



**Consolidated Annual Performance and
Evaluation Report for
Montgomery County, Maryland**

**Program Year 2015 / County Fiscal Year 2016
July 1, 2015 - June 30, 2016**

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Note

The U.S. Department of Housing and Urban Development (HUD) now requires all jurisdictions to draft and submit Consolidated Annual Performance and Evaluation Reports (CAPER) via the internet. This document, not including the cover page and selected details, such as this note, is the product of an export to Microsoft Word from the online submission software, for the purpose of making the Plan accessible to the public. It is the first such CAPER to be developed and submitted online. The information is highly organized and designed to meet all federal requirements as well as produce more standardized plans across jurisdictions. It also allows for more automated data capture by HUD and therefore more robust analysis and reporting of activities for all geographies and jurisdictions.

The CAPER is intended to automatically tie in to the appropriate Consolidated Plan data; however, much of that connection was not made or was prone to errors if this first electronic CAPER. HUD provided direction on how to address known flaws, generally by compiling information found in local sources and / or submitted to HUD through its Integrated Disbursement and Information System (IDIS) and then entering it into this document and also into the IDIS online submission screens. This CAPER was submitted to HUD online on September 30, 2016.

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Overall strategic plan goal levels for years 2-5 are stable and reasonable given that federal funding levels remain stable and projects costs haven't escalated unexpectedly. Public service grants, on the other hand, can have greatly varying numbers of expected beneficiaries. For example, a single Public Service activity contributed 14,273 of the total goal of serving 17,023 people, but the level of service was low for each person as a main activity was referral services. Therefore, overall targets may not be met in future years if individual projects in years 2-5 have lower numerical goals for people served. For Program Year 2015, Public service activities other than Low/Moderate Income Housing Benefit, are reflected in Items 5 and 9 in Table 1. Both Items include grantees both underperforming and outperforming expectations. However, staff was generally satisfied with the performance of grantees.

Item 1 in Table 1 below shows no completed activities. However, DHCA has been working with a low-income community of multi-family homeowners on a project to make safety improvements to individual units and to address serious drainage issues affecting a significant portion of the community. The project is expected to be completed in the current county fiscal year and to serve approximately 200 households.

Home funds were used for the construction of 48 rental units. An additional 7 affordable rental units were acquired. (IDIS report PR22)

CDBG funds were used to rehabilitate 84 rental housing units, well above the target of 55. CDBG funds were also used to rehabilitate 8 homeowner housing units, under the goal of 25 (IDIS report PR23 CDBG Summary of Accomplishments). The homeowner rehab program underperformed due to a decision to shift the program to a qualified non-profit entity. An RFP for these services is expected to be issued in calendar 2017 and there likely will be no new owner rehab projects until the contract is finalized and a non-profit can begin work. CDBG funds were also used for housing code inspections. During Program Year 2015 there 8,490 housing code inspection cases filed. All cases were geocoded using ESRI's ArcGIS software to determine the number falling within CDBG eligible areas of the county. The result was that 2,534 cases were filed in CDBG areas, or about 32% of all cases successfully located (97% of all cases were located successfully).

ESG funds were used for Rapid Re-housing Support Services and Tenant Based Rental Assistance for 34 households. ESG funds were also used to support 259 persons at the Wilkins Womens Shelter and to provide emergency shelter overflow housing in motels for 274 families. This

exceeded the goal of serving 150 persons in emergency shelter due to spending less on one particular shelter per person and using more funds for overflow shelter than was expected.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Item # / Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
1. Affordable Housing in an Inclusive Community	Affordable Housing	CDBG: \$500,000 / HOME: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	1,000	0	0.00%	200	0	0.00%
2. Affordable Housing in an Inclusive Community	Affordable Housing	CDBG: \$ / HOME: \$1,631,048	Rental units constructed	Household Housing Unit	195	48	24.62%	39	48	123.08%
3. Affordable Housing in an Inclusive Community	Affordable Housing	CDBG: \$ 1,636,994 / HOME: \$	Rental units rehabilitated	Household Housing Unit	275	84	30.55%	55	84	152.73%
4. Affordable Housing in an Inclusive Community	Affordable Housing	CDBG: \$637,885 / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	125	8	6.40%	25	8	32.00%

5. Prevent and End Homelessness	Homeless Non-Housing Community Development	CDBG: \$179,676 / ESG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	85,115	14,228	16.72%	17,023	14,228	83.58%
6. Prevent and End Homelessness	Homeless Non-Housing Community Development	CDBG: \$ / ESG: \$105,000	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	100	34	34.00%	20	34	170.00%
7. Prevent and End Homelessness	Homeless Non-Housing Community Development	CDBG: \$ / ESG: \$176,201	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	100	34	34.00%	20	34	170.00%
8. Prevent and End Homelessness	Homeless Non-Housing Community Development	CDBG: \$ / ESG: \$25,000	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	750	533	34.53%	150	533	172.67%
9. Promote Healthy and Sustainable Neighborhoods	Affordable Housing Non-Housing Community Development	CDBG: \$391,949	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6,760	774	11.45%	1,352	774	57.25%
10. Promote Healthy and Sustainable Neighborhoods	Affordable Housing Non-Housing Community Development	CDBG: \$79,375	Businesses assisted	Businesses Assisted	25	10	40.00%	5	10	200.00%

11. Promote Healthy and Sustainable Neighborhoods	Affordable Housing Non-Housing Community Development	CDBG: \$225,000	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	3,700	2,534	68.49%	740	2,534	342.43%
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Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The three Goals of the Five-Year Plan’s Strategic Plan are all high priorities and use CDBG, HOME, and ESG funds to address a wide range of community needs, including housing assistance, public services for low-income residents, and homelessness prevention, rapid re-housing, and emergency shelter services.

IDIS report PR-23 CDBG Summary of Accomplishments shows that 3.3 million dollars were disbursed during the program year. Of this, housing accounted for 56% of this, Public Facilities and Improvements 24%, and Public Services 21%.

The highest priority for the use of HOME funds is the creation/preservation of affordable housing. To this end all funds were used for this purpose.

All ESG funds were used for activities that addressed needs of homeless persons, focusing on rapid re-housing, and shelter services activities. In addition, funds were also used to support the CoC’s HMIS system.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME	ESG
White	3,272	11	122
Black or African American	3,374	11	709
Asian	540	0	14
American Indian or American Native	5	0	2
Native Hawaiian or Other Pacific Islander	5	0	3
Total	7,196	22	893
Hispanic	2,192	9	129
Not Hispanic	5,004	13	758

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

CDBG data from IDIS report PR23 – CDBG Summary of Accomplishments. The total reported there was 7,472 – higher due to other racial categories included there but not included in CR10. All HOME data was pre-populated in the CAPER. ESG had 43 people with either multiple race or no race indicated and 6 not indicating Hispanic or Non-Hispanic status.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	Federal	4,586,879	3,307,270
HOME	Federal	1,829,048	1,315,022
ESG	Federal	367,201	342,876

Table 3 – Resources Made Available

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
None			

Table 4 – Identify the geographic distribution and location of investments

Narrative

There are no target areas for investment. Most activities are oriented to low-income clients. Code enforcement activities are conducted countywide; CDBG funds are used for code enforcement activities occurring only within CDBG eligible areas, as determined by HUD.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The County was able to leverage federal funds at a rate of approximately 5:1 by using County, State and private funds. Although federal funds have been declining in recent years, County, State, and private funds have also been declining and have been doing so at similar rates. All match requirements for the HOME and ESG programs were more than met by local spending.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$106,171,882.91
2. Match contributed during current Federal fiscal year	\$4,948,999.76
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$111,120,882.67
4. Match liability for current Federal fiscal year	\$407,762.00
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$110,713,120.67

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
3218766 MHP Forest Glen Apartments	May 25, 2016	\$2,359,000.00						\$2,359,000.00
3219032 MHP Hillbrooke Towers	May 25, 2016	\$1,300,000.00						\$1,300,000.00
2955887 Silver Spring Library	October 30, 2015	\$1,289,999.76						\$1,289,999.76

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA	Balance on hand at end of reporting period
\$	\$	\$	\$	\$
\$0	\$485,885.49	\$485,885.49	\$0	\$0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Number	14		1	2		11
Dollar Amount	\$20,180,646		\$2,440	\$115,500		\$20,062,706
Sub-Contracts						
Number	25			3	5	17
Dollar Amount	\$14,971,740			\$2,072,027	\$2,654,404	\$10,245,309
	Total	Women Business Enterprises	Male			
Contracts						
Number	14	0	14			
Dollar Amount	\$20,180,646		\$20,180,646			
Sub-Contracts						
Number	25		25			
Dollar Amount	\$14,971,740		\$14,971,740			

Table 8– Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0					
Dollar Amount						

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired						
Businesses Displaced						
Nonprofit Organizations Displaced						
Households Temporarily Relocated, not Displaced						
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0					
Cost						

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	22	34
Number of non-homeless households to be provided affordable housing units	67	69
Number of special-needs households to be provided affordable housing units	19	82
Total	108	185

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	48	34
Number of households supported through the production of new units	20	28
Number of households supported through the rehab of existing units	20	101
Number of households supported through the acquisition of existing units	20	18
Total	108	181

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Consolidated Plan goals are developed with some flexibility in mind in order to best meet market conditions and partnering opportunities and to maximize the use of funds. Outcomes were higher than expected largely to the per unit costs being less than expected for multi-family projects.

Discuss how these outcomes will impact future annual action plans.

