



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

**Program Year 2020 / County Fiscal Year 2021
July 1, 2020 - June 30, 2021**

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Note

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

The CAPER is intended to automatically tie into the appropriate Consolidated Plan data; however, some of that connection was not made or was prone to errors. HUD has provided direction on how to address known flaws, generally by compiling information found in local sources and / or submitted to HUD through its Integrated Disbursement and Information System (IDIS) and then entering it into this Word document. There may also be some minor undetected flaws such as the formatting of exported text. Staff have attempted to correct these errors in the draft. After the draft review period, all of the information in this document will be submitted electronically via the online CAPER screens provided by HUD.

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan.

91.520(a)

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

Overall strategic plan goal levels for year 5 are stable and reasonable given that federal funding levels remain stable and project costs haven't escalated unexpectedly. While funding for public service grants has remained steady, individual grants can serve greatly varying numbers of expected beneficiaries. Projects in Program Year 2020 ranged from a high of 2,700 expected beneficiaries at a free-meal program to a low of just eight for an intensive apprenticeship program, with the average being 1,354. This means that the level of service per person or per dollar varies greatly. Of the 15 public service contracts, none were due to difficulties related to the COVID-19 pandemic.

HOME funds were used for the rehabilitation of 6 affordable rental units. The County uses no HOME funds for homebuyer programs.

The Focused Neighborhood Assistance Program began a Lighting and Site Improvement project in four (4) neighborhoods (Grover's Forge, Center Stage, The Hamptons, Walker's Choice) in the Montgomery Village/South Village community that will benefit 1,205 households through common area improvements, including the installation of new LED lighting and ADA compliant sidewalk. A stormwater drainage basin was also installed to manage surface runoff.

A second project was also started in the Montclair Manor community and will benefit approximately 160 residents. This project will install new LED lighting and site improvements including a new fence.

The Halpine Hamlet Community Room rehabilitation was completed on 12/17/2020 through the support of a \$250,000 CDBG Loan provided in PY19.

CDBG funds were used during Program Year 2020 for housing code inspections. Housing code inspection cases were challenging to follow up on during the Program Year due to COVID-19. Code Enforcement addressed each report on a case-by-case basis. For cases that were classified as emergencies, Code Enforcement staff made the necessary arrangements following CDC guidelines to provide in-person support. Because of Montgomery County policy regarding in-person contact during the epidemic, Code Enforcement was unable to conduct the annual on-site inspections for all units.

ESG funds were used for expenditures for Housing Relocation and Stabilization Services, as well as expenditures for Homeless Assistance under Emergency Shelter Grants programs. 25% of the ESG funds during the reporting period were used Housing Relocation and Stabilization services, while the remaining 75% went to Homeless Assistance.

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

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing in an Inclusive Community	Affordable Housing	CDBG: \$ / HOME: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	3095		0	3095	
Affordable Housing in an Inclusive Community	Affordable Housing	CDBG: \$ / HOME: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	1000	386	38.60%	735	0	0.00%
Affordable Housing in an Inclusive Community	Affordable Housing	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	195	326	167.18%	0	76	
Affordable Housing in an Inclusive Community	Affordable Housing	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	275	326	118.55%	236	6	2.54%

Affordable Housing in an Inclusive Community	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	0	0		0	0	
Affordable Housing in an Inclusive Community	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	125	94	75.20%	83	7	8.43%
Affordable Housing in an Inclusive Community	Affordable Housing	CDBG: \$ / HOME: \$	Housing for Homeless added	Household Housing Unit	0	0		0	0	
Affordable Housing in an Inclusive Community	Affordable Housing	CDBG: \$ / HOME: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	
Prevent and End Homelessness	Homeless Non-Housing Community Development	CDBG: \$ / ESG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	85115	15690	18.43%			
Prevent and End Homelessness	Homeless Non-Housing Community Development	CDBG: \$ / ESG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	100	34	34.00%			
Prevent and End Homelessness	Homeless Non-Housing Community Development	CDBG: \$ / ESG: \$	Rental units rehabilitated	Household Housing Unit	0	8				

Prevent and End Homelessness	Homeless Non-Housing Community Development	CDBG: \$ / ESG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0				
Prevent and End Homelessness	Homeless Non-Housing Community Development	CDBG: \$ / ESG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	100	162	162.00%	35	0	0.00%
Prevent and End Homelessness	Homeless Non-Housing Community Development	CDBG: \$ / ESG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0				
Prevent and End Homelessness	Homeless Non-Housing Community Development	CDBG: \$ / ESG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	750	1036	138.13%			
Prevent and End Homelessness	Homeless Non-Housing Community Development	CDBG: \$ / ESG: \$	Housing for Homeless added	Household Housing Unit	0	0		119	0	0.00%
Prevent and End Homelessness	Homeless Non-Housing Community Development	CDBG: \$ / ESG: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0				
Promote Healthy and Sustainable Neighborhoods	Affordable Housing Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	9285		2619	3095	118.17%

Promote Healthy and Sustainable Neighborhoods	Affordable Housing Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6760	14679	217.14%	8355	0	0.00%
Promote Healthy and Sustainable Neighborhoods	Affordable Housing Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0				
Promote Healthy and Sustainable Neighborhoods	Affordable Housing Non-Housing Community Development	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0				
Promote Healthy and Sustainable Neighborhoods	Affordable Housing Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	25	10	40.00%			
Promote Healthy and Sustainable Neighborhoods	Affordable Housing Non-Housing Community Development	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	3700	8700	235.14%	740	0	0.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan,

giving special attention to the highest priority activities identified.

