



**SALISBURY CITY COUNCIL
WORK SESSION AGENDA**

MONDAY, MAY 1, 2023

Government Office Building, Council Chambers and Zoom Video Conferencing

- 4:30 p.m. Resolution to approve the City's Action Plan for Community Development Block Grant (CDBG) funds for the CDBG Program Year 2023- Grants Manager Jo Ellen Bynum
- 4:35 p.m. Resolution to approve property transfers connected to the Community Development Projects Fund- Procurement Director Jennifer Miller, Housing and Community Development Director Ron Strickler
- 4:40 p.m. Ordinance to amend the FY23 General Fund Budget and the FY23 Water and Sewer Fund Budget to appropriate additional funds for Field Operations- Asset and Facility Manager Jake Pavolik
- 4:45 p.m. Ordinance to amend the FY23 General Fund Budget to appropriate funds received from the recycling of scrap metal- Deputy Director Sam Ireland
- 4:50 p.m. Ordinance to amend the FY23 General Fund Budget to appropriate funds to the Salisbury Fire Department's Operating Budget- Deputy Chief Chris O'Barsky
- 4:55 p.m. Discussion- Shopping Carts and Vagrants
- 5:05 p.m. Discussion- Labor Code- City Attorney Ashley Bosché and City Administrator Andy Kitzrow
- 5:20 p.m. Administration and Council Comments
- 5:25 p.m. Adjournment/Convene in Special Meeting

*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/88163253286?pwd=K3RtZUhUMHNucDRPU2IHbnROQzZVUT09>

Meeting ID: 881 6325 3286

Passcode: 812389

Phone: 1.301.715.8592

Posted 4/28/23

Finance Department – Grants Office

MEMO

To: Andy Kitzrow

From: Jo Ellen Bynum

**Subject: Resolution Authorizing the Mayor to Submit
the 2022 CDBG Action Plan to HUD**

Date: April 21, 2023

The Finance Department- Grants Office has completed the 2023 Community Development Block Grant (CDBG) Action Plan. For PY 2023 Salisbury's allocation from HUD is \$363,857; approximately 1% less than what was received in PY 2022.

For the 2023 Action Plan, the following projects have been approved by the City Administration:

General Administration (20%)	\$72,771
City of Salisbury – Low-Mod Sidewalk Construction & Pedestrian Improvements	\$222,086
City of Salisbury- Homeless Services Intensive Case Manager	\$ 19,000
City of Salisbury- Anne Street Village Construction/Rehab	\$ 50,000
Total	<u>\$363,857</u>

The first public hearing on the 2023 Action Plan was held on April 12, 2023 in the Council Chambers. This hearing provided an overview of the 2023 Action Plan and allowed citizens an opportunity to comment on the proposed project and provide their views on the community development needs of the City of Salisbury. No comments were received.

A second CDBG public hearing will be held on April 26, 2023 to provide citizens with a status report on the CDBG projects that are currently underway and/or have been completed in the last year, as well as an opportunity to comment on the housing and community development needs of the City of Salisbury.

The draft of the 2023 CDBG Action Plan was made available for public review beginning on March 24, 2023. The Action Plan was posted on the City website under the Housing & Community Development Department – Community Development section. The 30-day public comment period will end on April 24, 2023. No comments have been received.

Attached is the Resolution to approve the 2023 CDBG Action Plan for the City of Salisbury, and to authorize the Mayor to submit said plan to HUD for their review and approval. Please include this item for the May 1, 2023 legislative meeting. Thank you for your assistance.

Jo Ellen Bynum
Grants Manager
Finance Department

Attachment
CC: Olga Butar
Kim Nichols
Julie English

44
45
46
47
48
49
50
51
52
53
54
55
56
57

ATTEST:

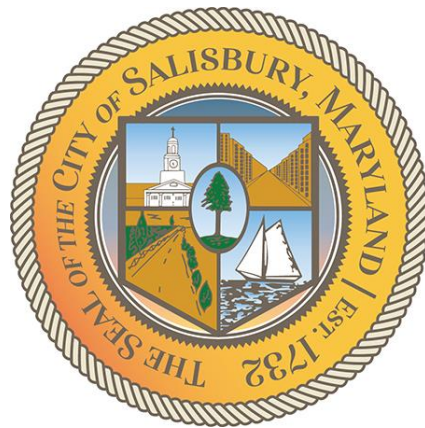
Kimberly R. Nichols, City Clerk

Muir W. Boda, City Council President

Approved by me, this _____ day of _____, 2023.

John R. Heath, Acting Mayor

City of Salisbury



Annual Action Plan

CDBG PY 2023
(7/1/2023 – 6/30/2024)

Prepared By:
City of Salisbury
Finance Department – Grants Office
125 N. Division Street, #103
Salisbury, Maryland 21801

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Salisbury has prepared a Consolidated Plan which covers a five (5) year period from July 1, 2019 - June 30, 2024. For each CDBG Program Year the City must also prepare an Annual Action Plan to guide its use of affordable housing and community development resources. Both Plans address three basic goals: (1) the provision of decent housing, (2) the creation of a suitable living environment, and (3) the expansion of economic opportunities, primarily to benefit low- and moderate-income persons. The Consolidated Plan and Annual Action Plans also serve as the City of Salisbury’s application for federal Community Development Block Grant (CDBG) Program funds. The City is not eligible as a grantee for any other formula entitlement programs administered by HUD.

The Strategic Plan portion of Salisbury’s Consolidated Plan covers a five (5) year period from July 1, 2019 to June 30, 2024 (using CDBG Program Year (PY) 2019–2023 funds). This Annual Action Plan covers the upcoming one-year program period beginning July 1, 2023 and ending June 30, 2024 (using CDBG PY 2023 funds).

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The “Vision” of the Five-Year Consolidated Plan is to serve as a consolidated planning document, an application, and a strategic plan for the City of Salisbury. The City of Salisbury’s PY 2019-2023 Five Year Consolidated Plan proposes the following six (6) strategies to address the priority needs in the City:

Housing Strategy -

Priority Need: There is a need for additional decent, safe, sanitary, and affordable housing for homebuyers, homeowners, and renters.

Goals:

HS-1 Homeownership – Increase the supply of owner-occupied housing units through housing counseling, down payment assistance, and closing cost assistance.

HS-2 Housing Construction – Encourage the construction of new affordable housing units in the City for owners and renters.

HS-3 Housing Rehabilitation – Conserve and rehabilitate existing affordable housing units occupied by owners and renters in the City by addressing code violations, emergency repairs and handicap accessibility.

Homeless Strategy -

Priority Need: There is a need for housing access for homeless persons and persons at-risk of becoming homeless.

Goals:

HO-1 Housing – Support the Continuum of Care's efforts to provide emergency shelter, transitional housing, permanent supportive housing, and other permanent housing opportunities.

HO-2 Operation/Support – Assist providers operating housing or providing support services for the homeless and persons or families at-risk of becoming homeless.

Other Special Needs Strategy -

Priority Need: There is a need for housing access, services, and facilities for persons with special needs.

Goals:

SN-1 Housing – Support an increase in the supply of accessible, decent, safe, sanitary, and affordable housing for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs through rehabilitation of existing buildings and new construction.

SN-2 Social Services – Support social service programs and facilities for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.

Community Development Strategy -

Priority Need: There is a need to improve the community facilities, infrastructure, public services, and quality of life in the City of Salisbury.

Goals:

CD-1 Community Facilities and Infrastructure – Improve the City’s public facilities and infrastructure through rehabilitation, reconstruction, and new construction.

CD-2 Public Safety and Services – Improve and enhance public safety, public services, and public programs.

CD-3 Connectivity – Improve connectivity within the City and to surrounding communities through physical, visual, transportation, and accessibility improvements.

CD-4 Clearance/Demolition – Remove and eliminate slum and blighting conditions throughout the City.

Economic Development Strategy –

Priority Need: There is a need to encourage employment and economic opportunities in the City of Salisbury.

Goals:

ED-1 Employment – Support and encourage job creation, job retention, and job training opportunities.

ED-2 Development – Support business and commercial growth through expansion and new development.

ED-3 Redevelopment – Plan and promote the development, redevelopment, and revitalization of vacant commercial and industrial sites.

Additional Summary Information

ED-4 Financial Assistance – Support and encourage new economic development through local, state, and federal tax incentives and programs such as Tax Incremental Financing (TIF), Tax Abatements (LERTA), Payment in Lieu of Taxes (Pilot), Enterprise Zones/Entitlement Communities, Section 108 Loan Guarantees, Economic Development Initiative (EDI) funds, etc.

ED-5 Access to Transportation – Support the expansion of public transportation and access to bus and automobile service to assist residents’ transportation needs for employment and job training opportunities.

Administration, Planning, and Management Strategy –

Priority Need: There is a need for planning, administration, management, and oversight of federal, state, and local funded programs.

Goals:

AM-1 Overall Coordination – Provide program management and oversight for the successful administration of federal, state, and local funded programs, including planning services for special studies, environmental clearance, fair housing activities, and compliance with all federal, state, and local laws and regulations.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Each year the City prepares its Consolidated Annual Performance Evaluation Report (CAPER). This report is submitted within ninety (90) days after the start of the new program year. The CAPER is available for review on the City of Salisbury website under the Housing and Community Development Department (HCDD) - Community Development section.

The PY 2021 CAPER, which was the third CAPER for the PY 2019-2023 Five Year Consolidated Plan, was submitted to HUD prior to the September 2022 due date and is still being reviewed by the Baltimore filed office. In the PY 2021 CAPER, the City expended 100% of its CDBG funds to benefit low- and moderate-income persons. The City expended 0% of its funds during the PY 2021 CAPER period on public service, which has a statutory maximum of 15%. The City expended 19.07% of its funds during this CAPER period on Planning and Administration, which is below the statutory maximum of 20%. As a CDBG Entitlement grantee, in accordance with the CDBG regulations at 24 CFR 570.902, the City must have a balance no greater than one and one-half (1.5) times its annual grant remaining in the Line of Credit, 60 days prior to the end of the program year. As of March 20, 2023 the City of Salisbury had an expenditure ratio of 1.41:1, and is in compliance with the standard. On January 30, 2023 Salisbury completed a substantial drawdown on the PY 2020 and PY 2021 Truitt Street Community Center Rehab/Expansion projects, resulting in meeting timeliness standards 3 months prior to the May deadline.

One project was funded in PY 2022 to for the Rehabilitation/ Expansion of Waterside Park. The Environmental Review Record is underway and development of a project scope and procurement package is in process.

The City did not make any changes to its Five-Year Priorities and Goals during the previous plan year.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Salisbury, in compliance with the City's Citizen Participation Plan, advertises and holds two (2) public hearings annually on the community development needs of the City. These hearings are held in the City Council Chambers to provide residents with the opportunity to discuss the City's CDBG program and to offer their suggestions on future CDBG program priorities.

The CDBG public hearings are additionally broadcast live on Cable Channel 14 (PAC-14), and the recordings of the hearings are posted on YouTube for viewing after the original broadcast. A copy of the notices for both of the CDBG Public Hearings which ran in the Daily Times newspaper and the minutes from both meetings is included in the 'Citizen Participation' section of the exhibits of the final version of the Annual Action Plan.

All CDBG Public notices are published in the Legal section of the Daily Times newspaper, and posted on the City's website and the City's Facebook page. Copies of all CDBG Public Notices are also e-mailed to the local HALS CoC Director, and to the Wicomico County NAACP Branch Director, per their individual requests.

The City of Salisbury updated its Citizen Participation Plan in 2020 to include the new procedures that were authorized by HUD to allow for alternate methods of holding public hearings and expedited public comment periods during disasters and/or emergencies. The updated Citizen Participation Plan was approved by the Salisbury City Council at their legislative meeting on May 26, 2020.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Two public hearings for CDBG PY 2023 were scheduled for April of 2023.

The first public hearing was April 12, 2023. The hearing allowed citizens an opportunity to comment on the 2023 Action Plan and provide their views on the community development needs of the City of Salisbury. No public comments were received at the meeting. Written comments were accepted through April 24 at 4:30 p.m.; no written comments were received.

The second public hearing was held on April 26, 2023. This hearing provided citizens with a status report on the CDBG projects that are currently underway and those that were completed over the last year; no public comments were received.

6. Summary of comments or views not accepted and the reasons for not accepting them

The 30-day public comment period for the PY 2023 CDBG Action Plan will run from March 24, 2023 to April 24, 2022. Written comments were accepted from the public on the PY 2023 Action Plan during the 30-day public comment period; however no public comments were received.

7. Summary

As outlined in the Citizen Participation Plan adopted by the City Council, the Finance Department encourages service providers, citizens and other interested individuals to comment on the City's housing and community development needs. All CDBG Public notices are published in the Legal section of the Daily Times newspaper, and posted on the City's website and the City's Facebook page. Copies of all CDBG Public Notices are also e-mailed to the local HALS CoC Director, and to the Wicomico County NAACP Branch Director, per their individual requests.

The overall goal of the housing, homeless, other special needs, community development, economic development, anti-poverty, and planning programs covered by the Five Year Consolidated Plan is to strengthen cooperation with other jurisdictions and to develop partnerships among all levels of government and the private sector. This includes for-profit and non-profit organizations, to enable them to provide decent housing, establish and maintain a suitable living environment, and expand economic opportunities for every resident.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	SALISBURY	Finance Department

Table 1 – Responsible Agencies

Narrative (optional)- In PY 2021 it read managed by Grants Manager, who reports to the Assistant Director of Finance - Operations

The City of Salisbury's Finance Department is the administrating agency for the CDBG Program. The CDBG Program is managed by the Grants Manager, who reports to the Assistant Director of Finance – Operations. The Department is responsible for the preparation of the Five-Year Consolidated Plans, Annual Action Plans, Environmental Review Records (ERRs), Consolidated Annual Performance Evaluation Reports (CAPERs), as well as monitoring, processing pay requests, contracting, and oversight of the projects / programs on a day-to-day basis.

In those years when the City elects to hold an open funding round for CDBG, it conducts a competitive application process to award funds to other public agencies and local 501(c)(3) non-profit organizations to undertake CDBG eligible activities. However, in some years the City may choose to utilize the CDBG funds internally to conduct eligible activities that meet a national objective.

Consolidated Plan Public Contact Information

Jo Ellen Bynum
Grants Manager
City of Salisbury
125 N. Division St
Salisbury, MD 21801
Email: jbynum@salisbury.md
Phone: 410-548-3110

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

In those years when the City elects to hold an open funding round for the Community Development Block Grant (CDBG) program, it conducts a competitive application process to award funds to other public agencies and local 501(c)(3) non-profit organizations to undertake CDBG eligible activities. The applications received are reviewed by the CDBG Review Committee and/or City Staff members. A public hearing is held to allow the applicants to make a verbal presentation on their project to the CDBG Review Committee, and field questions from the Committee members. Following the public hearing the Committee members formulate an award recommendation which is submitted to the Mayor and/or City Administrator for review and approval. When the projects / amounts have been finalized the draft Action Plan is created, and the public is given an opportunity to provide comments. When the public comment period has elapsed, the City Council passes a Resolution approving the Action Plan and authorizing the Mayor to submit it to HUD for review and approval. A percentage of the City's CDBG funds are then awarded to the non-profit applicants for eligible activities. However, in some years the City may choose to utilize the CDBG funds internally to conduct eligible activities that meet a national objective.

Each year, as a part of the CDBG application process, local agencies/organizations and individuals are invited to participate in the consultation process through attending a public hearing or responding directly to the draft documents that are posted for public comment.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City acts as the single point of contact to coordinate efforts between public and assisted housing providers, as well as private and governmental health, mental health, and social service agencies. The City works with the following agencies to enhance funding and service allocations to address the housing and community development needs of the City:

- Salisbury Finance Department -- oversees the City's CDBG grant program
- The Wicomico County Housing Authority -- manages the Housing Choice Voucher Program and Public Housing Units
- Social Services Agencies -- provide supportive services to address the needs of low- and moderate-income persons
- Housing Providers -- rehabilitate and develop affordable housing units for low- and moderate-income households

- Homeless Alliance for the Lower Shore Continuum of Care (HALS CoC) Committee -- oversees the Continuum of Care (CoC) network including the City

Collaboration and coordination with these entities will continue in order to capitalize on potential future funding opportunities, as well as potential project partnerships, that would result in increased benefits to low- and moderate-income households and persons.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Homeless Alliance for the Lower Shore Continuum of Care Committee (HALS CoC) is the Continuum of Care for Salisbury. The HALS CoC was formed to provide supportive services and housing for the homeless individuals and families in Wicomico, Somerset, and Worcester Counties. Members include representatives from local housing programs, county homeless boards, area shelters, non-profits, service organizations, state, federal and county agencies, faith community, law enforcement, universities, Board of Education representatives of the three school districts, mental health agencies, hospitals, employment agencies, permanent supportive housing providers, landlords, local providers, foundations, the business community, local residents and formerly homeless individuals.

Subrecipient CoC and ESG funded projects address the needs of homeless persons through the Continuum of Care Lead Agency's direction to prevent and end homelessness in the area. Various organizations and individuals participate in an assortment of ways through joint collaboration to end homelessness. These organizations accomplish this goal by addressing the immediate and ongoing needs of homeless persons (chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness. The City, through various departments, regularly meets with CoC representatives to discuss efforts to address the needs of homeless persons and persons at risk of homelessness. Additionally, CDBG funds have been used to financially support and leverage the efforts of the CoC, including but not limited to: shelter/housing support, supportive service activities, administrative support and eviction prevention assistance.

Since 2016, the City of Salisbury, in partnership with the Wicomico County Health Department (WiCHD) and Help and Outreach Point of Entry, Inc. (HOPE), has been running a permanent supportive housing (PSH) program for chronically homeless persons. This program adheres to a 'Housing First' philosophy, stressing a relatively low barrier for access to the program and high bar for ejection from the program. In 2023, the City of Salisbury placed 1 additional household in the PSH program, consisting of 3 adults and 3 children. One household exited the program and moved out of state. Currently the City's PSH program has 10 active households, with a total of 13 people, consisting of 13 adults.

