



**SALISBURY CITY COUNCIL
WORK SESSION AGENDA**

NOVEMBER 1, 2021

Government Office Building, Council Chambers, Salisbury, MD and Zoom Video Conferencing

4:30 p.m. Ordinance to accept SFY 2021 Emergency Housing Program funding for the 2021 Cold Weather Shelter- Christine Chestnutt, Housing & Homelessness Manager

4:40 p.m. Administration and Council Remarks

4:50 p.m. Adjournment

*Times shown are approximate. Council reserves the right to adjust the agenda as circumstances warrant.
The Council reserves the right to convene in Closed Session as permitted under the Annotated Code of Maryland 3-305(b).*

Join Zoom Meeting

<https://us02web.zoom.us/j/88186172560>

Meeting ID: 881 8617 2560

Phone: 1.301.715.8592

Posted 10/26/21



City of
Salisbury
Jacob R. Day, Mayor

MEMO

To: Julia Glanz-City Administrator, Ron Strickler-Director HCDD
From: Christine Chestnutt-Housing & Homelessness Mgr.
Subject: Ordinance – Budget Amendment – Acceptance / Appropriation of
Additional SFY 2021 EHP (Emergency Housing Program) Funding
Date: October 13, 2021

The City of Salisbury has received an award of SFY 2021 EHP (Emergency Housing Program) funding from the Maryland Department of Housing & Community Development (DHCD), passed through the Somerset County Health Department.

Attached is an Ordinance approving a budget amendment of the City's Grant Fund to appropriate the additional \$34,000 in SFY 2021 EHP funds that have been awarded to the City of Salisbury. These funds will be utilized for the rent and utilities of the cold weather shelter, formerly known as CESP (community emergency shelter project) now known as Hands & Hearts Ending Homelessness.

Please forward this information to the City Council to be placed on their agenda for first reading at the November 1, 2021 work session, the November 8, 2021 legislative meeting, and second reading / final passage at the November 22, 2021 legislative meeting. Thank you for your assistance.

Christine Chestnutt
Housing & Homelessness Manager
HCDD

Attachments
CC: Olga Butar
Kim Nichols



Somerset County Health Department

8928 Sign Post Road, Suite 2, Westover, Maryland 21871
443.523.1700 · Fax 410.651.5680 · TDD 1-800-735-2258

Health Officer: Danielle Weber, MS, RN

MEMORANDUM OF UNDERSTANDING

SOMERSET COUNTY HEALTH DEPARTMENT AND CITY OF SALISBURY

125 North Division Street, Salisbury, MD 21801

410-334-3031

cchestnutt@salisbury.md

The Somerset County Health Department (SCHD) and City of Salisbury wish to coordinate services to assist households experiencing homelessness to be connected with emergency shelter, quickly regain stability in permanent housing, and to prevent households from becoming homeless. Such services are funded by The Maryland Department of Housing and Community Development (DHCD), Division of Neighborhood Revitalization.. The Emergency Housing Program (EHP) grant was funded under the State RELIEF Act, which provided \$15 million in additional funding for up to 30 days of emergency housing in order to respond to the economic crisis caused by the Covid-19 pandemic.

The following agreement entered the 27th day of July 2021, by and between Somerset County Health Department and City of Salisbury to provide emergency shelter in Wicomico County for household experiencing homelessness in Wicomico, Worcester, and Somerset County, sets forth the following deliverables:

I. The Somerset County Health Department agrees to the following:

1. SCHD will provide funding, for all invoices from The City of Salisbury for Essential Services and Shelter Operations and shall be compensated, not to exceed a total of **\$34,000** during this contract period, which compensation shall be paid only for required services actually performed. Expenses dating back to March 1, 2021 are eligible for reimbursement when submitted within the contract time frame.

Listed is the breakdown of the funding:

- a) **\$2,000** for Essential Services
- b) **\$32,000** for Shelter Operations.

**Memorandum Of Understanding
EHP FY 2021/2022
Somerset County Health Department
City of Salisbury
F389N
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2. SCHD will provide technical assistance as needed and related to this grant.
3. SCHD will monitor compliance through review of written report documentation, review of supportive documents for allowable costs, and observation of activities during scheduled on site monitoring visits two times within the grant year.
4. SCHD will attend all DHCD meetings and trainings related to this grant and share relevant information.