The three goals of the Five-Year Plan's Strategic Plan are all high priorities and use CDBG, HOME, and ESG funds to address a wide range of community needs, including housing assistance, public services for low-income residents, and homelessness prevention, rapid re-housing, and emergency shelter services. The County uses no HOME funds for homebuyer programs.

IDIS report PR-23 CDBG Summary of Accomplishments shows that \$4,496,720.56 dollars were disbursed during the program year. Housing and acquisition of land for housing accounted for 19% of this, Public Facilities and Improvements 32%, and Public Services 11%.

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

All ESG funds were used for activities that addressed the needs of homeless persons, focusing on rapid re-housing activities.

CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a)

	CDBG	HOME	ESG
White	1	232	0
Black or African American	50	713	0
Asian	0	26	0
American Indian or American Native	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
Total	51	971	0
Hispanic	0	119	0
Not Hispanic	51	852	0

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

Narrative

CDBG data from IDIS report PR23 – CDBG Summary of Accomplishments shows that a total of 13,282 persons were served – higher than the total shown above in CR-10. This is due to other racial categories included in PR23, but not included in CR10. For example, there were 4542 “other multi-racial” persons included in PR23. All HOME and CDBG data were pre-populated in the CAPER.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	6,022,634	3,393,342
HOME	public - federal	3,021,156	0
ESG	public - federal	417,251	326,134

Table 3 - Resources Made Available

Narrative

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

There are no target areas for investment. Most activities are oriented to low-income clients Countywide. Code enforcement activities are conducted countywide; CDBG funds are used for code enforcement activities occurring only within CDBG eligible areas, as determined by HUD. Unfortunately, due to the Pandemic, Inspectors were unable to conduct in-person inspections.

Leveraging

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

The County was able to leverage federal funds at a satisfactory rate by using County, State, and private funds. All match requirements for the HOME and ESG programs were more than met by local spending.

Several projects utilizing public land for affordable housing made significant progress during the Plan year: 1) Artspace Silver Springs Lofts, a 68-unit (100% affordable) multifamily project, completed construction and was fully occupied as of May 2021. 2) East County Regional Services Center Site Development - renamed Willow Manor at Fairland Senior Apartments, a 120-unit senior development co-located with County facilities is providing 60 affordable and 61 market units, completed construction in August 2020, and is fully occupied as of August 2021. 3) 4010 Randolph Road, the former site of a County-owned recreation center, will provide 196-units of affordable housing including 27 for homeownership. The project is well underway in the planning stage with an anticipated construction start date of March 2022.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	185,698,897
2. Match contributed during current Federal fiscal year	17,883,654
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	203,582,551
4. Match liability for current Federal fiscal year	441,273
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	203,141,278

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
Fireside Part Apartments	04/20/2021	157,587	0	0	0	0	0	157,587
Hillbrooke Towers	01/22/2021	3,600,000	0	0	0	0	0	3,600,000
Knowles Manor Senior Housing	07/07/2020	2,800,000	0	0	0	0	0	2,800,000
Randolph RD	03/09/2021	362,527	0	0	0	0	0	362,527
Silver Spring Artspace Loft	03/26/2021	259,259	0	0	0	0	0	259,259
Snowden Ridge	12/09/2020	5,000,000	0	0	0	0	0	5,000,000

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	350,898	0	0	350,898

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	2,807,025	0	0	253,172	1,642,920	910,933
Number	15	0	0	2	6	7
Sub-Contracts						
Number	10	0	1	0	2	7
Dollar Amount	211,295	0	15,269	0	94,418	101,608
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	2,807,025	0	2,807,025			
Number	15	0	15			
Sub-Contracts						
Number	10	0	10			
Dollar Amount	211,295	0	211,295			

Table 8 - Minority Business and Women Business Enterprises

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

Table 9 – Minority Owners of Rental Property

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

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	217	188
Number of Special-Needs households to be provided affordable housing units	16	0
Total	233	188

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	420
Number of households supported through The Production of New Units	0	188
Number of households supported through Rehab of Existing Units	169	0
Number of households supported through Acquisition of Existing Units	64	0
Total	233	608

Table 12 – Number of Households Supported

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

Montgomery County is a world-class community. The department of Housing and Community Affairs, in collaboration with our local housing authorities, RHE and HOC, and the Department of Health and Human Services, offers affordable housing opportunities and related services and programs to low-income residents. Services include housing vouchers, rental subsidies, eviction prevention measures, education and outreach, conflict resolution, as well as brick and mortar housing. On average, the County invests \$100 million per year on these programs and services. In the aftermath of the great recession

(2009), the County leveraged its relationships with for-profit and non-profit partners, community groups, and representatives of the state, local, and federal government agencies to address this worst-case scenario of diminished resources that threatened to strain service levels. The result was a significant softening of the consequences of this once-in-a-lifetime economic crisis. Since then, the County has re-built high levels of financial reserves, achieving a AAA rating from Wall Street, that can be used in such a worst-case scenario happens again.

Consolidated Plan goals are developed with some flexibility to best meet market conditions and partnering opportunities and to maximize the use of funds. Outcomes reflect adjustments based on per unit costs coming in higher than historical averages for some projects as well as the funding of larger projects.

The Focused Neighborhood Assistance (FNA) program has completed the last of the two construction projects in the Kimberly Place Condominium Community. The project benefited 178 households through common area improvements. Drainage channels were installed as a measure to control above and below-grade stormwater and mitigate stormwater that entered the basement level for some residences. The final touch will be the addition of new grass in the common areas.