Participants are housed in private, scattered-site rentals, with the majority of the cost of housing (rent and utilities) covered by the City. Participants are required to contribute 30% of their income to the payment of their rent. The WiCHD provides targeted case management (TCM) to participants of the program, reimbursable through Medicaid. The case managers meet with the program participants approximately once a week. As needed, the Homeless Alliance of the Lower Shore provides ongoing support and advice to the City on operating the program.

The City launched its “Here Is Home” program in September 2021, to address housing supply, affordability, and homelessness. As part of this initiative the City has constructed Anne Street Village. This facility consists of a community of tiny homes and offers 24 transitional housing units for chronically homeless residents; currently slated to open Spring 2023. The facility occupants will be provided access to jobs services through the City’s “Way To Work” jobs program and will receive intensive case management services.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The CoC manages ESG funds and consults with the state agency that awards ESG funds for the balance of the state to the three (3) local jurisdictions to fund sub-recipients for ESG services. All of the ESG program sub-recipients are active participants of the CoC and serve on the CoC's governing board. In 2018 the State combined all homeless funding under the Homelessness Solutions Programs (HSP), including ESG. The CoC submits the application to the State for agencies providing ESG funded services for Outreach, Shelter, Rapid Rehousing and Prevention, all with case management. The CoC Ranking Committee reviews the project applications and forwards their recommendations to the CoC Lead for submission to the State. The City of Salisbury is one of the agencies that submits projects to provide rapid rehousing and outreach to the HALS CoC for inclusion in the annual HSP application. The CoC uses HMIS reports and the State Data Warehouse to monitor program progress by accessing data quality, number of clients served, bed utilization, length of stay, returns to homelessness, and exits to permanent housing. HMIS data is also used for PIT, HIC, AHAR/LSA, SSVF, and numerous HMIS reports that assures HMIS data can be used to prevent and end homelessness in the local CoC.

The CoC uses a ranking tool for both CoC and ESG funded projects with objective criteria. For CoC funded projects, the agencies use the CoC ranking spreadsheet provided by HUD that captures APR results to measure progress in ending chronic homelessness, housing stability, increasing income, and obtaining mainstream benefits for project participants. This tool is used by the monitoring and ranking committee to rank projects and the recommendation is then presented to the full CoC for a vote. The CoC ranking is made available to CoC members and is posted on its website.

For ESG, CoC, and SSVF funded projects, the HMIS administrator sends reports to agencies to document data quality. While the data quality standard is 90%, the CoC routinely exceeds this threshold. Should reports show data quality issues, the HMIS system administrator provides additional applicable training to staff. For projects submitting data into the State Data Warehouse, the HMIS administrator provides technical assistance and additional training to ensure that ESG programs meet the performance and data quality standards. The HMIS administrator goes over report results with program management staff and trains management and agency staff in how to ensure data quality. On a monthly basis, the HMIS administrator runs data quality reports and provides comprehensive HMIS data to the CoC on all projects on a quarterly basis.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Salisbury Neighborhood Housing Services, Inc.
	Agency/Group/Organization Type	Housing Services – Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City continues to work with SNHS by providing CDBG-CV3 funding for the COVID-19 Rental/Mortgage Assistance Program, and CDBG funding for the Homebuyer Assistance Grants program.
2	Agency/Group/Organization	HABITAT FOR HUMANITY OF WICOMICO COUNTY
	Agency/Group/Organization Type	Housing Services – Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	In 2021 the City awarded funding to Habitat for a housing unit to be constructed at 313 Barclay Street. Construction began on the house in March 2022, and was completed January 2023. The Director contacted the City in the fall of 2022 and expressed that they are seeking another property to acquire for the purpose of constructing an additional unit and would welcome the opportunity to partner with the City in the next open funding round for the house construction.

3	Agency/Group/Organization	Wicomico County Housing Authority
	Agency/Group/Organization Type	Housing PHA Services - Housing Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Wicomico County Housing Authority was contacted for updated information on their new apartment complex, as well as the funding allocated for the management and operation of its existing public housing units and any physical improvements to be made to those units.
4	Agency/Group/Organization	Homeless Alliance for the Lower Shore Continuum of Care Committee
	Agency/Group/Organization Type	Services - Housing Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The Homeless Alliance of the Lower Shore (HALS) is the local Continuum of Care (CoC) organization which serves Somerset, Wicomico, and Worcester Counties. They provide updated information on the activities and accomplishments of the CoC. The City of Salisbury participates in the monthly HALS CoC meetings. The Strategic Planning Subcommittee of the HALS CoC works with various types of local facilities (i.e. health care, mental health, foster care, and correctional) to ensure that persons being discharged from a system of care are not routinely discharged into homelessness. Copies of all CDBG Public Notices are e-mailed to the local HALS CoC Director, per her request.</p>
5	<p>Agency/Group/Organization</p>	<p>Wicomico County Health Department</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Children Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health Health Agency Other government - County</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Lead-based Paint Strategy</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The Wicomico County Health Department handles the Lead Poisoning Prevention Program. The purpose of the Lead Poisoning Prevention Program is to identify children with elevated Blood Lead Levels (BLL) and provide appropriate intervention to improve their health status. Families of children with BLL 10 mcg/dl or greater will receive case management services until the client has two BLL's less than 5 mcg/dl. Families of children with BLL 5-9 mcg/dl will receive educational services.</p>

6	Agency/Group/Organization	Tidal Health Peninsula Regional
	Agency/Group/Organization Type	Services-Health Health Agency Major Employer
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
7	Agency/Group/Organization	Wicomico County Department of Social Services
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Service-Fair Housing Child Welfare Agency Other government - County
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.

8	Agency/Group/Organization	Wicomico Partnership for Families & Children
	Agency/Group/Organization Type	Services-Children Child Welfare Agency Other government - County Planning organization Community Needs Assessment
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Services for children, adolescents and families
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
9	Agency/Group/Organization	MAC, INC.
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.

10	Agency/Group/Organization	Shore-Up, Inc.
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Education Services-Employment Child Welfare Agency Energy Assistance and Tax Preparation
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
11	Agency/Group/Organization	Wicomico County NAACP Branch 7028
	Agency/Group/Organization Type	Regional organization Civic Leaders Advocacy
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so. Copies of all CDBG Public Notices are also e-mailed to the local NAACP Director, per her request.
12	Agency/Group/Organization	Telamon Corp.
	Agency/Group/Organization Type	Services-Education Services-Employment Service-Fair Housing Advocacy
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
13	Agency/Group/Organization	VILLAGE OF HOPE
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Village of Hope is a transitional facility that serves homeless women and their children. They have received ESG funds through the City of Salisbury in the past, however now they are no longer eligible for these funds due to changes in regulatory enforcement pertaining to restrictions on gender of head-of-household. They are an active member of the HALS CoC, and the City works closely with them to address the issue of homelessness in our area. The City is in the process of awarding CDBG-CV3 funds to the Village of Hope to address emergency food needs exacerbated by the aftermath of the pandemic.
15	Agency/Group/Organization	Diakonia
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Diakonia serves many of the homeless individuals who come from the Salisbury area. They are an active member of the HALS CoC, and the City works closely with them to address the issue of homelessness in our area.
16	Agency/Group/Organization	Samaritan Shelter
	Agency/Group/Organization Type	Services-homeless

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Samaritan Shelter serves some of the homeless individuals who come from the Salisbury area. They are an active member of the HALS CoC, and the City works closely with them to address the issue of homelessness in our area.
17	Agency/Group/Organization	Salisbury Urban Ministries
	Agency/Group/Organization Type	Services-Children Services-homeless Services-Education Food Pantry, Meals for the Homeless, Prescription Assistance, Kid's Cafe After-School Program
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.

18	Agency/Group/Organization	Joseph House Crisis Center
	Agency/Group/Organization Type	Services-homeless Food Pantry, Meal Provision, Cash Assistance for Vital Needs
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
19	Agency/Group/Organization	Christian Shelter
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
20	Agency/Group/Organization	Help and Outreach Point of Entry (HOPE)
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	HOPE works to connect chronically homeless individuals with the necessary services. They are an active member of the HALS CoC, and the City works closely with them to address the issue of homelessness in our area.
21	Agency/Group/Organization	HALO Ministry
	Agency/Group/Organization Type	Services-homeless Day Facility, HALO Cafe, Thrift Ministry
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
22	Agency/Group/Organization	Life Crisis Center
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services – Victims
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Victims of domestic violence, rape, and sexual assault.
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.

23	Agency/Group/Organization	Hudson Health Services
	Agency/Group/Organization Type	Services-Health Health Agency Substance Abuse Disorders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
24	Agency/Group/Organization	Center 4 Clean Start
	Agency/Group/Organization Type	Services-Health Health Agency Substance Abuse Disorders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
25	Agency/Group/Organization	Salisbury Area Chamber of Commerce
	Agency/Group/Organization Type	Business Leaders

	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
26	Agency/Group/Organization	Salisbury-Wicomico Economic Development
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
27	Agency/Group/Organization	MARYLAND CAPITAL ENTERPRISES
	Agency/Group/Organization Type	Micro & Small Business Loans, Mentoring & Education, Consulting Services
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.

28	Agency/Group/Organization	Maryland Legal Aid Bureau
	Agency/Group/Organization Type	Service-Fair Housing Legal Services for Low-Income Individuals
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
29	Agency/Group/Organization	Wicomico County Administration
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Community Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
30	Agency/Group/Organization	Wicomico County Council
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Community Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.
31	Agency/Group/Organization	Bay Area Center for Independent Living, Inc.
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	All public notices concerning the City of Salisbury's CDBG program are advertised in the Legal section of the local newspaper (The Daily Times), and are also posted on the City website and the City's Facebook page. This affords the agency the opportunity to participate in the process should they elect to do so.

Identify any Agency Types not consulted and provide rationale for not consulting

All agency types were consulted. In those years when the City elects to hold an open funding round, local agencies/organizations are invited to submit proposals for CDBG-eligible activities and to participate in the consultation process through attending a public hearing and/or responding directly to the draft documents that are posted for public comment.

The City of Salisbury, in compliance with the City's Citizen Participation Plan, advertises and holds two (2) public hearings annually on the community development needs of the City. These hearings provide residents and interested agencies with the opportunity to discuss the City's CDBG program and to offer their suggestions on future CDBG program priorities. The CDBG public hearings are held in the Council Chambers and broadcast live on Cable Channel 14 (PAC-14). Videos of the hearings are posted on YouTube for viewing after the original broadcast.

A copy of the notice for both CDBG Public Hearings to be run in the Daily Times is included in the 'Citizen Participation' section of the exhibits.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Somerset County Health Department	The Homeless Alliance for the Lower Shore (HALS) CoC is the primary provider of housing and supportive services for the City of Salisbury's homeless population and those at risk of becoming homeless. The goals of the City and the HALS CoC are complementary.
Annual and Five Year Capital Plan	Wicomico County Housing Authority	The Wicomico County Housing Authority (WCHA) is the lead agency providing public housing assistance and Section 8 vouchers in the area. The goals of the City and the WCHA are complementary.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

City of Salisbury is the county seat for Wicomico County. Close consultation is maintained between City and County departments to ensure that the needs of the area are adequately addressed.

Wicomico County and the City of Salisbury have conducted joint planning activities since 1943 through the joint Planning and Zoning Commission and a joint planning office to provide assistance to both the City and the County. In 1989, in response to increased growth and change, the Planning Office was re-designated as the Department of Planning, Zoning and Community Development (PZ&CD). In 2003, the City of Salisbury joined with the State of Maryland, Wicomico County, Delmar, and Fruitland to establish the federally recognized Salisbury/Wicomico Metropolitan Planning Organization (MPO). The PZ&CD Department was designated as the MPO agency, and the administrator of related regional transportation planning funds. In December of 2011, a reorganization of certain County departments resulted in the transfer of the

permitting, inspection, and development related functions from the Department of Public Works to the PZ&CD Department. In 2017 a City Planner position was created in the City's Department of Infrastructure & Development (DID) to orchestrate City planning efforts and to perform the duties of the Planning Office. The City and County still share a joint Planning and Zoning Commission. The structure of the MPO is unchanged.

Development policies are determined by the Mayor and Council for the City of Salisbury. The Planning and Zoning Commission and the MPO Council have policy roles as designated by the governing bodies. The Planning Division of the Infrastructure & Development Department is an agency of the City government and follows the City administrative policies and procedures. It is funded by the City.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

The City of Salisbury, in compliance with the City's Citizen Participation Plan, advertises and holds two (2) public hearings annually on the community development needs of the City. These hearings provide residents with the opportunity to discuss the City's CDBG program and to offer their suggestions on future CDBG program priorities. The CDBG public hearings are held in the Council Chambers and broadcast live on Cable Channel 14 (PAC-14). Videos of the hearings are posted on YouTube for viewing after the original broadcast.

A copy of the notice to be run in the Daily Times for both CDBG Public Hearings is included in the 'Citizen Participation' section of the exhibits, including minutes from both meetings.

A "Draft" Action Plan was displayed on the City's website at <http://www.salisbury.md> from March 24, 2022 until April 24, 2022 for review and comment. No comments were received; no comments on the Action Plan were rejected and/or not accepted by the City of Salisbury.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	The first public hearing was held on April 12, 2023. This hearing provided an overview of the projects included in the 2023 Action Plan, and gave the public the opportunity to comment on the City's housing and community development needs.	Proposed projects for the PY2023 funding year were outlined; no comments were received.	No comments were received. No comments were rejected and/or not accepted	
2	Public Meeting	Non-targeted/broad community	The second public hearing was scheduled for April 26, 2023 to provide citizens with a status report on the CDBG projects that are currently underway and those that were completed in the last year.	No comments were received.	No comments were rejected and/or not accepted	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

HUD has informed the City of Salisbury that it will receive \$363,857 in CDBG funds for the PY 2023 program year. This amount is approximately 1.00% less than the amount of funding awarded to the City in PY 2022. The City's PY 2023 CDBG program year starts on July 1, 2023 and concludes on June 30, 2024.

The City is not a direct recipient of HUD's Emergency Solutions Grant (ESG), Housing Opportunities for People With AIDS (HOPWA), or HOME Partnership (HOME) funds. Entities within the City are encouraged to apply for funding under these programs through the Maryland Department of Housing and Community Development (DHCD). The City will support applications that are submitted to DHCD that address the needs and strategies identified in the Consolidated Plan.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	363,857	0	0	363,857	0 • New Con Plan will be developed for PY24-PY28	The CDBG entitlement program allocates annual grants to larger cities and urban counties to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic prospects, principally for low- and moderate-income persons.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City will continue to utilize federal, state and private resources currently available to develop and expand affordable rental opportunities, homeownership options for low- and moderate-income households, and to promote other critical community sustainability initiatives.

Other resources available to help the City address its housing and community development needs include funds from the Maryland Department of Housing and Community Development (DHCD), such as low interest mortgage finance (HOME funds), housing rehabilitation money (Maryland Housing Rehabilitation Program - MHRP funds), Special Targeted Area Rehabilitation (STAR) Program funds, lead-based paint reduction funds (Lead Hazard Reduction Program), first-time homebuyer settlement expenses, rental allowance funds (Rental Allowance Program), and neighborhood revitalization program (Community Legacy and Neighborhood Partnership) funds.

Salisbury has successfully obtained funding from the Environmental Protection Agency, the National Fish & Wildlife Foundation, the Maryland Department of Natural Resources, the Department of Transportation, and the State Highway Administration. To help with crime reduction and revitalization activities the City has received funds through the Law Enforcement Block Grant program, the Edward Byrne Memorial Justice Assistance Grant (JAG) program, the Bulletproof Vest Partnership Program (DOJ), as well as Wicomico Exile (gun control), the Gun Violence Reduction Initiative, and the Maryland Criminal Intelligence Network (MCIN) through the Governor's Office of Crime Control & Prevention (GOCCP).

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan?

In December 2020 the City completed the acquisition of the Truitt Street Community Center, so that property is now owned by the City / publicly owned. The acquisition was accomplished with a combination of State of Maryland grant funds received through the Department of General Services (DGS), some reallocated 2018 CDBG funds, and City funds. The Truitt St. Community Center is located in the Church Street - Doverdale CDBG Target Neighborhood.

Now that the City owns the Truitt St. Community Center we are moving forward with making some much-needed major improvements to the facility. The City set aside \$150,000 in PY 2020 CDBG funds, \$85,796 in PY 2021 CDBG funds, and the City has allocated \$220,000 in bond funding for the rehabilitation / expansion of the Truitt St. Community Center. This gives the project a total budget of \$455,796. The City has completed the exterior of the major expansion and is currently in the process of developing a procurement package for the interior build-out of the new facility

The Truitt Street Community Center is open to anyone who would like to participate in the activities offered, however the youth served at the Community center are typically between 10 and 24 years of age. The Center is located in the Church Street-Doverdale CDBG target neighborhood, which has an average low-mod percentage of 77.5%.

The City has committed PY 2022 CDBG funds to make improvements to another City owned / publicly owned facility - Waterside Park. The Waterside Park Improvements project will include the installation of restrooms and a pavilion with picnic tables. This project will be completed with a combination of CDBG funds and City funding. Waterside Park is located in the Westside CDBG Target Neighborhood, in Census Tract 3 / Block Group 2, which has a low-mod percentage of 94.9%.

The program year 2023 CDBG allocation will be utilized in part to complete improvements at the City-owned Anne Street Village; a tiny homes community created to provide transitional housing for the homeless. Improvements will include the construction of a laundry facility, storage shed, installation of additional security lighting/cameras, and ADA modifications to the shower unit. The Village will service the homeless population; therefore, the low-mod benefit percentage will be 100%. City funds in the amount of \$542,500 are dedicated to completing the facility.