During the program year only 8 single-family homeowner rehabilitation units were completed. It was determined during this time that the program would be more efficiently served by outsourcing to a qualified non-profit entity through a competitive award process. That shift should take place sometime in calendar year 2017. Future Action Plans will reflect this change.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	41	0
Low-income	4	0
Moderate-income	0	0
Total	45	0

Table 13 – Number of Persons Served

Narrative Information

41 persons of the total of 45 served, or 91% were extremely low-income. Four persons were low-income and none were above the low-income threshold.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction’s progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Continuum of Care has developed to a coordinated entry system to reach out to assess the needs of persons experiencing homelessness that is accessible 24/7. Three regional offices provide centralized access & four outreach providers work to engage unsheltered persons. The CoC’s standard outreach procedures focus on engaging individuals and families to refer, link, and provide a “warm” transfer to services and housing providers. The CoC has developed an outreach protocol between local police & outreach providers to promote collaboration. More than 115 “hot spots” identified in the CoC including encampments in the woods, storage bins and 24hr establishments are targeted for outreach. The system is advertised via the County’s 311-phone line, DHHS website, community events, & via a “Homeless Services Guide” available at public libraries, recreational centers, & public schools. All providers are able to serve persons with limited English proficiency & maintain diverse staff.

The VI-SPDAT for adults & the Housing Options targeting tool for families are used to screen, assess & identify housing needs. HMIS generates a by-name report with each household’s vulnerability score. Housing Prioritization committees meets bi-weekly to match households to vacancies & meets weekly to discuss system concerns. Case conferencing is also used with the

by-name list to ensure the community is tracking, engaging, and connecting all households experiencing homelessness to potential housing options.

Addressing the emergency shelter and transitional housing needs of homeless persons

The CoC c provides emergency shelter to individuals and families experiencing homelessness throughout the jurisdiction. Emergency shelter capacity for adults without children includes 135 year round beds including 5 designated for victims of domestic violence, 3 designated for Healthcare for the Homeless, and 2 designated for Aging and Disability. During hypothermia season from November 1 to March 31st, capacity expands to 384 beds. On the day of the 2016 point in time count, there were 375 emergency shelter beds occupied, 239 of which were designated as seasonal or hypothermia overflow beds.

Families with minor children are served by three family shelters with the capacity to serve 27 families with additional 14 families able to be served through the County's domestic violence shelter. In addition overflow shelter including motels are used to supplement when family shelters are full. During 2016 Point in Time County, a total of 34 families were in residing overflow shelter – 30 in motels, which serve as overflow when shelters are at capacity, and 4 families at Winter Haven, a hypothermia shelter serving women and families, a reduction over the previous year.

Transitional shelter and Safe Havens programs provide 178 beds for households without children. On the 2016 PIT County, there were 152 beds occupied, a decrease over the 2015 PIT count. Evaluation of transitional housing programs to improve utilization will be occurring. For households with children, The National Center for Children and Families (NCCF) added two homes last year to serve undocumented families fleeing domestic violence who need additional time and supports to obtain permanent status or work permits for self-sufficiency. In addition, the House of Divine Guidance opened the Lighthouse program in Jan. 2016 to serve three young-adult headed families. The Dwelling Place Re-Entry transitional housing closed which reduced the number of transitional units.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Montgomery County coordinates a network of assistance through the Continuum of Care coordinated entry system that provides emergency financial assistance & case management to help households retain/obtain housing to prevent homelessness. Households with repeated housing instability receive ongoing case management to address barriers contributing to housing instability. Other diversion efforts include mediating family disputes, one-time grants to offset costs to family/friends with whom they can stay, & linkages to mainstream benefits,

employment & behavioral health/health resources to reduce risk. DHHS also provides energy assistance to help low-income residents pay their utility costs & operates the County Rental Assistance Program, a shallow rent subsidy program for low-income families, seniors & the disabled. The CoC partners with the Montgomery County Dept of Health and Human Services, public schools, local hospitals, and the Emergency Assistance Coalition to identify those at-risk and prevent homelessness.

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.

To reduce length of time persons experience homelessness (LOH), the CoC has implemented a coordinated entry system that prioritizes persons who are chronically homeless, have the highest service needs & longest LOT for housing per CoC written standards. Person with the longest time homeless are identified using then referred to housing. Additional strategies include implementation of an integrated team process to help households with multiple needs address barriers; cultivation of flexible landlords willing to accept those with credit/criminal history; financial assistance with rent/deposits to help to obtain housing; increased Rapid Re-housing & Permanent Supportive housing beds & expanded housing locator services. The average length of time homeless for persons in emergency shelter and transitional housing decreased 2 days from 89 days in 2015 to 87 days 2016 for those in ES & SH and the median LOT decreased by 10 days from 65 days to 55 days.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Housing Opportunities Commission of Montgomery County (HOC) maintains its Public Housing units to meet or exceed Federal and County housing quality standards. However, due to years of inadequate federal support of Public Housing, coupled with the advanced age of the properties, HOC's portfolio still has a great need. To address the unmet needs of these sites, HOC is in the process of using HUD's Rental Assistance Demonstration (RAD) program as well as HUD's Section 18 Public Housing Disposition program. These two programs have, and continue to, assist HOC in transitioning out of its participation in Public Housing, by converting these families and properties to either the project-based rental assistance (PBRA) program, or the project-based voucher (PBV) program. The goal of this transition is to reduce HOC's reliance on federal Public Housing funding, while still providing the same high level of service to HOC's resident families and new applicants. HOC's efforts under RAD are also providing the opportunity for HOC to conduct significant renovations of many of its aging Public Housing properties, in some cases adding more and larger units, and in all cases increasing amenities. This transition is

expected to take several fiscal years to complete and the exact timing and funding needs will be tied to the timing of HUD approvals at each property. As of September 2016, HOC has already converted the majority of its Public Housing portfolio via the RAD program and expects to complete the process over the next two to three fiscal years.

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

Funding is provided for Public Housing units managed by local municipalities, the Housing Opportunities Commission of Montgomery County (HOC), and the County itself. The goal is a standard of living that is equitable for all residents of Montgomery County. Such a process involves genuine resident input so as to ensure that real concerns are addressed and not simply those that government has perceived as being a problem for the County's Public Housing residents. This resident input is gathered through a variety of means. HOC holds multiple Town Hall meetings with clients each year, public hearings, public comment periods, and also has regular discussions with HOC's own Resident Advisory Board (RAB). HOC's RAB is composed of HOC residents from across its affordable housing portfolio, including both the Public Housing and Housing Choice Voucher programs. HOC staff also reviews many proposed policy changes with its RAB, thereby seeking input from its residents prior to implementing policies which affect them. The topics discussed at these different resident meetings include property maintenance, adequacy of supportive services, property management, administrative policies, new HOC programming, and general HOC customer service. Numerous self-sufficiency and education programs, supported with public funds, are also provided by HOC, resulting in a greater opportunity for Public Housing residents to speak out on those issues affecting their families with regard to their living conditions and other supportive services.

Actions taken to provide assistance to troubled PHAs

Not applicable

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

The County, through a collaborative effort between the Department of Housing and Community Affairs and the Planning Department, and using funds set aside by the County Council, began work in the fall of 2014 on a comprehensive study of the rental housing market. The study will consider all aspects of the rental housing market with the aim of developing new policy recommendations to increase affordability to the maximum extent possible. A full report and recommendations are expected in the fall/winter of 2016/2017.

The County's landmark Moderately Priced Dwelling Unit (MPDU) program continues to assure that new developments of 20 or more units include between 12.5% and 15% of the units as moderately priced dwelling units (MPDUs).

The biggest barrier to affordable housing continues to be cost. During the program year approximately 3,629 units of affordable housing were produced or preserved using approximately 60 million dollars of local funds.

The County continues to use resources from the Montgomery Housing Initiative fund to support rental assistance programs in DHCA, Health and Human Services (HHS), and the Housing Opportunities Commission (HOC). Over 2,000 households were assisted in FY16 and over 2,100 are projected to be assisted in FY17. Notably, an increase in the Recordation Tax Premium during the program year is anticipated to provide an additional four million dollars for the Rental Assistance Program in the coming year.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

A concerted effort has been made to coordinate with other County agencies and community groups in both the identification of needs and the resources available to meet these needs. The goal, in a time of diminishing resources, is to maximize effect through the elimination of duplication and employment of economies of scale when possible to serve the largest number of residents possible.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

During the Program Year, the Montgomery County Department of Health and Human Services, through its Childhood Lead Poisoning Prevention Program, continued to:

- Provide case management for children who have blood levels of at least 10 micrograms per deciliter
- Educate and provide outreach to schools, day care centers, landlords, residents and the medical community about lead poisoning
- Monitor the incidence of childhood and environmental lead poisoning and lead poisoning hazards
- Comply with the school mandate that all Pre-K, kindergarten and 1st graders living in identified "at risk" areas have documentation of lead screening on file at their school
- Promote lead-safe environments for children in Montgomery County, and
- Provide a High-Efficiency Particulate Air (HEPA) vacuum loaner service to County residents to help free homes and apartment of lead dust and hazards associated with lead-based paint.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

This also falls into the category of interagency coordination. DHCA has worked with many agencies including the Department of Health and Human Services and the Housing Opportunities Commission to identify need and to allocate resources. The public service component of the project list is evidence of the fact that a majority of our effort is to support and, where possible, create self-sufficiency. This is an

effort that will not have a satisfactory conclusion until there are no families at or below the poverty level.