In Spring 2021, Montgomery County transferred 1.99 acres of land to Halpine Park Apartments to complement a commitment to No-Net Loss of affordable housing units in future redevelopment. In exchange, any future development will include additional Moderately Priced Dwelling Units (MPDUs), at deeply affordable rents ranging from 30% to 50% of the Area Medium Income (AMI).

On February 26, 2021, DHCA purchased a 64-unit multifamily property in the Colesville area of Silver Spring. The Naples Manor property includes three-bedroom townhomes with full basements and current rents that are affordable under 65% of Area Median Income (AMI). DHCA determined this property represented a significant risk of loss of valuable family-size affordable housing and exercised its right to match the purchase contract of \$16 million. To maintain affordable housing at the property, the County obtained an agreement from Enterprise Community Development to purchase the property from the County at the time of closing and refinance it with long-term affordability financing.

Montgomery County continues to foster and maintain affordable housing through numerous programs. For example, the Moderately Priced Dwelling Unit Program (MPDU), the County's nationally known housing program, continues to ensure that all developments of 20 units or more will contain affordable units. The County focuses HOME funds on projects that serve the lowest income groups possible.

Discuss how these outcomes will impact future annual action plans.

The budget for County fiscal year 2021 (July 1, 2020 – June 30, 2021) provided significant affordable housing funding by allocating \$73.5 million for affordable housing. This included \$43.5 million in the Montgomery Housing Initiative (MHI) Fund, \$22 million in FY21 for the Affordable Housing Acquisition and Preservation CIP project, and \$8 million for the new Affordable Housing Opportunity Fund. The budget for County fiscal year 2022 (July 1, 2021 – June 30, 2022) increased the commitment to the highest level in history, allocating \$89.1 million, including \$61.1 million in the MHI Fund, \$22 million for the Affordable Housing Acquisition and Preservation CIP Project and \$6 million for the Affordable Housing Opportunity Fund CIP Project. The budget provides additional resources to enhance landlord-tenant outreach, building inspections, tenant protections, and housing code enforcement.

Additionally, the Department has committed to the following Performance Improvement Plan:

- Preserve existing affordable housing through aggressive code enforcement and effective utilization of Housing Acquisition and Rehabilitation dollars
- Increase attention to preserving affordable multifamily rental buildings/ developments
- Establish goals for the addition of affordable housing to County stock and closely monitor progress on achieving those goals
- Continue aggressive push of closing cost assistance program managed by Housing Opportunity Commission (HOC)
- Pursue prompt completion of development on county-owned parcels, i.e., 4010 Randolph Road
- Promote mixed-use development (e.g., the promotion of housing development in non-residential areas)
- Continue the focus on, and coordination of, housing for those with special needs, e.g. homeless, persons with disabilities, seniors, etc.
- Promote the adaptive use of the County's existing housing stock to reduce demand for new housing: e.g., assist seniors in adapting their homes to meet their needs.

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

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	0	0
Moderate-income	0	0
Total	0	0

Table 13 – Number of Households Served

Narrative Information

Unfortunately, the number of people impacted by CDBG, and HOME dollars is difficult to calculate because each activity's impact varies depending on the type of service being offered. According to the PR03c-Public Services Activities, an average of 309 people were supported by each activity conducted throughout the PY2020. The total number of beneficiaries of public service activities was 13,282.

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

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

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

The Continuum of Care continues to utilize a coordinated entry system to reach out to assess the needs of persons experiencing homelessness that is accessible 24/7. Three regional offices provide centralized access & four outreach providers work to engage unsheltered persons. ESG funds also support the operations of the 24/7 Homeless Resource Line (240-907-2688). The Resource Line provides the caller to access services, take information about homeless person location and connect with outreach provider. The CoC's standard outreach procedures focus on engaging individuals and families to refer, link, and provide a "warm" transfer to services and housing providers. The CoC has developed an outreach protocol between local police & outreach providers to promote collaboration. A CoC Outreach Coordinator works with outreach providers in the CoC to centralize and coordinate efforts. DHHS continues to conduct quarterly "census counts" to collect and monitor the number of unsheltered people in the County and identify trends in the data. The CoC has increased the outreach capacity by more than 50% recognizing the need to reach unsheltered individuals. More than 115 "hot spots" identified in the CoC including encampments in the woods, storage bins and 24hr establishments are targeted for outreach. The system is advertised via the County's 311-phone line, DHHS website, community events, & via a "Homeless Services Guide" available at public libraries, recreational centers, & public schools. All providers can serve persons with limited English proficiency & maintain diverse staff.

The VI-SPDAT tool for individuals and families are used to screen, assess & identify housing needs. HMIS generates a by-name report with each household's vulnerability score. Housing Prioritization committees meets bi-weekly to match households to vacancies & meets weekly to discuss system concerns. Case conferencing is also used with the by-name list to ensure the community is tracking, engaging, and connecting all households experiencing homelessness to potential housing options.

Addressing the emergency shelter and transitional housing needs of homeless persons

The CoC provides emergency shelter to individuals and families experiencing homelessness throughout the jurisdiction. Generally, emergency shelter capacity for adults without children includes 140 year-round beds including 5 designated for victims of domestic violence, 3 designated for Healthcare for the Homeless, and 2 designated for Aging and Disability. During hypothermia season from November 1 to March 31st, capacity expands to 346 beds. Due to the public health emergency are shelter capacity has shifted to allow for social distancing and additionally no hypothermia beds were closed. Currently, the system has capacity for 386 beds, including 100 temporary hotel rooms. Construction of a new shelter facility is underway to bring year-round capacity to approximately 300 beds, with no reduction at the end of hypotheria season. The new facility is scheduled to open in Spring 2022 and will replace

temporary facilities used during the public health emergency. On the day of the 2021 Point in Time count, there was 375 emergency shelter and overflow beds occupied.

