

ORDINANCE NO. 2549

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND APPROVING A BUDGET AMENDMENT OF THE GRANT FUND TO APPROPRIATE FUNDS FROM A FY19 WOMEN'S FUND GRANT, FROM THE COMMUNITY FOUNDATION OF THE EASTERN SHORE, INC., TO ESTABLISH THE HI, JEAN! PROGRAM IN THE CITY OF SALISBURY AS PART OF SALISBURY'S HOUSING FIRST HOMELESS PROGRAM

WHEREAS, the Community Foundation of the Eastern Shore, Inc. (CFES) has a Women's Fund Grant Program; and

WHEREAS, the purpose of the Women's Fund Grant Program is to work together to help change lives by addressing the unmet needs of women and/or girls on Maryland's Lower Eastern Shore; and

WHEREAS, women experiencing homelessness forego many necessities in order to make ends meet, including feminine hygiene products which cannot be purchased with food supplement benefits or any other government assistance; and

WHEREAS, access to free, sanitary hygiene products will reduce the likelihood of infection among homeless women and girls in Wicomico County; and

WHEREAS, Salisbury's Housing First homeless program wishes to establish the City's Hi, Jean! program to provide free feminine hygiene products for homeless women in Wicomico County; and

WHEREAS, CFES has executed a grant agreement with the City of Salisbury which provides funding in the amount of \$4,500 for the Housing First - Hi, Jean! program; and

WHEREAS, appropriations necessary to execute the purpose of this grant must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

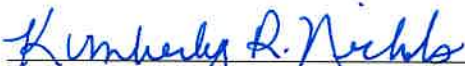
NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, THAT the City's Grant Fund Budget be amended as follows:

- 1) Increase the FY19 CFES Women's Fund Grant Revenue Account (10500-426100-XXXXX) by \$4,500
- 2) Increase the FY19 CFES Women's Fund Grant Expense Account (10500-546006-XXXXX) by \$4,500

BE IT FURTHER ORDAINED that this Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the 8th day of July 2019, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the 22<sup>nd</sup> day of July 2019.

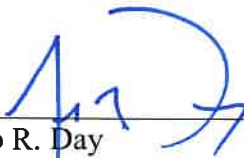
ATTEST:

  
\_\_\_\_\_  
Kimberly R. Nichols  
CITY CLERK

  
\_\_\_\_\_  
Muir Boda  
COUNCIL VICE-PRESIDENT

APPROVED BY ME THIS

23<sup>rd</sup> day of July 2019.

  
\_\_\_\_\_  
Jacob R. Day  
MAYOR

# Finance Department / HCDD

## MEMO

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**To: Keith Cordrey**

**From: Deborah Stam**

**Subject: Ordinance - Budget Amendment - Acceptance of FY19 CFES  
Women's Fund Grant - Housing First - Hi, Jean! Program**

**Date: June 4, 2019**

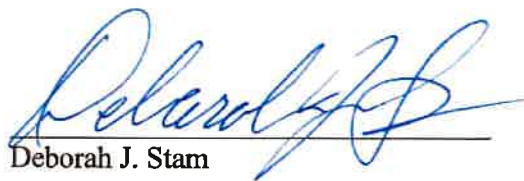
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The City of Salisbury submitted a grant application to the Community Foundation of the Eastern Shore, Inc. for a FY19 Women's Fund Grant for the Housing First - Hi, Jean! Program.

The City was recently awarded \$4,500 in FY19 Women's Fund grant funds, which will be utilized to provide free feminine hygiene products to women experiencing homelessness in Wicomico County.

Attached is a copy of the grant award acceptance form and the CFES grant agreement. Also attached is an Ordinance approving a budget amendment of the grant fund to appropriate the FY19 CFES Women's Fund Grant funds that have been awarded for this project.

Please forward this information to the City Council to be placed on their agenda for first reading at the July 8, 2019 meeting, and second reading / final passage at the July 22, 2019 meeting. Thank you for your assistance.



Deborah J. Stam  
Grants Manager  
Finance Department / HCDD

#### Attachments

CC: Olga Butar  
Kim Nichols  
Christine Chestnutt  
Kristine Devine

My Applications / FY19 Women's Fund Grants / Award Acceptance

**Award Acceptance**

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Please review the attached grant agreement and provide an electronic signature to acknowledge your understanding.  
Once you have completed this section please return to the dashboard and click the green "Accept" button to accept this award.

