



Marc Elrich
County Executive

Aseem K. Nigam
*Director, Department of
Housing and Community Affairs*

Montgomery County, Maryland
Consolidated Plan for Housing and
Community Development
Annual Action Plan, Amendment 3
County Fiscal Year 2020
July 1, 2019 to June 30, 2020

Any Questions or Comments should be directed to:
Matthew Greene, Senior Planner, (240) 777-3631

The TTY number (for the hearing impaired) is 240-773-3556
Information is available in alternate formats upon request.



*Montgomery County is committed to foster the
letter and spirit of Equal Housing Opportunity.*

Annual Action Plan
Federal Fiscal Year 2019

1

DRAFT

Page intentionally left blank

Note

The U.S. Department of Housing and Urban Development (HUD) now requires all jurisdictions to draft and submit Consolidated Plans 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. 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 all entitlement jurisdictions.

Table of Contents

AP-05 Executive Summary	4
PR-05 Lead & Responsible Agencies	6
AP-10 Consultation	7
AP-12 Participation	11
AP-15 Expected Resources	14
AP-20 Annual Goals and Objectives.....	18
AP-35 Projects.....	22
Ap-38 Projects Summary	23
AP-50 Geographic Distribution	36
AP-55 Affordable Housing	36
AP-60 Public Housing.....	37
AP-65 Homeless and Other Special Needs Activities.....	38
AP-75 Barriers to affordable housing	41
AP-85 Other Actions	42
AP-90 Program Specific Requirements.....	45

Appendix A Citizen Participation Plan – Proposed Amendment 3

Appendix B ESG Guidelines

Executive Summary

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

1. Introduction

The County Fiscal Year 2020 Annual Action Plan was approved by HUD in the summer of 2019. It was amended and approved again May 28, 2020 to incorporate the first of three emergency COVID-19 related tranches of funding. The first Amendment included emergency funding for the CDBG and ESG programs and added projects 36 – 38 in sections AP-35 and AP-38. A second Amendment to the Plan was approved on September 23, 2020 to incorporate the second tranche of emergency COVID-19 related funding for the ESG program only. This document is a draft Amendment 3 to that Plan to incorporate the third and final tranche of emergency COVID-19 related funding for the CDBG program only in the amount of \$4,227,565 and adds Project 39 in sections AP-35 and AP-38.

The United States Department of Housing and Urban Development (HUD) requires that all jurisdictions entitled to receive funding under the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with Aids (HOPWA) programs develop a Consolidated Plan for community development no less than every five years, and an Action Plan every year.

This document is the Annual Action Plan covering the period July 1, 2019 through June 30, 2020 and it serves as Montgomery County's application for Community Development Block Grant (CDBG), HOME and Emergency Solutions Grant (ESG) funds for County Fiscal Year 2019 (July 1, 2019 – June 30, 2020). The Department of Housing and Community Affairs (DHCA) is the lead agency responsible for the submission of the Consolidated Plan to HUD. This Plan was made available for public review from May 10, 2019 to June 10, 2019 and no comments were received. The Plan is normally submitted to HUD on or before May 15 to allow for the 45-day review period prior to the July 1 start date. This year the specific funding allocations for the County were determined later than usual with HUD providing guidance to jurisdictions allowing for a later submission after the release of allocations. The Plan was officially submitted to HUD on June 25, 2019 and this does not affect the July 1 program year start date.

The City of Gaithersburg is eligible to receive funds directly from HUD, so it prepares its own Consolidated Plan. The cities of Rockville and Takoma Park receive funding through the County but determine locally how CDBG funds will be used in their jurisdictions. The County's Department of Health and Human Services (DHHS) is the local "program sponsor," responsible, under contract with the AIDS Administration in the Maryland Department of Mental Health and Hygiene, for HOPWA funding. HOPWA funds are awarded on a regional basis, with the State of Maryland assuming grant responsibilities for a service area comprised of both Frederick and Montgomery counties.

2. Summarize the objectives and outcomes identified in the Plan

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

This Action Plan contains details for proposed spending on 34 projects (AP-35), covering three broad goals (summarized in AP-20), and serving the HUD-defined needs categories of Affordable Housing, Homelessness, and Non-Housing Community Development. All told, these projects are expected to benefit 26,369 households and 1,693 people.

3. Evaluation of past performance

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

The independent auditors' report on compliance with requirements as described in the OMB Circular A-133 for the fiscal year ended June 30, 2018 found the County in full compliance, "without exceptions". The report included testing of both the Community Development Block Grant and the HOME Investment Partnership Grant programs. Additionally, the County uses a results-based accountability system ("CountyStat") to support ongoing monitoring of performance and continuous improvement for all Executive Branch departments.

A public hearing was held on October 17, 2018 before the Community Development Advisory Committee (CDAC) to receive input regarding needs to be addressed in the plan and to review past performance. A summary of testimony from this hearing is on file at DHCA. Additionally, the Montgomery County Executive held four budget forums in January and February of 2019 to receive public input on the Fiscal Year 2020 Operating Budget and the Montgomery County Council held five formal hearings on the Fiscal Year 2020 Operating Budget between April 8 and April 10, 2019.

4. Summary of Citizen Participation Process and consultation process

Montgomery County is committed to making local government open, accessible and responsive to its residents. Montgomery County's formal Citizen Participation Plan (Appendix A of this Plan), which ensures that the U.S. Department of Housing and Urban Development's (HUD) requirements for the Consolidated Plan are being met, 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. The Citizen Participation Plan is reviewed and updated by DHCA staff as needed to reflect changes that enhance outreach and participation. In the development of the Consolidated Plan Annual Action Plan, DHCA staff consulted with the two public housing authorities, numerous County agencies, such as the Office of Human Rights, and received input from sub-recipients, the Cities of Rockville and Takoma Park. The State of Maryland and surrounding area jurisdictions are formally notified of the

availability of the draft and are provided access to it electronically. Additionally, throughout the year there are on-going planning processes involving the Interagency Commission on Homelessness, which serves as the governing body for the Continuum of Care, and hearings and town hall meetings conducted by the County Executive and County Council, all of which inform the development of the Consolidated Plan. No Comments were received on this Plan.

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	MONTGOMERY COUNTY	Housing and Community Affairs
HOME Administrator	MONTGOMERY COUNTY	Housing and Community Affairs
ESG Administrator	MONTGOMERY COUNTY	Health and Human Services

Table 1 – Responsible Agencies

DHCA is the lead agency for the preparation of the Consolidated Plan and is responsible for administration of the CDBG and HOME programs. The CDBG program funds activities that primarily benefit low- and moderate-income (LMI) residents of the community and is used for a wide range of community development activities like housing rehabilitation loans, code enforcement, neighborhood revitalization projects and social services provided by nonprofit organizations. The HOME program funds loans for the creation and preservation of affordable housing.

The Montgomery County Department of Health and Human Services (DHHS), under a Memorandum of Understanding with the Department of Housing and Community Affairs, administers the Emergency Solutions Grant and is responsible for carrying out the proposed activities. The ESG program funds will be used for Rapid Re-Housing activities including Housing Stabilization, Relocation Assistance and Rental Assistance to help households rapidly exit to permanent housing. ESG funds will also support the Homeless Management Information System (HMIS).

Consolidated Plan Public Contact Information

Matthew Greene, Senior Planner, DHCA
matthew.greene@montgomerycountymd.gov, 240 777-3631

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

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

In preparing the Plan, Montgomery County DHCA consulted with various organizations that provide services to residents. In many instances, these consultations are part of on-going interactions between DHCA and the agency or group described. HHS coordinates the County's Continuum of Care process and provides funding to programs throughout the County for homelessness related needs. HHS also maintains extensive contact with other health, mental health, and service agencies. The Montgomery County Economic Development Corporation (MCEDC), funded by Montgomery County, is the official public-private corporation organized as a 501(c)(3), and charged with accelerating business growth and retaining existing businesses in the County. MCEDC provides assistance with business needs such as starting or expanding a business, finding a site, or connecting with other City services. Additionally, the Local Small Business Reserve Program (LSBRP) ensures that County departments award 20 percent (with specified exceptions) of their procurements for goods, services and construction to registered and certified local, small businesses.

The County funds dozens of organizations each year with County Executive and County Council grants that provide education, youth development, job training, mental health, and other services, especially those programs targeting low-income residents, seniors, and those with language, disability, or other special needs and regularly coordinates with the non-profit community.