Families with minor children are served by three family shelters with the capacity to serve 27 families with additional 14 families able to be served through the County's domestic violence shelter. In addition, DHHS provides overflow shelter via motels to supplement when family shelters are full. During 2021 Point in Time count, a total of 29 families were residing in emergency, overflow shelter, or Domestic Violence shelter.

In addition to providing emergency shelter and transitional housing, the CoC has implemented homeless diversion for both families and singles. Diversion uses empowerment and mediation techniques to assist households with identifying alternative housing solutions outside of emergency shelter. Diversion may include both case management and temporary financial assistance.

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

Montgomery County coordinates a network of assistance through the Continuum of Care coordinated entry system that provides emergency financial assistance & case management to help households retain/obtain housing to prevent homelessness. Households with repeated housing instability receive ongoing case management to address barriers contributing to housing instability. Other diversion efforts include mediating family disputes, one-time grants to offset costs to family/friends with whom they can stay, & linkages to mainstream benefits, employment & behavioral health/health resources to reduce risk. DHHS also provides energy assistance to help low-income residents pay their utility costs & operates the County Rental Assistance Program, a shallow rent subsidy program for low-income families, seniors & the disabled. The CoC partners with the Montgomery County Dept of Health and Human Services, public schools, local hospitals, and the Emergency Assistance Coalition to identify those at-risk and prevent homelessness.

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

The CoC has fully implemented a coordinated entry system (CES) for both single adults and families to minimize length of time homeless. This process involves reviewing all screening, assessments, and program policies to ensure that the system is reducing barriers to households experiencing

homelessness. The CoC seeks to create a “no wrong door” approach by adding non-traditional partners to the CES including places where people experiencing homelessness congregate such as libraries, hospitals, and jails. The enhanced coordinated entry system includes uniform community-wide standards that prioritize persons for housing, including those with the longest time homeless and highest service needs. CES prioritizes households with the greatest vulnerabilities for permanent supportive housing. Veterans and those experiencing chronic homelessness are prioritized over all other populations. The CoC has sustained “functional zero” for Veteran homelessness since December 2016. Since January 2016, the CoC has housed 433 chronically homeless individuals. To date, only 5 individuals are chronically homeless, and all have been assigned to housing placement.

Additional strategies to reduce LOH are a significant increase in the number of Rapid Rehousing units and permanent supportive housing (PSH). This year, the CoC increased by 20 PSH units via participation in the State Medicaid Waiver Program in partnership with the Emergency Housing Vouchers (EHV). The remaining EHV's are being used for a move-up strategy that will ultimately open an additional 90 plus slots of PSH within the continuum. Additionally, we have allocated ESG-CV money to support additional Rapid Rehousing slots. We anticipate being able to provide over 120 Rapid Rehousing slots with RESG-CV funds.

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

Actions taken to address the needs of public housing

The Housing Opportunities Commission of Montgomery County (HOC) had a great need to address the unmet needs of its public housing portfolio. Over the last five years, HOC converted public housing units using HUDs Rental Assistance Demonstration (RAD) program at 11 different public housing properties in the County. This effort has ended as of April 2020, with the last Public Housing property conversion, Elizabeth House Apartments in Silver Spring. Under RAD, HOC converted the units to either the project-based rental assistance (PBRA) program or the project-based voucher (PBV) program. HOC continues to provide a high level of service to families and new applicants.

Rockville Housing Enterprises' (RHE) mission is to create and preserve affordable housing in the City of Rockville, Maryland. In 2020 RHE has been able to increase the supply of affordable housing in the City of Rockville by adding 59 affordable units to families at 60% of the Area Median Income through the refinancing of Fireside Park Apartments. RHE is also working to preserve the affordability of 29 of its single-family scattered-site units, through converting those affordable housing assets from public housing to project-based section eight housing. Currently, occupancy rates are above 96% of all available units within RHE's portfolio. The high occupancy rate indicates the continued need for affordable housing in the City of Rockville. Rockville Housing Enterprises manages both public housing and a housing choice voucher program waiting list. The Agency recently purged the public housing waiting list and reopened the public housing waiting list and accept applications for housing in the second quarter of 2021. There are currently over 3,000 families on the housing choice voucher waiting list. This also demonstrates the need that exists for affordable housing in the City of Rockville.

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

Although HOC no longer has public housing units, the goal of having a standard of living that is equitable for all residents of Montgomery County has not changed. Such a process involves genuine resident input to ensure that real concerns are addressed and not simply those that the government perceives to be a problem for the County's Public Housing residents. This resident input is gathered through a variety of means. HOC holds multiple town hall meetings with its residents each year, public hearings, public comment periods, and has monthly discussions with HOC's own Resident Advisory Board (RAB). HOC's RAB is comprised of HOC residents from across its affordable housing portfolio. HOC staff continues to review proposed policy changes with its RAB, thereby seeking input from its residents before implementing policies that affect them. The topics discussed at these different resident meetings include property maintenance, adequacy of supportive services, property management, administrative policies, new HOC programming, and general HOC customer service.

