
INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: City Council
From: John R. Pick, City Administrator *JRP*
Subject: Proposed Resolution for Transfer of Funds
Date: January 5, 2005

The purpose of the attached Resolution is to approve the transfer of \$35,500 from the City's Contingency Account to three different City accounts.

- 1) \$2,500 to Community Development – Travel Account

Debbie Stam, Director of the newly created Community Development Department, is requesting an increase in funding for training and related travel (please reference her attached memo). Debbie would like to attend a 4-day training session in Baltimore that provides a comprehensive overview of running a CDBG entitlement program. She would also like to send her assistant, Donna, to various training courses, including HUD IDIS software training. These training opportunities would provide a significant benefit to the Community Development Department.

- 2) \$3,000 to Mayor's Office – Advertising Account

This request is to cover anticipated advertising costs associated with publicizing and promoting the Mayor's City Living Program and the Housing Initiatives programs. The Mayor would like to pursue an aggressive advertising campaign for these programs to help assure their success.

- 3) \$30,000 to Mayor's Office – Home Conversion Grant Program (new account)

As you know, the Resolution to pass the proposed Home Conversion Grant Program is on the January 10th Council agenda. This request of \$30,000 in funds transferred from the Contingency Account provides the initial funding for this program. These funds will be forwarded to Salisbury Neighborhood Housing Service, who will administer the program in coordination with the City's Finance Department.

/gmb

cc: Mayor Tilghman

Attachments

OFFICE OF COMMUNITY DEVELOPMENT RECD DEC 21 2004
MEMO

TO: JOHN PICK

FROM: DEBORAH STAM

SUBJECT: REQUEST FOR TRANSFER FROM THE MAYOR'S CONTINGENCY FUND

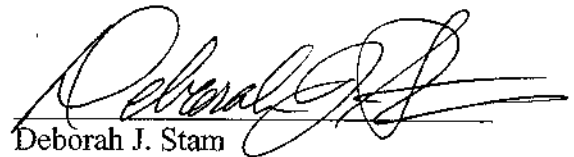
DATE: DECEMBER 20, 2004

In my attempt to create a budget for our new Community Development Department from scratch, I am afraid that I greatly underestimated the amount of money that I would need for travel. I have already attended a number of extremely useful meetings, conferences and training sessions this year, and since I only allocated \$1,000 for Travel, those funds did not last long.

I have just been offered the opportunity to attend another 4-day training session in Baltimore which will provide a comprehensive overview of all aspects of running a CDBG Entitlement program. There is no cost for the training itself, which is being sponsored by the Office of Block Grant Assistance, but the attendees do need to cover all associated travel expenses including hotel, meals and mileage. Attached you will find the information on this training opportunity.

I have spoken to the hotel to find out what their government rate is, and I estimate that the travel costs associated with this 4-day session will run approximately \$900. In addition, I would like to be able to send my new assistant to any training that becomes available in the spring for the HUD IDIS software, and any other sessions that would be beneficial to her. In order to be able to take advantage of these training sessions we will need to supplement our travel budget.

I would like to request that \$2,500 be transferred from the Mayor's Contingency Fund to the Travel fund of the Community Development Department (account # 12800-555503). If you need any further information please let me know. Thank you for your consideration of my request.



Deborah J. Stam
Community Development Director

From: "John Hampton" <JHampton@dennisonassociates.com>
To: <dstam@ci.salisbury.md.us>, <rnrarkie@hagerstownmd.org>, <slipsitz@ba.co.md>
Date: 12/14/04 3:35PM
Subject: FW: CDBG Training Baltimore, MD

-----Original Message-----

From: Keisha Brown
Sent: Tuesday, December 14, 2004 2:39 PM
To: Debbie Stam -- Salisbury, MD; Russ Narkie -- Hagerstown, MD; Sig Lipsitz -- Baltimore County, MD
Subject: CDBG Training Baltimore, MD
Importance: High

Your local HUD CPD Division has nominated you to attend a course on the Community Development Block Grant (CDBG) Program. This course, which is sponsored by the HUD's Office of Block Grant Assistance (OBGA), will be held on February 15-18, 2005, at the Tremont Plaza Suites Hotel, Baltimore, MD. OBGA has selected Dennison Associates, Inc., to present this training.

Attached please find a copy of the HUD Training Announcement, the Registration Form, and a proposed training agenda. These documents provide information about this event and names and numbers of the individuals you may contact if you have questions.

We encourage you to submit your registration as soon as possible, but not later than January 12, 2005. Dennison will begin contacting those individuals who have not responded within two weeks.

Thank you for your prompt attention to this matter. We look forward to seeing you in Baltimore.