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

Montgomery County plays an integral role in the Montgomery County Continuum of Care (CoC) and its efforts to prevent and end homelessness. The CoC is a public-private partnership that includes state and local government agencies, non-profit service providers, landlords, and other stakeholders who have a role in preventing and ending homelessness. Montgomery County is committed to making homelessness for all residents rare, brief, and one-time only by providing a full continuum of housing services including outreach and engagement, diversion and rapid exit, emergency and transitional shelter, rapid re-housing, permanent supportive housing and permanent housing with supports. The continuum also utilizes a range of homelessness prevention initiatives including emergency financial assistance, shallow rent subsidies, and energy assistance designed to prevent the loss of permanent housing.

The Interagency Commission on Homelessness (ICH) serves as the CoC's governing board and oversees the community's strategic plan that focuses on four overarching goals:

- Sustaining "Functional Zero" for veteran homelessness.
- Sustaining an end to chronic homelessness.
- Prevent and end homelessness for families with children by 2020.

- Prevent and end homelessness for youth by 2021.
- End homelessness for seniors by 2022.
- Set a path to ending all types of homelessness.

Interagency Commission members include broad representation from the Department of Health and Human Services including Services to End and Prevent Homelessness (formerly Special Needs Housing) Department of Housing and Community Affairs, Department of Corrections and Rehabilitation, Police Department, Office of the County Executive, Public Schools and Public Housing Authority. The ICH also includes members of the public and non-profits providing homeless services.

Montgomery County CoC achieved the goal of ending Veteran Homelessness by December 2015 per benchmarks established by two national efforts – the U.S. Mayors Challenge to End Homelessness and the Zero:2016 Campaign. Over the last three years, the Inside (not Outside) Initiative to end chronic homelessness has placed more than 400 people in permanent housing. To date, there are less than 10 individuals in the continuum who meet the federal definition of “chronically homeless”. During fiscal year 2019, the top priority is ending and preventing homelessness among families with children. This effort has been named the “At Home Together” campaign. The CoC has implemented a homeless diversion program that helps families seeking shelter resolve their housing crisis through conflict mediation and problem-solving. In addition, the CoC is partnering with community youth providers to create a homeless youth drop-in and re-engagement center. This program will serve as an access point to the CoC Coordinated Entry System, provide on-site laundry and showers, as well as education and employment services.

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

Montgomery County is the only recipient of Emergency Solutions Grant (ESG) funds in the Montgomery County CoC geographic area. The Montgomery County Department of Health & Human Services (DHHS) is administering the ESG grant via a Memorandum of Agreement with the Department of Housing and Community Affairs. As the CoC Collaborative Applicant, DHHS can coordinate ESG activities with the activities of the CoC. In consultation with the CoC, DHHS identifies gaps and needs in the CoC to determine how to best use ESG funds to enhance the services already provided by the CoC.

Allocation of ESG funds and the program design for Rapid Re-housing activities was determined based on recommendations of the CoC and was approved by the CoC governing board. This was an effective mechanism for assuring ESG funds are integrated into the CoC. DHHS evaluates performance of the ESG program and reports to the CoC Governing Board annually. Performance measures are aligned with the CoC’s Strategic Plan to End Homelessness and HUD performance measures.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Housing Opportunities Commission
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization had direct input in the Plan development process.
2	Agency/Group/Organization	Rockville Housing Enterprises
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization had direct input in the Plan development process.
3	Agency/Group/Organization	Community Development Advisory Committee
	Agency/Group/Organization Type	Appointed Advisory Body
	What section of the Plan was addressed by Consultation?	Public Service Grants, overall priorities
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The group reviewed Public Service Grant applications and made funding recommendations; the group held a formal public hearing on community development needs and the County's past community development performance.

4	Agency/Group/Organization	Montgomery County CoC
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Services-Health Services-Education Services-Employment Publicly Funded Institution/System of Care Civic Leaders
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The group meets regularly to discuss homelessness and strategies and programs to serve the homeless and prevent homelessness. This group includes a representative from DHCA

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

Montgomery County did not identify any Agency Types that were not consulted. An effort was made to contact and consult with a wide variety of agencies, groups and organizations involved with or interested in affordable housing, homelessness, persons with special needs and community/economic development.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Montgomery County Department of Health and Human Services	Montgomery County's Five Year Consolidated Plan goals are aligned with the Ten Year Plan to End Homelessness and the goals of the Continuum of Care.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Montgomery County is committed to making local government open, accessible and responsive to its residents. Montgomery County's formal Citizen Participation Plan (Appendix A of this Plan), which ensures that the U.S. Department of Housing and Urban Development's (HUD) requirements for the Consolidated Plan are being met, 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. The Citizen Participation Plan is reviewed and updated by DHCA staff as needed to reflect changes that enhance outreach and participation.

In the development of the Consolidated Plan, DHCA staff consulted with the two public housing authorities, numerous County agencies, such as the Office of Human Rights, and received input from sub-recipients, the Cities of Rockville and Takoma Park. The State of Maryland and surrounding area jurisdictions are formally notified of the availability of the draft and are provided access to it electronically. Additionally, throughout the year there are on-going planning processes involving the Interagency Commission on Homelessness, which serves as the governing body for the Continuum of Care, and hearings and town hall meetings conducted by the County Executive and County Council, all of which inform the development of the Consolidated Plan.

Other recent planning processes with extensive public involvement that have informed the priorities of the Consolidated Plan include a recently concluded Rental Housing Study, which was a collaborative effort of the Planning Department and the Department of Housing and Community Affairs. The study team was aided by an Advisory Committee composed of representatives from the public, non-profit, and private sectors. Members represented County agencies, non-profit housing organizations, private developers, and community stakeholders.

Bill 19-15, passed in March 2017, increased resources for the Department of Housing and Community Affairs' inspections activities and furthers other aspects of tenants' rights. As a follow up, Montgomery County Executive, Ike Leggett, in September 2017 launched a "Renters Have Rights" campaign of stepped-up inspections and outreach to tenants. The purpose of this campaign is to let renters know they have a voice and that the County Department of Housing and Community Affairs (DHCA) is here to listen. And, under Leggett's leadership, the one-third of County residents who are County renters got "a seat at the table." In his recommended budget for County fiscal year 2020 (July 1, 2019 – June 30, 2020), recently elected County Executive, Marc Elrich provides additional resources to enhance landlord-tenant outreach, building inspections, tenant protections, and housing code enforcement.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
1	Public Hearing	Non-targeted/broad community	The Community Development Advisory Committee (CDAC) held a public hearing in October 17, 2018 on Community Development Needs and past performance	Twelve people representing public agencies, non-profit service providers and the public testified at the hearing and identified these needs: reducing poverty, vocational training, affordable housing, fair housing, special needs housing, special needs training, early childhood learning, after school enrichment, summer learning programs, and mental health services.	None
2	Newspaper Ad	Non-targeted/broad community	An ad was placed in the Montgomery Edition of the Sentinel Newspaper on May 9, 2019 regarding the availability of the draft Annual Action Plan	No comments were received	N/A

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
3	Internet Outreach	Non-targeted/broad community	Neighboring jurisdictions email, email listserves, and announcement on website of draft Annual Action Plan on websites , at libraries, at DHCA	No comments were received	N/A
4	Internet Outreach and newspaper ad	Non-targeted/broad community	The draft Amended AAP was advertised on the DHCA website beginning May 4, 2020, and an ad was placed in the Washington Times May 4, 2020 regarding the availability of the draft Amended Annual Action Plan	No comments were received	N/A

Table 4 – Citizen Participation Outreach

Expected Resources

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

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 4				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	11,931,296	0	1,000,000	11,931,296	11,931,296	An additional \$7,182,667 was added to the CDBG allocation by the CARES Act. Program Income is usually used in the following year and appears here as a prior year resource. 1,000,000 in program income is expected during the Plan year.
HOME	public - federal	Acquisition Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership	1,819,042	0	1,000,000	2,819,042	1,819,042	Program Income is usually used in the following year and appears here as a prior year resource. 1,000K in program income is expected during the Plan year.

ESG	public - federal	<p>Conversion and rehab for transitional housing</p> <p>Financial Assistance</p> <p>Overnight shelter</p> <p>Rapid re-housing (rental assistance)</p> <p>Rental Assistance Services</p> <p>Transitional housing.</p> <p>Amendment 1 provides for emergency rental assistance to households threatened by homelessness and temporary shelter for households experiencing homelessness.</p> <p>Amendment 2 provides rapid re-housing services to persons</p>	6,680,257	0	0	6,680,257	6,680,257	<p>An additional \$1,438,797 was added to the ESG allocation by the CARES Act and was included in the first Amendment to this Plan.</p> <p>An additional \$4,847,976 was added to the ESG allocation through a second tranche of CARES Act funding and is included here.</p>
-----	------------------	--	-----------	---	---	-----------	-----------	--

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 4				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
		experiencing homelessness.						