Discussion

The City will utilize available federal, state and private resources currently available to address the needs identified in the City's Consolidated Plan.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	AM-1 Overall Coordination	2019	2023	Planning	Citywide Low-Mod	Administration, Planning, and Management Need	CDBG: \$72,771	Other: 1 Other
2	CD-1 Community Facilities and Infrastructure	2019	2023	Non-Housing Community Development	Presidents-Princeton CDBG Target Area	Community Development Need	CDBG: \$222,086	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 4280 Persons Assisted
3	HO-2 Operation/Support	2019	2023	Homeless	Citywide Low-Mod	Homeless Need	CDBG: \$19,000	Homeless Person Overnight Shelter: 50 Persons Assisted
4	HO-1 Housing	2019	2023	Homeless	Citywide Low-Mod Church Street-Doverdale CDBG Target Area	Homeless Need	CDBG: \$50,000	Homeless Person Overnight Shelter: 50 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	AM-1 Overall Coordination
	Goal Description	Provide program management and oversight for the successful administration of federal, state, and local funded programs, including planning services for special studies, environmental clearance, fair housing activities, and compliance with all federal, state, and local laws and regulations.
2	Goal Name	CD-1 Community Facilities and Infrastructure
	Goal Description	Improve the City's public facilities and infrastructure through rehabilitation, reconstruction, and new construction.
3	Goal Name	HO-2 Operation/Support
	Goal Description	Operating housing or providing support services for the homeless and persons or families at risk of becoming homeless
4	Goal Name	HO-1 Housing
	Goal Description	Support efforts to provide emergency shelter, transitional housing, permanent supportive housing, and other permanent housing opportunities

Projects

AP-35 Projects – 91.220(d)

Introduction

The City of Salisbury's PY 2023 CDBG Program year begins July 1, 2023 and ends June 30, 2024. The

following projects will be funded with the City's PY 2023 CDBG allocation:

1. CDBG Program Administration --- \$ 72,771
2. CoS – Low-Mod Neighborhood Sidewalk Construction & Pedestrian Improvements --- \$222,086
3. CoS – Homeless Services Intensive Case Manager --- \$ 19,000
4. CoS – Anne Street Village Construction/Rehab --- \$ 50,000
- 5.

Projects

#	Project Name
1	General Program Administration
2	Low-Mod Sidewalk Construction & Pedestrian Improvements
3	City of Salisbury - Homeless Services Intensive Case Manager
4	Anne Street Village Construction/Rehab

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City allocates its CDBG project funds primarily to those geographic areas where the population exceeds 51% low- and moderate-income households. At least 70% of the City's CDBG funds are budgeted to activities that principally benefit low- and moderate-income persons. The following guidelines for allocating CDBG funds will be used for the PY 2023 Annual Action Plan:

- The Low-Mod Neighborhood Sidewalk Construction activity is an LMA project located in the Presidents/Princeton CDBG target neighborhood, which has a low-mod percentage of 68.46%.
- The City of Salisbury Homeless Services Intensive Case Manager project is a Low-Mod Limited Clientele (LMC) benefit project, which will serve homeless persons City-wide. Persons experiencing homelessness fall under the presumed low-mod income benefit standard; therefore, individual income information is not required.
- The City of Salisbury - Anne Street Village Construction/Rehab project is a Low-Mod Limited Clientele (LMC) benefit project, which will serve the residents of the City-owned Anne Street Village; a tiny home community designed to provide shelter to the City’s homeless population. As the Anne Street Village is a transitional housing facility which provides services exclusively to the homeless in our community, this project falls under the presumed benefit standard, and individual income information will not need to be gathered from the homeless clients residing at the facility. Anne Street Village is located in the Church Street/Doverdale CDBG target neighborhood, which also has a low-mod percentage of 77.5%

The most significant obstacle for the City in addressing the underserved community needs represented by the projects above continues to be the need for additional funding to develop additional or enhanced housing and community development activities.

AP-38 Project Summary
Project Summary Information

1	Project Name	General Program Administration
	Target Area	Citywide Low-Mod
	Goals Supported	AM-1 Overall Coordination
	Needs Addressed	Administration, Planning, and Management Need
	Funding	CDBG: \$72,771
	Description	Overall administration of the CDBG Program; all aspects.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	125 N. Division Street, Salisbury, MD 21801
	Planned Activities	CDBG Program Administration
2	Project Name	Low-Mod Sidewalk Construction & Pedestrian Improvements
	Target Area	Presidents-Princeton CDBG Target Area
	Goals Supported	CD-1 Community Facilities and Infrastructure
	Needs Addressed	Community Development Need
	Funding	CDBG: \$222,086
	Description	Provide funds to continue the construction of sidewalks and/or ADA accessibility ramps, crosswalks and signal lamps in low to moderate income neighborhoods where none currently exist. The service area for the project will be the Presidents/Princeton CDBG target neighborhood. This neighborhood encompasses Census Tract 5, Block Groups 1,2, and 3 and Census Tract 105.02, Block Group 4. The area's low-mod percentage is 68.46%.
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	Based on the LMISD calculations from HUD's web mapping application for Census Tract 5, Blocks groups 1,2 and 3 and Census Tract 105.02, Block Group 4, an estimated 4,280 persons will benefit from this activity; 68.46% of which will be low-moderate income.
	Location Description	Presidents/Princeton CDBG target neighborhood
	Planned Activities	Construction of sidewalks and/or ADA accessibility ramps, crosswalks and signal lamps in the Presidents/Princeton CDBG target neighborhood where facilities are lacking.

3	Project Name	City of Salisbury - Homeless Services Intensive Case Manager
	Target Area	Citywide Low-Mod
	Goals Supported	HO-2 Operation/Support
	Needs Addressed	Homeless Need
	Funding	CDBG: \$19,000
	Description	Provide funding for a part-time intensive case manager to increase current caseload capability from 10 to 20 clients at any given point of time. Number of homeless persons City-wide receiving intensive case management services expected to total 50 per year.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	The City estimates assistance will be provided to 50 homeless persons total throughout the program year.
	Location Description	City-wide
	Planned Activities	Increase capacity to provide intensive case management to homeless persons though the addition of a part-time intensive case manager
4	Project Name	Anne Street Village Construction/Rehab
	Target Area	Citywide Low-Mod Church Street-Doverdale CDBG Target Area
	Goals Supported	HO-1 Housing
	Needs Addressed	Housing Need Homeless Need
	Funding	CDBG: \$50,000
	Description	Construction and/or rehabilitation at the Anne Street Village tiny homes community for the homeless to include provision of a laundry facility, storage shed, additional security lighting and/or camera, a covered sitting area, and ADA modifications to shower units.
	Target Date	12/31/2024
	Estimate the number and type of families that will benefit from the proposed activities	The City expects to house 50 homeless persons at the Anne Street Village over the course of the program year. As this will be the first year of operation, the estimate is based upon the baseline 24 units available for occupancy plus the expected attrition rate figures obtained from a nearby jurisdiction that offers tiny homes for homeless persons.

	Location Description	Anne Street, Salisbury, MD
	Planned Activities	Construction and/or rehabilitation to include provision of a laundry facility, storage shed, additional security lighting and/or camera, a covered sitting area, and ADA modifications to shower units.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Salisbury will provide CDBG funds to activities principally benefitting low-mod income persons throughout the City. While specific target areas have been identified in the City, the majority of CDBG project funding is generally not directed to any specific geographic area, but instead based on income benefit. The projects to be implemented with CDBG funds in PY 2023 will benefit low- and moderate-income persons in the Presidents/Princeton CDBG target neighborhood and homeless persons City-wide.

Salisbury has identified the following areas as target areas: the City’s Downtown, Camden Neighborhood, Newtown-North Division Street Neighborhood, Church Street-Doverdale Neighborhood, Presidents-Princeton Neighborhood, and the West Side Neighborhood. The City has been focusing on the revitalization of these target neighborhoods for several years, utilizing a number of different funding programs. All of these neighborhoods have suffered from age, neglect, an overabundance of rental properties, and irresponsible and/or absent landlords. Of the five neighborhoods, the West Side neighborhood has the highest rate of minority concentration (83.5%), as well as a large number of people with low-mod household incomes and high rates of poverty. Besides capital investments to support homeownership opportunities, provide services to homeless individuals, and improve infrastructure in low-mod income neighborhoods to improve accessibility and connectivity, the City has made a commitment of staff to reduce crime, promote job training, and revitalize the Downtown.

The City of Salisbury Consolidated Plan defines an Area of Minority Concentration as follows; “Census tracts where at least 60% of the population who reside within the census tract are identified as minority households, as defined by the 2010 U.S. Census.” Currently there are two census tracts within the City of Salisbury which qualify under this definition; Census Tract 1 and Census Tract 3. Census Tract 1 encompasses the Church Street-Doverdale CDBG target neighborhood. The percentage of minority residents residing in Census Tract 1 is 69.3%. Census Tract 3 encompasses the West Side CDBG target neighborhood. The percentage of minority residents residing in Census Tract 3 is 83.5% (2019 ACS 5-Year Estimates).

Geographic Distribution

Target Area	Percentage of Funds
Citywide Low-Mod	24%
North Camden CDBG Target Area	
Presidents-Princeton CDBG Target Area	76%
Church Street-Doverdale CDBG Target Area	
Newtown-North Division CDBG Target Area	
West Side CDBG Target Area	

Table 4 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The rationale for funding activities was based on the eligibility of the activity. The activity must meet a national objective and demonstrate evidence of need in the community. Additional consideration was given based on the community's or the agency/organization's past history of expenditure of the CDBG funds, the ability to leverage other funds for this activity, and whether the PY 2022 request was related to projects that if not funded, would result in a special assessment against low- to moderate-income homeowners. Finally, a high priority was given to activities based on the community's or agency/organization's ability to complete the project in a timely manner. The City will provide CDBG funds to activities principally benefitting low/mod income persons in the City, but additional consideration is given to projects that benefit the target areas of the City.

The City of Salisbury has established the following criteria when determining priorities for CDBG projects:

- Meeting the statutory requirements of the CDBG program.
- Meeting the needs of very-low, low- and moderate-income residents.
- Focusing on low- and moderate-income areas or communities.
- Coordinating and leveraging of resources.
- Response to expressed needs.
- Projects that could prevent a special assessment from being levied against low- to moderate-income households.
- Ability to complete the project in a timely manner.

The primary obstacle to meeting the underserved needs is the limited resources available to address the identified priorities in the City.

Discussion

The geographic locations and the public benefit for the PY 2023 CDBG Activities/Projects are as follows:

- Project 2023-01: Program Administration -- will benefit residents citywide.
- Project 2023-02: Low-Mod Neighborhood Sidewalk Construction & Pedestrian Improvements -- will benefit residents in the Presidents/Princeton CDBG target neighborhood, Census Tract 5, Block Groups 1,2 and 3 and Census Tract 105.02, Block Group 4
- Project 2023-03: Homeless Services Intensive Case Manager- will benefit homeless residents citywide
- Project 2023-04: Anne Street Village Construction/Rehab: will benefit homeless residents

citywide

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

In PY 2017 and 2018 the City awarded CDBG funding to Salisbury Neighborhood Housing Services (SNHS) for Homebuyer Assistance Grants. The expenditure of those funds moved much more slowly than anticipated. This was due to the fact that the inventory of homes for sale inside the City limits that are affordable to clients at or below 80% AMI is very low and/or the property is in such poor condition that it will not pass the home inspection. SNHS has now expended all of their 2017 and their 2018 funding for Homebuyer Assistance Grants.

In PY 2019 the City awarded funding to Habitat for Humanity of Wicomico County for a housing unit to be constructed at 504 Tangier Street. Construction began on the house in February 2020, was completed by the end of June 2020, and the fencing was installed in July 2020. Settlement on the house took place in June 2021.

In 2021 the City of Salisbury utilized a portion of its CDBG funds to address our affordable housing goals by awarding SNHS additional funding for the Homebuyer Assistance Grants program, and awarding Habitat for Humanity additional funding to construct a new single-family affordable housing unit on Barclay Street in the Church Street-Doverdale CDBG target neighborhood. The home on Barclay Street was completed January 2023 and the family took ownership in that same month. The Homebuyer Assistance Grants Program is still underway.

This year the City has elected not to allocate any additional funding for affordable housing projects, as the 2021 SNHS projects still has approximately 27% of their funding available. The City has elected to allocate funds to Anne Street Village to provide transitional housing to the City’s homeless population, however, this is not counted as affordable housing. Therefore, the one-year goals for affordable housing in the City of Salisbury in PY 2023 are shown in the tables below.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 8 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Type

Discussion

In PY 2021 the City of Salisbury allocated CDBG funding for two affordable housing projects by providing additional funding to Salisbury Neighborhood Housing Services (SNHS) for Homebuyer Assistance Grants, and awarding funding to Habitat for Humanity of Wicomico County to construct a new single-family affordable housing unit on Barclay Street in the Church Street-Doverdale CDBG target neighborhood. The Barclay street home was completed January 2023 and the SNHS Homebuyer Assistance Program is still underway. For PY 2023 the City has elected not to allocate any additional funding for affordable housing projects, as the 2021 SNHS project still has approximately 27% of their funding available and it was determined that funding was needed for homeless transitional housing.

AP-60 Public Housing – 91.220(h)

Introduction

It is the mission of the Wicomico County Housing Authority (WCHA) to address the needs of the extremely low income, very low income, and lower income residents of Wicomico County and the City of Salisbury. The WCHA provides affordable housing in the most efficient and effective manner to qualified individuals in accordance with the rules and regulations prescribed by the U.S. Department of Housing and Urban Development, the State of Maryland, Wicomico County, the City of Salisbury, and any other entity providing funding for affordable housing programs. This is achieved by the WCHA assisting individuals and families through its public housing communities, Section 8 Housing Choice Vouchers, and Tax Credit developments such as Phase I and Phase II of Booth Street.

Phase II of the Booth Street RAD project, called the Square at Merritt Mill has been completed. The Authority is working with developers on the re-development of the old Booth Street site to provide a future use for affordable housing. With this second phase of development being completed the total investment into the Booth Street revitalization project will be approximately \$37.5 million. One new opportunity introduced in January of 2021 is the Streamline Voluntary Conversion program whereby housing authorities may opt to apply for an approval of a plan to convert its entire public housing portfolio to project based vouchers, thereby eliminating its public housing program. At this time, we have not concluded this would be the best option for the housing authority.

Actions planned during the next year to address the needs to public housing

The Wicomico County Housing Authority allocated the following FY 2023 funds for its public housing units:

- Physical Improvements: \$338,306
- Management Improvements: \$7,500
- Administration: \$48,989
- Operations: \$97,978

The WCHA has made extensive energy improvements in the occupied units over the last 3 years. The current construction market has experienced an unprecedented increase in the cost of construction materials. In October of 2021, WCHA awarded a contract for the renovations of 10 more units of boarded up houses to be totally renovated. As of this date we have half of the units completed and look forward to the remaining to be completed by June 2023.

The WCHA has partnered with Green Street Housing for the re-development of the Riverside Homes complex. The partnership will consist of the total renovation of the Riverside Homes complex and include the addition of the Mitchell Landing complex (24 units). We look forward to this partnership as we improve and increase the quality of affordable housing in the City of Salisbury.

The City of Salisbury has identified that there is a need for housing to address the households affected by housing problems, severe housing problems, and housing cost burdens. The Wicomico County Housing Authority (WCHA) is an important part of the City of Salisbury’s housing strategy. The WCHA is the primary provider of assisted housing for the extremely low income, very low income, and lower income residents of Wicomico County and the City of Salisbury.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Wicomico County Housing Authority encourages residents of its public housing units to organize community groups to become more involved in housing management. Neighborhood crime watch groups have been formed and assist in ensuring the safety of residents is maintained. During the COVID-19 pandemic the WCHA held monthly virtual board meetings to communicate information to the public. The public and all program participants are encouraged to participate in these regular WCHA meetings. As the WCHA continues the phased Scattered Site renovations, they are encouraging the public to attend any of the meetings that will be held to update the community on changes to the project schedules.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Wicomico County Housing Authority (WCHA) is designated as a “standard” performer by HUD. The WCHA continues to make changes to its operation by converting its public housing portfolio to project based housing. The WCHA administration believes that by diversifying its services it can better serve the community.

Future policy changes will greatly depend on the outcome of annual congressional appropriations. It is anticipated that the Authority will be going through a name change to bring the agency in line with its new operational approach. The name being proposed is the ‘Housing Opportunities Commission of Wicomico’.

Discussion

The City of Salisbury has identified that there is a need for housing to address the households affected by housing problems, severe housing problems, and housing cost burdens. The Wicomico County Housing Authority (WCHA) is an important part of the City of Salisbury’s housing strategy. The WCHA is the primary provider of assisted housing for the extremely low-income, very low-income, and lower income residents of Wicomico County and the City of Salisbury. The old site where the Booth Street housing units were demolished will become a new site for future affordable housing opportunities. We are looking forward to our partnership with Green Street Housing as we develop and revitalize in communities that offer that opportunity.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The three lower shore counties of Wicomico, Worcester and Somerset comprise the Homeless Alliance for the Lower Shore Continuum of Care (HALS CoC) which includes representation from local health departments, governments, nonprofit organizations, businesses and interested residents both with and without lived experience of homelessness.

The CoC applies for Federal funding each year through the Department of Housing and Urban Development's (HUD) Notice of Funding Opportunity (NOFO) competition.

The most recent NOFO competition, covering PY2022, provided a **total** award of \$1,323,314 that funded 7 permanent supportive housing (PSH) programs plus the CoC planning grant. These PSH programs are administered by either the Somerset County Health Department (SCHD) or the Maryland Department of Health (MDH) and operate in all three counties.

The SCHD programs account for 5 of the 7 total programs and that funding totaled \$950,765 which served 142 clients (103 designated as chronically homeless) in 84 households.

The MDH programs account for the remaining 2 programs, with a funding amount of \$331,294 that served 58 clients (27 chronically homeless) in 31 households.

In addition to HUD funded housing assistance, the US Department of Veterans Affairs provides HUD-VASH assistance for veterans and their families on the Lower Shore.