Rockville Housing Enterprises encourages public housing residents' participation in management policy decisions. RHE has a Resident Advisory Board that is consulted regularly on property-related issues as

well as policy decisions. The Resident Advisory Board has provided insight into the day-to-day management of the properties including providing input on the parking and towing policies as well as RHE Annual and Five-year plans. During this unique COVID era, RHE has managed to stay in contact and communication with residents through email blasts utilizing constant contact as well as resident meetings held via zoom. RHE continues to work with residents that seek to purchase a home with their voucher as well as working with other available resources to encourage self-sufficiency through homeownership.

Actions taken to provide assistance to troubled PHAs

Not applicable.

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

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

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-use developments near public transit and in other formally single-use non-residential areas, leading to an increase in future housing supply. Plans in progress include Thrive 2050, a comprehensive 30-year plan for the entire county. Area plans underway include the Ashton Village Center Sector Plan, the Germantown Plan for the Town Sector Zone, and the Shady Grove Minor Master Plan Amendment.

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 how 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.

As part of Montgomery County's ongoing efforts to provide more paths to homeownership, the County committed \$2 million in the Fiscal Year 2021 to programs providing eligible Maryland first-time homebuyers purchasing a home in Montgomery County a deferred Down Payment and Closing Cost Assistance loan granting up to 40% of the household's qualifying income for a maximum of \$25,000. \$1 million was committed to the Montgomery County Homeownership Assistance Fund "McHAF," an offered as part of the Housing Opportunities Commission of Montgomery County ("HOC") Single Family Mortgage Purchase Program ("MPP") and \$1 million to the Montgomery Homeownership Program as part of the State of Maryland Housing and Community Development Maryland Mortgage Program. Montgomery County aims to reduce housing cost burdens by providing the highest level of affordable housing funding in the County's history by investing \$89.1 million in affordable housing in Fiscal Year 2022. This includes \$61 million in the Montgomery Housing Initiative (MHI) Fund, \$22 million in the Affordable Housing Acquisition and Preservation CIP project, and \$6 million for the new Affordable Housing Opportunity Fund. Additionally, the County provides real estate tax relief of up to \$30.2 million for dedicated affordable housing units. This increases dedicated funding and provide for renovation of distressed housing, the acquisition and preservation of affordable housing units, creation of housing units for special needs residents, services to the "Building Neighborhoods to Call Home" and "Housing First" programs, and creation of mixed-income housing. Since FY08, over \$1 billion has been invested in support of affordable housing.

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

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

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

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

- Provide case management for children who have blood levels of at least 10 micrograms per deciliter
- Educate and provide outreach to schools, daycare 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 apartments of lead dust and hazards associated with lead-based paint.

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

This also falls into the category of interagency coordination. DHCA has worked with many agencies including the Department of Health and Human Services and the Housing Opportunities Commission to identify needs and to allocate resources. The public service component of the project list is evidence of the fact that a major priority is to support and, where possible, create self-sufficiency. This is an effort that will not have a satisfactory conclusion until there are no families at or below the poverty level.

Among efforts that help reduce the number of persons living below the poverty level is the Family Self-Sufficiency Program run by the Housing Opportunities Commission (HOC). This program helps Public Housing and Housing Choice Voucher families achieve self-sufficiency and end dependency on welfare assistance over a five to seven-year period. The program serves over 400 families, primarily composed of single female heads of household with an average of two children, who enroll on a voluntary basis and agree to case management services with the goal of improving the head of household’s education, career training, and employment. HOC also offers residents a chance to participate in the HOC ACADEMY, a program that provides adult education and workforce readiness training. As mentioned, the FSS serves HCV families. Therefore, although HOC has completed its Public Housing Conversion, the same opportunities are available to the former PH residents now in the voucher program as they are available to all HCV participants.

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

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

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

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

Recognized by the National Association of Home Builders for their streamlining work, the Montgomery County Department of Permitting Services credits the launch of the web-based system called eServices as pivotal in the improvement of services. County residents and businesses use “ePermits” and “ePlans” to apply online and electronically submit building and permitting plans to include electrical, deck, new home, and right-of-way permits. Launched in 2014, the system is still providing improvements inefficiency. Montgomery County Executive Ike Leggett announced on November 17, 2016, that the commercial permitting processing time had been reduced over the prior two years from an average of 25 weeks to an average of 12 weeks. Plans are completing initial reviews in 20-30 calendar days and solar permits, which have increased dramatically in volume, have a three to five days turn around.

In 2021 Montgomery County again ranks as the healthiest county in Maryland in the annual County Health Rankings (CHR) for Maryland for Health Outcomes. Healthy Montgomery, the County’s community health improvement process, was launched in June 2009 and brings together health providers, hospitals, insurers, County agencies, and community members. A second Community Health Needs Assessment was recently completed. Co-chaired by County Councilmember George Leventhal and Jackie DeCarlo, executive director of Manna Food, Healthy Montgomery has workgroups focused on such health issues as obesity and behavioral health. The goal is for Healthy Montgomery to continuously update the community’s health status and conduct periodic needs assessments to stay focused on improving health outcomes.

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

DHCA works with many agencies including the Department of Health and Human Services and the

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

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

The Montgomery County Government's Office of Human Rights enforces the County's Fair Housing law, which is found in Montgomery County Code Chapter 27, Article I, prohibits discrimination in residential and commercial real estate based on age, race, color, religious creed, ancestry, national origin, sex, marital status, physical or mental disability, presence of children, sexual orientation, source of income, and family responsibilities.

The Office of Human Rights has developed a multi-faceted program to promote fair housing. This program includes enforcement of discrimination claims, testing for discrimination in the rental or sale of housing, and compliance with architectural guidelines for the protection of people with disabilities. It also includes educational and community outreach components.