Amount Awarded: **FY19 Women's Fund Grants Awarded On 05-17-2019, \$4,500**

[./Documents/Download.aspx?433752718F78374C38484B3861452F78334A53504A6C586E4E4C6F645541744C5785A4252703379354E3076](#)

Please review the attached document for grant agreement terms for your grant award:

[Grant Agreement for e-Grants.pdf ./Documents/Download.aspx?433752718F78374C38484B3861452F78334A53504A6C586E4E4C6F645541744C5785A4252703379354E3076](#)

\*Please sign to acknowledge you have reviewed the attached grant agreement:

Deborah Stam

5/17/2019 9:44 AM

Enter your name as "Deborah Stam" to Confirm your Electronic Signature.

[./Documents/Download.aspx?433752718F78374C38484B3861452F78334A53504A6C586E4E4C6F645541744C5785A4252703379354E3076](#)

\*Please enter the date below:

5/17/2019

Please click on the calendar icon to enter date in (mm/dd/yyyy e.g., 05/17/2019 format).

[./Documents/Download.aspx?433752718F78374C38484B3861452F78334A53504A6C586E4E4C6F645541744C5785A4252703379354E3076](#)

Save

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**COMMUNITY FOUNDATION OF THE EASTERN SHORE, INC.**

1324 Belmont Avenue  
Salisbury, Maryland 21804  
(410) 742-9911

**WOMEN'S FUND GRANT AGREEMENT**

The grant to your organization from the Community Foundation is for the explicit purpose(s) described below and is subject to your acceptance of the following conditions. To acknowledge this agreement, to accept the grant and to be eligible to receive the funds, **PLEASE COMPLETE THE E-SIGNATURE IN THE GRANT AGREEMENT SECTION OF YOUR APPLICATION.**

- I. All grants are made in accordance with current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued thereunder.
- II. Grantees must comply with the attached "Grantee Publicity Standards".
- III. EXPENDITURE OF FUNDS. This grant is to be used only for the purpose described. The program is subject to modification only with the Foundation's prior written approval.
  1. The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.
  2. An interim Grantee Performance Report is due in e-Grants no later than December 15<sup>th</sup> in the year funds are received.
  3. Funds not utilized for the intended purpose by the end of the grant period (one year) must be returned if an extension is not granted.
  4. No funds provided by the Foundation may be used for any political campaign, or to support attempts to influence legislation by any governmental body, other than through making available the results of nonpartisan analysis, study and research.
  5. Funds provided by the Foundation must be used by the Grantee Organization **exclusively for public purposes.**
  6. The Community Foundation retains the right to require information from the grantee on the effectiveness of the grant.

**Grantee Publicity Standards**

The Community Foundation of the Eastern Shore Women's Fund is pleased to have provided funding to your organization. Acknowledgement of The Women's Fund must be included in all press releases, newsletters, brochures, annual reports and other promotional materials. By doing so, you will help the community understand how the Community Foundation of the Eastern Shore supports outstanding organizations in the Lower Eastern Shore.

The following standards apply to your grant:

- **Acknowledgement of the grant (this information must be included):** You must acknowledge that The Women's Fund funded your organization.

Example: *Funding provided by The Women's Fund.*

- **Use of Logo** – Brochures, flyers, announcements or other printed/electronic materials supporting your project must bear The Women’s Fund logo. The logo must be used in its entirety and shall always be large enough to be legible and readily recognizable. The logo may be used in black and white, or the official colors. To request an electronic copy of the logo, please contact the Community Foundation’s Donor Relations Officer, Heather Trader at [htrader@cfes.org](mailto:htrader@cfes.org).



- **Link to us on your website**  
Work with us to help boost the presence of local nonprofits on the web. We can help you link to us at [www.cfes.org/womensfund](http://www.cfes.org/womensfund).
- **Send us copies of photos illustrating your organization and program**  
We would appreciate copies (electronic preferably) for use in our annual report, newsletters, and other publications throughout the year. If possible, please identify individuals in the photo as well as the event/location and date.
- **Put us on your PR mailing list, invite us to your events, show off your work!**  
We would appreciate receiving copies of news releases and newsletter articles that mention the Community Foundation of the Eastern Shore Women’s Fund, as well as any newspaper articles that mention that you have received funding from us. Please send copies to CFES, 1324 Belmont Avenue, Suite 401, Salisbury, Maryland 21804.

If you have any questions about these guidelines, please contact us at (410) 742-9911.