Among efforts that help reduce the number of persons living below the poverty level is the Family Self-Sufficiency Program run by the Housing Opportunities Commission (HOC). This program helps Public Housing and Housing Choice Voucher families achieve self-sufficiency and end dependency on welfare assistance over a five to seven-year period. The program serves over 400 families, primarily composed of single female heads of household with an average of two children, who enroll on a voluntary basis and agree to case management services with the goal of improving the head of household's education, career training and employment.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

Quarterly leadership forums bring managers and key staff from all County departments together to identify opportunities for collaboration and define priorities. In addition, the County has implemented a planning and appraisal process for senior management stressing results-oriented outcomes and pay-for-performance, with an emphasis on teamwork, cooperation, and collaboration to ensure that departments work together.

Interdepartmental teams have been formed. The key ideas embodied in this program are:

- Neighborhood based services customized to neighborhood needs
- Partnership with neighborhood leaders and organizations
- Intervention in at-risk neighborhoods
- Nurturing of involvement and leadership from the multi-cultural community, particularly the immigrant community.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

DHCA works with many agencies including the Department of Health and Human Services and the Housing Opportunities Commission to identify need and to allocate resources. DHCA works with a number of non-profit organizations providing a variety of social service and housing services, as can be seen in the Action Plan list of projects. The Department also has contracts with housing counseling providers to reach out to those at risk of foreclosure and possibly requiring other services; referrals to appropriate service providers are regularly made. The Montgomery County CoC process includes wide civic participation and provides a robust forum for coordination between public and private housing and social service agencies.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

Montgomery County's Office of Human Rights has developed a comprehensive Fair Housing program. This program includes testing for discrimination in the rental or sale of housing, home mortgage financing and compliance with architectural guidelines for the protection of individuals with disabilities. It also includes educational components and enforcement action.

Also, under the auspices of the Office of Human Rights, the County has an on-going Inter-agency Fair Housing Coordinating Group, (IFHCG) which is comprised of agencies that have housing responsibilities. Members of the group include representatives from the Department of Housing and Community Affairs, the Human Rights Commission, Housing Opportunities Commission, Health and Human Services, the Office of Community Partnerships, Commission on People with Disabilities, the Department of Economic Development, Montgomery County Public Schools, the City of Takoma Park, the City of Gaithersburg and the City of Rockville. Meetings are open to the public and individual realtors often attend and join in discussion.

In County Fiscal Year 2016 / Federal Program Year 2015, fair housing education was provided for housing and real estate professionals (who receive continuing education credits), landlords, tenants, property managers, lenders, and the general public. A fair housing public service movie clip was shown in local movie theatres and a human rights youth diversity camp was provided to fifth-grade students in the County.

A fair housing poster contest has taken place for a number of years and become very popular. Conducted as part of the diversity camp, the winner receives a monetary award and the winning poster is displayed on transit buses throughout the County during Fair Housing Month (April of each year).

The Office of Human Rights also provides information concerning scams in loan modification and housing. They partner with DHCA by providing Fair Housing activities and information during the annual County Housing Fair. DHCA also provides counseling referrals and assistance through local nonprofits on foreclosure, homeownership and various mortgage issues.

The Montgomery County Office of Human Rights (OHR) monitors the County's Fair Housing Ordinance. Through the Inter-agency Fair Housing Work Group, OHR coordinate's the activity of county departments, offices, and agencies to prevent housing discrimination.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements.

Montgomery County receives annual allocations from the federal CDBG, HOME and ESG Programs. Monitoring standards and procedures for each program are described here.

CDBG and ESG activities are monitored according to program requirements. Sub-recipients and contractors are required to submit periodic progress and financial reports and submit quarterly benefit data reports. DHCA staff maintains regular telephone contact with sub-recipients and contractors.

Staff provides technical assistance at the time contracts are drafted to ensure that all contractors are familiar with and understand program requirements. Topics discussed include income/beneficiary documentation, reporting, files and records management, invoicing for payment and timely expenditure of funds. In addition, staff members attend events sponsored by the sub-recipients/grantees related to programs that receive funding.

HOME: Montgomery County is responsible for ensuring that all HOME program funds are used in accordance with the program requirements. The County executes written agreements and performs monitoring of its contractors. The County will monitor all activities assisted with HOME funds to assess compliance with ongoing program requirements.

The County has an internal tracking system for HOME projects that generates requests for information, audits and benefit data reports according to the schedule of required cyclical inspections.

The County is also subject to review by outside auditors. The current contract calls for programmatic and financial audits to be conducted annually.

Monitorings are conducted each year for all contracts. Additional monitorings may be conducted if there is some concern about a grantee's performance or ability to effectively and efficiently carry out its contract duties. These monitorings usually take place in the field at the offices of the grantee, although they are sometimes conducted at DHCA if the grantee is known to the monitor and has an excellent performance record. These sessions average one hour in length and include review of files as well as current procedures/standards as required by HUD. Time is taken for any questions from the grantee as well as for technical assistance as necessary. A monitoring form is completed for each visit and is included in each case file.

Citizen Participation Plan 91.105(d); 91.115(d)

The Citizen Participation Plan covering Program Year 2015 is included as an appendix to this document.

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The Consolidated Annual Performance and Evaluation Plan (CAPER) draft is made available to the public for review and comment for 15 days prior to its required submission date to HUD. Notice of availability of the draft for review and comment is posted on the Department's

website on both the front page / announcements area and the Department's webpage for the Consolidated Plan / CAPER and Public Service Grants. Notice is also given via email to neighboring jurisdictions and other key County personnel, some of whom include the message on various listserves or outlets. An ad was also placed in the Montgomery Edition of the Sentinel newspaper on September 8, 2016. All notice indicate that a hard copy of the draft is available at the Department's office and also at the five most prominent County library branches distributed throughout the county.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants? No.

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

The County has an internal tracking system for HOME projects that generates requests for information, audits and benefit data reports according to the schedule of required cyclical inspections.

At the end of Program Year 2015 the County had 145 HOME-Assisted projects with a total of 606 units.

- In accordance with HOME regulatory requirements, 145 Desk Audits were conducted and completed. All outstanding findings were resolved.
- In accordance with HOME regulatory Minimum Frequency Schedule, 42 On-Site Audits of Tenant Files were required; 42 were conducted and completed. All outstanding findings were resolved.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units.
92.351(b)**

All developers and property managers of HOME-assisted housing are required to adopt and implement an affirmative marketing and outreach plan for all properties with HOME assistance. The County conducts ongoing reviews of each housing development's compliance with its plan throughout the year. As part of this review, the County reviews the development's marketing materials to ensure that the appropriate FHEO logos and statements appear. The County also reviews the content and placement of marketing advertisements to ensure that the development is marketed to those minority groups least likely to apply for residence in the development.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

IDIS report PR-27 Status of HOME Grants indicates that Montgomery County received \$485,885.49 in Program Income during Program Year 2015. Program Income is always used before other funds and all HOME funds are used to support HOME eligible persons and households earning 80% or less of Area Median Income.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing).
91.320(j)**

The Moderately Priced Dwelling Unit Program (MPDU), the County's nationally known housing program, continues to ensure that all developments of 20 units or more will contain affordable units. Efforts using HOME funds have emphasized approving projects that serve the lowest income groups possible.

A concerted effort has been made to preserve existing affordable housing through a code enforcement program that results in the annual rehabilitation of dozens of homes. DHCA's Office of Landlord/Tenant Affairs requires licenses for all rental units and provides dispute mediation. It has published a Landlord/Tenant Handbook which spells out the rights and responsibilities of both landlords and tenants. The Office of Landlord-Tenant Affairs works closely with the Housing Code Enforcement Section to ensure tenants have housing that is in compliance with all applicable County laws.

Another significant effort to foster and maintain affordable housing was the adoption on March 29, 2011 of an Amendment to the Housing Element of the County's General Plan. The Housing Element spells out three goals:

- Conservation and care of existing neighborhoods and the existing housing stock.
- Concentrate new housing in mixed-use, transit-oriented areas.
- Encourage and maintain a wide choice of housing types and neighborhoods for people of all incomes, ages, lifestyles, and physical capabilities at appropriate locations and densities. Implement policies to bridge any housing affordability gaps.

The Housing Element then goes on to lay out four objectives to carry out these goals:

1. **Housing and Neighborhood Connectivity:** Concentrate most new housing near public transportation and provide easy, multi-modal connections to jobs, schools, shopping, recreation, and other leisure activities.
2. **Diverse Housing and Neighborhoods:** Create diversity in the type and size of units, neighborhoods, facilities, and programs to accommodate current and future residents.
3. **Housing and the Environment:** Provide economically and environmentally sustainable housing and neighborhoods.

A new Streamlining initiative created during Program Year 2013 is designed to make the County more business-friendly and to make it easier to construct housing, especially transit-oriented housing, to meet the future needs of a growing County. The County has worked with stakeholders to identify more than 60 areas in which improvements are recommended. These improvements are expected to cut approximately one year from development and construction projects. Among the accomplishments so far was the consolidation of fire inspections of new commercial and residential construction under the Department of Permitting Services (DPS). DPS completed 2,635 fire system inspections in the first year of this new system, saving customers in excess of \$1 million and what previously took as long as six weeks to complete now takes just one business day.

All of the efforts described above represent a comprehensive effort which is necessary to preserve our affordable housing supply.