Under the auspices of the Office of Human Rights, the County has an ongoing Inter-agency Fair Housing Coordinating Group, (IFHCG), which coordinates and monitors the activities of county departments, offices, and agencies to prevent housing discrimination. The IFHCG is comprised of agencies that have housing responsibilities. Members of the group include representatives from the Department of Housing and Community Affairs, the Human Rights Commission, Housing Opportunities Commission, Department of Health and Human Services, the Office of Community Partnerships, Commission on People with Disabilities, Montgomery County Public Schools, Montgomery County Park, and Planning Commission, City of Takoma Park, City of Gaithersburg, and the City of Rockville. Meetings are open to the public, and community advocacy groups and real estate professionals can attend and join in the discussion.

The Human Rights Office hosts at least one fair housing workshop each fiscal year for an audience of housing and real estate professionals, property managers, lenders, landlords, tenants, and the public. Typically, this workshop is presented during April, which is Fair Housing Month, this year the Virtual Fair Housing Summit was held on Tuesday, April 20, 2021.

Each year, the agency sponsors a human rights youth diversity camp for local fifth-grade students, to help them understand people different from themselves, and to explore topics of human and civil rights. Segments include fair housing, equal employment, team building, anti-bullying, civil rights history and personalities, and others. A fair housing poster contest is conducted as part of the youth diversity camp. The contest has taken place for a decade and has become very popular. The posters are judged by members of our Inter-agency Fair Housing Coordinating Group. The winning poster is displayed on

transit buses throughout the County during Fair Housing Month (April), and the winning artist receives a monetary award presented during an assembly at the school where the artist attends.

The Office of Human Rights partners with DHCA and other agencies, providing Fair Housing activities and workshops on Fair Housing laws. The agency provides referrals and assistance through local nonprofits on tenant rights, homeownership foreclosure, scams, and mortgage issues.

In addition, to further identify other challenges County residents face, the County is participating in a region-wide Analysis of Impediments to Fair Housing with other neighboring jurisdictions. The Regional AI participant list includes the District of Columbia, Maryland's Montgomery, City of Gaithersburg and Prince George's Counties, and Virginia's Arlington, Fairfax, Loudoun, and Prince William Counties, as well as the City of Alexandria in Virginia. The Regional AI's completion is set for the first quarter of 2022.

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CR-40 - Monitoring 91.220 and 91.230

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

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

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

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

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

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

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

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

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

Describe the efforts to provide citizens with reasonable notice and an opportunity to

comment on performance reports.

The Consolidated Annual Performance and Evaluation Plan (CAPER) draft are made available to the public for review and comment 15 days before its required submission date to HUD. Notice of availability of the draft for review and comment is posted on the Department's website in the announcements area and on the Department's webpage for the Consolidated Plan / CAPER and Public Service Grants. Notice is also given via email to neighboring jurisdictions and other key County personnel, some of whom include the message on various listservs or outlets. An ad was also placed in the Washington Times newspaper on September 13, 2021. All notices indicate that comments on the draft will be accepted through 4 PM on September 28, 2021.

The Citizen Participation Plan covering Program Year 2020 is included as an appendix to this document.

DRAFT

CR-45 - CDBG 91.520(c)

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

There were no significant changes in program objectives this year.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

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

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CR-50 - HOME 91.520(d)

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

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

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

The County's HOME Regulatory Agreements with property owners/developers restrict the maximum income for low-income tenant households occupying HOME-assisted units to 60% of the area median income throughout the project's period of affordability. The HOME regulations specify the compliance monitoring activities that the County must undertake to ensure compliance with HOME requirements: reporting, property inspections, review of records, and record-keeping. These required monitoring activities provide the framework for the DHCA's monitoring procedures. During the program year 2020, it was challenging to keep up and follow through with the procedures in place. The main challenge faced by DHCA was an eight-month staff vacancy which contributed to delaying the necessary monitoring activities. Unfortunately, only half of the necessary audits were completed. During the program year 2021, the new staff will conduct the remainder of the PY20 audits along with the PY21 audits.

- **Reporting.** Per HOME regulations [24 CFR 92.252(f)(2)], DHCA requires property owners/managers of every HOME-assisted rental project to submit a rent and occupancy report on an annual basis to determine compliance with occupancy and rent requirements. The process of is process is known as "Desk Reviews". In PY 2020, Desk Reviews of 7 projects were completed.
- **Property Inspections.** DHCA conducts on-site inspections of HOME-assisted properties and units to verify that projects are maintained in standard condition and meet applicable housing quality standards and ongoing maintenance requirements. The frequency of required on-site unit inspections must be done every one to three years, based on the size of the property, as specified by the HOME regulations [24 CFR 92.504(d)(1)]. In PY 2020 inspections of HOME rental projects were challenging to complete due to the Pandemic and being short-staffed.
- **Review of Records and Record-Keeping.** In addition to the property inspections that are based on a one to three-year frequency, the County is required to schedule on-site audits of HOME-assisted rental properties throughout the property's affordability period. DHCA conducts a review of the records and files retained on-site that document the owner's compliance with all HOME requirements, including verification of the data the owner/manager, submits of the annual rent and occupancy report during the Desk Review process. In FY 2020, DHCA was unable to complete on-site audits of HOME rental projects due to the Pandemic and being short-staffed.