In addition, the City of Salisbury provides 10 units of PSH for unsheltered, chronically homeless clients at a cost of \$108,679.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Members of the CoC have recently re-invigorated a subcommittee (the Homeless Advisory Council) which meets regularly to discuss opportunities for outreach for local homeless residents. One outreach event was held during the plan year. The event was well-attended and positive feedback was received from attendees. More events are planned, with local organizations interested in attending as well.

Additionally, the CoC will continue to provide the following outreach and services to homeless persons and families:

- PATH outreach: Wicomico County continues its contract with the City of Salisbury for street outreach (including encampments) to homeless individuals with serious mental health needs.

- Street outreach: provided by the City of Salisbury through ESG funding
- Meals, services and bathroom availability provided by two daytime facilities in the City
- Community Resource Days: outreach, information, and referrals for housing and services
- Supportive Services for Veteran Families (SSVF): housing assistance and other services
- Faith based organizations: outreach and referral for housing and services
- Distribution of resource cards and guides throughout the area
- Annual point-in-time (PIT) count in all three counties
- Outreach provided at community events
- Food pantries and soup kitchen outreach
- 24-hour general help hotline: 211
- Homeless ID Project

Information and resources are always available on the HALS CoC website:
somersethealth.org/homelessness

The City continues to be an active participant in CoC meetings and applicable subcommittees.

Addressing the emergency shelter and transitional housing needs of homeless persons

There are two large year-round emergency shelters in the City of Salisbury that are faith-based and do not accept any government funds. Four other emergency shelters across the three lower shore counties, including a domestic violence shelter, receive State ESG funding from funds provided to the HALS CoC. A daily bed availability list is sent to all recipients on the CoC email list to allow for consistent information sharing and quicker assistance for those in need.

Unfortunately, beds are often unavailable in any shelter as finding and retaining affordable housing is an ongoing issue in the area.

The only dedicated cold weather shelter in Salisbury has been housed at Park Seventh-day Adventist Church on John Deere Dr for several seasons. The shelter can house 32 men in the winter months (and up to 40 with emergency cots added). Another year-round shelter in the City adds beds/cots during severe weather.

There is a cold-weather shelter in Ocean City (Worcester County) that will also open when the wind chill temperature is below 25°F.

There are two faith-based shelters who provide transitional shelter to individuals – one to women and their children and one to men.

Although Covid-19 spacing and testing rules have been lifted, the virus is still active. Some shelters are

still regularly testing and have plans in place regarding quarantine/separation of affected guests.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The HALS CoC works with its partners to resolve, reduce and remove barriers homeless persons experience during their transition to permanent housing and independent living by:

- Establishing coordinated assessment process to reduce barriers to program entry
- Implementing the 'Housing First' model
- Connecting program participants to resources such as income (social security benefits/workforce agencies), utilities, rent, increased case management, etc., to sustain permanent housing
- Utilizing available housing resource lists to assist program participants to identify housing options.
- Using HMIS data to analyze results on a quarterly basis for all programs
- Incorporating diversion into coordinated assessment process to try to prevent first time homelessness

However, lack of affordable housing continues to limit the efficacy of these measures.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The CoC has created a network of increased outreach programs, intake and assessment options, housing opportunities, and service referrals to help low-income individuals and families avoid becoming homeless. This process is linked to the coordinated entry system and the 'housing first' model. Additionally, the Maryland Department of Health (MDH) provides referral services and case management to persons being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions) to ensure that those individuals receive the supportive services that match their needs.

While all the publicly funded institutions and systems of care in the area have adopted discharge policies and procedures that are designed to not discharge clients into homelessness, CoC members have

observed that the implementation of these plans is not flawless.

The CoC still contends with a lack of adequate staffing levels to properly access post-discharge housing and services with the added challenges of unavailability of affordable housing in the area.

An area of improvement that the CoC has identified to address the accessibility issue is utilization of the CoC's coordinated assessment/entry system. The CoC will continue its efforts, in collaboration with the City and tri-county members, to improve knowledge and communication between publicly funded institutions and systems of care that could potentially discharge a client into homelessness and the housing/service providers.

The City of Salisbury's Housing and Community Development Department (HCDD) has staff available to refer low-income individuals and families to available affordable housing options and supportive service programs in the City to help them avoid becoming homeless. Additionally, the Housing Authority has prioritized waiting list status for seniors and persons with disabilities.

The City of Salisbury has recently begun developing community centers around the City to address the needs of our local youth. The City purchased a building at 306 Newton Street, and that building underwent substantial renovations to enable the City to offer a range of after school programs at the facility. After-school programs are an effective means of preventing youth from engaging in destructive lifestyles, such as drug use, delinquency, violence, and school failure. These programs provide benefits to youth that extend beyond academics, helping to develop the whole child - academically, socially and emotionally.

The City operates a second Community Center at 319 Truitt Street, currently undergoing major expansion and improvements funded partially through allocations from the PY 2020 and 2021 CDBG funds. The Center is open to anyone who would like to participate in the activities offered, however the youth served are typically between 10 and 24 years of age. The Truitt St. Community Center uses basketball and other programs to reach the neighborhood youth. The participants benefit from sports activities, tutoring, group and enrichment exercises, and homework help. The Center works with several local nonprofits to provide services to the local residents, including the Salisbury PRIDE Lions Club, Chesapeake Health Care and Kidz Roc.

The City has also provided CDBG funding over the years to local agencies for projects that address the needs of the elderly and/or disabled populations. Those agencies include: MAC, Inc., Area Agency on Aging; Holly Community, Inc. (now known as the Bay Area Center for Independent Living); and the Deaf Independent Living Association (DILA).

Discussion

Covid-19 had a serious impact on CoC operations at all levels so many of the previously set goals remain

on this list.

The CoC has identified the following goals for PY 2023:

- Reduce the number of **homeless** individuals and families
- Reduce the number of **chronically homeless** individuals and families
- Reduce the number of **first-time** homeless individuals and families
- Reduce the **length of time** people experience homelessness
- Reduce the **returns** to homelessness
- Declare an end to veteran homelessness

The City of Salisbury does not intend to provide housing and supportive services for persons with HIV/AIDS and their families, we will rely on the local health service agencies who work with those individuals to provide those services.

The City does not intend to provide housing and supportive services to public housing residents, as those services are provided by the Wicomico County Housing Authority.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City of Salisbury will monitor and review public policies for discriminatory practices and/or impacts on housing availability. The City completed an Analysis of Impediments to Fair Housing Choice concurrent with the preparation of the Five-Year Consolidated Plan during PY 2019.

On May 24, 2021 (PY21) the city of Salisbury enacted additional fair housing guideline relating to the application process and fees associated with applying for housing, specifically related to disclosing cost and criminal history look back periods. Ordinance 2267 reads:

Requirements for a Landlord and a Landlord's Agent.

1. Before a Landlord or a Landlord's Agent may charge an Applicant a fee to apply to Lease or Rent a Dwelling Unit, the Landlord or the Landlord's Agent shall disclose to the Applicant: (a) the charge or cost of the application for Lease or Rent of a Dwelling Unit; (b) if a Background Check Report will be conducted and, if so, how far back the Background Check Report can extend, referred to as the "lookback period;" and, (c) any exclusionary criteria used to screen an Applicant.
2. A Landlord and a Landlord's Agent shall: (a) disclose the Landlord's or Landlord's Agent's policies and practices related to a Background Check Report on their website(s), within their application materials, and at their rental or leasing office(s); and, (b) provide notice of the requirements set forth in subsection (B)(1) above within the Landlord's or Landlord's Agent's application materials, on their website(s), and at their rental or leasing office(s).
3. If a Landlord or a Landlord's Agent orders a Background Check Report for an Applicant, such Landlord or Landlord's Agent shall provide a copy of the Background Check Report to the Applicant.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City will continue to undertake the following actions in CDBG PY 2023:

- Review the City Zoning Ordinance for potential revisions. Revisions to the zoning code have been released for review by the public; a complete overhaul to the code is expected to be completed by no later than the summer of 2024. The proposed changes will allow for more flexibility in setback requirements, affording the opportunity to create additional housing. Offer tax abatement programs to our local partners Habitat 4 Humanity and Salisbury Neighborhood Housing to increase the impact in the city.
- The city continues to address homeless populations with the introduction of a Chronically Homeless Transitional Dwelling Unit Community offering 24 homeless individuals the

opportunity to participate in a program which provides housing, job training and resources.

- The Here is Home program will increase housing units by over 8,000 units. Program incentives include waiver of all permit fees required for building including annexation. Applications were open for 90 days and we expect an additional 1400+ affordable housing unit in the city.

The City of Salisbury has allocated PY 2023 CDBG funds to the following activity to address barriers to affordable housing: SBY-2022-01 -- CDBG Program Administration

Discussion:

The City of Salisbury is committed to removing or reducing barriers to the development of affordable housing whenever possible throughout the City. A variety of actions include, among others, to reduce the cost of housing to make it affordable. To achieve this goal, the City of Salisbury plans to:

- Provide developers with incentives for the construction of affordable housing. The Here Is Home Program continues to grow and impact the city's available housing stock using.
- Continue to waive single-family owner-occupied building permit fees
- Assist in acquiring sites for affordable housing through Here Is Housing and annexation
- Promote Federal and State financial assistance for affordable housing by sharing information on Federal and State funding available to those in need as well as solicit grants to address affordable housing

AP-85 Other Actions – 91.220(k)

Introduction:

The City of Salisbury has developed the following actions planned to address obstacles to meeting underserved needs, foster and maintain affordable housing, reduce lead-based hazards, reduce the number of poverty-level families, develop institutional structures, and enhance coordination between public, private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to meeting the underserved needs in the City of Salisbury is the limited financial resources available to address the priorities identified in the Five Year Consolidated Plan and the lack of affordable housing. The City of Salisbury is not a HUD entitlement jurisdiction under the HOME program, therefore resources for housing activities are limited. Under the PY 2022 CDBG Program the City will take the following actions:

- Continue to leverage its financial resources and apply for additional public and private funds
- Continue to provide funds for new affordable housing
- Continue its support and cooperation with the Continuum of Care (CoC)
- Continue to promote economic development
- Continue to provide public safety improvements
- Continue to remove slum and blighting conditions in the City

Actions planned to foster and maintain affordable housing

The City of Salisbury owns Mitchell Landing Apartments, a 24-unit apartment complex which was built with Partnership Rental Housing Program (PRHP) funds received from CDA / DHCD. Severn Companies manages the property for the City. Mitchell Landing serves moderate-income families.

Since 2016, the City of Salisbury, in partnership with the Wicomico County Health Department (WiCHD) and Help and Outreach Point of Entry, Inc. (HOPE), has been running a permanent supportive housing (PSH) program for chronically homeless persons. This program adheres to a 'Housing First' philosophy, stressing a relatively low barrier for access to the program and high bar for ejection from the program. In 2023 the City of Salisbury placed 1 additional household in the PSH program, consisting of 3 adults and 3 children. One household exited the program and moved out of state. Currently the City's PSH program has 10 active households, with a total of 13 people, consisting of 13 adults.

Participants are housed in private, scattered-site rentals, with the majority of the cost of housing (rent and utilities) covered by the City. Participants are required to contribute 30% of their income to the payment of their rent. The WiCHD provides targeted case management (TCM) to participants of the program, reimbursable through Medicaid. The case managers meet with the program participants approximately once a week. As needed, the Homeless Alliance of the Lower Shore (HALS) CoC provides ongoing support and advice to the City on operating the program.

In Spring 2023, the City will open Anne Street Village, a community of 24 tiny homes designed to provide housing to the City's homeless residents. PY 2023 funds are being committed to enhance the amenities offered through the addition of a laundry facility, security lighting and cameras, a storage shed, and ADA modifications to shower units.

The Wicomico Housing Authority will continue to fund the following activities to foster and maintain affordable housing in the City of Salisbury:

- Continue to provide Housing Choice Vouchers and public housing units
- Continue to rehabilitate, make 504 improvements, and develop new housing units

Actions planned to reduce lead-based paint hazards

In Salisbury, it is estimated that 6,190 housing units in the City were built before 1980 and are at risk of lead-based paint hazards. Based on the 2021 American Community Survey 5 Year Estimates, 1,573 (or 47%) of owner-occupied housing units were built before 1980 and 4,617 (or 47%) of renter-occupied housing units were built before 1980. CHAS data reports that there are 1,136 (or 30%) owner-occupied housing units with children present that were built before 1980 and may contain LBP hazards and 288 (or 3%) renter-occupied housing units with children present that were built before 1980 and may contain LBP hazards in the City. The City of Salisbury will continue to comply with Title 24 Part 35: Lead-Based Paint Poisoning Prevention in Certain Residential Structures (Current Rule). The City is not funding any activities that directly reduce lead-based paint hazards during PY 2023.

Actions planned to reduce the number of poverty-level families

Based upon the 2021 ACS Five-Year Estimates, approximately 24.8% of the City of Salisbury's residents live below the poverty level, which is over double of the State of Maryland poverty level, which is at 10.3%. A higher percent of females (27.9%) than males (21.1%) are living below poverty level, and 28.2% of all youth under the age of 18 are living in poverty.

The City of Salisbury has recently begun developing community centers around the City to address the

needs of our local youth. The City purchased a building at 306 Newton Street, and that building underwent substantial renovations to enable the City to offer a range of after school programs at the facility. After-school programs are an effective means of preventing youth from engaging in destructive

lifestyles, such as drug use, delinquency, violence, and school failure. These programs provide benefits to youth that extend beyond academics, helping to develop the whole child - academically, socially and emotionally.

The City is now operating a second Community Center at 319 Truitt Street, currently undergoing major improvements and expansion. The Center is open to all who would like to participate in the activities offered, however the youth served are typically between 10 and 24 years of age.

The Truitt St. Community Center uses basketball and other programs to reach the neighborhood youth. The participants benefit from sports activities, tutoring, group and enrichment exercises, and homework help. The Center works with several local nonprofits to provide services to the local residents, including the Salisbury PRIDE Lions Club, Chesapeake Health Care and Kidz Roc. The City included funding in both the 2020 and 2021 Action Plans for extensive rehabilitation / expansion work to be completed at the Community Center. The City has also allocated some bond funding to the project, the exterior expansion construction is complete. The City is in process of entering into an agreement with the Boys & Girls Club to provide funding for the interior build-out of the expanded space.

Actions planned to develop institutional structure

The City of Salisbury has a productive working relationship with many community partners in the implementation of the City's housing and community development projects. The Finance Department will coordinate activities among the public and private agencies and organizations in the City. This coordination will ensure that the goals and objectives stated in the PY 2019-2023 Five-Year Consolidated Plan will be effectively addressed by more than one entity. The following entities will carry out the PY 2023 annual goals and objectives:

- City of Salisbury Finance Department -- manages and administers the CDBG program.
- The Wicomico County Housing Authority -- manages and administers Housing Choice Vouchers and public housing units.
- Homeless Alliance for the Lower Shore (HALS) Continuum of Care (CoC) Committee -- coordinates homeless services and homeless prevention activities.
- City of Salisbury Housing & Community Development Department (HCDD) -- manages the Newton Street and Truitt Street Community Centers and operates the Anne Street Village for the homeless
- City of Salisbury Infrastructure & Development Department -- oversees the Low-Mod Neighborhood Sidewalk Constructions projects.

The City will continue to develop relationships that will assist the City to address its housing and community development needs, especially collaborative relationships that provide additional financial resources and expertise that can be used to supplement existing services in the City.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Salisbury is committed to continuing its participation and coordination with social service agencies, housing agencies, community and economic development agencies, County, State, and Federal agencies, as well as with the private and non-profit sectors, to serve the needs of target income individuals and families in the City of Salisbury. In those years when the City elects to hold an open funding round, the City solicits funding requests for the CDBG program from local 501(c)(3) non-profit agencies. The City's Finance Department staff provide guidance and technical assistance as needed to support these public agencies that receive CDBG funding. Alternatively, the City may also choose to utilize the annual CDBG funding award to execute projects internally that meet the CDBG national objective and eligibility requirements.

During this program year, the City funded Project 2023-01: Program Administration in the amount of \$72,771 to accomplish this goal.

Discussion:

The Finance Department has the primary responsibility for monitoring the City's Five Year Consolidated Plan and Annual Action Plan. The Department maintains records on the progress made toward meeting the goals and the statutory and regulatory requirements of each activity. The Department has a monitoring process that is focused on analyzing activities based on program performance, financial performance, and regulatory compliance. The accomplishments of the PY 2023 CDBG activities will be reported in the PY 2023 Consolidated Annual Performance and Evaluation Report (CAPER) and will be used as a basis for future funding decisions.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The City of Salisbury expects to receive a total of \$363,857 in CDBG funding for PY 2023. This represents a reduction of approximately 1% as compared to the CDBG funding received in PY 2022. The following CDBG funds are expected to be available during the program year and program specific requirements, including dedication of at least 70% of funds to benefit low to moderate income persons will be met.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Annual Action Plan 62
2023

Under the PY 2023 CDBG Program, the City expects to receive a grant in the amount of \$363,857 and anticipates \$0 in program income. The City budgeted \$72,771 for General Administration for a total planning and administration cost of \$72,771 (20%). The balance of the funds (\$291,086) will be allocated to activities which principally benefit low- and moderate-income persons in the amount of \$293,619 (100%), \$0 for the removal of slums and blight (0%), and \$0 for urgent needs (0%). The activities that will principally benefit low- and moderate-income persons are:

- 1) CoS – Low-Mod Neighborhood Sidewalk Construction & Pedestrian Improvements --- \$222,086
- 2) CoS – Homeless Services Intensive Case Manager --- \$ 19,000
- 3) CoS – Anne Street Village Construction/Rehab --- \$ 50,000

In those years when the City elects to hold an open funding round for the Community Development Block Grant (CDBG) program, it conducts a competitive application process to award funds to other public agencies and local 501(c)(3) non-profit organizations to undertake CDBG eligible activities. The applications received are reviewed by the CDBG Review Committee and/or City Staff members. A public hearing is held to allow the applicants to make a verbal presentation on their project to the CDBG Review Committee, and field questions from the Committee members. Following the public hearing the Committee members formulate an award recommendation which is submitted to the Mayor and/or City Administrator for review and approval. When the projects / amounts have been finalized the draft Action Plan is created, and the public is given an opportunity to provide comments. When the public comment period has elapsed, the City Council passes a Resolution approving the Action Plan and authorizing the Mayor to submit it to HUD for review and approval. A percentage of the City's CDBG funds are then awarded to the non-profit applicants for eligible activities. The City also exercises the option in some years to utilize the CDBG funds internally to conduct eligible activities that meet a national objective.