Table 5 - Expected Resources – Priority Table

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

The County uses local funds, as well as federal and state resources, to create and preserve affordable housing by partnering with housing providers to provide flexible financing designed to leverage other sources of funds and to be responsive to unique project requirements. Montgomery County has used a number of strategies to address affordable housing priorities, developing a range of tools and incentives, including a locally funded housing trust fund and an award winning inclusionary zoning program.

For County fiscal year 2020 (July 1, 2019 – June 30, 2020), the County invests over 63 million dollars in the Montgomery Housing Initiative (MHI) fund and 17 million dollars from the Affordable Housing Acquisition and Preservation CIP project. This dedicated funding provides for renovation of distressed housing, the acquisition and preservation of affordable housing units, creation of housing units for special needs residents, and the creation of mixed-income housing. It also provides services for the following three of the County Executive's seven Priority Outcomes and Headline Measures: A More Affordable and Welcoming Community; A Greener County; and Effective, Sustainable Government. The MHI will be the source of the HOME fund match.

ESG fund match will be provided by general county revenue funds that will fund projects through the Department of Health and Human Services (DHHS). The Department provides core services that protect the community's health, protect the health and safety of at-risk children and vulnerable adults, and address basic human needs including food, shelter, clothing and personal care. The Department also provides a number of other services to assist families to be healthy, safe and strong. Housing related funding in the County fiscal year 2020 budget is at the following levels: Chief Special Needs Housing - \$ 998,645, Homeless Family Services - \$3,804,934, Permanent Housing - \$6,122,979, Homeless Single Adult Services - \$4,614,950, and Prevention - \$7,382,015.

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

Artspace Project (801 Sligo Ave – former Third District Police Station)

The proposed development will consist of the new construction of two multifamily buildings containing a total of 68 affordable rental artist live/work units (100% of the 68 units will be affordable with rents adjusted for a mix of 30%, 40%, 50% and 60% of Area Median Income). The County is providing the land to the developer via a long-term ground lease for the rental portion of the development, and a purchase and sale agreement for the townhome phase of the development. The project was not awarded nine percent Low Income Housing Tax Credits and DHCA is working with the developer and several lenders to finance the project. The project is scheduled to close April 30, 2019.

East County Regional Services Center (ECRSC) Site (Willow Manor at Fairland)

This project is a new construction project for 122 units of mixed-income senior rental housing on County-owned land. The three-story building will be constructed on approximately 10 acres of County land that will be leased to the developer. The building will contain one and two bedroom units and 50% of the units (61 units) will be leased to senior households with incomes at or below 50% of AMI. The remaining 50% of the units (61 units) will be leased to households at market-rate rents. The project closed in November 2018 and is under construction.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing in an Inclusive Community	2015	2019	Affordable Housing		Affordable Housing	CDBG: \$3,630,759 HOME: \$2,527,993	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 632 Households Assisted Rental Units Rehabilitated: 151 Households Assisted Homeowner Housing Rehabilitated: 82 Households Assisted
2	Promote Healthy and Sustainable Neighborhoods	2015	2019	Affordable Housing Non-Housing Community Development		Affordable Housing Healthy and Sustainable Neighborhoods	CDBG: \$1,961,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2,215 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 19,865 Persons Assisted Housing Code Enforcement / Foreclosed Property Care: 740 Household Housing Unit. 100 businesses assisted through \$1,000,000 CARES Act CDBG-CV funding.

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Prevent and End Homelessness	2015	2019	Homeless Non-Housing Community Development		Affordable Housing Prevent and End Homelessness	ESG: \$1,832,281 CDBG: \$2,084,972	Tenant-based rental assistance / Rapid Rehousing: 25 Households Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 150 Beds/ Homeless Person Overnight Shelter- 4,212 people served 2,000 households assisted with \$1,955,102 CARES Act CDBG-CV funding 65 people and 115 households assisted with CARES Act ESG-CV funding of \$1,438,797

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Affordable Housing in an Inclusive Community
---	-----------	--

	Goal Description	<p>1. Provide affordable housing opportunities for low and moderate income households through housing rehabilitation activities that eliminate code violations and make other necessary improvements, including accessibility and energy conservation improvements, and through the construction, acquisition, and / or rehabilitation of housing for low and moderate income households, in cooperation with CHDOs, the private sector, non-profits and / or the Montgomery County Housing Opportunities Commission (HOC) (one-year outcome – 154 units using both HOME and CDBG funds).</p> <p>2. Assist non-profit providers in rehabilitating group homes occupied by lower-income, special needs persons (one-year outcome – 16 units).</p> <p>3. Address community needs for neighborhood preservation and enhancement (one-year outcome – 78 households will benefit from home improvements and 632 households will benefit from neighborhood improvements).</p>
2	Goal Name	Promote Healthy and Sustainable Neighborhoods
	Goal Description	<p>1. Conduct activities that serve to affirmatively further fair housing choice. Activities may include sales, rental and lending testing, education/outreach, training and research. Activities will be administered by the Office of Human Rights.</p> <p>2. Provide Code Enforcement service in CDBG eligible areas. Consistent enforcement of the County Codes will help to: improve the quality of life for Montgomery County citizens; stabilize neighborhoods; provide safe, decent, and clean dwelling units; maintain and enhance property values; and prevent blight.</p> <p>3. Provide funding for Public Service grants providing services to low-income residents, such as Job training, support to adults seeking to enter or re-enter the workforce, veteran-focused housing stabilization, youth after school and summer programs, eviction prevention services, tax return preparation assistance, legal services, family planning services, homeless food service, and mental health support.</p> <p>4. Avoid job loss caused by business closures related to COVID-19 social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons</p>
3	Goal Name	Prevent and End Homelessness

Goal Description	<ol style="list-style-type: none"> 1. Assist homeless households to locate, obtain and retain permanent housing through the provision of case management services and security deposits. 2. Provide rental assistance to help homeless households obtain and retain permanent housing. 3. Assist with the provision of emergency shelter including motel vouchers, maintenance, furnishings, and supplies necessary for operation of emergency shelter (one-year outcome – 150 people served). Extensive rehab to 1 Taft Court shelter serving 4,212 people. 4. Intensive case management through the transition from homelessness to housed (25 household served) 5. Provide two months of temporary shelter, including hotel placements and services, for 65 people at high risk of COVID-19 complications 6. Provide rapid rehousing for 115 households experiencing homelessness or threatened by homelessness due to the effects of the COVID-19 emergency.
-------------------------	--

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

HUD requires that households served with HOME funds are at or below 80% of Area Median Income (AMI). Montgomery County maintains a goal that all households served with HOME funds are at or below 60% of AMI. In projects with more than five units, HUD requires 20% of the units serve households at or below 50% of AMI. Montgomery County often exceeds this requirement. It is estimated that all households served in the Plan period will be at or below 60% AMI and that 30% of households served will be at or below 50% of AMI.

AP-35 Projects – 91.220(d)

The Action Plan provides details on projects using CDBG, HOME, and ESG funds that 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.

Table 8 – Project Information

#	Project Name
1	Housing Acquisition and Preservation
2	Group Home Rehabilitation
3	Focused Neighborhood Assistance
4	Code Enforcement
5	Facility Planning
6	Administration (capped)
7	Fair Housing Activities
8	Contingency
9	A Wider Circle - Workforce Development Program
10	Bethesda Cares, Inc. Housing Stabilization and Dynamic Retention
11	Boys & Girls Clubs of Greater Washington - STEAM Program for Montgomery County Youth
12	CASA de Maryland - Bilingual Volunteer Income Tax Assistance Program
13	Community Reach of Montgomery County - REAP: Rockville Emergency Assistance Program
14	The Ethiopian Community Center - African Immigrant Workforce Development Program
15	Horizons Greater Washington - Horizons Academic Program
16	Interfaith Works - Community Engagement & Volunteer Coordinator for IW's Clothing Center
17	Interfaith Works - Resource Coordinator for IW Connections
18	Latin American Youth Center - Workforce Training for Re-Entry Youth
19	Legal Aid Bureau - General Operating Support for Montgomery County Maryland Legal Aid
20	Mobile Medical Care - New Family Planning Options for Low-Income Women
21	Montgomery County Coalition For The Homeless – Assessment Center Employment Specialist
22	Montgomery Housing Partnership - Long Branch Middle School Afterschool Program
23	NAMI Montgomery County (MD) - Mental Health Programs for Low-income Latino Residents
24	Per Scholas – NCR IT Job Training
25	The Shepherd's Table – Food Services Program
26	City of Takoma Park - Neighborhood Improvement Initiative
27	City of Rockville - Single Family Rehabilitation Program
28	City of Rockville - Cornerstone Montgomery
29	City of Rockville -Housing Unlimited
30	City of Rockville - Rockville Housing Enterprises (RHE)
31	Housing Production and Preservation
32	Community Housing Development Organizations (CHDOs) - Housing Production

#	Project Name
33	CHDO Operating Assistance
34	Administration
35	HESG 19 Montgomery County
36	CDBG-CV Small Business Assistance
37	CDBG-CV Emergency Rental Assistance
38	ESG-CV Temporary Shelter / Rapid Rehousing
39	CDBG-CV3 Emergency Rental Assistance

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

Priority is assigned based on the level of need that is demonstrated by the data that has been collected during the preparation of the Plan, specifically in the Needs Assessment and Market Analysis; the information gathered during the consultation and citizen participation process; and the availability of resources to address these needs. One of the primary obstacles to meeting underserved needs of residents is the availability of funding. Federal resources have declined over the past ten years and while local resources, rebounding after the Great Recession, have increased in support of affordable housing, the gap between what's needed and what's available is still significant.