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

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

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

IDIS report PR-27 Status of HOME Grants indicates that Montgomery County received \$0 in Program Income during Program Year 2020 that was committed for projects. Program Income is always used before other funds and all HOME funds are used to support HOME-eligible persons and households earning 80% or less of Area Median Income. However, during PY20 \$290,166 in HOME funds were used to acquire 6 units in Marsh Hollow Pl, Paladin Dr, and Kindly Ct.

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

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

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

The County continues to use resources from the Montgomery Housing Initiative Fund to support rental assistance programs in DHCA, Health, and Human Services (HHS), and the Housing Opportunities Commission (HOC). Over 4,500 households were projected to be assisted during the program year 2020. The program year activities were slowed down due to COVID-19. It was challenging to work in conjunction with property management companies because many found it challenging to transition to telework and adjust their processes and procedures to virtual platforms. Due to the circumstances, many of the property management companies found themselves providing more leniency to their tenants following both the County Executive and National policies, guidelines, and protections. For example, rental delinquencies were overlooked to help tenants stay in their homes during a state of emergency. DHCA staff also matched their level of enforcement to the situation and provided flexibility as needed.

All the efforts described above represent a comprehensive effort that is necessary to preserve our

affordable housing supply.

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

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

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

ESG Contact Name

Prefix	Mr
First Name	Frank
Middle Name	0
Last Name	Demarais
Suffix	0
Title	Deputy Director

ESG Contact Address

Street Address 1	1401 Rockville Pike
Street Address 2	4th Floor
City	Rockville
State	MD
ZIP Code	-
Phone Number	2407773619
Extension	0
Fax Number	0
Email Address	frank.demarais@montgomerycountymd.gov

ESG Secondary Contact

Prefix	Mr
--------	----

CAPER

33

First Name	Chris
Last Name	Anderson
Suffix	0
Title	Chief - Community Development
Phone Number	2407773713
Extension	0
Email Address	Christopher.Anderson@montgomerycountymd.gov

2. Reporting Period—All Recipients Complete

Program Year Start Date	07/01/2020
Program Year End Date	06/30/2021

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name
City
State
Zip Code
DUNS Number
Is subrecipient a victim services provider
Subrecipient Organization Type
ESG Subgrant or Contract Award Amount

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 16 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 17 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 18 – Shelter Information

4d. Street Outreach

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 19 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 20 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	0
Female	0
Transgender	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 21 – Gender Information

6. Age—Complete for All Activities

	Total
Under 18	0
18-24	0
25 and over	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 22 – Age Information

7. Special Populations Served—Complete for All Activities

Number of Persons in Households				
Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans	0	0	0	0
Victims of Domestic Violence	0	0	0	0
Elderly	0	0	0	0
HIV/AIDS	0	0	0	0
Chronically Homeless	0	0	0	0
Persons with Disabilities:				
Severely Mentally Ill	0	0	0	0
Chronic Substance Abuse	0	0	0	0
Other Disability	0	0	0	0
Total (Unduplicated if possible)	0	0	0	0

Table 23 – Special Population Served

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

10. Shelter Utilization

Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	0
Total Number of bed-nights provided	0
Capacity Utilization	0.00%

Table 24 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
Subtotal Homelessness Prevention	0	0	0

Table 25 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Expenditures for Rental Assistance	89,109	316,424	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	2,163,483	50,367	0
Expenditures for Housing Relocation & Stabilization Services - Services	12,903,675	0	80,309
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	245,825
Subtotal Rapid Re-Housing	15,156,267	366,791	326,134

Table 26 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Essential Services	0	0	0
Operations	67,120	1,232	0
Renovation	0	0	0

Major Rehab	0	0	0
Conversion	0	0	0
Subtotal	67,120	1,232	0

Table 27 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Street Outreach	0	0	0
HMIS	61,000	0	0
Administration	0	0	0

Table 28 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2018	2019	2020
544	15,284,387	368,023	326,134

Table 29 - Total ESG Funds Expended

11f. Match Source

	2018	2019	2020
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	0	0	0
State Government	0	0	0
Local Government	367,901	828,969	0

Private Funds	0	0	0
Other	0	0	0
Fees	0	0	0
Program Income	0	0	0
Total Match Amount	367,901	828,969	0

Table 30 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	2018	2019	2020
17,112,134	15,652,288	1,196,992	326,134

Table 31 - Total Amount of Funds Expended on ESG Activities

Attachment

Cover Page

DRAFT



Consolidated Annual Performance and
Evaluation Report for
Montgomery County, Maryland

Program Year 2020 / County Fiscal Year 2021
July 1, 2020 - June 30, 2021

Marc Elrich
COUNTY EXECUTIVE

Aseem K. Nigam
DIRECTOR, DEPARTMENT OF
HOUSING AND COMMUNITY AFFAIRS



Any questions should be directed to:
Katherine Canales
240-777-3631
The TTY number (for the hearing impaired) is
711

Note

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

The CAPER is intended to automatically tie into the appropriate Consolidated Plan data; however, some of that connection was not made or was prone to errors. HUD has provided direction on how to address known flaws, generally by compiling information found in local sources and / or submitted to HUD through its Integrated Disbursement and Information System (IDIS) and then entering it into this Word document. There may also be some minor undetected flaws such as the formatting of exported text. Staff have attempted to correct these errors in the draft. After the draft review period, all of the information in this document will be submitted electronically via the online CAPER screens provided by HUD.