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	MONTGOMERY COUNTY
Organizational DUNS Number	062014378
EIN/TIN Number	526000980
Identify the Field Office	WASHINGTON DC
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	MD-601 - Montgomery County CoC

ESG Contact Name

Prefix	Ms
First Name	Sara
Middle Name	
Last Name	Black
Suffix	
Title	Administrator, Housing Stabilization Services

ESG Contact Address

Street Address 1	1301 Piccard Drive, Rockville MD 20850
Street Address 2	
City	Rockville
State	MD
ZIP Code	20850
Phone Number	240-777-4082
Extension	
Fax Number	
Email Address	sara.black@montgomerycountymd.gov

ESG Secondary Contact

Prefix	Ms.
First Name	Kim
Last Name	Ball
Suffix	
Title	Administrator, Homeless Services
Phone Number	(240) 777-4125
Extension	
Email Address	kim.ball@montgomerycountymd.gov

CR-70 – Assistance Provided

8. Shelter Utilization

Number of New Units – Rehabbed	
Number of New Units – Conversion	
Total Number of bed - nights available	58,668
Total Number of bed - nights provided	58,581
Capacity Utilization	99.9%

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	FY 2013	FY 2014	FY 2015
Expenditures for Rental Assistance			
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance			
Expenditures for Housing Relocation & Stabilization Services - Services			
Expenditures for Homeless Prevention under Emergency Shelter Grants Program			
Subtotal Homelessness Prevention			

Table 1 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	FY 2013	FY 2014	FY 2015
Expenditures for Rental Assistance	85,256.12	124,110.00	126,591.00
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	36,821.00	30,134.00	31,056.50
Expenditures for Housing Relocation & Stabilization Services - Services	64,462.26	75,746.56	77,543.40
Expenditures for Homeless Prevention under Emergency Shelter Grants Program			
Subtotal Homelessness Prevention	186,539.38	224,845.56	235,190.90

Table 2 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	FY 2013	FY 2014	FY 2015
Essential Services			
Operations	126,447.81	75,000.00	33,894.41
Renovation			
Major Rehab			
Conversion			
Subtotal	126,447.81	75,000.00	33,894.41

Table 3 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	FY 2013	FY 2014	FY 2015
Street Outreach			
HMIS	46,984.00	15,545.42	73,790.55
Administration	11,202.09		

Table 4 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	FY 2013	FY 2014	FY 2015
	371,173.28	315,390.56	342,875.86

Table 5 - Total ESG Funds Expended

11f. Match Source

	FY 2013	FY 2014	FY 2015
Other Non-ESG HUD Funds			
Other Federal Funds			
State Government			
Local Government	371,173.28	315,390.56	342,875.86
Private Funds			
Other			
Fees			
Program Income			
Total Match Amount			

Table 6 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	FY 2013	FY 2014	FY 2015
	742,346.56	630,781.12	685,751.72

Table 7 - Total Amount of Funds Expended on ESG Activities



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PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00
02 ENTITLEMENT GRANT	4,086,879.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	462,963.14
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	4,549,842.14

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	2,591,632.25
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	2,591,632.25
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	715,637.92
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	3,307,270.17
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	1,242,571.97

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	791,781.65
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	1,799,850.60
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	2,591,632.25
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	533,106.25
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	533,106.25
32 ENTITLEMENT GRANT	4,086,879.00
33 PRIOR YEAR PROGRAM INCOME	444,710.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	4,531,589.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	11.76%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	715,637.92
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	715,637.92
42 ENTITLEMENT GRANT	4,086,879.00
43 CURRENT YEAR PROGRAM INCOME	462,963.14
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	4,549,842.14
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	15.73%



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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Plan Year	IDIS Project	IDIS Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2013	3	2843	GH Rehab CHI Ctrs./14106 Canterbury Lane	14B	LMH	\$8,475.00
2013	3	2903	GH Rehab - Hsg. Unlim/10623 Muirfield Dr.	14B	LMH	\$58,955.00
2013	3	2904	GH Rehab - Cornerstone Montgomery	14B	LMH	\$38,912.50
2013	3	2905	GH Rehab - Cornerstone Montgomery	14B	LMH	\$31,750.00
2013	3	2906	GH Rehab - Cornerstone Montgomery	14B	LMH	\$41,222.50
2014	1	2908	GH Rehab - Cornerstone Montgomery	14B	LMH	\$50,500.00
2014	1	2947	GH Rehab - MCCH Seneca Hts. (Kitchen)	14B	LMH	\$93,500.00
2015	2	2950	GH Rehab - Jubilee/12821 Camellia Drive	14B	LMH	\$31,405.00
2015	2	2952	GH Rehab -MCH/18715 N. Fred. Ave. (Phase II)	14B	LMH	\$19,930.65
2015	2	2953	GH Rehab-Hearts & Home for Youth, Inc.	14B	LMH	\$128,700.00
2015	2	2955	GH Rehab-Comm. Support Services	14B	LMH	\$48,975.00
2015	2	2960	GH Rehab-Comm. Support Services	14B	LMH	\$56,280.00
2015	2	2961	GH Rehab-Comm. Support Services	14B	LMH	\$56,265.00
2015	2	2962	GH Rehab-Comm. Support Services	14B	LMH	\$28,400.00
2015	2	2963	GH Rehab-Comm. Support Services	14B	LMH	\$50,356.00
2015	2	2964	GH Rehab-Comm. Support Services	14B	LMH	\$48,155.00
				14B	Matrix Code	<u>\$791,781.65</u>
Total						\$791,781.65

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2012	2	2763	5880223	Focused Neighborhood Assistance	03	LMA	\$24,721.86
2012	2	2763	5927098	Focused Neighborhood Assistance	03	LMA	\$6,626.37
2013	1	2821	5840135	Focused Neighborhood Assistance	03	LMA	\$29,527.24
2013	1	2821	5880221	Focused Neighborhood Assistance	03	LMA	\$236,037.91
2013	1	2821	5894440	Focused Neighborhood Assistance	03	LMA	\$4,224.38
2014	3	2854	5840502	Focused Neighborhood Assistance	03	LMA	\$23,602.59
2015	3	2942	5870175	Focused Neighborhood Assistance	03	LMA	\$84,683.02
2015	3	2942	5895154	Focused Neighborhood Assistance	03	LMA	\$77,461.25
2015	3	2942	5905849	Focused Neighborhood Assistance	03	LMA	\$22,126.41
2015	3	2942	5915278	Focused Neighborhood Assistance	03	LMA	\$22,150.28
2015	3	2942	5930349	Focused Neighborhood Assistance	03	LMA	\$22,150.56
					03	Matrix Code	<u>\$553,311.87</u>
2010	6	2557	5840135	Long Branch Pedestrian Linkages	03K	LMA	\$1,362.76
2014	24	2876	5840502	Flower Ave Street Proj/Street Light Upgrade	03K	LMA	\$33,724.00
2014	24	2876	5905853	Flower Ave Street Proj/Street Light Upgrade	03K	LMA	\$24,880.00
					03K	Matrix Code	<u>\$59,966.76</u>
2014	8	2860	5840502	Asian American LEAD Leadership -Asian American LEAD MD High School Program	05	LMC	\$7,611.36
2014	9	2861	5840502	BOYS & GIRLS CLUB EDUCATION	05	LMC	\$6,938.05
2014	11	2863	5840502	Ethiopian Comm. Ctr in Maryland(ECCM)	05	LMC	\$10,716.63
2014	11	2863	5870480	Ethiopian Comm. Ctr in Maryland(ECCM)	05	LMC	\$11,328.40
2014	13	2865	5840502	Interfaith Works. Inc - Vol. Coord./Meals for Homeless	05	LMC	\$5,596.02
2014	14	2866	5840502	Jewish Found./Living Independ. w/Autism	05	LMC	\$18,265.00
2014	14	2866	5870480	Jewish Found./Living Independ. w/Autism	05	LMC	\$2,635.75
2014	16	2868	5840502	Mont Co Coal/ Homeless-Hsg Locator	05	LMC	\$3,439.19
2014	16	2868	5870480	Mont Co Coal/ Homeless-Hsg Locator	05	LMC	\$12,037.17
2014	16	2868	5880327	Mont Co Coal/ Homeless-Hsg Locator	05	LMC	\$3,714.22
2014	19	2871	5840502	Nat'l Ctr. of Children & Families/Future Bond	05	LMC	\$3,636.29