SF 424 & 424-D Forms

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------

* 3. Date Received: <input type="text" value="05/01/2023"/>	4. Applicant Identifier: <input type="text"/>
-----------------------------------------------------------------------	---------------------------------------------------------

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text" value="B-23-MC-24-0015"/>
---------------------------------------------------------------	--------------------------------------------------------------------------------------

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
--------------------------------------------------------	--------------------------------------------------------------

8. APPLICANT INFORMATION:

*** a. Legal Name:**

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="52-6000806"/>	* c. UEI: <input type="text" value="M2VTEB7MH7V9"/>
-----------------------------------------------------------------------------------------------------------	---------------------------------------------------------------

d. Address:

* Street1:	<input type="text" value="125 N. Division Street"/>
Street2:	<input type="text"/>
* City:	<input type="text" value="Salisbury"/>
County/Parish:	<input type="text"/>
* State:	<input type="text" value="MD: Maryland"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text" value="21801-5030"/>

e. Organizational Unit:

Department Name: <input type="text" value="Office of the Mayor"/>	Division Name: <input type="text"/>
-----------------------------------------------------------------------------	-----------------------------------------------

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Jo Ellen"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Bynum"/>	
Suffix: <input type="text"/>	

Title:

Organizational Affiliation:

* Telephone Number: <input type="text" value="410-548-3110, ext. 1125"/>	Fax Number: <input type="text"/>
---------------------------------------------------------------------------------	-----------------------------------------

*** Email:**

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of Housing & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grant (CDBG) Program

*** 12. Funding Opportunity Number:**

14.218

* Title:

Community Development Block Grant (CDBG) Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Program Year 2023 Annual Action Plan for the Community Development Block Grant (CDBG) Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="363,857.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="363,857.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2025

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.




PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Andy Kitzrow, Acting City Administrator
APPLICANT ORGANIZATION 	DATE SUBMITTED 

Action Plan Certifications

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

Signature of Authorized Official

Date

Andy Kitzrow
Acting City Administrator
City of Salisbury

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).
2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2022, 2023 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

Signature of Authorized Official

Date

Andy Kitzrow
Acting City Administrator
City of Salisbury

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

N/A

Signature of Authorized Official

Date

Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Subsidy layering -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

N/A

Signature of Authorized Official

Date

Title

Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

Major rehabilitation/conversion/renovation – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for these individuals.

Matching Funds – The recipient will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and

families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

Discharge Policy – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

N/A

Signature of Authorized Official

Date

Title

Housing Opportunities for Persons With AIDS Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

N/A

Signature of Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Citizen Participation – Documentation

PROOF OF PUBLICATION

CITY OF SALISBURY
0
City Of Salisbury
125 N Division St
Salisbury MD 21801-5030

STATE OF MARYLAND, COUNTIES OF
ACCOMACK/WICOMICO/WORCESTER

The below stated newspapers that are generally circulated in the State of Maryland, printed and published and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated on:

SBY Salisbury Daily Times 03/24/2023

and that the fees charged are legal.
Sworn to and subscribed before on 03/24/2023



Legal Clerk



Notary, State of WI, County of Brown

4-6-27

My commission expires

Publication Cost: \$240.00
Order No: 8591165 # of Copies:
Customer No: 906501 1
PO #: 2023 Action Plan

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

DENISE ROBERTS
Notary Public
State of Wisconsin

2023 CDBG ACTION PLAN PUBLIC HEARINGS

The City of Salisbury Community Development Block Grant (CDBG) 2023 Action Plan (draft) will be available for public review beginning on Friday, March 24, 2023. The Action Plan may be viewed on the City website (www.salisbury.md) under the Housing & Community Development Department (HCDD) – Community Development section.

The first Public Hearing on the City's CDBG program will be held on Wednesday, April 12, 2023 from 5:30 p.m. to 6:30 p.m. in the Council Chambers, Room 301 of the City/County Government Building. This hearing will allow citizens an opportunity to comment on the 2023 Action Plan and provide their views on the community development needs of the City of Salisbury. All interested persons are encouraged to attend.

The second CDBG Public Hearing will be held on Wednesday, April 26, 2023 from 5:30 p.m. to 6:00 p.m. in the Council Chambers, Room 301 of the City/County Government Building. This hearing will provide citizens with a status report on the CDBG projects that are currently underway and those that have been completed in the last year. Residents will also have an opportunity to provide their views on the community development needs of the City of Salisbury. All interested persons are encouraged to attend.

Both hearings will be broadcast live on PAC-14 and then uploaded to You Tube for viewing.

The City will be accepting written comments on the 2023 Action Plan through 4:30 p.m. on Monday, April 24, 2023. All written comments should be mailed to the City of Salisbury, Finance Dept. – Grants Office, 425 N. Division Street, #103, Salisbury, Maryland 21801. For additional information you may contact the Grants Office at (410) 548-3110.

Jo Ellen Bynum, Grants Manager
Finance Dept. – Grants Office
3/24/2023

City of Salisbury
Finance Department
CDBG Public Hearing #1
PY 2023 Action Plan – Overview of CDBG Action Plan Project

Meeting Minutes
4/12/2023

Ms. Jo Ellen Bynum, Grants Manager, convened the first Public Hearing for the City of Salisbury's PY 2023 Community Development Block Grant (CDBG) Action Plan at 5:30 p.m. on April 12, 2023.

Ms. Bynum welcomed everyone to the first public hearing for the 2023 CDBG Program Year, and stated that this hearing would cover the project that was proposed for funding in the 2023 Action Plan. The Action Plan is the City's application to the U.S. Dept. of Housing & Urban Development (or HUD) for our annual allotment of CDBG funds.

Ms. Bynum stated that the draft of the City of Salisbury's 2023 CDBG Action Plan was made available for public review beginning on March 24, 2023 and advised that the Action Plan could be viewed on the City's website under the Housing & Community Development Department – Community Development section. She gave the website address; www.salisbury.md .

Ms. Bynum stated that the City of Salisbury has been a CDBG entitlement jurisdiction since 2004. She further explained that as an entitlement community the City operates its own CDBG program, rather than having to apply for funds through the State of MD, and it receives an annual allotment of CDBG funds directly from HUD which it administers according to HUD regulations.

Ms. Bynum stated that this meeting would provide an overview of the project that is proposed for funding during the 2023 CDBG program year, which will run from July 1, 2023 to June 30, 2024.

Ms. Bynum stated that the City has been informed that its funding allocation of PY 2023 is \$363,857, approximately 1% less than what was received in PY 2022. The City will use 20% of this amount, or \$72,771, for administration of the CDBG program. She stated the remainder of the award will be used to fund the following projects:

- 1) Low-Mod Sidewalk Construction & Pedestrian Improvements
The City will spend \$222,086 to continue sidewalk improvements in the Presidents/Princeton target neighborhood as well as the installation of crosswalks and pedestrian signals in key areas of the neighborhood. CDBG monies for these types of improvements were utilized in past funding years in the Princeton/Presidents target area and the Church Street/ Doverdale target area.

Ms. Bynum stated this project will address one of the Community Development strategies outlined in the City of Salisbury's 5-Year Consolidated Plan: CD-1 Community Facilities and Infrastructure – Improve the City's public facilities and infrastructure through rehabilitation, reconstruction, and new construction.

- 2) Project #2 - City of Salisbury – Homeless Services Intensive Case Manager
The City has allocated \$19,000 to provide funding for a part-time intensive Case Manager to increase the current homeless client caseload capability from 10 to 20 individuals. This is expected to expand the number of homeless persons City-wide receiving intensive case management services to a total of 50 per year.

Ms. Bynum stated this project will support goal HO-2 Operation/Support in the Consolidated Plan: Assist providers operating housing or providing support services for the homeless and persons or families at-risk of becoming homeless.

- 3) Project #3 - Anne Street Village Construction/Rehab
The City will utilize the remaining \$50,000 of available PY23 CDBG funding to carry out construction and/or rehabilitation at the Anne Street Village tiny homes community. Activities are to include provision of a laundry facility, storage shed, additional security lighting and/or cameras, a covered sitting area, and ADA modifications to shower units.

Ms. Bynum stated this project supports goal HO-1 Housing as identified in the Consolidated Plan: Support the Continuum of Care's efforts to provide emergency shelter, transitional housing, permanent supportive housing, and other permanent housing opportunities.

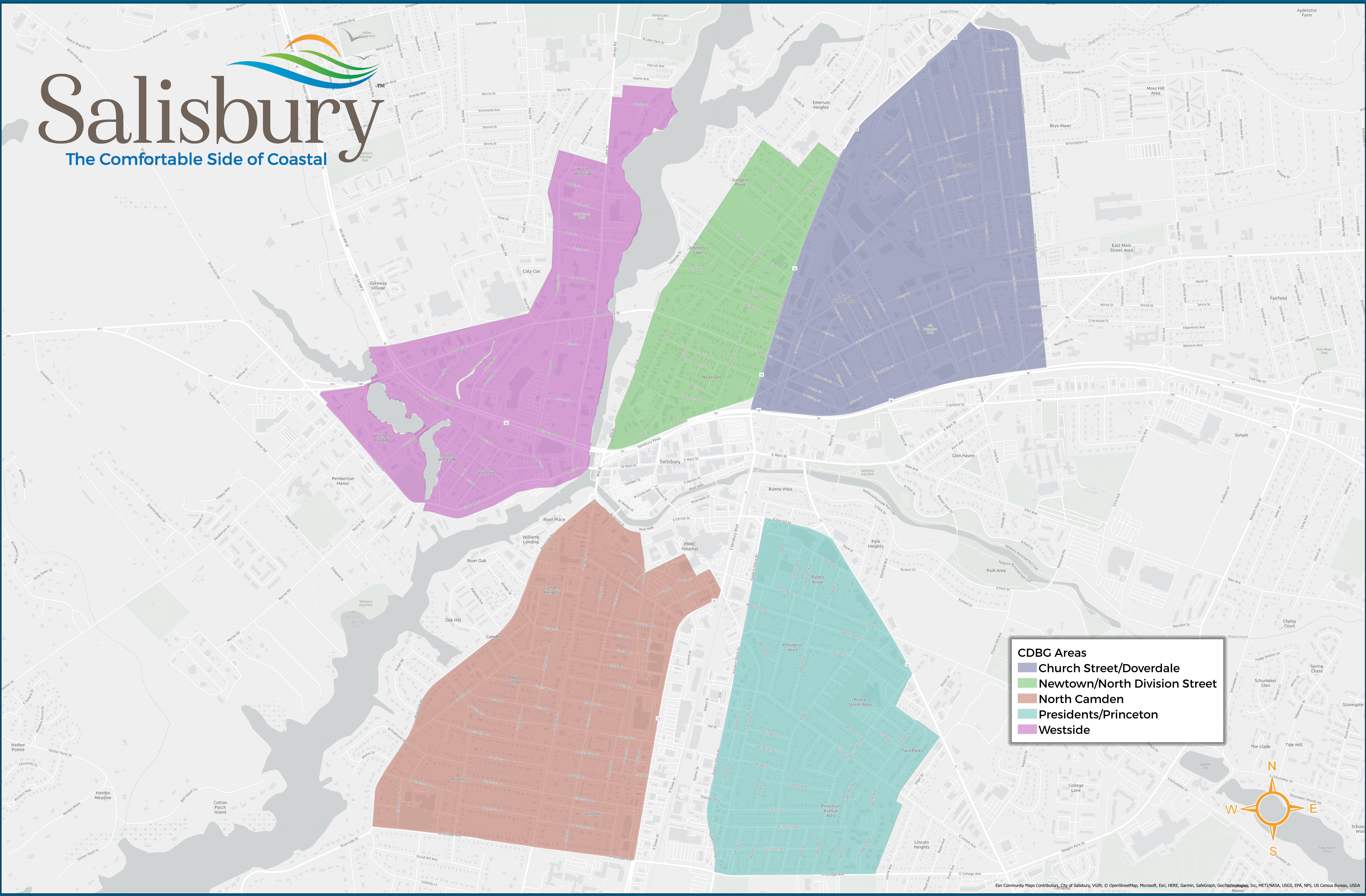
Ms. Bynum stated that at this point she would normally open up the floor for public comments, but as no members of the public were in attendance, she would instead inform listeners that the City will be accepting written comments on the 2022 Action Plan through 4:30 p.m. on Monday, April 25, 2022. She stated comments can be mailed to the City of Salisbury, Finance Dept., 125 N. Division Street, Suite 103, Salisbury, MD 21801, or be e-mailed to her, at jbynum@salisbury.md.

Ms. Bynum stated this concluded the Public Hearing on the 2023 CDBG Action Plan and thanked those who took the time to listen to the presentation. She adjourned the public hearing at 5:37 p.m.

CDBG Target Areas – Maps

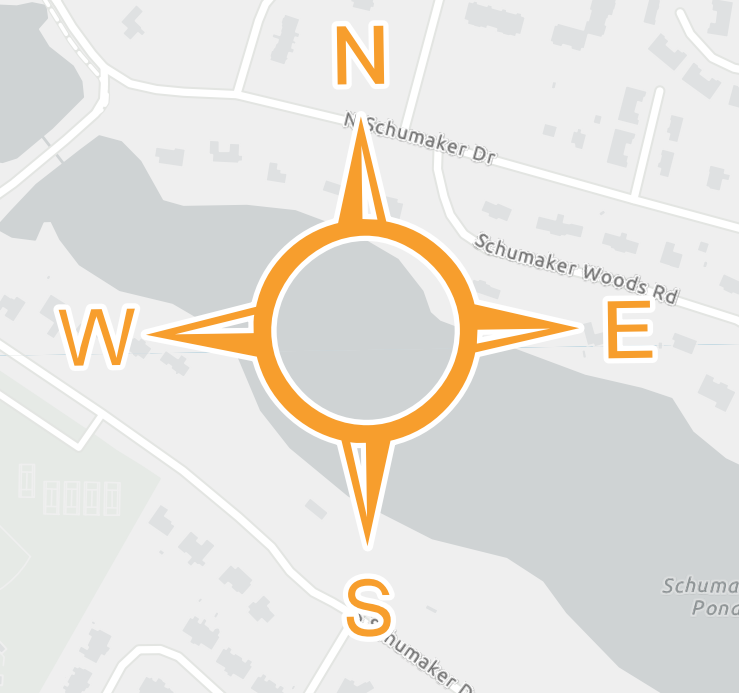
Salisbury

The Comfortable Side of Coastal



CDBG Areas

- Church Street/Doverdale
- Newtown/North Division Street
- North Camden
- Presidents/Princeton
- Westside



Eri Community Maps Contributors, City of Salisbury, VGIN, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc., METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA

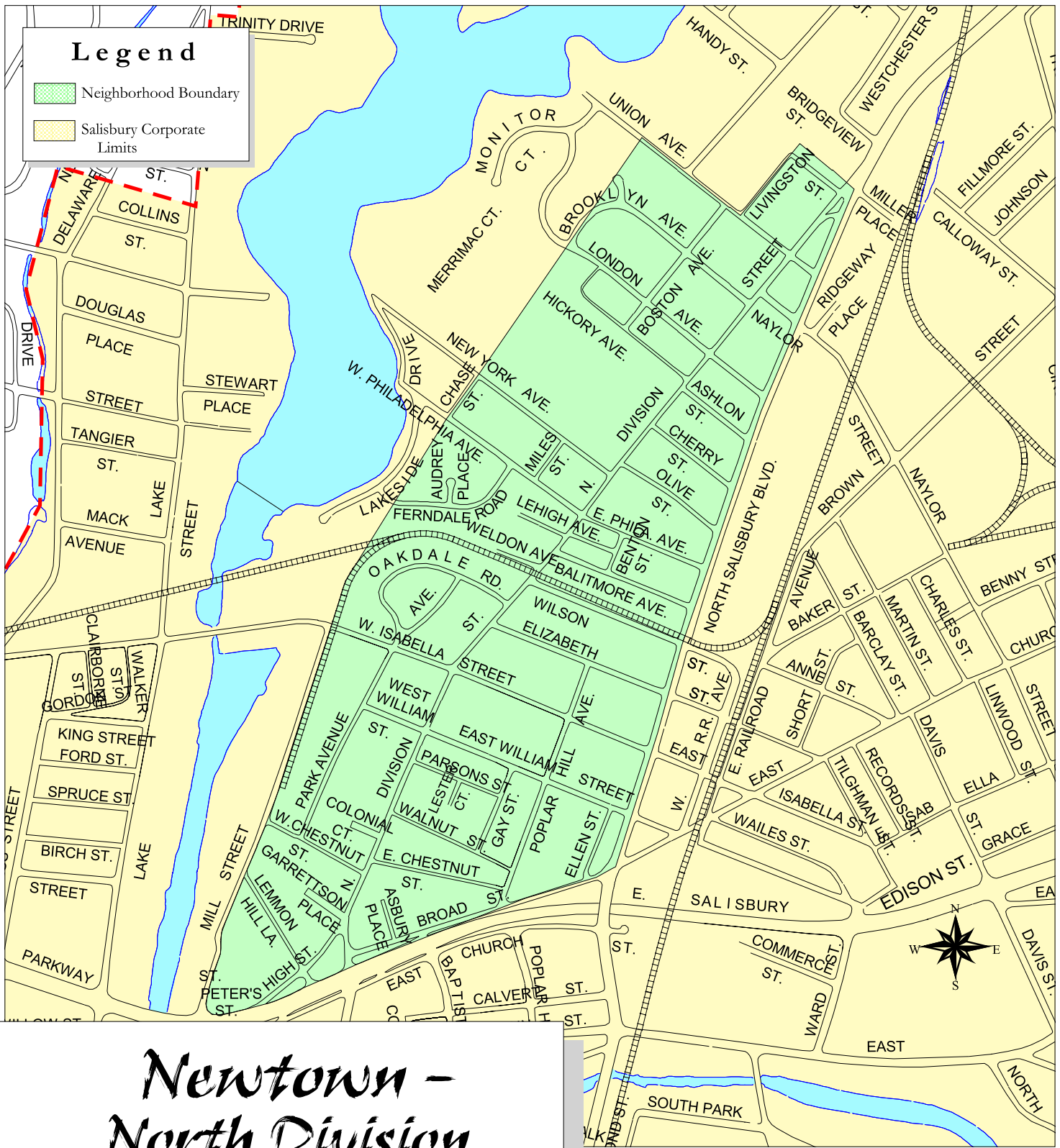
D:\Projects\GIS\City\Finance\Community Development Block Grant\PRO\CDBG Web Map