Keisha Brown

Administrative Assistant

Attachments

CC: <Diane_L_Lobasso@hud.gov>, <deirdre_neighbors@hud.gov>, "David Dennison" <ddennison@dennisonassociates.com>



U.S. Department of Housing and Urban Development
Office of Block Grant Assistance
451 7th Street, SW, Room 7182
Washington, DC 20410
Telephone: (202) 708-1322

December 13, 2004

Dear Community Development Professional:

I am pleased to announce that HUD is offering basic and intermediate level training on the CDBG program. This course will provide Entitlement grantees with important CDBG program information that they can begin using immediately in their communities. I would like to invite you to attend this course, which will be held on **February 15 – 18, 2005, in Baltimore, Maryland.**

The course is designed for Entitlement community staff with beginning and intermediate level experience with the CDBG program and assumes that participants have a basic familiarity with the program. Over the 3½-day course, the instructors will explain the CDBG statutory and regulatory program requirements, national objectives, activity selection, program implementation, financial management, compliance issues and a variety of other important topics. In order to increase the participants' CDBG knowledge and application of the information, the instructors will use various case studies, group problems, quizzes, and interactive exercises to assist in obtaining a comprehensive understanding of the course information. A copy of the proposed agenda is attached for your review.

The course will be held at the **Tremont Plaza Suites Hotel, 222 Saint Paul Street, Baltimore, MD 21202.** Please note that this is a personal invitation to you, and not a general invitation to your agency. If you cannot attend this event, you may suggest a substitute colleague to attend the training. If you wish to attend this course, please complete and fax the attached training registration form as soon as possible, but not later than **January 12, 2005**, to Dennison Associates (202) 721-9161, care of Ms. Keisha Brown or e-mail the form to: kbrown@dennisonassociates.com.

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If you need hotel accommodations, a block of rooms at the government rate has been reserved at the Tremont Plaza Suites Hotel. Participants are responsible for their individual hotel reservations and expenses. For hotel room reservations, please contact the Tremont Plaza Suites Hotel at (410) 727-2222, and mention the HUD/CDBG training course.

For further information about this course, please contact please contact Hershel Lipow or John Hampton of Dennison Associates, Inc., at (202) 721-9150. We look forward to your attendance and participation in this course.

Sincerely,

A handwritten signature in cursive script that reads "Richard J. Kennedy".

Richard Kennedy
Director
Office of Block Grant Assistance

Attachments:
CDBG Training Registration Form
Draft agenda

Agenda

TIME	Chapter	DAY 1 - Tuesday
8:30 AM - 9:00 AM		REGISTRATION
9:00 AM - 9:15 AM		WELCOME: Opening Remarks -- Joseph J. O'Connor, Director, Office of Community Planning and Development, HUD Baltimore Field Office, U.S. Department of Housing and Urban Development
		INTRODUCTION: Trainers and Trainees
9:15 AM - 9:30 AM		INTRODUCTION TO THE CASE
9:30 AM - 10:45 AM	1	CDBG PROGRAM OVERVIEW: History; Primary Objective; CDBG Regs; Key Definitions; Overview of Elig. Activities & National Obj.; Prohibitions; L/M Benefits; Slum & Blight; Urgent Need; L/M Expenditure 70%; CAPS-Public Svc. & Admin.; Other Fed. Requirements; Glossary of Terms; Other Resources
10:45 AM - 11:00 AM		BREAK
11:00 AM - 12:00 PM	1	CDBG PROGRAM OVERVIEW: (Continued)
12:00 PM - 1:30 PM		LUNCH
1:30 PM - 3:00 PM	2	ACTIVITY SELECTION & IMPLEMENTATION: Which Activities; the Planning Framework (Con Plan); Who will Implement? Organizations; Selecting Projects; The Application Package; Selecting Subrecipients and Contractors
3:00 PM - 3:15 PM		BREAK
3:15 PM - 4:00 PM	2	ACTIVITY SELECTION & IMPLEMENTATION: (Continued)
4:00 PM - 4:30 PM		Q&A: Case
4:30 PM - 5:00 PM		REVIEW AND WRAP-UP

Agenda

DAY 2 - Wednesday

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|----------|----------|---|--|
| 8:30 AM | 9:00 AM | | REVIEW OF DAY ONE: CDBG Game |
| 9:00 AM | 10:45 AM | 3 | HOUSING ACTIVITIES: Homeowner Rehab; Home Purchasing Activities; Rental Housing; Housing Services |
| 10:45 AM | 11:00 AM | | BREAK |
| 11:00 AM | 12:00 PM | 3 | HOUSING ACTIVITIES: (Continued)

Q&A: Case |
| 12:00 PM | 1:30 PM | | LUNCH |
| 1:30 PM | 2:00 PM | 4 | OTHER PROPERTY IMPROVEMENTS: Lead-Based Paint Hazard Evaluation; Code Enforcement; Historic Preservation |
| 2:00 PM | 3:00 PM | 5 | PUBLIC FACILITIES, SPECIAL ASSESSM'TS, & INTERIM ASSISTANCE: Determining Eligible and Ineligible Activities; Other Federal Assistance |
| 3:00 PM | 3:15 PM | | BREAK |
| 3:15 PM | 5:00 PM | 6 | ECONOMIC DEVELOPMENT: Eligible and Ineligible Activities; Underwriting Guidelines & Public Benefit Standards; National Objective Documentation; Section 108 Loan Guarantees; Other Federal Requirements |
| 5:00 PM | 5:15 PM | | REVIEW AND WRAP-UP |