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2014	20	2872	5840502	Nat'l Ctr. of Children & Families/Betty's House	05	LMC	\$6,141.88
2014	20	2872	5870480	Nat'l Ctr. of Children & Families/Betty's House	05	LMC	\$10,792.51
2014	21	2873	5840502	Sunflower Bakery, Inc- Next Steps Employ.	05	LMC	\$8,875.00
2014	23	2875	5840502	Crossroads Farmers Market- Opportunity and Community in the Crossroads	05	LMC	\$6,480.00
2015	10	2928	5870175	Asian Pacific Amer Legal Resource Center (Legal Services for Asian Immigrants)	05	LMC	\$6,026.03
2015	10	2928	5894466	Asian Pacific Amer Legal Resource Center (Legal Services for Asian Immigrants)	05	LMC	\$10,532.56
2015	10	2928	5915271	Asian Pacific Amer Legal Resource Center (Legal Services for Asian Immigrants)	05	LMC	\$9,206.98
2015	11	2929	5894466	Aspire Counseling (Child Services and Adult Counseling, Inc. (Healthy Mothers Healthy Babies)	05	LMC	\$6,112.04
2015	12	2930	5870175	Bethesda Cares (Outreach to Chronically Homeless)	05	LMC	\$10,200.00
2015	12	2930	5894466	Bethesda Cares (Outreach to Chronically Homeless)	05	LMC	\$10,200.00
2015	12	2930	5905865	Bethesda Cares (Outreach to Chronically Homeless)	05	LMC	\$1,544.00
2015	14	2927	5870175	Eastern Montgomery Emergency Assistance Network, Inc. (Eviction Prevention, etc.)	05	LMC	\$8,431.40
2015	14	2927	5894466	Eastern Montgomery Emergency Assistance Network, Inc. (Eviction Prevention, etc.)	05	LMC	\$9,181.27
2015	14	2927	5905865	Eastern Montgomery Emergency Assistance Network, Inc. (Eviction Prevention, etc.)	05	LMC	\$4,097.09
2015	14	2927	5930349	Eastern Montgomery Emergency Assistance Network, Inc. (Eviction Prevention, etc.)	05	LMC	\$3,858.53
2015	15	2922	5870175	Interfaith Works(Volunteer Coordinator)	05	LMC	\$7,384.32
2015	15	2922	5894466	Interfaith Works(Volunteer Coordinator)	05	LMC	\$6,942.03
2015	15	2922	5905865	Interfaith Works(Volunteer Coordinator)	05	LMC	\$7,692.00
2015	15	2922	5915271	Interfaith Works(Volunteer Coordinator)	05	LMC	\$3,076.80
2015	16	2925	5894466	Jewish Foundation for Group Homes, Inc. (Living Independently with Autism)	05	LMC	\$9,519.25
2015	16	2925	5915271	Jewish Foundation for Group Homes, Inc. (Living Independently with Autism)	05	LMC	\$7,491.75
2015	18	2933	5870175	Mental Health Association of Montgomery County (Medical Therpaist)	05	LMC	\$19,096.76
2015	18	2933	5894466	Mental Health Association of Montgomery County (Medical Therpaist)	05	LMC	\$16,790.96
2015	18	2933	5905865	Mental Health Association of Montgomery County (Medical Therpaist)	05	LMC	\$3,769.83
2015	18	2933	5915271	Mental Health Association of Montgomery County (Medical Therpaist)	05	LMC	\$5,280.45
2015	19	2923	5870175	Mobile Medical Care, Inc. - Anticoagulation Clinic	05	LMC	\$2,612.49
2015	19	2923	5894466	Mobile Medical Care, Inc. - Anticoagulation Clinic	05	LMC	\$12,069.59
2015	19	2923	5905865	Mobile Medical Care, Inc. - Anticoagulation Clinic	05	LMC	\$5,302.19
2015	19	2923	5915271	Mobile Medical Care, Inc. - Anticoagulation Clinic	05	LMC	\$6,604.38
2015	20	2932	5905865	MC Collaboration Council (Strengthening Families Program)	05	LMC	\$4,765.00
2015	20	2932	5915271	MC Collaboration Council (Strengthening Families Program)	05	LMC	\$4,705.00
2015	20	2932	5930349	MC Collaboration Council (Strengthening Families Program)	05	LMC	\$4,488.13
2015	21	2934	5870175	Montgomery Housing Partnership (Gator Program)	05	LMC	\$11,165.17
2015	21	2934	5894466	Montgomery Housing Partnership (Gator Program)	05	LMC	\$21,035.81
2015	21	2934	5905865	Montgomery Housing Partnership (Gator Program)	05	LMC	\$1,722.40
2015	21	2934	5915271	Montgomery Housing Partnership (Gator Program)	05	LMC	\$2,045.35
2015	21	2934	5930349	Montgomery Housing Partnership (Gator Program)	05	LMC	\$2,031.27
2015	23	2935	5870175	Stepping Stones Shelter (Community Engagement Manager)	05	LMC	\$6,751.82
2015	23	2935	5894466	Stepping Stones Shelter (Community Engagement Manager)	05	LMC	\$10,212.32
2015	23	2935	5915271	Stepping Stones Shelter (Community Engagement Manager)	05	LMC	\$3,199.04
2015	24	2926	5870175	National Center for Children and Families, Inc. (Future Bound Transitional Housing Program)	05	LMC	\$11,768.76
2015	24	2926	5894466	National Center for Children and Families, Inc. (Future Bound Transitional Housing Program)	05	LMC	\$10,384.20



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	24	2926	5905865	National Center for Children and Families, Inc. (Future Bound Transitional Housing Program)	05	LMC	\$3,461.40
2015	24	2926	5915271	National Center for Children and Families, Inc. (Future Bound Transitional Housing Program)	05	LMC	\$3,461.40
2015	24	2926	5930349	National Center for Children and Families, Inc. (Future Bound Transitional Housing Program)	05	LMC	\$5,192.10
2015	26	2937	5870175	The Shepherd's Table, Inc. (Shepherd's Table Food Service Program)	05	LMC	\$5,893.34
2015	26	2937	5894466	The Shepherd's Table, Inc. (Shepherd's Table Food Service Program)	05	LMC	\$777.28
2015	26	2937	5905865	The Shepherd's Table, Inc. (Shepherd's Table Food Service Program)	05	LMC	\$1,548.55
2015	26	2937	5915271	The Shepherd's Table, Inc. (Shepherd's Table Food Service Program)	05	LMC	\$1,077.40
					05	Matrix Code	\$426,915.91
2014	12	2864	5840502	Home Care Partners, Inc./Mont. Light Care	05A	LMC	\$6,194.66
					05A	Matrix Code	\$6,194.66
2014	10	2862	5840502	Cath. Charities/Immigration Legal Svcs.	05C	LMC	\$6,431.61
					05C	Matrix Code	\$6,431.61
2013	20	2813	5840126	YMCA of Metropolitan Washington, YFS Nob Hill CC	05D	LMC	\$28,018.76
2014	18	2870	5840502	MHP, Inc. Play & Learn Program	05D	LMC	\$2,782.00
2014	22	2874	5840502	Takoma Pk/ African Immigrat. & Refugee	05D	LMC	\$4,025.00
2014	22	2874	5905918	Takoma Pk/ African Immigrat. & Refugee	05D	LMC	\$130.84
2014	25	2877	5840502	YMCA/Smart Choics w/Emotions Program	05D	LMC	\$7,270.00
2015	13	2924	5870175	Boys & Girls Clubs of Greater Washington Inc. (Power Hour Program)	05D	LMC	\$4,706.37
2015	13	2924	5915271	Boys & Girls Clubs of Greater Washington Inc. (Power Hour Program)	05D	LMC	\$7,548.71
2015	25	2936	5870175	The Arc of Montgomery County (Life Skills Training)	05D	LMC	\$9,385.34
2015	25	2936	5894466	The Arc of Montgomery County (Life Skills Training)	05D	LMC	\$9,003.53
2015	25	2936	5905865	The Arc of Montgomery County (Life Skills Training)	05D	LMC	\$2,865.01
2015	25	2936	5915271	The Arc of Montgomery County (Life Skills Training)	05D	LMC	\$3,257.26
2015	25	2936	5930349	The Arc of Montgomery County (Life Skills Training)	05D	LMC	\$2,986.55
					05D	Matrix Code	\$81,979.37
2014	17	2869	5840502	Mobile Medical Care, Inc. - Anticoagulation Clinic	05M	LMC	\$6,146.14
2014	17	2869	5870480	Mobile Medical Care, Inc. - Anticoagulation Clinic	05M	LMC	\$5,438.56
					05M	Matrix Code	\$11,584.70
2014	1	2857	5840502	Hsg. Rehab & Production (BG8002)	14A	LMH	\$18,478.92
2014	1	2857	5870480	Hsg. Rehab & Production (BG8002)	14A	LMH	\$1,181.04
2014	1	2857	5880327	Hsg. Rehab & Production (BG8002)	14A	LMH	\$162.76
2014	1	2857	5894209	Hsg. Rehab & Production (BG8002)	14A	LMH	\$163.01
2014	1	2949	5840503	GH Rehab - CALMRA/2321 Parallel Ln.	14A	LMH	\$36,000.00
2014	26	2878	5880327	Cornerstone Rehabilitation-Project F.I.N.D.	14A	LMH	\$30,000.00
2014	27	2879	5840502	Rockville Housing Enterprises	14A	LMH	\$11,304.00
2014	27	2879	5880327	Rockville Housing Enterprises	14A	LMH	\$3,696.00
2014	28	2898	5840502	Single-Family Rehabilitation- City of Rockville	14A	LMH	\$149,653.40
2014	28	2898	5880327	Single-Family Rehabilitation- City of Rockville	14A	LMH	\$15,607.68
2015	2	2959	5870175	Hsg. Rehab & Production (BG8002)	14A	LMH	\$67,899.17
2015	2	2959	5895133	Hsg. Rehab & Production (BG8002)	14A	LMH	\$59,778.43
2015	2	2959	5905842	Hsg. Rehab & Production (BG8002)	14A	LMH	\$17,745.54
2015	2	2959	5915278	Hsg. Rehab & Production (BG8002)	14A	LMH	\$17,677.83
2015	2	2959	5929817	Hsg. Rehab & Production (BG8002)	14A	LMH	\$18,350.24
					14A	Matrix Code	\$447,698.02
2014	4	2856	5840502	Code Enforcement	15	LMA	\$19,271.15
2014	4	2856	5905918	Code Enforcement	15	LMA	\$42.79
2015	5	2939	5870175	Code Enforcement	15	LMA	\$69,267.11
2015	5	2939	5894466	Code Enforcement	15	LMA	\$62,990.99
2015	5	2939	5905849	Code Enforcement	15	LMA	\$18,053.63



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	5	2939	5915278	Code Enforcement	15	LMA	\$18,084.11
2015	5	2939	5930349	Code Enforcement	15	LMA	\$18,057.92
						Matrix Code	\$205,767.70
Total							\$1,799,850.60