Projects

AP-38 Projects Summary

Project Summary Information

1	Project Name	Housing Acquisition and Preservation
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$1,952,629

	Description	Funds will be used for affordable housing activities. Eligible activities include loans to assist in the purchase of existing properties for use as housing affordable to low- and moderate-income residents and funds for housing rehabilitation to enable low- and moderate-income owners of single-family homes and owners of multi-family properties occupied by low- and moderate-income tenants to eliminate code violations and make other necessary improvements, including accessibility and energy conservation improvements. Assistance may be provided for public housing modernization and for group home acquisition. Estimated to benefit 78 households.
2	Project Name	Group Home Rehabilitation
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$600,000
	Description	Funds will be used to assist nonprofit providers in rehabilitating group homes occupied by lower-income, special needs persons to eliminate code violations and make other necessary improvements, including accessibility and energy conservation improvements. Estimated to benefit 100 clients.
3	Project Name	Focused Neighborhood Assistance
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$945,000
	Description	The Focused Neighborhood Assistance (FNA) program provides financial and technical assistance to select affordable neighborhoods to improve the quality of life, safety and welfare of residents. Design projects are currently underway for Grover's Forge, Center Stage, Walker's Choice and The Hamptons neighborhoods of Montgomery Village and the Montclair Manor community in Silver Spring. These communities will benefit from site improvements and new lighting throughout their neighborhoods. Construction projects are currently active for physical improvements in The Kimberly Place Condominiums. DHCA anticipates 78 households will directly benefit from home improvements and 632 households will benefit from common area improvements in their neighborhoods.

4	Project Name	Code Enforcement
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$250,000
	Description	Funds will be used to partially cover costs incurred for code enforcement efforts in low- and moderate-income areas. Approximately 740 cases / households will be processed.
5	Project Name	Facility Planning
	Funding	CDBG: \$50,000
	Description	The funds will be used for preliminary planning and design for a variety of projects in eligible areas for possible inclusion in a future budget.
6	Project Name	Administration (capped)
	Funding	CDBG: \$877,000
	Description	This will fund DHCA staff in planning, administration and monitoring of the CDBG program, including preparation of the Consolidated Plan, staff support for a citizens advisory committee, environmental reviews, preparation of contracts, payment processing and auditing, federal reporting and loan servicing.
7	Project Name	Fair Housing Activities
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$20,000
	Description	Funds will be used for activities that serve to affirmatively further fair housing choice. Activities may include sales, rental and lending testing, education/outreach, training and research and special recognition of the 50th Anniversary of the Fair Housing Act of 1968. Activities will be administered by the Office of Human Rights. An estimated 140 people will benefit.

8	Project Name	Contingency
	Funding	CDBG: \$100,000
	Description	The fund will be used to cover unanticipated costs for other eligible activities.
9	Project Name	A Wider Circle Inc. - Workforce Development Program
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$34,103
	Description	Provides holistic, intensive, and highly personalized support to adults seeking to enter or re-enter the workforce. Estimated to benefit 925 clients.
10	Project Name	Bethesda Cares, Inc. - Housing Stabilization and Dynamic Retention
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$18,000
	Description	Provides veteran focused outreach engagement, housing retention support, and homeless prevention resources. Estimated to benefit 32 clients.
11	Project Name	Boys & Girls Clubs of Greater Washington - STEAM Program for Montgomery County Youth
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$26,696
	Description	Provides (year 3) a program in Germantown for fifty (50) Title I youth in grades K-5 with after-school and summer learning programs to increase STEM knowledge and early interest in STEM-related careers. Estimated to benefit 50 students.
12	Project Name	CASA de Maryland - Bilingual Volunteer Income Tax Assistance Program

	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$45,000
	Description	Provides low-income immigrants with free tax return preparation assistance (third year of CDBG). Estimated to benefit 450 clients.
13	Project Name	Community Reach of Montgomery County - REAP: Rockville Emergency Assistance Program
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$23,852
	Description	Provides case management services and financial assistance for residents and families who are facing eviction, utility terminations, or who need of expensive prescriptions or have other financial needs, or who need social service referrals for dental and vision care, clothing, food, or refurbished computers. Estimated to benefit 675 clients.
14	Project Name	The Ethiopian Community Center - African Immigrant Workforce Development Program
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$45,000
	Description	Provides employment training and placement assistance for African immigrant workers. Estimated to benefit 80 people.
15	Project Name	Horizons Greater Washington - Horizons Academic Program
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods

	Funding	CDBG: \$15,000
	Description	Provides round-trip bus transportation for our students from their local community center to the program site in Bethesda, MD. Estimated to benefit 122 students.
16	Project Name	Interfaith Works - Community Engagement & Volunteer Coordinator for IW's Clothing Center
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$44,503
	Description	Recruit and develop the volunteer and donor partnerships needed to sustain the program. Estimated to benefit 14,000 clients.
17	Project Name	Interfaith Works - Resource Coordinator for IW Connections
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$40,543
	Description	Provide staff at the IW Clothing Center to connect as many of the 14,000 individuals that use the facility each year to much needed emergency and utility support and resource assistance and connections. Estimated to benefit 750 clients.
18	Project Name	Latin American Youth Center - Workforce Training for Re-Entry Youth
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$44,452
	Description	Provides a Reentry Case Manager to work with youth exiting the criminal/juvenile justice system in LAYC/MMYC's Conservation Corps and Steps to Success programs to assist in reintegrating back into society including an aggressive job search; and find local business for employment. Estimated to benefit 35 clients.

19	Project Name	Legal Aid Bureau - General Operating Support for Montgomery County Maryland Legal Aid
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$45,000
	Description	Provides full-time staff attorney to provide free civil legal services for low-income Montgomery County residents. Estimated to benefit 120 clients.
20	Project Name	Mobile Medical Care - New Family Planning Options for Low-Income Women
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$37,500
	Description	Expands family planning options within the applicant's current healthcare services for low-income, uninsured Montgomery County women. Estimated to benefit 60 clients.
21	Project Name	Montgomery County Coalition For The Homeless – Assessment Center Employment Specialist
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$45,000
	Description	Provides an Employment Specialist at the Back to Work program at the emergency shelter for men experiencing homelessness. Estimated to benefit 120 clients.
22	Project Name	Montgomery Housing Partnership - Long Branch Middle School Afterschool Program
	Goals Supported	Promote Healthy and Sustainable Neighborhoods

	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$45,000
	Description	Provides a middle school after-school program to include literacy and math instruction, as well as enrichment activities. Estimated to benefit 240 clients.
23	Project Name	NAMI Montgomery County (MD) - Mental Health Programs for Low-income Latino Residents
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$30,000
	Description	Provides free mental health support groups, presentations and classes in Spanish for local Latino individuals impacted by mental illness. Estimated to benefit 324 clients.
24	Project Name	Per Scholas – NCR IT Job Training
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$45,000
	Description	Enrolls Montgomery County residents in IT Job training, connects them to jobs that are immediately available and provides ongoing support throughout the process. Estimated to benefit 50 clients.
25	Project Name	The Shepherd's Table – Food Services Program
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$15,351
	Description	Pays a portion of salaries for two Chefs in a program that provides free meals to the homeless. Estimated to benefit 2,700 clients

26	Project Name	City of Takoma Park - Neighborhood Improvement Initiative
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: \$91,000
	Description	Funds will be used for installation and construction of various public infrastructure improvements, including but not limited to lighting, trash and recycling enclosures, stormwater management, landscaping, fencing, pavement, and sidewalk improvements in the vicinity of Houston Court in Ward 5. This project will serve an estimated 2,215 people.
27	Project Name	City of Rockville - Single Family Rehabilitation Program
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$72,536
	Description	The City of Rockville will assist single-family homeowners with home repairs. An estimated four households are expected to benefit.
28	Project Name	City of Rockville - Cornerstone Montgomery
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$129,870
	Description	Purchase and install emergency generator, make plumbing repairs, and address flooding issues at 2 Taft Court, the only year-round emergency shelter for women in Montgomery County. An estimated 4,212 people are expected to benefit.
29	Project Name	City of Rockville -Housing Unlimited
	Goals Supported	Affordable Housing in an Inclusive Community