Community Development Block Grant Areas

Salisbury, MD

Scale: 1:5,500
Date: 3/17/2023
PCS: MD83F





*Newtown -
North Division*

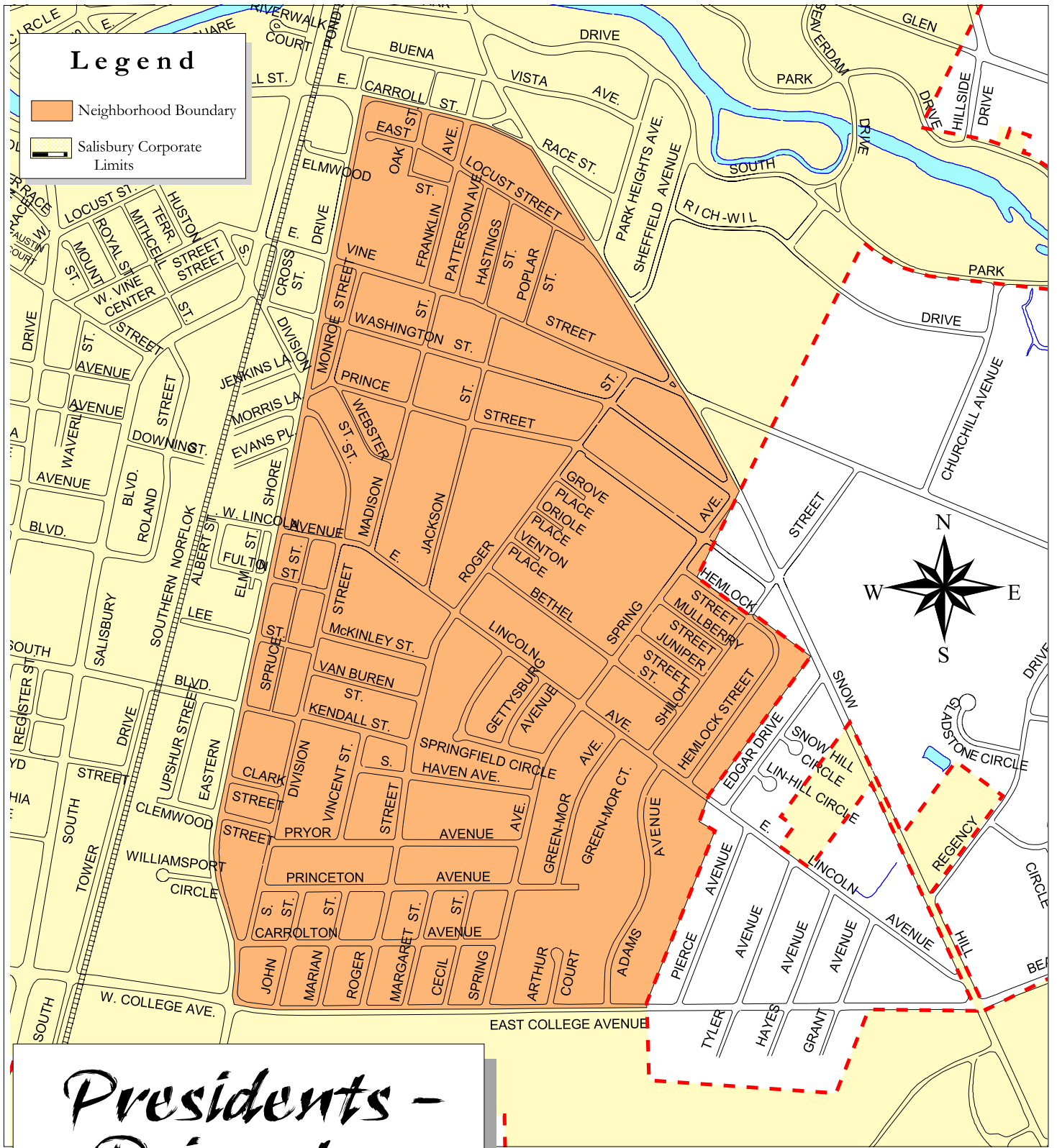
**CDBG
Target Area**



Salisbury / Wicomico Planning & Zoning
2/15/2005

Legend

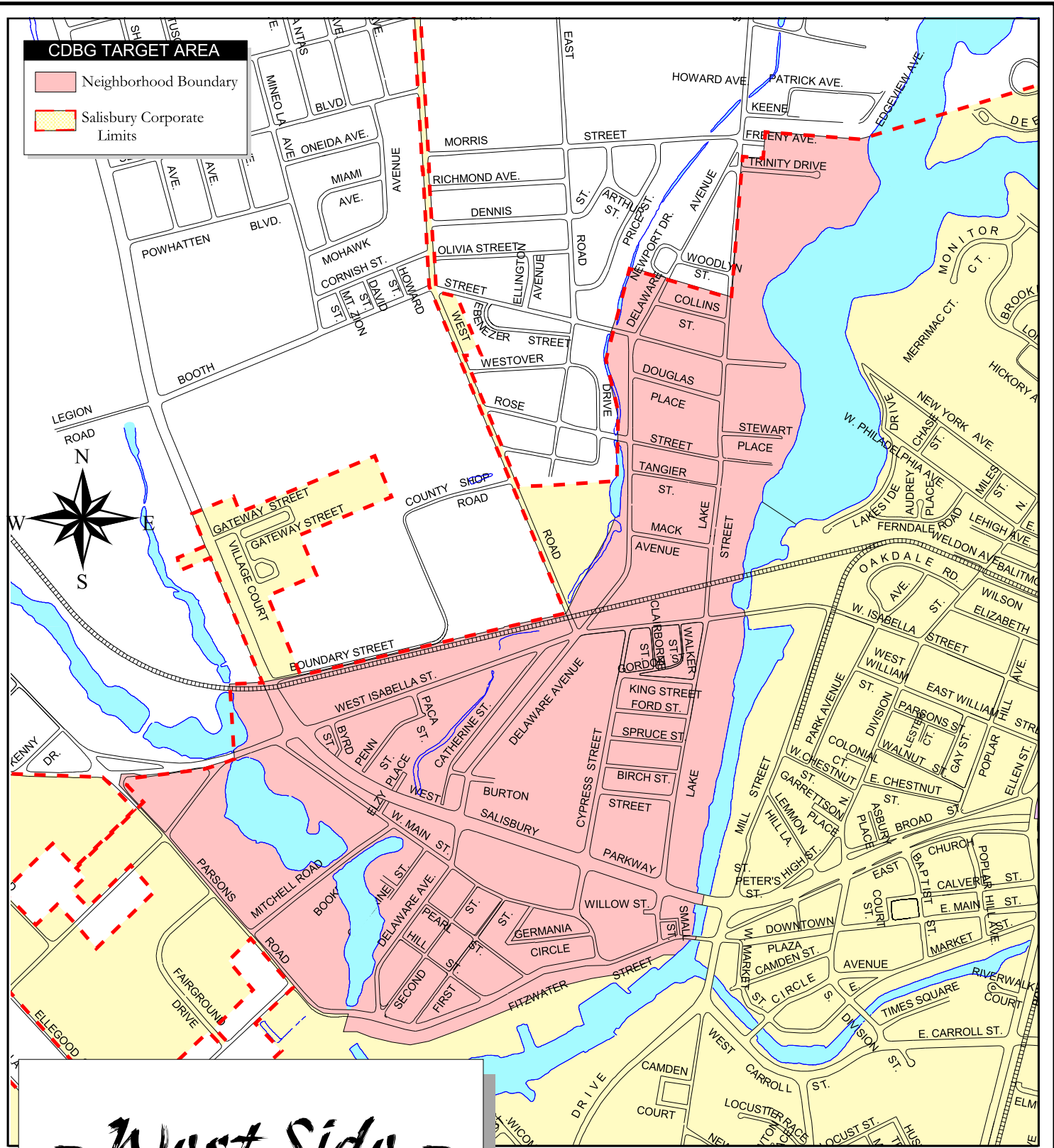
-  Neighborhood Boundary
-  Salisbury Corporate Limits



*Presidents -
Princeton*

**CDBG
Target Areas**





- West Side -

CDBG Target Areas

Homeless Information

2022 Point-in-Time Count MD-513 Wicomico, Somerset, Worcester Counties CoC

Population: Sheltered and Unsheltered Count

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	11	6	3	20
Total Number of persons (Adults & Children)	30	17	10	57
Number of Persons (under age 18)	18	11	6	35
Number of Persons (18 - 24)	2	1	0	3
Number of Persons (over age 24)	10	5	4	19

Gender (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	19	11	6	36
Male	11	6	4	21
Gender that is not singularly 'Female' or 'Male'	0	0	0	0
Questioning	0	0	0	0
Transgender	0	0	0	0

Ethnicity (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latin(a)(o)(x)	30	17	10	57
Hispanic/Latin(a)(o)(x)	0	0	0	0

2022 Point-in-Time Count MD-513 Wicomico, Somerset, Worcester Counties CoC

Race (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
American Indian, Alaska Native, or Indigenous	0	0	0	0
Asian or Asian American	0	0	0	0
Black, African American, or African	21	13	4	38
Native Hawaiian or Pacific Islander	0	0	0	0
White	9	1	6	16
Multiple Races	0	3	0	3

Chronically Homeless (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	0		0	0
Total number of persons	0		0	0

Population: Sheltered and Unsheltered Count

Persons in Households with only Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	0	0	0	0	0
Total Number of children (under age 18)	0	0	0	0	0

Gender (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	0	0	0	0	0
Male	0	0	0	0	0
Gender that is not singularly 'Female' or 'Male'	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

Ethnicity (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin(a)(o)(x)	0	0	0	0	0
Hispanic/Latin(a)(o)(x)	0	0	0	0	0

Race (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Asian or Asian American	0	0	0	0	0
Black, African American, or African	0	0	0	0	0
Native Hawaiian or Pacific Islander	0	0	0	0	0
White	0	0	0	0	0
Multiple Races	0	0	0	0	0

Chronically Homeless (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	0		0	0	0

2022 Point-in-Time Count MD-513 Wicomico, Somerset, Worcester Counties CoC

Population: Sheltered and Unsheltered Count

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	113	9	0	56	178
Total Number of persons (Adults)	113	9	0	58	180
Number of Persons (18 - 24)	5	0	0	0	5
Number of Persons (over age 24)	108	9	0	58	175

Gender (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	35	3	0	15	53
Male	78	6	0	43	127
Gender that is not singularly 'Female' or 'Male'	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

Ethnicity (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin(a)(o)(x)	112	9	0	53	174
Hispanic/Latin(a)(o)(x)	1	0	0	5	6

2022 Point-in-Time Count MD-513 Wicomico, Somerset, Worcester Counties CoC

Race (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Asian or Asian American	1	0	0	0	1
Black, African American, or African	72	5	0	15	92
Native Hawaiian or Pacific Islander	0	0	0	1	1
White	39	4	0	40	83
Multiple Races	1	0	0	2	3

Chronically Homeless (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	10		0	29	39

Date of PIT Count: 1/26/2022

Population: Sheltered and Unsheltered Count

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	124	15	0	59	198
Total Number of Persons	143	26	0	68	237
Number of Children (under age 18)	18	11	0	6	35
Number of Persons (18 to 24)	7	1	0	0	8
Number of Persons (over age 24)	118	14	0	62	194

Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	54	14	0	21	89
Male	89	12	0	47	148
Gender that is not singularly 'Female' or 'Male'	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

Ethnicity

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin (a)(o)(x)	142	26	0	63	231
Hispanic/Latin(a)(o)(x)	1	0	0	5	6

Race

Point In Time Summary for MD-513 - Wicomico, Somerset, Worcester Counties CoC

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Asian or Asian American	1	0	0	0	1
Black, African American, or African	93	18	0	19	130
Native Hawaiian or Pacific Islander	0	0	0	1	1
White	48	5	0	46	99
Multiple Races	1	3	0	2	6

Chronically Homeless	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	10		0	29	39

Additional Homeless Populations Summary for MD-513 - Wicomico, Somerset, Worcester Counties CoC

Date of PIT Count: 1/26/2022

Population: Sheltered and Unsheltered Count

Other Homeless Subpopulations

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Adults with a Serious Mental Illness	22	2	0	29	53
Adults with a Substance Use Disorder	7	2	0	18	27
Adults with HIV/AIDS	0	0	0	0	0
Adult Survivors of Domestic Violence	14	3	0	3	20

Point In Time Summary for MD-513 - Wicomico, Somerset, Worcester Counties CoC

Point-in-Time Count **Veterans** MD-513 Wicomico, Somerset, Worcester Counties CoC (2022)

Inventory Count Date: 1/26/2022

Population: Sheltered and Unsheltered Count

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	2	0	0	2
Total Number of Persons	6	0	0	6
Total Number of Veterans	2	0	0	2

Gender (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	2	0	0	2
Male	0	0	0	0
Gender that is not singularly 'Female' or 'Male'	0	0	0	0
Questioning	0	0	0	0
Transgender	0	0	0	0

Ethnicity (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latin(a)(o)(x)	2	0	0	2
Hispanic/Latin(a)(o)(x)	0	0	0	0

Point-in-Time Count Veterans MD-513 Wicomico, Somerset, Worcester Counties CoC (2022)

Race (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
American Indian, Alaska Native, or Indigenous	0	0	0	0
Asian or Asian American	0	0	0	0
Black, African American, or African	1	0	0	1
Native Hawaiian or Pacific Islander	0	0	0	0
White	1	0	0	1
Multiple Races	0	0	0	0

Chronically Homeless (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	0		0	0
Total number of persons	0		0	0

Inventory Count Date: 1/26/2022

Population: Sheltered and Unsheltered Count

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	10	1	0	3	14
Total Number of Persons	10	1	0	3	14
Total Number of Veterans	10	1	0	3	14

Gender (veterans only)

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	2	0	0	1	3
Male	8	1	0	2	11
Gender that is not singularly 'Female' or 'Male'	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

Ethnicity (veterans only)

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin(a)(o)(x)	10	1	0	3	14
Hispanic/Latin(a)(o)(x)	0	0	0	0	0

Point-in-Time Count MD-513 Wicomico, Somerset, Worcester Counties CoC (2022)

Race (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Asian or Asian American	0	0	0	0	0
Black, African American, or African	7	0	0	1	8
Native Hawaiian or Pacific Islander	0	0	0	0	0
White	3	1	0	2	6
Multiple Races	0	0	0	0	0

Chronically Homeless (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	1		0	0	1

Point-in-Time Summary Veterans for MD-513 - Wicomico, Somerset, Worcester Counties CoC

Date of PIT Count: 1/26/2022

Population: Sheltered and Unsheltered Count

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	12	1	0	3	16
Total Number of Persons	16	1	0	3	20
Total Number of Veterans	12	1	0	3	16

Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	4	0	0	1	5
Male	8	1	0	2	11
Gender that is not singularly 'Female' or 'Male'	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

Ethnicity

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin (a)(o)(x)	12	1	0	3	16
Hispanic/Latin(a)(o)(x)	0	0	0	0	0

Race

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		

Point In Time Summary for MD-513 - Wicomico, Somerset, Worcester Counties CoC

American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Asian or Asian American	0	0	0	0	0
Black, African American, or African	8	0	0	1	9
Native Hawaiian or Pacific Islander	0	0	0	0	0
White	4	1	0	2	7
Multiple Races	0	0	0	0	0

Chronically Homeless	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	1		0	0	1

Inventory Count Date: 1/26/2022
 Population: Sheltered and Unsheltered Count

Unaccompanied Youth Households

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of unaccompanied youth households	5	0	0	0	5
Total number of unaccompanied youth	5	0	0	0	5
Number of unaccompanied children (under age 18)	0	0	0	0	0
Number of unaccompanied young adults (age 18 to 24)	5	0	0	0	5

Gender (unaccompanied youth)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	0	0	0	0	0
Male	5	0	0	0	5
Gender that is not singularly 'Female' or 'Male'	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

Ethnicity (unaccompanied youth)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin(a)(o)(x)	5	0	0	0	5
Hispanic/Latin(a)(o)(x)	0	0	0	0	0

Point-in-Time Count MD-513 Wicomico, Somerset, Worcester Counties CoC (2022)

Race (unaccompanied youth)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Asian or Asian American	0	0	0	0	0
Black, African American, or African	4	0	0	0	4
Native Hawaiian or Pacific Islander	0	0	0	0	0
White	0	0	0	0	0
Multiple Races	1	0	0	0	1

Chronically Homeless (unaccompanied youth)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	0		0	0	0

Inventory Count Date: 1/26/2022

Population: Sheltered and Unsheltered Count

Parenting Youth Households

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of parenting youth households	2	1	0	3
Total number of persons in parenting youth households	5	2	0	7
Total Parenting Youth (youth parents only)	2	1	0	3
Total Children in Parenting Youth Households	3	1	0	4
Number of parenting youth (under age 18)	0	0	0	0
Children in households with parenting youth under age 18 (children under age 18 with parent under 18)	0	0	0	0
Number of parenting youth (age 18 to 24)	2	1	0	3
Children in households with parenting youth age 18 to 24 (children under age 18 with parents under age 25)	3	1	0	4

Gender (parenting youth)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	2	1	0	3
Male	0	0	0	0
Gender that is not singularly 'Female' or 'Male'	0	0	0	0
Questioning	0	0	0	0
Transgender	0	0	0	0

Ethnicity (parenting youth)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latin(a) (o)(x)	2	1	0	3
Hispanic/Latin(a)(o)(x)	0	0	0	0

Race (parenting youth)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
American Indian, Alaska Native, or Indigenous	0	0	0	0
Asian or Asian American	0	0	0	0
Black, African American, or African	2	1	0	3
Native Hawaiian or Pacific Islander	0	0	0	0
White	0	0	0	0
Multiple Races	0	0	0	0

Chronically Homeless (parenting youth)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	0		0	0
Total number of persons	0		0	0

**Resolution Authorizing Submission
of the 2023 CDBG Action Plan**



City of
Salisbury
John "Jack" R. Heath, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: May 1, 2023
Subject: Approval of Property Transfers

The Department of Procurement and the Housing and Community Development Department jointly seek City Council's approval of the attached Resolution. The proposed Resolution:

- Cites the current Municipal Charter and Code procedural regulations for the sale or other disposition of surplus, obsolete or unused property;
- Defines the Community Development Projects Fund (CDPF);
- Provides public disclosure and requests approval of three property sale and transfers under the CDPF;
- Requests transfer permission (disposition) of 527 Wailles under the CDPF.