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	8	2860	5840502	Asian American LEAD Leadership -Asian American LEAD MD High School Program	05	LMC	\$7,611.36
2014	9	2861	5840502	BOYS & GIRLS CLUB EDUCATION	05	LMC	\$6,938.05
2014	11	2863	5840502	Ethiopian Comm. Ctr in Maryland(ECCM)	05	LMC	\$10,716.63
2014	11	2863	5870480	Ethiopian Comm. Ctr in Maryland(ECCM)	05	LMC	\$11,328.40
2014	13	2865	5840502	Interfaith Works. Inc - Vol. Coord./Meals for Homeless	05	LMC	\$5,596.02
2014	14	2866	5840502	Jewish Found./Living Independ. w/Autism	05	LMC	\$18,265.00
2014	14	2866	5870480	Jewish Found./Living Independ. w/Autism	05	LMC	\$2,635.75
2014	16	2868	5840502	Mont Co Coal/ Homeless-Hsg Locator	05	LMC	\$3,439.19
2014	16	2868	5870480	Mont Co Coal/ Homeless-Hsg Locator	05	LMC	\$12,037.17
2014	16	2868	5880327	Mont Co Coal/ Homeless-Hsg Locator	05	LMC	\$3,714.22
2014	19	2871	5840502	Nat'l Ctr. of Children & Families/Future Bond	05	LMC	\$3,636.29
2014	20	2872	5840502	Nat'l Ctr. of Children & Families/Betty's House	05	LMC	\$6,141.88
2014	20	2872	5870480	Nat'l Ctr. of Children & Families/Betty's House	05	LMC	\$10,792.51
2014	21	2873	5840502	Sunflower Bakery, Inc- Next Steps Employ.	05	LMC	\$8,875.00
2014	23	2875	5840502	Crossroads Farmers Market- Opportunity and Community in the Crossroads	05	LMC	\$6,480.00
2015	10	2928	5870175	Asian Pacific Amer Legal Resource Center (Legal Services for Asian Immigrants)	05	LMC	\$6,026.03
2015	10	2928	5894466	Asian Pacific Amer Legal Resource Center (Legal Services for Asian Immigrants)	05	LMC	\$10,532.56
2015	10	2928	5915271	Asian Pacific Amer Legal Resource Center (Legal Services for Asian Immigrants)	05	LMC	\$9,206.98
2015	11	2929	5894466	Aspire Counseling (Child Services and Adult Counseling, Inc. (Healthy Mothers Healthy Babies)	05	LMC	\$6,112.04
2015	12	2930	5870175	Bethesda Cares (Outreach to Chronically Homeless)	05	LMC	\$10,200.00
2015	12	2930	5894466	Bethesda Cares (Outreach to Chronically Homeless)	05	LMC	\$10,200.00
2015	12	2930	5905865	Bethesda Cares (Outreach to Chronically Homeless)	05	LMC	\$1,544.00
2015	14	2927	5870175	Eastern Montgomery Emergency Assistance Network, Inc. (Eviction Prevention, etc.)	05	LMC	\$8,431.40
2015	14	2927	5894466	Eastern Montgomery Emergency Assistance Network, Inc. (Eviction Prevention, etc.)	05	LMC	\$9,181.27
2015	14	2927	5905865	Eastern Montgomery Emergency Assistance Network, Inc. (Eviction Prevention, etc.)	05	LMC	\$4,097.09
2015	14	2927	5930349	Eastern Montgomery Emergency Assistance Network, Inc. (Eviction Prevention, etc.)	05	LMC	\$3,858.53
2015	15	2922	5870175	Interfaith Works(Volunteer Coordinator)	05	LMC	\$7,384.32
2015	15	2922	5894466	Interfaith Works(Volunteer Coordinator)	05	LMC	\$6,942.03
2015	15	2922	5905865	Interfaith Works(Volunteer Coordinator)	05	LMC	\$7,692.00
2015	15	2922	5915271	Interfaith Works(Volunteer Coordinator)	05	LMC	\$3,076.80
2015	16	2925	5894466	Jewish Foundation for Group Homes, Inc. (Living Independently with Autism)	05	LMC	\$9,519.25
2015	16	2925	5915271	Jewish Foundation for Group Homes, Inc. (Living Independently with Autism)	05	LMC	\$7,491.75
2015	18	2933	5870175	Mental Health Association of Montgomery County (Medical Therpaist)	05	LMC	\$19,096.76
2015	18	2933	5894466	Mental Health Association of Montgomery County (Medical Therpaist)	05	LMC	\$16,790.96
2015	18	2933	5905865	Mental Health Association of Montgomery County (Medical Therpaist)	05	LMC	\$3,769.83



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	18	2933	5915271	Mental Health Association of Montgomery County (Medical Therpaist)	05	LMC	\$5,280.45
2015	19	2923	5870175	Mobile Medical Care, Inc. - Anticoagulation Clinic	05	LMC	\$2,612.49
2015	19	2923	5894466	Mobile Medical Care, Inc. - Anticoagulation Clinic	05	LMC	\$12,069.59
2015	19	2923	5905865	Mobile Medical Care, Inc. - Anticoagulation Clinic	05	LMC	\$5,302.19
2015	19	2923	5915271	Mobile Medical Care, Inc. - Anticoagulation Clinic	05	LMC	\$6,604.38
2015	20	2932	5905865	MC Collaboration Council (Strengthening Families Program)	05	LMC	\$4,765.00
2015	20	2932	5915271	MC Collaboration Council (Strengthening Families Program)	05	LMC	\$4,705.00
2015	20	2932	5930349	MC Collaboration Council (Strengthening Families Program)	05	LMC	\$4,488.13
2015	21	2934	5870175	Montgomery Housing Partnership (Gator Program)	05	LMC	\$11,165.17
2015	21	2934	5894466	Montgomery Housing Partnership (Gator Program)	05	LMC	\$21,035.81
2015	21	2934	5905865	Montgomery Housing Partnership (Gator Program)	05	LMC	\$1,722.40
2015	21	2934	5915271	Montgomery Housing Partnership (Gator Program)	05	LMC	\$2,045.35
2015	21	2934	5930349	Montgomery Housing Partnership (Gator Program)	05	LMC	\$2,031.27
2015	23	2935	5870175	Stepping Stones Shelter (Community Engagement Manager)	05	LMC	\$6,751.82
2015	23	2935	5894466	Stepping Stones Shelter (Community Engagement Manager)	05	LMC	\$10,212.32
2015	23	2935	5915271	Stepping Stones Shelter (Community Engagement Manager)	05	LMC	\$3,199.04
2015	24	2926	5870175	National Center for Children and Families, Inc. (Future Bound Transitional Housing Program)	05	LMC	\$11,768.76
2015	24	2926	5894466	National Center for Children and Families, Inc. (Future Bound Transitional Housing Program)	05	LMC	\$10,384.20
2015	24	2926	5905865	National Center for Children and Families, Inc. (Future Bound Transitional Housing Program)	05	LMC	\$3,461.40
2015	24	2926	5915271	National Center for Children and Families, Inc. (Future Bound Transitional Housing Program)	05	LMC	\$3,461.40
2015	24	2926	5930349	National Center for Children and Families, Inc. (Future Bound Transitional Housing Program)	05	LMC	\$5,192.10
2015	26	2937	5870175	The Shepherd's Table, Inc. (Shepherd's Table Food Service Program)	05	LMC	\$5,893.34
2015	26	2937	5894466	The Shepherd's Table, Inc. (Shepherd's Table Food Service Program)	05	LMC	\$777.28
2015	26	2937	5905865	The Shepherd's Table, Inc. (Shepherd's Table Food Service Program)	05	LMC	\$1,548.55
2015	26	2937	5915271	The Shepherd's Table, Inc. (Shepherd's Table Food Service Program)	05	LMC	\$1,077.40
					05	Matrix Code	\$426,915.91
2014	12	2864	5840502	Home Care Partners, Inc./Mont. Light Care	05A	LMC	\$6,194.66
					05A	Matrix Code	\$6,194.66
2014	10	2862	5840502	Cath. Charities/Immigration Legal Svcs.	05C	LMC	\$6,431.61
					05C	Matrix Code	\$6,431.61
2013	20	2813	5840126	YMCA of Metropolitan Washington, YFS Nob Hill CC	05D	LMC	\$28,018.76
2014	18	2870	5840502	MHP, Inc. Play & Learn Program	05D	LMC	\$2,782.00
2014	22	2874	5840502	Takoma Pk/ African Immigrat. & Refugee	05D	LMC	\$4,025.00
2014	22	2874	5905918	Takoma Pk/ African Immigrat. & Refugee	05D	LMC	\$130.84
2014	25	2877	5840502	YMCA/Smart Choics w/Emotions Program	05D	LMC	\$7,270.00
2015	13	2924	5870175	Boys & Girls Clubs of Greater Washington Inc. (Power Hour Program)	05D	LMC	\$4,706.37
2015	13	2924	5915271	Boys & Girls Clubs of Greater Washington Inc. (Power Hour Program)	05D	LMC	\$7,548.71
2015	25	2936	5870175	The Arc of Montgomery County (Life Skills Training)	05D	LMC	\$9,385.34
2015	25	2936	5894466	The Arc of Montgomery County (Life Skills Training)	05D	LMC	\$9,003.53
2015	25	2936	5905865	The Arc of Montgomery County (Life Skills Training)	05D	LMC	\$2,865.01
2015	25	2936	5915271	The Arc of Montgomery County (Life Skills Training)	05D	LMC	\$3,257.26
2015	25	2936	5930349	The Arc of Montgomery County (Life Skills Training)	05D	LMC	\$2,986.55
					05D	Matrix Code	\$81,979.37
2014	17	2869	5840502	Mobile Medical Care, Inc. - Anticoagulation Clinic	05M	LMC	\$6,146.14
2014	17	2869	5870480	Mobile Medical Care, Inc. - Anticoagulation Clinic	05M	LMC	\$5,438.56
					05M	Matrix Code	\$11,584.70



