

ORDINANCE NO. 2617

AN ORDINANCE OF THE CITY OF SALISBURY TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH THE COMMUNITY FOUNDATION OF THE EASTERN SHORE FOR THE PURPOSE OF ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$5,000.00, AND TO APPROVE A BUDGET AMENDMENT TO THE FY 2021 GRANT FUND TO APPROPRIATE FUNDS FOR OFFSETTING PERSONAL PROTECTIVE EQUIPMENT (PPE) PURCHASES.

WHEREAS, the Community Foundation of the Eastern Shore (CFES) has a COVID-19 Emergency Response Fund; and

WHEREAS, the purpose of the grant program is to enable urgent response to evolving community needs as this crisis affects individuals and families, particularly with vulnerable populations in our community; and

WHEREAS, the City of Salisbury Fire Department submitted a grant application to CFES for funding to offset expenses related to the purchase of personal protective equipment (PPE) purchased in response to the COVID-19 crisis; and

WHEREAS, the CFES has awarded the City funds in the amount of \$5,000.00; and

WHEREAS, the City of Salisbury must enter into a grant agreement with CFES defining how the funds must be expended; and

WHEREAS, all funds shall be used to offset funds allocated to purchase PPE necessary to appropriately respond to the COVID-19 crisis; and

WHEREAS, § 7-29 of the Salisbury City Charter prohibits the City from entering into an contract that requires an expenditure not appropriated or authorized by the City Council; 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 Mayor Jacob R. Day is hereby authorized to enter into a grant agreement with the Community Foundation of the Eastern Shore to accept grant funds in the amount of \$5,000.00.

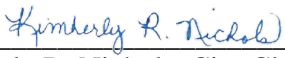
BE IT FURTHER ORDAINED that the City's Fiscal Year 2021 Grant Fund Budget be and hereby is amended as follows:

- 1) Increase FY21 Community Foundation of the Eastern Shore Revenue account (10500-426100-XXXXX) by \$5,000.00
- 2) Increase FY21 SFD Medical Supplies Expense account (10500-546016-XXXXX) by \$5,000.00

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

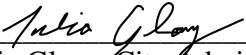
THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this 14<sup>th</sup> day of September, 2020, and thereafter, a statement of the substance of the Ordinance having been published as required by law, was finally passed by the Council on the 28<sup>th</sup> day of September, 2020.

**ATTEST:**

  
\_\_\_\_\_  
Kimberly R. Nichols, City Clerk

  
\_\_\_\_\_  
John R. Heath, President  
Salisbury City Council

APPROVED BY ME THIS 30 day of September, 2020.

  
\_\_\_\_\_  
Julia Glanz, City Administrator, for and at the direction  
of Jacob R. Day, Mayor



## MEMORANDUM

To: Keith Cordrey  
From: Robert McClure, Grants Coordinator  
Date: September 2, 2020  
Re: Ordinance – Budget Amendment – Acceptance / Appropriation  
of CFES Emergency Response Grant Funds for COVID-19  
PPE – \$5,000

---

Attached please find an ordinance to accept a grant from the Community Foundation of the Eastern Shore for PPE purchases to be utilized by the Salisbury Fire Department in response to the COVID-19 pandemic.

Specifically, this funding was awarded from the CFES's COVID response fund to the SPD in order that they may purchase necessary PPE for safe responding during the pandemic. These funds may be utilized to purchase any sort of PPE necessary.

If there are no questions or clarifications necessary, please forward this information to the City Council to be placed on their agenda for discussion at the September 8, 2020 work session, first reading at the September 14, 2020 legislative meeting, and second reading / final passage at the September 28, 2020 legislative meeting.

Thank you for your assistance

CFES Grant Award Message

23 July 2020

**From:** Application Administrator [Do Not Reply] <[admin@communityforce.com](mailto:admin@communityforce.com)>

**Sent:** Thursday, July 23, 2020 9:02 AM

**To:** David Phippin <[dhippin@salisbury.md](mailto:dhippin@salisbury.md)>

**Subject:** Award Notification Email

Dear David Phippin,

Congratulations! Community Foundation of The Eastern Shore has chosen you as the recipient of a grant award. Your award details are as follows: \$5,000.00

**It is imperative that you complete the award acceptance process ASAP. This counts as your grant agreement and is needed to release funds, which we intend to do the day after this award is made.**

Please [log into CFES e-Grants](#) and open the specific grant application to formally accept your award. This is done by clicking the green Accept button on the top right of the application dashboard. You will have to complete the grant agreement section of the application before accepting.

This grant is to be used only for the purpose described within the grant application and in accordance with the approved budget. The program is subject to modification only with the Foundation's prior written approval.

The grantee shall return to the Foundation any unexpended funds, including accrued interest:

- a) At the end of the grant period, or
- b) If the Foundation determines that the grantee has not performed in accordance with this agreement and approved program/budget, or
- c) If the grantee loses its exemption from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code.

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.

All grants are made in accordance with current and applicable laws and pursuant to the Internal Revenue Code, as amended, and the regulations issued there under.

By accepting this grant, your organization certifies to the Community Foundation that no tangible benefit, goods, or services are received by any individual or entities connected with the Community Foundation.

Expenses charged against this grant may not be incurred prior to the effective date of the grant or subsequent to the termination date, and may be incurred only as necessary to carry out the purposes and activities of the approved program.

The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.

By accepting this grant, the Grantee agrees to:

- a) Acknowledge funding support by the Community Foundation of the Eastern Shore (CFES)
- b) Include the CFES logo in publication and electronic media
- c) Link to the CFES website

For additional resources, you might consider the following:

**[Economic Injury Disaster Loan Emergency Advance](#): This loan advance will provide up to \$10,000 of economic relief to businesses that are currently experiencing temporary difficulties.**

External Resources Listed at [www.CFES.org/Covid19](http://www.CFES.org/Covid19)

[Eligible Lender Search for the Payroll Protection Program](#)

Sincerely,  
Lauren Zarin

The contents of this email are intended for the named addressee(s) only. It contains information that may be confidential. If you received this email in error please email Application Administrator immediately and then kindly delete it. Unless you are the named addressee or an authorized designee, you may not use, copy or reproduce this email in any form or disclose it to another party.

---

**WARNING:** This message was sent from an external source. Please verify the source before clicking any links or opening any attachments. NEVER provide account credentials or sensitive data unless the source has been 100% verified as legitimate.