Sincerely,

Jennifer Miller
Director of Procurement, NIGP-CPP, CPPO, CPPB

cc Ron Strickler
Andy Kitzrow
Tom Stevenson

52 **WHEREAS**, the Council desires to confirm that it consents to the three property sales and transfers
53 and to formally approve the disposition of those surplus properties; and
54

55 **WHEREAS**, the City also desires to approve the transfer of the following surplus property: 527
56 Wailes St., Salisbury, MD, which sale is pending; and
57

58 **WHEREAS**, said properties formed part of the City’s plan to be handled as properties that were
59 considered to be part of the Community Development Projects Fund, but although not part of the fund per
60 se, were nonetheless approved by Council to be deemed surplus real properties; and
61

62 **WHEREAS**, the transfer of the aforementioned properties has allowed them to be returned to the
63 tax rolls and/or to be sold to non-profit entities, which is beneficial to the City’s residents and which also
64 have resulted in the removal of problem properties from the City’s neighborhoods, also to the benefit of the
65 City’s residents.
66

67 **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF**
68 **SALISBURY, MARYLAND**, as follows:

69 **Section 1.** The Council of the City of Salisbury provides its consent and approval of the following
70 property sales of prior approved surplus real properties: two sales with deeds signed by Ronald Strickler,
71 Jr. in his capacity as Director of Housing and Community Development Department (524 Isabella St.,
72 Salisbury, MD, which was sold to Justin Phippin on March 31, 2022 and 220 Records St., Salisbury, MD,
73 which was sold to Young Investments Group, LLC, on August 12, 2022) and one sale and deed signed by
74 Mayor Jacob Day (114 Tilghman St., Salisbury, MD, which was purchased by the Salisbury Neighborhood
75 Housing Services, Inc. on April 4, 2022).

76 **Section 2.** The Council of the City of Salisbury also approves the transfer of 527 Wailes Street,
77 Salisbury, MD and authorizes the Mayor to execute any and all documents necessary to finalize the sale
78 and transfer of said property.

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

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

86 **THE ABOVE RESOLUTION** was introduced and read and passed at the regular meeting of the
87 Council of the City of Salisbury held on this ____ day of _____, 2023 and is to become effective
88 immediately upon adoption.

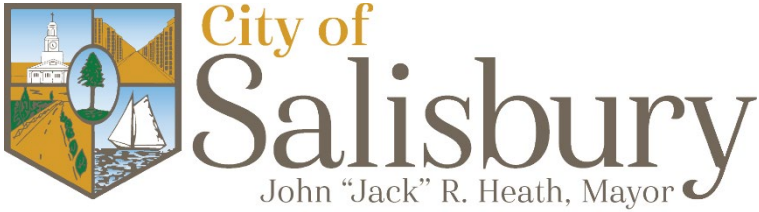
89 **ATTEST:**
90
91

92 _____
93 **Kimberly R. Nichols, City Clerk**

_____ **Muir W. Boda, City Council President**

94
95 Approved by me, this _____ day of _____, 2023.
96
97

98 _____
99 **John R. Heath, Acting Mayor**



To: Andy Kitzrow, City Administrator

From: Jake Pavolik, Asset and Facility Manager

Subject: Budget Amendment-Transfer of Surplus Proceeds

Date: March 30, 2022

The department of Field Operations and Water Works are requesting funds from a recent sale of equipment and vehicles through online auction totaling \$29,157.55. Field Operations is requesting \$24,492.97 and Water Works is requesting \$4,664.58.

Field Operations and Water Works Will use the funds to assist in replacing and upgrading equipment as needed for continued operations.

Thank you for your consideration on this request

Inventory ID	Description	Type	Seller Payment
PM-15	ODB Leaf Vacuum machine towable	USD	2798.13
WP-1	2000 Ford Econoline Wagon	USD	1318.13
123	John Deere Gator Unknow year needs repairs	USD	1087.8
124	Sutorbilt Sewer Vac Trailer	USD	3346.45
S-12	1986 Kubota M4500 tractor	USD	2637.06
126	1995 Vermeer Chipper	USD	4557.48
127	LOT SALE! Five(5) 2004 New Flyer Buses	USD	13412.5
			29157.55

36
37
38
39
40
41
42
43
44
45
46
47

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the _____ day of _____, 2023 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 _____, 2023.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

[SIGNATURES APPEAR ON THE PAGE THAT FOLLOWS]

48 ATTEST:

49

50

51

52

Kimberly R. Nichols, City Clerk

Muir W. Boda, City Council President

53

54

55

56

Approved by me, this _____ day of _____, 2023.

57

58

59

60

John R. Heath, Acting Mayor

61

62



To: Andy Kitzrow, City Administrator

From: Samuel Ireland, Deputy Director of Field Operations

Subject: Ordinance - Budget Amendment

The Department of Field Operations provided manpower, equipment, and technical expertise during the demolition of structures located on the SALKAP property located at 317-325 Lake Street. The structures on the property were composed of tin, light iron, aluminum, #1 steel, and unprepared steel which were provided to Donovan Salvage Works which resulted in a payment to the City of Salisbury in the amount of \$3,574.80.

I am requesting that all funds recovered be transferred from General Fund Revenue to the Field Operations Street-Roadworks Operating Account. Furthermore, I am requesting the attached Budget Amendment recognize that this revenue has been received by the City and will be transferred to the Department of Field Operations and increase the Street-Roadwork's budget (Operating Account: 31150-546006) in the total amount of \$3,574.80 to be utilized for daily operations of the Street-Roadworks Division.

Unless you or the Mayor have any further questions, please forward this Ordinance to the City Council.

Samuel Ireland
Deputy Director of Field Operation



DONOVAN SALVAGE

(302) 856-9501

Donovan Salvage Works
20262 Donovans Rd
Georgetown, DE, 19947
Tel.302-856-9501

CUSTOMER HISTORY REPORT

For Dates From 11/01/2022 to 11/22/2022

Material: All

Customer Name: **CITY OF SALISBURY DEMOLITION PROJECT**
721 LAKE ST
SALISBURY , MD

License/ID#:

of Transactions: 8

Total Amount: \$3,574.80

Ticket#	Date	User	Material Description	Cust Ticket	Deduction	Net	Price	Amount
86109	11/15/2022	TRUCK	DIRTY ALUMINUM SHEET			3,280.00	\$0.08 /lb	\$262.40
						Payment Details --> Cash: \$262.40	Ticket Total --> \$262.40	
86119	11/15/2022	CASHIER	TIN/LIGHT IRON			6,620.00	\$5.00 /cwt	\$331.00
						Payment Details --> Cash: \$331.00	Ticket Total --> \$331.00	
86129	11/16/2022	TRUCK	TIN/LIGHT IRON			4,740.00	\$5.00 /cwt	\$237.00
						Payment Details --> Cash: \$237.00	Ticket Total --> \$237.00	
86147	11/16/2022	TRUCK	TIN/LIGHT IRON			13,400.00	\$5.00 /cwt	\$670.00
						Payment Details --> Cash: \$670.00	Ticket Total --> \$670.00	
86185	11/16/2022	TRUCK	TIN/LIGHT IRON		2000.00 lbs (CONCRETE / DIRT)	18,340.00	\$5.00 /cwt	\$817.00
						Payment Details --> Cash: \$817.00	Ticket Total --> \$817.00	
86272	11/18/2022	TRUCK	TIN/LIGHT IRON			5,300.00	\$5.00 /cwt	\$265.00
						Payment Details --> Cash: \$265.00	Ticket Total --> \$265.00	
86315	11/18/2022	TRUCK	#1 STEEL			11,180.00	\$6.00 /cwt	\$670.80
						Payment Details --> Cash: \$670.80	Ticket Total --> \$670.80	
86469	11/21/2022	TRUCK	UNPREPARED STEEL			5,360.00	\$6.00 /cwt	\$321.60
						Payment Details --> Cash: \$321.60	Ticket Total --> \$321.60	
Report Totals						68,220.00		\$3,574.80

47 shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other
48 provisions of this Ordinance shall remain and shall be deemed valid and enforceable.
49

50 **Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as
51 if such recitals were specifically set forth at length in this Section 5.
52

53 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.
54

55 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
56 Salisbury held on the _____ day of _____, 2023 and thereafter, a statement of the substance
57 of the Ordinance having been published as required by law, in the meantime, was finally passed by the
58 Council of the City of Salisbury on the _____ day of _____, 2023.
59

60 **ATTEST:**
61

62
63
64 _____
65 **Kimberly R. Nichols, City Clerk**

_____ **Muir W. Boda, City Council President**

66 Approved by me, this _____ day of _____, 2023.
67

68
69 _____
70 **John R. Heath, Acting Mayor**



City of
Salisbury
John "Jack" R. Heath, Mayor

To: Andy Kitzrow, Acting City Administrator
From: Chris O'Barsky, Deputy Chief
Subject: Budget Amendment Request
Date: April 24, 2023

The Fire Department is requesting the approval of a budget amendment of \$1,219.00 to be placed into our FY23 Operating Budget. The Department's Fire Inspector vehicle, at no fault of our own, sustained damage from another vehicle while performing legitimate Salisbury Fire Department duties. The City received the \$1,219.00 of insurance proceeds to cover the repairs.

Thank you in advance for your time and consideration on this request. If you should have any questions or need any additional information, please do not hesitate to contact me.

Attachment: Budget Amendment Ordinance

53 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
54 Salisbury held on the _____ day of _____, 2023 and thereafter, a statement of the substance
55 of the Ordinance having been published as required by law, in the meantime, was finally passed by the
56 Council of the City of Salisbury on the _____ day of _____, 2023.

57
58

59 **ATTEST:**

60
61

62

63 _____
Kimberly R. Nichols, City Clerk

_____ **Muir W. Boda, City Council President**

64

65

66 Approved by me, this _____ day of _____, 2023.

67

68

69

70 _____
John R. Heath, Acting Mayor



City of
Salisbury
John "Jack" R. Heath, Mayor

TO: City Council
FROM: Andy Kitzrow, City Administrator
SUBJECT: Labor Code
DATE: April 11, 2023

Over the past few months, the City Administration has met with employees of the Fire and Police Departments and General Government to discuss adopting a Labor Code in furtherance of Charter Amendment Resolution 2022-4 that became effective last November and permitted collective bargaining for certain employees of the City.

The proposed Labor Code, which is attached, is the second step of a four-step process to unionization. The Labor Code, which is to be codified in Chapter 2.25 of the Code, defines and establishes, inter alia, the scope and subjects of bargaining, including negotiable and non-negotiable times, or both; the rights of the employer and employee; the units appropriate and inappropriate for collective bargaining; unfair labor practices; permissible and impermissible union activities; and the scope and method of binding arbitration and the disputes to be submitted to binding arbitration.

After the adoption of the Labor Code, an employee organization seeking exclusive representative status for employees in the representation unit must be recognized by the City either through an election or voluntary recognition, both of which are set forth in the Labor Code.

The fourth and final step would be the adoption of a collective bargaining agreement ("CBA"). The procedure for adopting a CBA is also set forth in the Labor Code.

AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND THE SALISBURY CITY CODE TO ADD CHAPTER 2.25 ENTITLED “LABOR CODE” IN FURTHERANCE OF CHARTER AMENDMENT RESOLUTION 2022-4, WHICH AUTHORIZED COLLECTIVE BARGAINING FOR CERTAIN EMPLOYEES OF THE CITY.

WHEREAS, by Charter Amendment Resolution 2022-4 Mayor and Council publicly declared there exists a need for harmony and cooperation between a public employer and its employees and recognized the benefit of allowing certain employees to organize and bargain collectively; and

WHEREAS, the City of Salisbury amended its Charter to add Article XXIII to grant certain employees the right to organize and bargain collectively through representative employee organizations of their own choosing and to submit to binding arbitration certain labor disputes that may arise during negotiations, as subsequently defined and established by the City’s “Labor Code,” which was to be passed by ordinance of Mayor and Council; and

WHEREAS, Mayor and Council hereby adopt this Labor Code, which is to be codified in Chapter 2.25 of the Code to define and establish, *inter alia*, the scope and subjects of bargaining, including negotiable and non-negotiable times, or both; the rights of the employer and employee; the units appropriate and inappropriate for collective bargaining; unfair labor practices; permissible and impermissible union activities; and the scope and method of binding arbitration and the disputes to be submitted to binding arbitration; and

WHEREAS, the City of Salisbury recognizes the need to protect the public by assuring uninterrupted, effective, and orderly service and, consequently, this Labor Code shall prohibit strikes or work stoppages for all employees; and

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

Section 1. The Salisbury City Code be and is hereby amended by adding Chapter 2.25 as set forth below:

2.25.010 Title and Legislative Findings.

- (a) *Title of Chapter.* This Chapter shall be referred to as the City’s “Labor Code.”
- (b) *Legislative findings.* It is the public policy of the City and the purpose of this Labor Code to promote a fair, harmonious, peaceful and cooperative relationship between the management of the City and those employees of the City who are covered by this Labor Code, and to ensure the public health, welfare and safety of the City will be maintained at all times.

2.25.020 Definitions.

For the purposes of this Labor Code, the following words and phrases shall have the meanings respectively ascribed to them:

- 46 (a) *Budget submission date*. "Budget submission date" means the date not later than 60 days before
47 the end of the fiscal year on which the Mayor submits to the City Council the proposed City
48 budget for the following fiscal year.
49
- 50 (b) *City administration*. "City administration" means the Mayor, the City Administrator, Deputy City
51 Administrator and all department and deputy department heads or their designees.
52
- 53 (c) *Confidential employee*. "Confidential employee" means an employee who:
54
- 55 1. Has access to confidential information, including budgetary and fiscal data, subject to use by
56 the City administration in collective bargaining; or
57
 - 58 2. Works in a close and continuing confidential relationship assisting or aiding the City
59 Administration.
60
- 61 (d) *Employee*.
62
- 63 1. "Employee" means a person employed by the City full-time or part-time, who is not a
64 confidential employee or management employee as defined by this Labor Code.
65
 - 66 2. "Employee" does not include any seasonal employees.
67
- 68 (e) *Employee organization*.
69
- 70 1. "Employee organization" means an association, labor organization, federation, council, or
71 brotherhood, a purpose of which is to represent employees of a public employer in matters
72 authorized by Article XXIII of the City's Charter and this Labor Code.
73
 - 74 2. "Employee organization" does not include an association, labor organization, federation,
75 council, or brotherhood, that discriminates with regard to the terms or conditions of
76 membership because of race, color, creed, sex, age, national origin, political affiliation,
77 religion, marital status, sexual orientation, gender identity, genetic information, disability, or
78 any other protected class.
79
- 80 (f) *Employer*. "Employer" means the City of Salisbury, Maryland body corporate.
81
- 82 (g) *Exclusive representative*. "Exclusive representative" means an employee organization that is
83 certified as the exclusive negotiating agent for employees within a representation unit.
84
- 85 (h) *Impasse*. "Impasse" means the failure of the employer and the exclusive representative to reach
86 a collective bargaining agreement despite good faith efforts to do so.
87
- 88 (i) *Grievance*. "Grievance" is a complaint as defined by the City's Employee Handbook.
89
- 90 (j) *Management employee*. "Management employee" means an employee who has a significant role
91 in the preparation and administration of budgets for a City Department and may reasonably be
92 required to assist directly in the preparation for and conduct of collective bargaining negotiations
93 on behalf of the City administration or have a significant role in the administration of collective
94 bargaining agreements.

95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143

For purposes of this Labor Code, an employee holding the rank of Captain or above within the Fire Department and rank of Lieutenant or above within the Police Department is deemed to be a “management employee.”

- (k) *Collective bargaining agreement.* "Collective bargaining agreement" means a written collective bargaining agreement signed by the Mayor and the exclusive representative, covering all items agreed to by both parties and ratified by City Council.
- (l) *Representation unit.* "Representation unit" means a grouping of positions in the City recognized as appropriate for representation by an employee organization into a unit described under this Labor Code for the purpose of representation in negotiations.
- (m) *Third-party agency.* “Third-party agency” means an independent agency like the American Arbitration Association, Federal Mediation Conciliation Service, or JAMS, all of which offer panels of qualified labor arbitrators.