	Needs Addressed	Affordable Housing
	Funding	CDBG: \$23,394
	Description	Make repairs to a special needs group home serving five individuals at 310 Mannakee Street. An estimated five people are expected to benefit.
30	Project Name	City of Rockville - Rockville Housing Enterprises (RHE)
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$37,200
	Description	Replace the roofs on six units at the David Scull property. An estimated 6 households are expected to benefit.
31	Project Name	Housing Production and Preservation
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	HOME: \$2,274,642
	Description	Funds will be used for the construction, acquisition, and / or rehabilitation of housing (both multi- and single-family units). DHCA may work with the private sector, non-profits and / or the Montgomery County Housing Opportunities Commission (HOC) in implementing this program. This is estimated to produce or preserve 45 units.
32	Project Name	Community Housing Development Organizations (CHDOs)- Housing Production
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	HOME: \$295,000

	Description	The project will fund the housing development activities of CHDOs. This represents the federally mandated fifteen percent of the HOME allocation. Up to 10 percent of this total (\$20,000) may be used for project-specific technical assistance, site control, and seed money loans. It is anticipated that one to three organizations will use these funds for acquisition, construction, or renovation of rental housing for persons with low incomes. This is estimated to produce or preserve 6 units of affordable housing.
33	Project Name	CHDO Operating Assistance
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	HOME: \$68,400
	Description	Funds will be used to partially cover the administrative costs of qualified CHDOs: Montgomery Housing Partnership (MHP) and Housing Unlimited, Inc. (HUI). MHP will receive \$50,000 and HUI will receive \$18,400. By regulation, only CHDOs using HOME funds to own, sponsor, or develop affordable housing are eligible for operating support. This operating support cannot exceed 50 percent of a CHDO's operating budget in any fiscal year or \$50,000 annually, whichever is greater.
34	Project Name	Administration
	Funding	HOME: \$181,000
	Description	The fund will be used to cover the County's expenses associated with operating the HOME Program. Administrative expenses cannot exceed 10% of the entitlement amount.
35	Project Name	HESG 19 Montgomery County
	Goals Supported	Prevent and End Homelessness
	Needs Addressed	Prevent and End Homelessness
	Funding	ESG: \$393,484

	Description	The ESG Program enables the county to assist persons who are homeless. Funds are used in conjunction with the Continuum of Care homeless assistance system and will be administered by the county's Department of Health and Human Services.
	Description	Funds are used in conjunction with the Continuum of Care homeless assistance system and will be administered by the county's Department of Health and Human Services. The program will assist homeless households locate, obtain and retain housing and may include case management services and provision of security deposits and rental assistance. Eligible singles and families include those living in temporary shelter, in a place not meant for human habitation or other places described in Category I of the homeless definition issued by HUD. The Program will partially fund an HMIS dedicated support specialist, licensing fees, data quality activities, training and other costs necessary to support the Montgomery County Continuum of Care's Homeless Management Information System. This CoC-wide database is used to track client services and provides valuable data to support planning activities. Funds will also be used for Shelter operations including motel vouchers, maintenance, furnishings, and supplies necessary for operation of emergency shelter. An estimated 150 people and 25 households will benefit.
36	Project Name	CDBG-CV Small Business Assistance
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG-CV: \$1,000,000
	Description	This program will help to avoid job loss caused by business closures related to COVID-19 social distancing by providing short-term capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons. Grants of up to \$10,000 will be given to approximately 100 businesses.
37	Project Name	CDBG-CV Emergency Rental Assistance
	Goals Supported	Prevent and End Homelessness
	Needs Addressed	Prevent and End Homelessness
	Funding	CDBG-CV: \$1,955,102

	Description	This program provides one-time or short-term (no more than three months) emergency rent payments on behalf of individuals or families, generally for the purpose of preventing eviction of homelessness. Funding is provided to low- and moderate-income persons who need emergency assistance due to being negatively affected by the COVID-19 crisis. Assistance of up to \$500 per month will be provided to approximately 2,000 households.
38	Project Name	ESG20 - Montgomery County
	Goals Supported	Prevent and End Homelessness
	Needs Addressed	Prevent and End Homelessness
	Funding	ESG: \$417,251
	Funding	ESG-CV1: \$1,438,797
	Funding	ESG-CV2: \$4,847,976
	Description	The ESG Program enables the county to assist persons who are homeless. Funds are used in conjunction with the Continuum of Care homeless assistance system and will be administered by the county's Department of Health and Human Services. CARES Act funds will be used to prevent, prepare for, and respond to coronavirus in the form of temporary shelter for 65 people at risk of COVID-19 complications and rental assistance as well as housing stabilization and relocation services for an estimated 650 vulnerable households.
39	Project Name	CDBG-CV3 Emergency Rental Assistance
	Goals Supported	Prevent and End Homelessness
	Needs Addressed	Prevent and End Homelessness
	Funding	CDBG-CV3: \$4,227,565
	Description	This program provides one-time or short-term (no more than three months) emergency rent payments on behalf of individuals or families, generally for the purpose of preventing eviction of homelessness. Funding is provided to low- and moderate-income persons who need emergency assistance due to being negatively affected by the COVID-19 crisis. Assistance of up to \$500 per month will be provided to approximately 4,300 households.

Table 9 – Project Summary

AP-50 Geographic Distribution – 91.220(f)

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

The funds that are allocated to the County are generally available countywide with no priority assigned to geographic regions. Some activities, such as Public Service Grants, will be targeted to neighborhoods with concentrations of low- and moderate-income populations. Most other programs will be available to income-eligible residents.

Geographic Distribution

N / A

Rationale for the priorities for allocating investments geographically

N / A

Affordable Housing

Please note that the figures below were changed with amendment 1, but not with Amendment 2.

AP-55 Affordable Housing – 91.220(g)

One Year Goals for the Number of Households to be Supported	
Homeless	345
Non-Homeless	2,217
Special-Needs	16
Total	2,588

Table 10 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	2,355
The Production of New Units	0
Rehab of Existing Units	169
Acquisition of Existing Units	64
Total	2,588

Table 11 - One Year Goals for Affordable Housing by Support Type

Shelter services for the homeless is counted here at 175 households

AP-60 Public Housing – 91.220(h)

Introduction

In FY 2015, HOC began using HUD's Rental Assistance Demonstration (RAD) program to convert all of its existing public housing units to either Project Based Rental Assistance (PBRA) or Project Based Vouchers (PBV). This effort continues into FY 2020 and will conclude in FY 2020 with the conversion of HOC's last public housing property, Elizabeth House Apartments in Silver Spring.

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

Over the last four years, HOC converted public housing units using the RAD program at 11 different public housing properties in the County. This effort continues and will conclude in FY 2020 with the conversion of HOC's last public housing property, Elizabeth House Apartments in Silver Spring. The completion of HOC's public housing RAD conversions constitutes a major shift in the way HOC provides affordable housing to its residents. However, the end result is a much improved system that not only retains all existing residents, but also increases the number of assisted residents. Furthermore, HOC's RAD conversions allowed for significant renovation of HOC's former public housing units, construction of new subsidized units, and provided an opportunity for income mixing in the former public housing portfolio. The end result is a net gain for HOC's former public housing residents who are transferring into renovated or new construction units all across the County. The increase in affordable housing supply from HOC's RAD activities also allows for new low-income families to rent from HOC at the converted and new construction properties. Ultimately, the greater Montgomery County community is witnessing a deconcentration in poverty and an increase in high quality, amenity rich affordable housing units with strong access to services, schools, and public transportation all as a result of HOC's public housing RAD conversions.

In the upcoming year Rockville Housing Enterprises (RHE) plans to convert its public housing units to Project Based Vouchers under the HUD voluntary conversion program.

RHE also plans to refinance and rehabilitate Fireside Park Apartments.

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

HOC actively works to increase resident input to ensure that real concerns are addressed and not simply those that government perceives as problematic for County residents. This resident input is gathered through a variety of means. HOC holds multiple Town Hall meetings and public hearings each year. HOC also provides public comment periods for many of its policy changes and 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 the Public Housing, Housing Choice Voucher, Project-Based Section 8, Tax Credit, and Opportunity Housing programs. HOC staff 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 HOC customer service. Numerous self-sufficiency and educational programs, supported with public funds, are also provided by HOC, resulting in many different opportunities for residents to speak out on those issues affecting their families' living conditions and other supportive services.

