTEMBER, 2016.

  
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Jacob R. Day  
MAYOR

**Office of Housing & Community Development**  
**MEMO**

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**To: Tom Stevenson**

**From: Deborah Stam**

**Subject: Resolution - Formal Establishment of the  
CDBG Review Committee**

**Date: August 19, 2016**

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Per the instructions from the Mayor, a resolution has been drafted for the formal establishment of the CDBG Review Committee.

Attached is the final version of that resolution, which has been reviewed and revised by the City attorney twice.

Please forward this resolution to the City Council so that it may be placed on their agenda for the work session on September 6, 2016.



Deborah J. Stam  
Assistant Director  
Housing & Community Development Department

Attachment  
CC: Julia Glanz  
Ginny Hussey