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
Total							\$533,106.25

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	5	2855	5905918	Facility Planning	20		\$5,756.44
2015	6	2944	5870175	Facility Planning	20		\$11,199.97
2015	6	2944	5894466	Facility Planning	20		\$9,142.69
2015	6	2944	5905865	Facility Planning	20		\$2,683.86
2015	6	2944	5915271	Facility Planning	20		\$2,683.85
2015	6	2944	5930349	Facility Planning	20		\$2,683.84
					20	Matrix Code	\$34,150.65
2013	6	2819	5840126	Administration	21A		\$342.16
2014	6	2858	5840502	Administration	21A		\$14,963.54
2014	6	2858	5905918	Administration	21A		\$59,865.37
2014	32	2946	5840502	Fair Housing	21A		\$4.16
2014	32	2946	5905918	Fair Housing	21A		\$10,330.16
2015	7	2943	5870175	Administration	21A		\$217,389.51
2015	7	2943	5894466	Administration	21A		\$198,798.98
2015	7	2943	5905865	Administration	21A		\$57,098.54
2015	7	2943	5915271	Administration	21A		\$57,742.97
2015	7	2943	5930349	Administration	21A		\$57,096.88
2015	8	2945	5894466	Fair Housing	21A		\$6,191.00
2015	8	2945	5905865	Fair Housing	21A		\$1,664.00
					21A	Matrix Code	\$681,487.27
Total							\$715,637.92



Montgomery County, Maryland

Department of Housing and Community Affairs

Citizen Participation Plan

I. INTRODUCTION

Montgomery County is committed to making local government open, accessible and responsive to its residents. Opportunities for involvement in governmental decision-making and community development issues existed prior to the inception of the Community Development Block Grant (CDBG) program and extend beyond the scope of the federal requirements. This plan outlines procedures the Department of Housing and Community Affairs (DHCA) will follow in support of the County's commitment to resident involvement and in compliance with the Department of Housing and Urban Development's (HUD's) requirements for the Consolidated Plan. This plan is only one component of Montgomery County's extensive and on-going efforts to provide meaningful opportunities for all county residents to fully participate in their government. This plan is reviewed and updated by DHCA staff as needed to reflect changes that enhance outreach and participation efforts.

The Consolidated Plan is a document that is submitted to HUD and that serves as the comprehensive housing affordability strategy and community development plan, and which guides submissions for funding under any of the Community Planning and Development formula grant programs, including the Community Development Block Grant Program, the HOME Investments Partnership Program (HOME), the Emergency Solutions Grant (ESG) Program and the Housing for Persons with Aids program (HOPWA). It should be noted that HOPWA is funded at the regional level and the County's Department of Health and Human Services (DHHS) is the local "program sponsor" responsible for HOPWA funding. Also, beginning in 2012, DHHS and the Department of Housing and Community Development entered into a Memorandum of Understanding whereby DHHS would administer the ESG grant for the foreseeable future. Citizen participation related to ESG funding is implemented through the Continuum of Care (CoC) process and is described in the CoC funding application.

DHCA is the lead agency responsible for overseeing the development of the Consolidated Plan. It is an executive branch agency of Montgomery County Government and its mission is to:

- plan and implement activities which prevent and correct problems that contribute to the physical decline of residential and commercial areas;
- maintain a marketplace which is fair to both landlords and tenants;

- increase the supply of new affordable housing and preserve the affordability of the existing rental housing stock;
- maintain existing housing in a safe and sanitary condition.

II. FEDERAL REQUIREMENTS FOR CITIZENS PARTICIPATION

The citizen participation process in Montgomery County has been designed to meet and exceed minimum federal requirements. The federal requirements which govern the programs administered by the DHCA are published in the Code of Federal Regulations at 24 CFR Parts 91, 92, 570, 574, 576, and 968. The preparation of a Citizen Participation Plan is specifically addressed at 24 CFR 91.105.

INFORMATION

A. Types of information provided

Federal regulations require the dissemination of certain information. This information is:

- The amount of CDBG, HOME, and ESG funds expected to be available;
- The range of activities that may be undertaken with available funds;
- The estimated amount of available funds proposed to be used for activities that will benefit low and moderate income persons;
- The proposed CDBG, HOME and ESG activities likely to result in displacement, and the plans and policies developed for minimizing such displacement of persons as a result of its proposed activities; and,
- The types and levels of assistance the grantee will make available (or will require others to make available) to persons displaced by CDBG, HOME, and ESG funded activities, even if the grantee expects no such displacement to occur.

B. Methods of providing information and seeking input

Federal regulations require that information be provided and input be sought in certain ways:

- Public hearings - Two public hearings are required to obtain the views of citizens on housing and community development needs, non-housing community development needs, development of proposed activities, and review of program performance. The public is given a minimum of two weeks notice of the date of the hearings, and at least 30 days to provide written comments.

- Publications - Both a Consolidated Plan and a Consolidated Annual Performance Report (CAPER) are required. The availability of these items is advertised in the local newspaper and disseminated via email to surrounding jurisdictions and to community email groups. Hard copies of the Consolidated Plan and CAPER are made available to the public at DHCA and at five regional libraries to provide the public with an opportunity to comment on community development goals and strategies, the projected use of funds, and the County's performance in meeting its community development objectives. The Consolidated Plan and CAPER are also posted on the DHCA web site and provided in alternative formats upon request. All written comments are considered and included in the final reports. The Office of Community Partnerships continues to lead a county-wide effort to increase participation and access to information among persons with limited English proficiency.

DHCA is continuously exploring alternative public involvement techniques, attending meetings of civic associations and business groups in areas where CDBG funds are proposed to be used and reaching out through non-profit partners, through presentations to the Regional Services Centers' Citizen Advisory Boards and through participation at government-sponsored Town Hall meetings at locations throughout the County and through involvement with other boards, committees or commissions.

Input from county residents is sought in a variety of ways:

- Small group discussions, work groups and task forces are convened around topics such as affordable housing and code enforcement and to address the needs of specific groups, such as seniors, renters, persons with disabilities or the homeless.
- Events like the annual Housing Fair and the Affordable Housing Conference and activities at which DHCA is asked to participate provide opportunities to increase public awareness of community development issues, provide information about county programs (especially CDBG-funded activities), and solicit comments regarding community development needs and performance feedback.
- Community meetings are attended: staff members serve as guest speakers, meet with neighborhood and other special-interest groups, and serve on a variety of committees to explain programs and solicit comments on community development needs, goals, strategies, priorities, and the projected use of funds as described in the Consolidated Plan, as well as to discuss past performance and obtain feedback.
- Interest groups are consulted: staff members solicit input from agencies representing special interest groups, such as the Housing Opportunities Commission (HOC), the Human Rights Commission (HRC), the Department of Health and Human Services (DHHS), the Office of Community Partnerships, nonprofit service providers and others so that the opinions of low-income residents, residents of public and assisted housing, persons with disabilities, those with limited English proficiency, the homeless and others with special needs are

considered in determining needs, setting goals and priorities, and evaluating accomplishments.

- Opportunity for electronic input is provided: both HUD and the County have internet web pages which provide the public with an opportunity to view and comment on relevant information, including the most recent Consolidated Plan. Distribution of information through neighborhood “list-serves,” through email “blasts” and via links from other sites is increasing access to information and the opportunity for input.
- In accordance with federal requirements, the public is made aware of any substantial changes to activities described in the Consolidated Plan, and is provided with reasonable and timely access to information relating to the Consolidated Plan and regarding the use of CDBG, ESG, or HOME assistance received.

III. COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

An advisory committee has existed since 1978 to serve as the formal citizens’ participation body, acting as a link between the county and its residents. The formation of the CDAC is authorized by the County Executive through an Executive Order and staffed by DHCA. Membership on the advisory committee is through a formal recruitment process handled in collaboration and under the direction of staff in the County Executive’s office. Outreach efforts are directed at encouraging diverse membership broadly representative of the county and inclusive of those from areas in which funds are proposed to be used and those of low- and moderate-incomes.

The committee’s primary responsibilities include the following:

- Conducting an annual public hearing related to community development needs, past community development performance, and the development of the Consolidated Plan.
- Reviewing and recommending CDBG projects for funding.
- Reviewing and commenting on the draft Consolidated Plan.
- Making recommendations to the Director of DHCA, the County Executive, and the County Council on the use of CDBG funds for the county.
- Commenting on status reports from DHCA staff on the planning, monitoring, evaluation, and effectiveness of ongoing community development projects, and reviewing any proposed changes to the Consolidated Plan.

IV. MEMBERSHIP

The CDAC is composed of a maximum of 15 members who are broadly representative of the county’s residents, as noted above. Individuals interested in serving on the CDAC are notified through public advertisements that the committee is seeking new members. Community

organizations are also notified of vacancies on the committee, with staff conducting targeted outreach to increase awareness of opportunities for service among those groups that may be under represented on the committee, and who may not be likely to respond to public advertisements. Prospective new members submit letters of interest to the County Executive, who selects and appoints all representatives based on DHCA staff recommendations.

The criteria for appointment is a familiarity with problems of low income neighborhoods in the county, familiarity with or interest in the problems of special needs populations, and a willingness to serve. The degree to which the applicant enhances the diversity of the committee is also a consideration. Persons must be willing to devote a significant amount of volunteer time during the year, particularly during the review and evaluation process of CDBG applications (normally during the months of October and November, and the first week in December).

