

**ORDINANCE NO. 2697**

**AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE SOMERSET COUNTY HEALTH DEPARTMENT FOR THE PURPOSE OF ACCEPTING EMERGENCY SOLUTIONS GRANTS – CARES ACT (ESG-CV2) FUNDS IN THE AMOUNT OF 117,600, AND TO APPROVE A BUDGET AMENDMENT TO THE GRANT FUND TO APPROPRIATE THESE FUNDS FOR A HOMELESS SERVICES CASE SPECIALIST, RAPID RE-HOUSING RENTAL ASSISTANCE, PORTABLE TOILETS AND HAND WASHING STATIONS.**

**WHEREAS**, the Somerset County Health Department has been charged with the administration of grant funds received by the Maryland Department of Housing and Community Development (“DHCD”) Emergency Solution Grants (“ESG-CV 2”), a program under the Coronavirus Aid, Relief and Economic Security Act of 2020 (the “CARES Act”) to prevent, prepare for and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance, and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus; and

**WHEREAS**, the City of Salisbury submitted a grant application to the Somerset County Health Department for funding to hire an additional Homeless Services Case Specialist, provide additional Rapid Re-Housing rental assistance to homeless clients, and provide funding for two (2) portable toilets and two (2) hand washing stations for one (1) year; and

**WHEREAS**, the Somerset County Health Department has awarded the City ESG-CV2 grant funds in the amount of \$117,600; and

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

**WHEREAS**, all funds shall be used to hire a new Homeless Services Case Specialist, provide additional Rapid Re-Housing rental assistance, and provide funding for two (2) portable toilets and two (2) hand washing stations for one year; 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 grant agreement 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 \$117,600.

**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 / ESG-CV2 Revenue Account No. 10530–423603–XXXXX by \$117,600.
- (b) Increase City Grant Match Revenue Account No. 10530–499000–XXXXX by \$6,298.

- (c) Increase Salaries–Non-Clerical Expense Account No. 10530–501002–XXXXX by \$36,792.
- (d) Increase FICA Expense Account No. 10530–502010–XXXXX by \$2,815.
- (e) Increase Health Insurance Expense Account No. 10530–502020–XXXXX by \$14,944.
- (f) Increase Life Insurance Expense Account No. 10530–502030–XXXXX by \$26.
- (g) Increase Retirement Expense Account No. 10530–502041–XXXXX by \$3,889.
- (h) Increase Worker’s Comp Expense Account No. 10530–502070–XXXXX by \$1,832.
- (i) Increase Operating Expense Account No. 10530–546006–XXXXX by \$3,600.
- (j) Increase Rapid Re-Housing – Rental Assistance Expense Account No. 10530–534505–XXXXX by \$60,000.

**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.

**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 22<sup>nd</sup> day of November, 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 13<sup>th</sup> day of December, 2021.

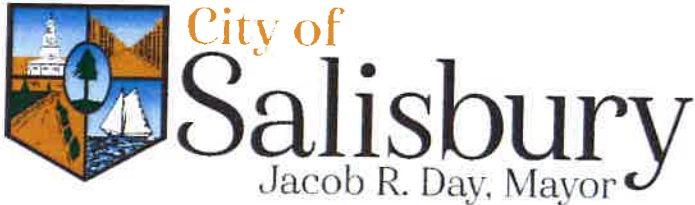
**ATTEST:**

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

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

Approved by me, this 14th day of December, 2021.

  
\_\_\_\_\_  
**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 ESG-CV2 (Emergency Solutions Grant-Cares Act) Funding  
Date: November 4, 2021

The City of Salisbury has received an award of SFY 2021 ESG-CV2 (Emergency Solutions Grant-Cares Act) 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 \$117,600.00 in SFY 2021 ESG-CV2 funds that have been awarded to the City of Salisbury. These funds will be utilized to hire a new Homeless Services Case Specialist, provide additional Rapid Rehousing Funding and to provide funding for 2 portable toilets and 2 handwashing stations for a year.

Please forward this information to the City Council to be placed on their agenda for the November 15, 2021 work session, the November 22, 2021 legislative meeting, and second reading / final passage at the December 13, 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

[echestnutt@salisbury.md](mailto:echestnutt@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) Emergency Solution Grants (ESG-CV 2) a program under the Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act) to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance, and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus under the Emergency Solutions Grants program

The following agreement entered the 26th day of August 2021, by and between Somerset County Health Department and City of Salisbury to provide resources for the Lower Shore households experiencing homelessness in Wicomico County, sets forth the following deliverables:

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

- I. SCHD will provide funding, for all invoices from The City of Salisbury for street outreach and Rapid Rehousing and shall be compensated, not to exceed a total of **\$117,600** during this contract period, which compensation shall be paid only for required services actually performed. Expenses dating back to October 1, 2020 are eligible for reimbursement when submitted within the contract time frame.

Listed is the breakdown of the funding:

- a) **\$3,600** for Street Outreach
- b) **\$114,000** for Rapid Rehousing

**Memorandum of Understanding  
HSP FY 2021/2022  
Somerset County Health Department  
City of Salisbury  
F264N  
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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, and amount due. Expenses dating back to October 1, 2020 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).

**Memorandum of Understanding**  
**ESG-CV 2 grant FY 2021/2022**  
**Somerset County Health Department**  
**City of Salisbury**  
**F264N**  
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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.


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](mailto:shannon.frey@maryland.gov) or by phone at 410-523-1700.

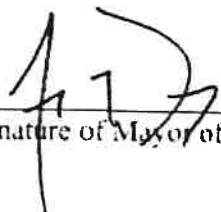
Christine Chestnut, will serve as the contact at the City of Salisbury, and will be responsible for implementation of this project. She can be reached at [cchestnutt@salisbury.md](mailto:cchestnutt@salisbury.md) or by phone at 410-341-3031.

This memorandum is effective August 26, 2021 until December 31, 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 December 31, 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: AUGUST 27, 2021