Agenda

DAY 3 - Thursday

8:30 AM	9:00 AM		REVIEW OF DAY TWO: CDBG Game
9:00 AM	10:15 AM	7	PUBLIC SERVICES: Eligible and Ineligible Activities; Pub. Svc. Cap; National Obi. Doc; Other Federal Assistance
10:15 AM	10:30 AM		BREAK
10:30 AM	11:15 AM	8	NEIGHBORHOOD REVITALIZATION STRATEGIES: Background & Benefits; Preparing & Submitting; HUD Review, Approval, Monitoring; Amendments
11:15 AM	11:45 AM		Q&A: Case
11:45 AM	12:15 PM	9	FINANCIAL MANAGEMENT: Overview; Uniform Admin' Req's; Program Income; Pre-Award Costs; Revolving Loan Funds; Float-Funded Activities; Lump-Sum Draw Downs; IDIS
12:15 PM	1:30 PM		LUNCH
1:30 PM	3:15 PM	9	FINANCIAL MANAGEMENT: (Continued)
3:15 PM	3:30 PM		BREAK
3:30 PM	4:45 PM	11	OTHER FEDERAL REQUIREMENTS: Non-Discrimination & Equal Access (Fair Hsg, Labor Req's, Contracting & Procurement); Environment Req's; LBP; Displacement & Relocation, Acquisition, and Replacement Hsg
4:45 PM	5:00 PM		REVIEW AND WRAP-UP

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Agenda

DAY 4 - Friday

8:30 AM 9:00 AM

REVIEW OF DAY THREE: CDBG Game

9:00 AM 9:30 AM

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OTHER FEDERAL REQUIREMENTS: Non-Discrimination & Equal Access (Fair Hsg, Labor Req's, Contracting & Procurement); Environment Req's; LBP; Displacement & Relocation, Acquisition, and Replacement Hsg

9:30 AM 10:30 AM

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PROGRAM PERFORMANCE: Monitoring Overview; Mon. Plan & Risk Assessm't; Prog. Mon.; Project Mon.; Corrective Actions; Training & Technical Assistance; Reporting Req's; CAPER Req's; CAPER Submission & Review; Record Keeping Req's

10:30 AM 10:45AM

BREAK

10:45 AM 12:00 PM

10

PROGRAM PERFORMANCE: (Continued)

12:00 PM 12:15 PM

COURSE EVALUATION

12:15 PM 1:00 PM

OPEN DISCUSSION, REVIEW, AND WRAP-UP

THE END

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RESOLUTION NO. 1181

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND TO TRANSFER MONEY FROM THE CITY'S CONTINGENCY ACCOUNT TO:

- (1) THE COMMUNITY DEVELOPMENT DEPARTMENT TO INCREASE TRAVEL FUNDS TO PAY FOR FUTURE TRAINING;**
- (2) THE MAYOR'S OFFICE TO FUND FUTURE COSTS ASSOCIATED WITH ADVERTISING THE CITY LIVING AND HOUSING INITIATIVES PROGRAMS; and**
- (3) THE MAYOR'S OFFICE TO PROVIDE THE FUNDS NECESSARY TO IMPLEMENT THE HOME CONVERSION GRANT PROGRAM.**

WHEREAS, the City of Salisbury has a Contingency Fund established in § SC7-12G of the Charter; and

WHEREAS, the Mayor and City Council may authorize the direct expenditure of that account for purposes not anticipated at the time of the budget adoption pursuant to § SC7-28 of the Charter; and

WHEREAS, the newly created Community Development Department underestimated the amount of funds that would be necessary to cover training opportunities and associated travel; and

WHEREAS, the newly created Community Development Department would like to take advantage of available training, including CDBG training, that would greatly benefit the Department; and

WHEREAS, an assertive advertising strategy is necessary in order to publicize and promote the City's new City Living Program and Housing Initiatives Programs; and

WHEREAS, the City Council of the City of Salisbury, Maryland has passed Resolution No. 1177, adopting a grant program for conversion of homes from rental uses to owner-occupied family uses; and

WHEREAS, the program outlined in Resolution No. 1177, needs funding in order to be implemented; and

WHEREAS, it is in the best interest of the City to fund these requests;

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the following transfers from the City's Contingency:

1. Decrease Account # : 90500-559500 (City's Contingency) by \$35,500; and
2. Increase Account #: 12800-555503 (Community Development – Travel) by \$2,500; and
3. Increase Account #: 12000-555501 (Mayor's Office – Advertising) by \$3,000; and
4. Increase Account #: 12000-556800 (Mayor's Office – Home Conversion Grant Program) by \$30,000.

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on January 10, 2005, and is to become effective immediately upon adoption.

ATTEST:

Brenda J. Colegrove
CITY CLERK

Michael P. Dunn
COUNCIL PRESIDENT

APPROVED by me this _____ day of January, 2005.

Barrie P. Tilghman
MAYOR