2.25.030 Director of Human Resources.

- (a) *General.* The Director of Human Resources shall carry out certain duties and functions of this Labor Code and, to ensure impartiality, shall refer certain duties and functions to a third-party agency, including supervising the conduct of representation elections and granting or revoking certification of employee organizations as the exclusive representative.
- (b) *Authority.* The Director of Human Resources shall be charged with the administration of the Labor Code and is authorized and empowered to take any rules and regulations as may be necessary or proper to put into operation and effect the provisions of this Code.

2.25.040 Management and Confidential Employees.

- (a) *Exclusion from collective bargaining.* All management and confidential employees are excluded from participation in a representation unit, and thus prohibited from engagement in collective bargaining.
- (b) *Authority to meet with the City administration.* Nothing in this Labor Code may be construed to preclude management and confidential employees from meeting and conferring with the City administration.

2.25.050 Representation Units.

- (a) *Exception.* This section does not apply to confidential or management employees.
- (b) *In general.* Employees who are not confidential or management employees shall constitute the following separate representation units:
 - 1. Fire;

144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188

- 2. Police; or
- 3. General Government.

2.25.060 Employee rights.

- (a) Employees shall have the right of self-organization; to form, join, or assist employee organizations; and to bargain collectively through representatives of their own choosing as provided by Article XXIII of the Charter and this Labor Code. Employees shall also have the right to refrain from any or all such activities.
- (b) Employees shall be free from retaliation for the exercise of any rights set forth herein, or for participating in any proceeding established pursuant to this Labor Code.
- (c) Employees are expected to communicate any concerns or suggestions to their Department Head or to the Mayor’s Office. The Department Head will meet with any employee upon request at a convenient time.
- (d) Nothing in this Labor Code shall prohibit an employee from presenting, discussing or resolving any concern or dispute directly with the employer and without the intervention of the exclusive representative, provided any adjustment or resolution shall not be inconsistent with the terms of any applicable collective bargaining agreement.

2.25.070 Employer rights.

- (a) The employer shall have the following rights:
 - 1. To determine the budget of the City, including all financial obligations and expenditures, and to exercise its taxing authority;
 - 2. To determine the ways and means to allocate funds to its various departments and projects;
 - 3. To exercise control and discretion over its organization and operations;
 - 4. To determine how and when to deploy its personnel;
 - 5. To establish, suspend, relocate or discontinue operations, facilities, stations, or services and to reduce personnel;
 - 6. To determine the way personnel will be used to ensure public safety;

- 189 7. To adopt reasonable rules, regulations and general orders pertaining to the City's
190 purpose, operation, techniques, efficiency and management which are not inconsistent
191 with the terms of the collective bargaining agreement;
192
- 193 8. To determine staffing, including, but not limited to, the use of full and part-time
194 employees and the number of such employees;
195
- 196 9. To suspend, demote, discharge or take disciplinary action against employees, and in
197 the case of sworn police officers to do so subject to the provisions of the Maryland
198 Police Accountability Act; and
199
- 200 10. To discharge employees it reasonably believes to be involved in a strike, and in the
201 case of sworn police officers to do so subject to the provisions of the Maryland Police
202 Accountability Act.
203

- 204 (b) The employer shall not enter into or become bound by any collective bargaining agreement
205 pursuant to this Labor Code that contains terms that infringe upon or limit the rights set
206 forth in this section or otherwise provided by law.
207
208

209 **2.25.080 Collective bargaining.**
210

- 211 (a) *Bargaining in good faith.* Upon certification of an employee organization as the exclusive
212 representative, the employer and the exclusive representative shall have the duty, through
213 their designated representatives, to negotiate collectively and in good faith with respect to
214 the subjects of bargaining enumerated in this Labor Code and to reduce to writing the
215 matters agreed upon as a result of such negotiations.
216

- 217 (b) *Negotiations deferred.*
218

- 219 1. If an employee organization is certified after March 1 of any fiscal year, negotiations
220 shall be deferred until the appropriate time in the budget preparation process in the
221 following fiscal year.
222

- 223 (c) *Employer/employee organization representative.*
224

- 225 1. The employer shall appoint the employer's representative or representatives for the
226 purpose of conducting any bargaining with the exclusive representative of a
227 representation unit.
228
- 229 2. The exclusive representative of a representation unit shall appoint a representative or
230 representatives for the purpose of conducting any bargaining with the employer.
231

- 232 (d) *Subjects of bargaining.* The employer and exclusive representative may bargain
233 collectively and reach agreement on the following subjects of bargaining:
234

1. Wages;

- 235
236 2. Hours;
237
238 3. Uniform and dress code; and
239
240 4. Promotional schedules and training.

241
242 (e) *Scope of bargaining.* The employer shall not enter into, or be bound by, any collective
243 bargaining agreement, amendment thereto or other agreement that covers a subject of
244 bargaining not specifically enumerated in this section, or which alters, amends, deletes,
245 modifies or infringes upon any of the employer rights enumerated in this Labor Code.

246
247 (f) *Duration of collective bargaining agreement.* The employer shall not enter into, or be
248 bound by, any collective bargaining agreement that is in effective for fewer than two years.

249
250 (g) *Retroactivity.* No retroactivity shall be allowed in any collective bargaining agreement or
251 in any appropriation or legislation that is required to affect any collective bargaining
252 agreement.

253
254
255 **2.25.090 Representation.**

256
257 (a) *Certification of representative.* No collective bargaining agreement shall be valid or
258 enforceable unless it is between the employer and an employee organization that is certified
259 as the exclusive bargaining representative for employees in the bargaining unit.

260
261 (b) *Majority of employees.* Certification of an employee organization shall only occur if the
262 employee organization has been selected or designated by a majority of employees in the
263 bargaining unit.

264
265 (c) *Procedure.*

- 266
267 1. *Certification election.* An employee organization seeking exclusive representative
268 status for employees in the representation unit shall file a petition with the Director of
269 Human Resources accompanied by evidence that at least thirty (30) percent of the
270 employees in the representation unit have designated the employee organization as their
271 exclusive representative. A petition may not be accepted by the Director of Human
272 Resources unless filed by the employee organization prior to September 1. Within thirty
273 (30) days of filing a petition for certification, the Director of Human Resources shall
274 retain a third party agency to conduct a secret ballot election. If the results of the secret
275 ballot election establish that a majority of those employees voting in the election
276 designate the petitioning employee organization as their exclusive representative, then
277 the thirty-party agency shall certify the employee organization as the exclusive
278 representative and the Director of Human Resources shall authorize the employer to
279 bargain collectively as provided for in this Chapter.
280

- 281 2. *Voluntary recognition.* In the event a petition filed by an employee organization is
282 accompanied by valid evidence that more than fifty (50) percent of the employees in
283 the representation unit have designated the employee organization as their exclusive
284 representative for purposes of collective bargaining, the Director of Human Resources
285 shall voluntarily recognize the employee organization without first conducting a
286 certification election. Upon voluntary recognition pursuant to this section, the Director
287 of Human Resources shall certify the employee organization as the exclusive
288 representative and shall authorize the employer to bargain collectively as provided for
289 in this Chapter.
290
- 291 3. *Decertification election.* Any employee seeking to terminate the certification of an
292 employee organization as the exclusive representative of employees in the
293 representation unit may file a petition with the Director of Human Resources
294 accompanied by evidence that at least thirty (30) percent of the employees in the
295 representation unit have expressed their desire to remove the employee organization as
296 their exclusive representative. Within thirty (30) days of the filing of a petition for
297 decertification, the Director of Human Resources shall retain a third party to conduct a
298 secret ballot election. If the results of the secret ballot election establish that a majority
299 of those employees in the representation unit no longer wish to have the employee
300 organization as their exclusive representative, then the third-party agency shall
301 decertify the employee organization as the exclusive representative of the employees
302 in the petitioned-for unit. The decertification of an employee organization does not
303 void or moot any agreement currently then in effect.
304
- 305 4. No election under this section may be conducted more frequently than once every
306 twenty-four (24) months.
307

308 **2.25.100 Unfair labor practices.**

- 309
- 310 (a) *Employer unfair labor practices.* It shall be an unfair labor practice for the employer to
311 engage in the following conduct:
312
- 313 1. Interfere with, restrain or coerce employees in the exercise of their rights guaranteed
314 under this Labor Code;
 - 315 2. Encourage or discourage membership in any employee organization;
 - 316 3. Fail or refuse to negotiate in good faith with an exclusive representative;
 - 317 4. Retaliate against an employee because of that employee's exercise of rights guaranteed
318 under this Labor Code; or
319
 - 320 5. Control or dominate an employee organization or contribute financial or other support
321 to it.
322
- 323
324
325

326 (b) *Employee organization unfair labor practices.* It shall be an unfair labor practice for an
327 employee organization by and through its officers, agents and representatives to engage in
328 the following conduct:

- 329 1. Interfere with, restrain or coerce employees in the exercise of their rights guaranteed
330 under this Labor Code;
- 331 2. Induce the employer or its representatives to commit any unfair labor practice;
- 332 3. Directly or indirectly, cause, instigate, encourage, condone, initiate, sponsor, support,
333 direct or engage in any strike;
- 334 4. Fail or refuse to negotiate in good faith with the employer; or
- 335 5. Retaliate against an employee because of that employee's exercise of rights guaranteed
336 under this Labor Code.

337
338
339
340
341
342
343
344 **2.25.110 Checkoff.**

345
346 (a) *Dues checkoff.* When an employee organization has been certified as the exclusive
347 representative of the employees in the bargaining unit, it shall be the only employee
348 organization eligible to obtain an agreement from the employer to deduct dues or service
349 fees of the employee organization from the pay of those employees in the unit who provide
350 a written, signed and dated authorization, and to remit said dues to the employee
351 organization without cost. All authorizations shall be in effect for one (1) year and shall be
352 automatically renewable from year to year unless written notice of termination by the
353 employee is received by the Director of Human Resources. An employee may terminate
354 an authorization at any time by giving thirty-days written notice to the Director of Human
355 Resources.

356
357 (b) *Indemnification.* The employer shall not have the authority to enter into a collective
358 bargaining agreement that authorizes the deduction of dues from pay unless the agreement
359 contains a provision whereby the employee organization agrees to indemnify the employer
360 for any and all claims arising out of the deduction of dues and/or fees pursuant to this
361 section.

362
363 (c) *No compulsory union membership.* No agreement between the employer and an employee
364 organization shall compel any employee to become and remain a member of the employee
365 organization and/or pay dues.

366
367
368 **2.25.120 Permissible union activities.**

369
370 Solicitation of members and dues may be conducted during work hours provided it is not disruptive
371 to work. Employer-requested or approved consultations and meetings between the employer and

372 representatives of the exclusive representative shall, whenever practicable, be conducted on
373 official time. Negotiations between the employer and representatives of the exclusive
374 representative for the purpose of negotiating a collective bargaining agreement shall be conducted
375 during work hours.

376
377
378 **2.25.130 Work actions prohibited.**

379 (a) *Definitions.* In this section, the following words have the meanings indicated.

- 381
- 382 1. "Lockout" means the temporary withholding of work, by means of shutting down an
383 operation or function in order to bring pressure on employees or on their representatives
384 to accept a change in compensation or rights, privileges, obligations, or other terms and
385 conditions of employment.
 - 386
 - 387 2. "Strike" means the refusal or failure by an employee or group of employees to perform
388 their duties of employment as assigned if a purpose of the refusal or failure is to induce,
389 force, or require the City to act or refrain from acting with regard to any matter.
 - 390
 - 391 3. "Work stoppage" means: (i) The willful absence of a group of employees from their
392 positions; (ii) The engaging in a slow-down by employees; or (iii) The refusal of
393 employees to perform job duties.

394
395 (b) *In general.* Strikes, work stoppages, and lockouts are prohibited.

396
397 (c) *Prohibited employee actions.* Employees and employee organizations may not engage in,
398 sponsor, initiate, support, direct, or condone a strike or work stoppage.

399
400 (d) *Penalty for violation – Employee organization.* If an employee organization violates this
401 section, the City Administrator shall submit the matter to arbitration for the arbitrator to
402 determine the penalty, which can include revoking the employee organization's designation
403 as exclusive representative or disqualifying the employee organization from participating
404 in representation elections for a period of up to two years.

405
406 (e) *Same - Employee.* An employee who violates this section is subject to immediate
407 disciplinary action, which may include termination of employment.

408
409 (f) *Lockouts prohibited.* The City may not direct a lockout against employees.

410
411
412 **2.25.140 Timeline of collective bargaining and impasse.**

413
414 (a) *Timeline.* Regardless of the date upon which certification is issued to the employee
415 organization, negotiations shall be held between October 1 and December 1. Any collective
416 bargaining agreement reached as a result of any such negotiations shall be presented to the

417 City Council for ratification no later than April 15 and, if ratified by Council, shall become
418 effective July 1.

- 419
420 (b) *Impasse procedure.* If no understanding has been reached between the employer and
421 exclusive representative by December 1, it shall be deemed that an impasse has been
422 reached, at which time the matters in dispute may be submitted to arbitration and the parties
423 shall follow the arbitration procedures set forth in this Chapter.

424
425
426 **2.25.150 Arbitration.**

- 427
428 (a) *Matters subject to arbitration.* The employer or employee may submit to arbitration any
429 alleged unfair labor practice, dispute regarding the application or interpretation of a
430 collective bargaining agreement, or an impasse.

- 431
432 (b) *Matters not subject to arbitration.* No grievance as defined by the City Employee
433 Handbook shall be submitted to arbitration. Rather, all grievances shall follow the
434 procedures set forth in the City's Employee Handbook, although an employee within a
435 representation unit may elect to have representation from his/her exclusive representative
436 at all steps in the grievance process.

- 437
438 (c) *Mediation.* Before any dispute subject to arbitration proceeds to arbitration, the parties
439 may mutually agree to first submit the dispute to mediation.

- 440
441 (d) *Arbitrator selection.* The arbitrator shall be chosen by mutual agreement of the parties. If
442 the parties are unable to agree, the parties, will ask the American Arbitration Association,
443 Federal Mediation Conciliation Service, or JAMS to provide a list of 5 arbitrators from
444 Maryland, who are familiar with public labor issues. Within seven days after receipt of the
445 list, the parties shall alternately strike names and keep track of the order of the strikes. The
446 party striking first shall be agreed to or determined by a coin toss. The last arbitrator
447 remaining shall be arbitrator for that fiscal year.

- 448
449 (e) *Powers and duties of arbitrator.* The arbitrator may:

- 450
451 1. Convene and adjourn a hearing;
452
453 2. Administer oaths;
454
455 3. Call and examine witnesses;
456
457 4. Issue subpoenas to compel the presence of witnesses and the production of documents;
458
459 5. Hear the evidence; and
460
461 6. Issue a final and binding decision.
462

463 (f) *Hearings.* Arbitration hearings shall be conducted in Salisbury, Maryland unless otherwise
464 agreed in writing by the parties. The arbitrator shall designate a time and place for the
465 hearing and notify the parties not less than 20 days before the hearing.

466
467 (g) *Rights at hearing.* At the arbitration hearing, each party has the right to be heard, to present
468 evidence material to the controversy, and to examine and cross-examine witnesses.
469 Arbitrators are not bound by the technical rules of evidence.

470
471 (h) *Time Limits.* Unless otherwise agreed, each party has up to four hours to present its case
472 to the arbitrator so that the arbitration shall conclude within one day.

473
474 (i) *Written decision.* The arbitrator shall make findings of fact and shall issue a written
475 decision within 30 days after declaring the record closed, unless the parties otherwise agree
476 in writing.

477
478 (j) *Consideration of pertinent factors by arbitrator.* In making findings, the arbitrator shall
479 take into consideration all pertinent factors, including, but not limited to:

- 480 1. Wages and all other benefits of employment of other similarly situated local
481 government employees;
- 482 2. The value of all benefits available to or received by City employees as compared with
483 private sector employees on the Delmarva Peninsula;
- 484 3. Cost-of-living information;
- 485 4. The availability of funds; and
- 486 5. Any agreement reached between the employer and any other City representation unit.

487
488
489
490
491 (k) *Costs shared.* Each party shall bear its own expenses in connection with the arbitration
492 proceedings. The parties shall share equally the fees and expenses of the arbitrator.

493
494
495
496
497 **2.25.160 Review of collective bargaining agreement.**

498
499 The City Council shall vote on the ratification of any collective bargaining agreement. Prior to
500 voting on the ratification of any collective bargaining agreement, the Director of Finance shall
501 submit to the City Council a fiscal impact note addressing, at a minimum, the annual cost of the
502 contract to the City, the increase or decrease in costs compared to the current or preceding contract,
503 and how the costs of the agreement are to be funded.

504
505 **BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE**
506 **CITY OF SALISBURY, MARYLAND,** as follows:

507 **Section 2.** It is the intention of the Mayor and Council of the City of Salisbury that each
508 provision of this Ordinance shall be deemed independent of all other provisions herein.

509 **Section 3.** It is further the intention of the Mayor and Council of the City of Salisbury that
510 if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged
511 invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law,
512 such adjudication shall apply only to the section, paragraph, subsection, clause or provision so
513 adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and
514 enforceable.

515 **Section 4.** The recitals set forth hereinabove are incorporated into this section of the
516 Ordinance as if such recitals were specifically set forth at length in this Section 4.

517 **Section 5.** This Ordinance shall take effect from and after the date of its final passage.

518 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of
519 the City of Salisbury held on the _____ day of _____, 2023 and thereafter, a statement of
520 the substance of the Ordinance having been published as required by law, in the meantime, was
521 finally passed by the Council of the City of Salisbury on the _____ day of _____, 2023.
522

523

524 **ATTEST:**

525

526

527

528 _____
Kimberly R. Nichols, City Clerk

528 _____
Muir W. Boda, City Council President

529

530

531

532 Approved by me, this _____ day of _____, 2023.

533

534

535

536

537 _____
John R. Heath, Acting Mayor

538