Rockville Housing Enterprises (RHE) actively recruits families for participation in the Family Self Sufficiency program which can help families achieve self-sufficiency goals which may include homeownership. RHE has had 1 family purchase a home last year and RHE aims to have four families purchase homes in the upcoming year.

RHE hosted a walking town hall meeting for residents to voice their requests to by RHE Staff and City of Rockville Officials. Additionally, RHE hosts a free summer camp and spring break camp annually for the public housing residents.

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

N / A

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

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

Montgomery County Department of Health & Human Services (DHHS) is responsible for the implementation of the Continuum of Care (CoC) strategic plan to end homelessness. The Interagency Commission on Homelessness (ICH), as the governing body of the CoC, has committed to making homelessness rare, brief, and one-time only for all. This work is done by employing specific tactics for each subpopulation, including Veterans, chronic homelessness, families with children, youth, seniors, and single individuals. Over the next year, the CoC will be primarily focused on families with children and unsheltered single individuals.

Montgomery County DHHS is the primary funder of outreach services to homeless persons. Working with the (CoC), Montgomery County has developed a standard scope of services for all homeless outreach providers including open communication, team integration, strategic prioritization, data tracking, community collaboration, housing focused outreach.

The CoC has also developed a referral protocol between local Police and outreach providers. Additional

outreach staff was approved for two outreach providers to include the “in-reach” at soup kitchens where consumers will already be gathered and to better serve the entire CoC geographic area. All providers maintain policies to access resources to serve limited English proficiency clients and recruit diverse staff to engage the population.

This year, the CoC received funding for a homeless hotline. The hotline is staffed by 24/7 and provides resources and referrals to people experiencing or at risk of homelessness as well as taking calls from concerned citizens about individuals sleeping outside. This line will enhance the CoC’s capacity to serve unsheltered individuals and develop more robust map of all encampments in the geographic region.

In addition, Montgomery County DHHS staff will collaborate with other DHHS providers working in Montgomery County Public Schools including Libraries, Linkages to Learning program and the Kennedy Cluster project, which serve low-income, at-risk families in targeted neighborhoods.

Addressing the emergency shelter and transitional housing needs of homeless persons

Montgomery County operates a coordinated entry system. Emergency shelter is provided 24 hours / 7 days for individuals & families. Access to services and shelters are provided through the outreach providers and Regional Housing Stabilization Services Offices, and the Crisis Center nights and weekends. Help is also provided to those at-risk of homelessness to preserve housing.

A common assessment tool is used to screen, assess & refer households to all emergency, transitional & permanent housing programs. The tool screens for household vulnerability and acuity of needs to ensure those most in need are prioritized for housing.

DHHS tracks and coordinates shelter openings for the CoC. The CoC meets regularly to identify vacancies, prioritize persons for housing, & facilitate referrals. DHHS will monitor outcomes to assure that persons are placed based on need.

The system will be advertised via the County’s 311 phone line, DHHS website, community events, & training for service providers.

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

The Continuum of Care is continuing to work to reduce length of stay in homelessness. The CoC uses a coordinated housing referral process to refer, prioritize & match participants to CoC housing. Length of

Stay is one factor considered when prioritizing.

Individuals and families experiencing homelessness have access to case management services to help link them to services and housing resources. Housing Locators will work with adults and families in shelter to identify housing options and help them move more quickly into permanent housing. In addition, MCDHHS has developed an intensive integrated team process that brings together participants with multiple service needs & serious housing barriers with service providers.

Homeless providers will assist participants to develop independent living skills, increase income & access services to reduce returns to homelessness. Those existing homeless who are unable to maintain housing on their own will be linked to Permanent Supportive Housing, subsidized housing or family/friends with whom they can live. Homelessness prevention assistance including financial assistance & case management will be provided to those who are at risk of returning to homelessness. Program participants with multiple service needs & significant housing instability will be referred to MCDHHS to participate in an intensive integrated teaming that brings together the participant with service providers to identify needed supports.

Returns to homelessness will be tracked at the client & the program level. At the client level, the common assessment tool documents housing history and will identify those with a prior spell of homelessness. In addition, the CoC's open HMIS system will be used to verify previous spells within the CoC.

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

Montgomery County coordinates a system of emergency assistance to prevent homelessness. Financial assistance will be available from the Department of Health and Human Services as well as from Emergency Assistance Coalition providers for rental/utility assistance. At-risk households with a history of housing instability will receive case management to address barriers & link to mainstream resources such as SNAP, TANF, SSI and mainstream rental assistance programs. Montgomery County 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.

Montgomery County Child Welfare Services has implemented local discharge planning policies that prohibit the discharge of foster care youth into homelessness. To prepare for discharge, youth will receive independent living skills training. Semi-independent living is open to youth aged 16-21 who are in

school or working. As discharge nears, an individualized exit plan will be developed for each youth.

Through the Health Care for the Homeless (HCH) program, Montgomery County developed discharge protocols in collaboration with local hospitals within the CoC (no state hospitals are located within the CoC) to prevent the routine discharge of patients into homelessness. Hospital staff will contact HCH nurses for each patient who reports he/she has nowhere to return and will identify an appropriate discharge option. CoC permanent supportive housing will also be considered for persons who were hospitalized for less than 90 days and were homeless prior to admission.

Montgomery County DHHS develops and implements discharge policies through its Local Behavioral Health Agency (LBHA). Prior to discharge, the inpatient hospital social worker/treatment provider must complete an assessment and develop an aftercare plan to address all mental health, substance abuse, co-occurring disorder, housing, health, and vocational needs. LBHA will assure that clients are linked to community-based treatment and supportive services, as well as housing.

The Montgomery County Department of Criminal Justice & Department of Health & Human Services (DHHS) have developed a comprehensive system that prepares inmates for release to reduce recidivism by assuring stable housing, and psychiatric stability. Work begins at the correction center where the Community Re-Entry program and Projects for Assistance to Transition from Homelessness program assess needs & make referrals to treatment and housing options. The Pre-Release Center will work with inmates prior to release.

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

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

Montgomery County continues to identify county-owned sites that can be redeveloped to include housing along with other public facilities and is promoting transit-oriented redevelopment, in conjunction with private developers, in White Flint and Wheaton. New master plan efforts and updated zoning regulations allow for more high-density and mixed-used developments near public transit and in other formally single-use non-residential areas, leading to an increase in future housing supply. Current planning efforts, such as the Veirs Mill Corridor Master Plan, Grosvenor-Strathmore Metro Area Minor Master Plan Amendment, the White Flint 2 Sector Plan, and The MARC Rail Communities Plan, involve extensive public input and consideration of ways to preserve and protect existing affordable housing and to also create opportunities for the creation of newly affordable housing.

Progress is being made on implementing an innovative Bus Rapid Transit system for major corridors and the County continues its efforts on behalf of the Purple Line addition to the Metro Rail System, which will allow greater east-west mobility across the county and provide low-income communities access to jobs.

Montgomery County recently consolidated construction inspections being done by the Department of Permitting Services (DPS) and Montgomery County Fire and Rescue Service (MCFRS), and the Montgomery County Planning Board (MCPB) has streamlined the way in which it reviews DPS issued building permits. All three agencies, along with others, have committed to collaborate to make their customer service more business-friendly, and make it easier to navigate the development process and obtain building permits. The Wheaton Redevelopment Program includes plans for the co-location of both a new headquarters for the Maryland National Park and Planning Commission (MNCPPC) and the Montgomery County Department of Permitting Services to facilitate this effort. Construction of the new headquarters building is now underway.

Montgomery County's Department of Permitting Services has expanded and improved its online services. Site users now have fast access to permit processes accessible through ePermits and ePlans including the ability to schedule or cancel inspections, apply for permits, and submit plans. This will enable more efficient, and therefore, less expensive, additions to the housing supply.

Montgomery County Adopted the International Green Construction Code in the fall of 2017. This requires that new, non-residential construction and additions of 5,000 square feet or more must be designed and constructed to reduce building energy use by at least 50% over the average commercial building energy consumption in the base year of 2000. In addition to reducing energy consumption, projects must mitigate heat island impacts associated with development and divert at least 50% of construction and demolition waste material from landfills. "This green construction code will result in reduced energy spending for building users," said Diane Schwartz Jones, director of the Department of Permitting Services.

During County FY2018, the County Department of Permitting Services (DPS) has improved its building code effectiveness rating and is now in the best rating category for insurance rate credits for new construction. This higher rating can result in lower property insurance rates for those building in the County. "The Department's improved score on building code effectiveness is a considerable accomplishment and advances our mission of assuring that our residents and businesses are safe and realizing economic value," said DPS Director Diane Jones. "We want residents and business owners to take advantage of the new rating, which can result in discounted insurance rates for new construction projects."