Those persons who currently serve on a board, committee, or commission established by the County Council or County Executive, or who are county employees, employees of the HOC, the Maryland National Capital Parks and Planning Commission (MNCPPC), or any local government, or who are elected officials of any federal, state, or local government are not eligible for membership on the CDAC.

V. TERMS FOR APPOINTMENT

Members serving on the CDAC are appointed to serve a three year term. Members may be reappointed by the County Executive no more than once. The Chairperson of the CDAC is designated annually by the County Executive. This appointment is based on leadership abilities demonstrated from the previous year's service on the committee. The Chairperson may serve no more than two years in that role.

VI. HOUSING LOAN REVIEW COMMITTEE

The Housing Loan Review Committee (HLRC) is a diverse group of county staff who are designated by the Director of DHCA to review funding proposals for multi-family housing developments. The committee makes recommendations to the director regarding the allocation of funds and conditions for funding for the proposals. The proposals, from private and non-profit developers, are for loans funded with the County's federal HOME and/or CDBG funds, or local Housing Initiative funds. The loans are used to acquire, rehabilitate, and/or develop additional affordable housing for persons with low and moderate incomes. Currently the committee is comprised of one representative from the Office of Management and Budget (OMB), one representative from the Department of Health and Human Services (DHHS), one representative from the Department of Finance, and three representatives from DHCA. Members of the committee are knowledgeable in affordable housing development, finance, and/or management. All are committed to providing affordable housing to low and moderate income persons, including those with special needs. The committee has regular monthly meetings, but may meet more frequently if there are proposals ready for review. Members do not serve for specified terms and recommendations are reached by consensus.

The HLRC has developed threshold criteria and funding preferences for all housing proposals. The committee applies these criteria and preferences to proposals as it develops its recommendations. These comprehensive criteria assess the following aspects of each proposal:

- compliance with the funding program’s mission statement;
- public purpose;
- neighborhood needs assessment;
- financial feasibility and financial need;
- leveraging;
- cost reasonableness;
- total county request;
- project design
- physical assessment (of any existing structures to be rehabilitated)
- market feasibility;
- readiness to go;
- community support;
- availability of support services (if applicable);
- development team capacity; and,
- land use and zoning.

VII. SUBCOMMITTEES

From time to time, the full committees of either the CDAC or the HLRC may create subcommittees to further examine proposed activities and/or may invite others to its meetings for the purpose of providing information or input, thereby broadening the level of public participation.

VIII. HOUSING AND COMMUNITY AFFAIRS PROGRAM INFORMATION

DHCA promotes interest and involvement in the community development program by maintaining a steady flow of information to the community and providing meaningful opportunities for input. Staff attends community meetings and uses visual display boards, maps and a variety of means to convey information. The department has a Limited Access Plan for outreach to persons with limited English proficiency. Information is provided in alternative formats upon request to accommodate persons with disabilities.

Current information about the ESG, CDBG, and HOME programs, the citizen participation process, the amount of funds available, the range of activities which may be undertaken and those that have been previously funded, ineligible activities, the application development and review process, and other important program requirements is provided. This information is distributed widely, especially at the time planning begins for the next program year. Non-profit groups representative of low and moderate income persons are given technical assistance in developing funding proposals upon request.

At least two weeks prior to each public hearing, notice is published in easily readable type in one or two newspapers of general circulation. The notice includes the date, time, place, procedures of the hearing, and topics to be considered. Reasonable efforts are made to publicize hearings by other means, particularly to those groups representing persons living in public housing, those who have special needs, such as persons with limited English proficiency, persons with disabilities or those who are homeless. Information is available in alternative formats upon request and hearings are conducted in accessible locations.

Documents relevant to the HOME, ESG, and CDBG programs are available for citizen review in the DHCA offices from 8:30 a.m. to 5:00 p.m. on regular working days.

The following materials are available for review by interested persons:

- All mailings and promotional material;
- Records of hearings;
- All key documents, including prior applications, letters of approval, performance reports, other reports required by HUD, and the approved application for the current year;
- Copies of the regulations and issuances governing the program; and
- Explanation of important program requirements, such as contracting procedures, environmental policies, fair housing and other equal opportunity requirements, relocation provisions, and federal labor standards.

Copies of the proposed Consolidated Plan and CAPER are placed in five regional libraries. Additionally, the plan is available for review and public comment on the department's web site. Interested parties are given the opportunity to comment on the draft plan.

A notice which announces that the plan is available to interested persons upon request is published in a newspaper of general circulation 30 days prior to the draft Plan being submitted to HUD for approval.

IX. SCOPE OF PARTICIPATION

DHCA continues to encourage the involvement of county residents in all stages of the planning, implementation, and evaluation process. While there are federal submission deadlines and formal public comment periods with which the county must comply for the submission of certain documents, the process of soliciting public input is ongoing, driven not by time constraints but by the county's commitment to be responsive and accountable to its residents, the county's commitment to continuous improvement in the delivery of services, and the county's commitment to the achievement of results.

X. COMPLAINTS

All unresolved complaints are referred to the Director of DHCA. Reasonable effort is made to provide responses, written where necessary, within 15 working days after a complaint has been received. If a response is not completed within 15 days, the appropriate individual will be contacted and provided an explanation for the delay.

XI. TECHNICAL ASSISTANCE

Technical assistance is provided to:

- Groups representative of persons of low- and moderate-income who request assistance, so they may participate in planning, implementing, and assessing the program.
- Groups representative of low- and moderate- income persons, and groups of residents of low- and moderate- income neighborhoods, which request assistance in developing proposals and statements of views.
- Organizations proposing to provide services to the homeless and other special needs populations.

Technical assistance is provided by DHCA staff members. When necessary or required, DHCA will conduct workshops to provide technical assistance on the various HUD-funded programs it is charged with implementing, including CDBG and HOME.

X. CRITERIA FOR SUBSTANTIAL AMENDMENT

Amendments to the Consolidated Plan are made whenever *any* of the following occur:

1. There is a change in allocation priorities or a change in the method of distribution of funds;
2. An activity not previously described in the action plan will be carried out; or,
3. There is a change in the purpose, scope, location or beneficiaries of an activity.

A change will be considered substantial to the extent that the amount involved in any one change is in excess of \$300,000, and the change would be from one eligible activity to another and the category of beneficiary (e.g. the homeless, the elderly, the disabled) would be altered.

To seek input prior to implementing any substantial change, a notice of the change will be published in a newspaper of general circulation and on DHCA's web page not less than thirty (30) days prior to implementing the change. Written comments will be considered, and a summary of these comments will be attached to the substantial amendment. If a comment is not accepted, the reasons for non-acceptance will be included.

CDAC Proposed Activity Schedule

Activity Schedule
DHCA/CDAC
July 1, 2015 - June 30, 2016

All dates are approximate and subject to change

DATES	ACTIVITIES	COMMENTS
Mid - Late April, 2015	Public announcements for new CDAC member applicants.	Provides open and broad recruitment effort to solicit new members for the Advisory Committee.
Early July, 2015	Briefing session for prospective new CDAC members	Session designed to explain purpose and time commitment involved, and give brief overview of CDBG program and process.
Mid - July, 2015	Complete review process for new CDAC members.	Departmental staff interview applicants and make recommendations to the County Executive.
Mid - July, 2015	Proposed project applications available for distribution to applicants for CDBG and HOME Funding.	Providing applications by this date provides applicants ample time to develop a sound proposal. Prior applicants and citizens/groups who have called DHCA to inquire about availability of funds are on a mailing list.
Mid - August to Mid - September, 2015	DHCA prepares preliminary list of Departmental projects and drafts CDBG-Funded Capital Improvement Program (CIP) projects and forwards to Director for review.	Departmental staff reviews ongoing projects and new projects requiring CDBG and HOME assistance obtaining additional information as appropriate.
August/September, 2015	Appointments to CDAC by County Executive.	County Executive makes appointments and designates Chair
By mid - September, 2015	Preliminary CDBG-funded CIP submitted to OMB.	Comply with County budget process for CIP.

DATES	ACTIVITIES	COMMENTS
Mid - September, 2015	Deadline for submitting project applications for CDBG and HOME (HOPWA funds are distributed via regional allocation).	Proposed project applications accepted by DHCA until close of business.
Early October, 2015	Staff reviews of applications received. Solicits comments from appropriate agencies, local governments, and organizations.	Staff determine if projects are eligible and applications complete. Check for duplication of services and evaluate comments of others.
Early October, 2015	Public Notice listing all CDAC meetings distributed to Government Centers, libraries, etc.	Provide broad dissemination of information regarding committee process.
Early October, 2015	Public hearing on community development needs and Grantee Performance.	Provides interested and affected parties an opportunity to express their needs and comment of performance.
Mid - October to December 2015	Staff and CDAC review project proposals	CDAC ranks projects and establishes funding priorities
January, 2016	Director submits CDAC recommendations on proposed projects to County Executive	Finalize budget recommendations for CDBG for County Executive consideration.
Early April, 2016	County Council hearings on proposed budget as presented in the projected use of funds contained in the annual Action Plan.	Provide interested and affected parties an opportunity to comment on CIP and Operating Budgets including associated activities.
Late April, 2016	Proposed Action Plan advertised and made available for citizens and circulated among surrounding jurisdictions and the State for review and comments.	Provide interested and affected parties an opportunity to examine and comment on the draft Action Plan
Mid May, 2016	County Council approval of proposed projects.	Council reviews proposed projects to be funded.
June 1, 2016	Council formally adopts budget.	
Continuous	Respond in a timely manner to all written inquiries, comments, and complaints about the programs funded through the Consolidated Plan	Provides response to interested and affected parties. Helps identify and resolve problems and misunderstandings.