II. City of Salisbury agrees to the following:

1. City of Salisbury will submit invoices to SCHD monthly with supporting documentation for services rendered. Invoice must be on contractor letterhead with Federal Tax ID/Social Security Number; 52-2156095, and amount due. Expenses dating back to March 1, 2021 are eligible for reimbursement when submitted within the contract time frame.
2. City of Salisbury will submit an invoice each month to SCHD on the 15th or no later than the 30th of each month upon signing this agreement.
3. City of Salisbury must provide full supporting documentation that is maintained on site and made available to the SCHD during scheduled monitoring visits two times during the grant year.
4. City of Salisbury will submit reports and necessary data to Somerset County Health Department as required by the Department of Housing and Community Development(DHCD).

This memorandum is subject to the policies of the Maryland Department of Health as incorporated in the Human Service Agreement Manual.

Neither party to the Memorandum of Understanding shall be deemed the agency, the servant nor employee of the other, nor shall this agreement be construed as a contract to procure goods or services under the State of Maryland.

**Memorandum Of Understanding
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Shannon Frey will serve as the Somerset County Health Department contact for purposes of administering this grant. She can be reached at shannon.frey@maryland.gov or by phone at 410-523-1700.


Christine Chestnut, will serve as the contact at the City of Salisbury, and will be responsible for implementation of this project. She can be reached at cchestnutt@salisbury.md or by phone at 410-341-3031.

This memorandum is effective **July 27, 2021** until **June 30, 2022** and may be terminated by either party with two weeks written notice. This memorandum may be amended only by written consent of both parties. All funds must be spent by **June 30, 2022**.

III. Signatures:

By signing below, the parties acknowledge their agreement to above terms.

Signed: 
Danielle Weber, MS, RN
Health Officer, Somerset County Health Department

Signed: 
Signature of Mayor of Salisbury or Designee

Date: 28 July 2021

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ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE SOMERSET COUNTY HEALTH DEPARTMENT FOR THE PURPOSE OF ACCEPTING EMERGENCY HOUSING PROGRAM GRANT FUNDS IN THE AMOUNT OF \$34,000, AND TO APPROVE A BUDGET AMENDMENT TO THE GRANT FUND TO APPROPRIATE THESE FUNDS FOR THE 2021 COLD WEATHER SHELTER.

WHEREAS, the Maryland Department of Housing & Community Development (DHCD) has awarded SFY21 Emergency Housing Program (EHP) funding to the Somerset County Health Department; and

WHEREAS, the City of Salisbury submitted a grant application to the Somerset County Health Department for funding to support the 2021 Cold Weather Shelter; and

WHEREAS, the Somerset County Health Department has awarded the City EHP grant funds in the amount of \$34,000; and

WHEREAS, the City of Salisbury must enter into a Memorandum of Understanding with the Somerset County Health Department defining how these funds must be expended; and

WHEREAS, all funds shall be used for operational costs and essential services for the FY21 Cold Weather Shelter; and

WHEREAS, § 7-29 of the Salisbury City Charter prohibits the City from entering into a contract that requires an expenditure not appropriated or authorized by the Council of the City of Salisbury; 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 ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:

Section 1. Mayor Jacob R. Day is hereby authorized to enter into a Memorandum of Understanding with the Somerset County Health Department, on behalf of the City of Salisbury, for the City’s acceptance of grant funds in the amount of \$34,000.

BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:

Section 2. The City of Salisbury’s Grant Fund Budget be and hereby is amended as follows:

(a) Increase DHCD / EHP (Somerset County Health Dept.) Revenue Account No. 10530-423604-XXXXX by \$34,000.

(b) Increase Cold Weather Shelter Operating Expense Account No. 10530-546006-XXXXX by \$34,000.

BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:

Section 3. It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

Section 4. It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

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Section 5. The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 5.

Section 6. 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 Mayor and Council of the City of Salisbury held on the _____ day of _____, 2021 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the _____ day of _____, 2021.

ATTEST:

Kimberly R. Nichols, City Clerk

John R. Heath, City Council President

Approved by me, this _____ day of _____, 2021.

Jacob R. Day, Mayor