AP-85 Other Actions – 91.220(k)

Introduction

Montgomery County has identified a number of actions that will address obstacles to meeting underserved needs, foster and maintain affordable housing, reduce lead-based paint hazards, reduce the number of poverty-level families, develop institutional structure, and enhance coordination

between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

One of the primary obstacles to meeting underserved needs of residents is the availability of funding. While the County actively seeks additional funding opportunities and will continue to do so, its ability to address underserved needs depends largely on the availability of additional resources.

Actions planned to foster and maintain affordable housing

- Support a portion of the development costs of nonprofit housing developers to acquire or construct affordable housing.
- Assist in the purchase of existing properties for use as housing affordable to low- and moderate-income residents.
- Provide funds for housing rehabilitation to enable owners of multi-family properties occupied by low- and moderate-income tenants to eliminate code violations and make other necessary improvements, including accessibility and energy conservation improvements.

Actions planned to reduce lead-based paint hazards

The Montgomery County Department of Health and Human Services, through its Childhood Lead Poisoning Prevention Program, will continue 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.

DHCA will continue to ensure that all rental dwelling units built prior to January 1, 1978 demonstrate full compliance with all of the requirements of the Maryland Department of the Environment (MDE) Lead

Poisoning Prevention Program before it issues or renews a Rental Facility License.

The Housing Opportunities Commission (HOC) will continue to have every household sign a lead-based paint addendum to their housing lease, making them aware of the hazards of lead-based paint and providing them with additional resources on the subject. Also, for all properties constructed before 1978, HOC secures a limited-lead free certificate, from the County, at unit turnover (if the unit has not already been certified as lead free).

Rockville Housing Enterprises (RHE) will continue to secure a limited-lead free certificate, from the County, at unit turnover (if the unit has not been certified as lead free).

Actions planned to reduce the number of poverty-level families

All activities described in this Action Plan are designed with poverty reduction in mind. Programs to prevent and end homelessness help bring people and households out of poverty and into self-sufficiency. Rental assistance helps stabilize households and allow them to build savings, gain skills, and engage in other positive behaviors associated with a rise out of poverty. Public Service grants that provide households with financial education and counseling, such as the third-year grant to CASA de Maryland, Inc. to provide free tax preparation and financial education assistance to 350 low income immigrant clients and the new grant to Per Scholas, Inc. to provide low-income residents with IT Job training and connect them to jobs, will help low-income households get out of or stay out of poverty.

Actions planned to develop institutional structure

To overcome the gap of not finding housing for persons with high housing barriers, the county provides assistance through “housing locators,” who work with area landlords to identify ways to help persons gain acceptance into units and through working in partnership with homeless providers to create additional units.

To address the gap of lack of housing for persons living in nursing homes who could otherwise reside in the community, staff from the Housing Opportunities Commission, the Department of Housing & Community Affairs, DHHS, the Interagency Commission on Homelessness and others, continue to work to identify additional funding sources to provide affordable housing for this special needs population.

To address the gap of insufficient supply of affordable units, the County is actively working to preserve the existing, regulated affordable housing stock. Additionally, the County has completed a Rental Housing Study (MNCPPC and DHCA) that identifies the county’s rental housing needs and offers a wide range of recommended approaches to meeting them, including changes to current policies and programs to help guarantee long-term affordability of rental housing. Policy makers and implementing agencies continue to use the results of this study to guide efforts to expand opportunities for affordable

housing.

In October 2018, the Montgomery County Council unanimously enacted Zoning Text Amendment (ZTA) 18-07, Accessory Residential Use – Accessory Apartments. The goal of ZTA 18-07 is to streamline the process to create more affordable housing options. Accessory apartments and other accessory dwelling units can help provide new possibilities for young people entering the labor and housing markets, people who have difficulty finding housing options within commuting distance of their work and seniors who prefer to age in place, among others.

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

In 2014 the Interagency Commission on Homelessness (ICH) was established by the County to act on behalf of County residents experiencing homelessness and to provide advice, counsel, and recommendations to the County Executive and County Council. The Commission's responsibilities involve matters influencing provision of services, County government policies and procedures, development and implementation of State and Federal laws, and other issues affecting the lives, rights, and welfare of people experiencing homelessness in Montgomery County. The Montgomery Continuum of Care (CoC) is the Housing Urban Development (HUD) recognized body responsible for community planning to prevent and end homelessness in Montgomery County. It is a public-private partnership that includes County and other government agencies, non-profit service providers, landlords and others who have a role in the County's housing market. The CoC is required to have a formal governance structure to guide its activities, including the designation of a Governing Board. The CoC has designated the ICH as the Governing Board of the Montgomery County CoC. The ICH has broad representation of public and private housing and social service agencies and it, and its several subcommittees, will meet regularly and also hold open public meetings to enhance coordination and public involvement.

Program Specific Requirements

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

Introduction

Projects planned with CDBG, HOME, and ESG funds are all listed in section AP-35 Projects of the Annual Action Plan.

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

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

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

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

DCHA effectively leverages HOME investments with private and public resources including but not limited to the following: bank loans, tax-exempt and taxable bond debt from state and local governments, land contributions from local government and private resources, developer equity investments through private resources and the sale of Low Income Housing Tax Credits and Payments in Lieu of Taxes from county and local governments.
2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The County uses no HOME funds for owner housing programs.
3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

All DHCA projects that receive HOME financing and have HOME units are governed by a regulatory

agreement which specifies the requirements of the HOME financing and the term of compliance. The regulatory agreement remains in effect during any resale or re-capitalization of the property. If the requirements of the regulatory agreement are violated the developer is in default and subject to the appropriate actions including recapture/repayment of the HOME investment.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Montgomery County does not use HOME funds to refinance existing debt.

Emergency Solutions Grant (ESG) Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance (may include as attachment)

See Appendix for the ESG written guidelines.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Emergency shelter is available 24/7 for homeless families & single adults at designated sites throughout the CoC and are assessed for diversion and shelter placement. Families & single adults at-risk of homelessness can also apply for assistance. At-risk households are assessed for emergency financial assistance, and are linked to needed mainstream resources.

DHHS monitors emergency shelter availability & placement. The CoC adopted its Coordinated Entry Systems (CES) Policy and Procedures in Jan. 2018. Through coordinated entry, any household is assessed utilizing standard screening tools that indicate vulnerability and needs. All providers meet regularly to review the CES homeless list for adult singles and families with minor children. Households are matched with the appropriate permanent housing option that best meet their needs. Prioritization of households are made for those most vulnerable.

Common assessment tools are used to screen, assess & refer households to all emergency, transitional & permanent housing programs. The tool covers housing history, financial/social supports, health status, service needs & barriers to housing. Providers enter the assessment into HMIS to promote coordination.

The system is advertised via the County's 311 phone line, DHHS website, community events, & training for service providers.

3. Identify the process for making sub-awards and describe how the ESG allocation available to

private nonprofit organizations (including community and faith-based organizations).

N/A. Montgomery County administers ESG funds directly and does not make subawards.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The Interagency Commission on Homelessness, which is the CoC Governing board, is required to have at least one homeless or formerly homeless person as a board member.

5. Describe performance standards for evaluating ESG.

Performance standards for Rapid Re-housing are aligned with the Continuum of Care standards and include percent of participants increasing income while in permanent housing and percent of recipients maintained in permanent housing.

DRAFT



Montgomery County, Maryland Department of Housing and Community Affairs Citizen Participation Plan

This Citizen Participation Plan, covering the County's fiscal year 2020 timeframe (July 1, 2019 - June 30, 2020) is being amended for a third time, to be submitted to HUD on December 30, 2020 to include a second tranche of CDBG-CV emergency funding to address the COVID-19 pandemic.

This Plan was first amended on May 28, 2020 to include emergency funding related to the COVID-19 pandemic in the amount of \$2,955,102 in Community Development Block Grant (CDBG-CV) funds and \$1,438,797 in Emergency Solutions Grant (ESG-CV) funds. The Plan was amended a second time in September 2020 to include emergency funding related to the COVID-19 pandemic in the amount of \$4,847,976 in Emergency Solutions Grant (ESG-CV2) funds.

The use of funds is detailed in the Annual Action Plan Amendment 3 available on the County's website here:

<https://montgomerycountymd.gov/DHCA/community/grants/conplan.html>.

In order to facilitate the use of emergency funds, the U.S. Department of Housing and Community Development's (HUD) is allowing flexibility to entitlement jurisdictions, via waiver requests submitted two days prior to use, for many administrative requirements detailed in a memo posted here: <https://files.hudexchange.info/resources/documents/Availability-of-Waivers-of-CPD-Grant-Program-and-Consolidated-Plan-Requirements-to-Prevent-the-Spread-of-COVID-19-and-Mitigate-Economic-Impacts-Caused-by-COVID-19.pdf>. The County was granted the following waivers from HUD, which will apply to both the CFY20/FFY19 Annual Action Plan Substantial Amendment 3 as well as the CFY21/FFY20 Annual Action Plan, except as noted:

- **CONSOLIDATED PLAN REQUIREMENTS** (applies only to the CFY20/FFY19 Annual Action Plan Substantial Amendment 2)
 - 8. Citizen Participation Public Comment Period for Consolidated Plan Amendment
 - 9. Citizen Participation Reasonable Notice and Opportunity to Comment
- **HOME**

- **Statutory Suspensions and Regulatory Waivers Available Only to Major Disaster Areas**
 - 1. 10% Administration and Planning Cap
 - 2. CHDO Set-aside Requirement
 - 3. Limits and Conditions on CHDO Operating Expense Assistance
- **II. Regulatory Waivers Available to All Participating Jurisdictions**
 - 3. On-Site Inspections of HOME-assisted Rental Housing
 - 5. Four-Year Project Completion Requirement
 - 8. Timeframe for a Participating Jurisdiction's Response to Findings of Noncompliance
- **ESG**
 - #12. Housing Stability Case Management, and
 - #13. Restriction of Rental Assistance to Units with Rent at or below FMR

Pages 3-12 of this document remains unchanged from the original Citizen Participation Plan published at the beginning of the Plan year.

This section intentionally left blank

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 CITIZEN 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 20 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 Public Service Grant 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 it 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 8:00 a.m. to 4:30 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.

XII. 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, 2019 - June 30, 2020

All dates are approximate and subject to change

DATES	ACTIVITIES	COMMENTS
April, 2019	Public announcements for new CDAC member applicants.	Provides open and broad recruitment effort to solicit new members for the Advisory Committee.
Early July, 2019	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.
July, 2018	Complete review process for new CDAC members.	Departmental staff interview applicants and make recommendations to the County Executive.
Mid - July, 2019	Proposed project applications available for distribution to applicants for CDBG and HOME Funding.	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 notified.
Mid - August to Mid - September, 2019	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, 2019	Appointments to CDAC by County Executive.	County Executive makes appointments and designates Chair
By mid - September, 2019	Preliminary CDBG-funded CIP submitted to OMB.	Comply with County budget process for CIP.
Mid - September, 2019	Deadline for submitting project applications for CDBG and HOME (HOPWA funds are distributed via regional allocation).	Proposed project applications accepted by DHCA.

DATES	ACTIVITIES	COMMENTS
Early October, 2019	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, 2019	Public Notice listing all CDAC meetings distributed via government listserves and posted to the DHCA website.	Disseminate information regarding committee process.
Mid-October, 2019	Public hearing on community development needs and Grantee Performance.	Provides interested and affected parties an opportunity to express their thoughts on community development needs and past performance.
Mid - October to December 2019	Staff and CDAC review project proposals and interview qualified applicants.	CDAC ranks projects and establishes funding priorities.
January, 2020	DHCA Director submits CDAC recommendations on proposed projects to County Executive.	Finalize budget recommendations for CDBG for County Executive consideration.
Early April, 2020	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, 2020	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, 2020	County Council approval of proposed projects.	Council reviews proposed projects to be funded.
Late June, 2020	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.

**MONTGOMERY COUNTY, MARYLAND
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

RAPID RE-HOUSING GUIDELINES
Youth and Flexible Subsidy Program

Rapid re-housing (RRH) is an intervention designed to help individuals and families to quickly exit homelessness, return to housing in the community, and not become homeless again in the near future. The core components of a rapid re-housing program are housing identification, move-in rental assistance, and rapid re-housing supportive services. These core components represent the minimum that a program must be providing to households to be considered a rapid re-housing program.

To be eligible for the Montgomery County RRH-Youth and Flexible Subsidy Program participants must meet **all** the following criteria:

1. Individual or Head of Household is between the ages of 18 – 24 years old (MD Youth ESG) or 25+ (Federal ESG and County).
2. Household lacks a fixed, regular, and adequate nighttime residence as evidenced by one of the following:
 - a. Primary nighttime residence is not designed or ordinarily used as a regular sleeping accommodation for human beings (car, park, abandoned building, bus or train station, airport, camping ground) or
 - b. Living in supervised publicly or privately operated temporary shelter (congregate shelters, hotel/motel paid for by charitable, or government program) **or**
 - c. Individual exiting institution where resided for ≤ 90 days and who lived in emergency shelter or place not meant for human habitation immediately before entering institution.
3. Household does not have resources or support networks to resolve homelessness without assistance.
4. Household agrees to work with a Rapid Rehousing Housing Advocate.

Rental Assistance and Housing Location

The household works together with the Rapid Rehousing (RRH) Housing Advocate to develop an individualized plan for unit affordability, rental assistance, and supports. The RRH Housing Advocate must have continuous conversation with the household regarding the maximum amount of household cost they can pay. The conversation would include the location of an affordable unit which enables the household to maintain stable in permanent housing. The individual plan for rental assistance and supports will be reviewed and updated every three months.

Appendix B

Determining the amount of rental assistance will be flexible to meet participant needs. The RRH Housing Advocate and participant must have a conversation regarding selecting a housing unit that will be sustainable when County subsidy ends. The RRH Advocate and participant will develop an Individual Housing Plan that should estimate how much the household income will increase in the next 3 months and by what percent of income the household could pay for rent. For example, if a household's income at intake is \$1,800, they anticipate an increase of \$600 from a part time job, and they are willing to pay 60% of their income toward rent and utilities (housing cost), they should be looking for units in the range of \$1,400 to \$1,700.

The general RRH guidelines are outlined below:

- Months 1 – 3
 - County will pay full amount of security deposit and first month's rent.
 - During initial leasing process, RRH Housing Advocate and participant will develop an Individualized Housing Plan (IHP) to determine total housing cost and the maximum amount the household can pay toward rent and utilities.
 - Based on the IHP, Month 2 and 3 participants will pay at least 50% of net income towards housing costs (based on rent and estimated utility cost) or 60% of the monthly rent. The County subsidy will supplement the remainder of the rent.
 - Example: Participant's initial net is \$2,000 per month. Participant has identified a two-bedroom unit for \$1,600 and estimated utility expense is \$150, total housing cost is \$1,750. RRH Housing Advocate and participant review budget and housing cost options. If participant feels 50% of housing cost is maximum they can pay, then participant's portion of rent is \$1,000 (50% net income) minus utility expense \$150 = \$850 to be paid by tenant and County subsidy to be \$750.
 - If participant feels they can pay more, rent calculation would be $\$1,600 \times 70\% = \$1,120$. County subsidy to be \$480.
 - If the household has zero income, the County will pay the full rent amount and the participant will be responsible for any utilities not included in the rent. (Referrals will be made to the Office of Home and Energy Program (OHEP) and other resources.)
- Months 4 – 6
 - Prior to the end of the first three months, the participant and the Housing Advocate will review the household's budget together to determine if the participant can increase his/her rent responsibility to 70 or 80% of rent cost.
 - The IHP will be updated to indicate increased participant required portion and County subsidy to be paid to landlord.
 - If participant income remains zero, he/she may be responsible for a minimum payment of \$50 for rent.
- Months 7 – 9 If necessary

Effective: Sept 2017

Appendix B

- Prior to the end of the six month, the participant and Housing Advocate will review the household budget to determine if the participant can pay the full rental cost without County subsidy. If not, may be considered for additional three months.
- Prior to the end of six months, if household income remains zero, the rental subsidy may terminate as the housing intervention may be insufficient.

Example:

Participant's income has increased to \$3,000 (employment & child support) per month. Rent remains \$1,600 and budget indicates participant can pay 100% rent. County subsidy terminates, and IHP is updated to inform County subsidy will end and case management will continue for 30 days.

County Rental Subsidy Termination

- The County rental subsidy may terminate prior to month 4 or 7 depending on the participant's income, ability to pay full rental cost, and on-going need. As stated above, prior to the end of the third and six months, the participant and RRH Housing Advocate will review household's complete budget and determine:
 - If participant's income is sufficient to sustain rental cost, County rental subsidy may terminate.
 - Case management services may remain available after subsidy termination for 30 days to support transition.
- Based on participant need, RRH-Youth subsidy and /or supportive services can be extended up to 18 months with continued evaluation every 90 days.
- To be eligible for assistance beyond 12 months, household income must be below 30% of Area Median Income.

RRH Housing Advocate is expected to assist with housing location, employment search, financial literacy, landlord communication, and community resources for any household needs i.e. day care subsidies.