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Appendices

- CR-70 ESG / CR-75 ESG
- ESG Sage Report
- IDIS Report PR26 – CDBG Financial Summary Report
- Citizen Participation Plan
- Emergency Solutions Grant Guidelines

CAPER

2

OMB Control No: 2506-0117 (exp. 09/30/2021)

ESG Sage Report



HUD ESG CAPER FY2020

Grant: RSC-Montgomery County - M7 - Report Type: CAPER

Report Data Range

7/1/2020 to 6/30/2021

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Office Contact Information

As of 8/27/2021

Fiscal Year	Grant Number	Current Authorized Amount	Total Obligated	Balance	Obligation Date	Reporting Deadline
2020	E20UC240001	\$417,251.00	\$320,127.38	\$97,123.62	2/18/2021	2/18/2023
2019	E19UC240001	\$343,484.00	\$343,484.00	\$0	7/31/2019	7/31/2021
2018	E18UC240001	\$374,421.00	\$374,421.00	\$0	8/22/2018	8/22/2020
2017	E17UC240001	\$367,993.00	\$367,993.00	\$0	9/22/2017	9/22/2019
2016	E16UC240001	\$367,901.00	\$367,901.00	\$0	11/18/2016	11/18/2018
2015	E15UC240001	\$367,201.00	\$367,201.00	\$0	9/8/2015	9/8/2017
2014	E14UC240003	\$339,770.00	\$339,770.00	\$0	8/21/2014	8/21/2016
2013	E13UC240003	\$278,766.00	\$278,766.00	\$0	12/2/2013	12/2/2015
2012						
2011						
Total		\$2,905,787.00	\$2,809,663.38	\$97,123.62		

BSE information from CMS

CAPER reporting includes funds used from fiscal year:

2020

Project types carried out during the program year

Enter the number of each type of projects funded through ESG during this program year.

Street Outreach	0
Emergency Shelter	1
Transitional Housing (grandfathered under ES)	0
Day Shelter (funded under ES)	0
Rapid Re-Housing	1
Homelessness Prevention	0

Office Additional Information

HMS

Comparable Database

Are 100% of the project(s) funded through ESG, which are allowed to use HMS, entering data into HMS?	Yes
Have all of the projects entered data into Sage via a CSV - CAPER Report upload?	Yes
Are 100% of the project(s) funded through ESG, which are allowed to use a comparable database, entering data into the comparable database?	Yes
Have all of the projects entered data into Sage via a CSV - CAPER Report upload?	Yes

Q94a: Project Information Table

Organization Name	Organization ID	Project Name	Project ID	HMIS Entry Type	Method of Tracking CG	Affiliated with a residential project	Project ID of affiliated project	DOC Number	Accession	Vendor Service Provider	HMIS Software Name	Project Start Date	Project End Date	CG? (Sworn-in?)	Used as a data source for reporting?
Department of Health Human Services (DHHS)	8	Housing Stabilization Services-ESG Rapid Re-Housing Family RHH-Fam	191	13				ND-601	249051	0	ServicePoint	2020-07-01	2021-06-30	No	Yes
Department of Health Human Services (DHHS)	8	Housing Stabilization Services-ESG Rapid Re-Housing Individual RHH-ind	194	13				ND-601	249051	0	ServicePoint	2020-07-01	2021-06-30	No	Yes
Department of Health Human Services (DHHS)	8	Housing Stabilization Services-Shelter/Hotel DHHS ES-Fam	71	1	0			ND-601	249051	0	ServicePoint	2020-07-01	2021-06-30	No	Yes

Q95a: Project Validation Table

Total Number of Persons Served	527
Number of Adults (Age 18 or Over)	227
Number of Children (Under Age 18)	294
Number of Persons with Unknown Age	6
Number of Leavers	429
Number of Adult Leavers	184
Number of Adult and Head of Household Leavers	186
Number of Stayers	98
Number of Adult Stayers	43
Number of Veterans	3
Number of Chronically Homeless Persons	39
Number of Youth Under Age 25	30
Number of Parenting Youth Under Age 25 with Children	18
Number of Adult Heads of Household	183
Number of Child and Unknown-Age Heads of Household	2
Heads of Households and Adult Stayers in the Project 365 Days or More	17

Q96a: Data Quality: Personally Identifying Information (PII)

Data Element	Client Count Known/Validated	Information Missing	Data Issues	Total	% of Error Rate
Name	0	0	0	0	0.00 %
Social Security Number	87	0	0	87	16.51 %
Date of Birth	6	0	0	6	1.14 %
Race	0	0	0	0	0.00 %
Ethnicity	0	0	0	0	0.00 %
Gender	0	0	0	0	0.00 %
Overall Score				90	17.06 %

Q96b: Data Quality: Universal Data Elements

	Client Count	% of Error Rate
Veteran Status	0	0.00 %
Project Start Date	0	0.00 %
Relationship to Head of Household	30	5.69 %
Client Location	0	0.00 %
Disabling Condition	22	4.17 %

Q96c: Data Quality: Income and Housing Data Quality

	Client Count	% of Error Rate
Destination	2	0.47 %
Income and Sources at Start	33	17.84 %
Income and Sources at Annual Assessment	1	5.88 %
Income and Sources at Exit	28	15.05 %

Q06d Data Quality Check: Homeless

	Count of Total Records	Missing Time in Intake	Missing Time in Housing	Accompaniment Data Started On/Re-Marking	Number of Times DOCS Remaining	Number of Months DOCS Remaining	% of Records Unable to Calculate
ES, SH, Street Outreach	164	0	0	34	12	24	20.00 %
TH	0	0	0	0	0	0	—
PH (All)	65	0	0	10	10	11	18.00 %
Total	229	0	0	0	0	0	25.16 %

Q06e Data Quality: Time Issues

	Number of Project Start Records	Number of Project End Records
0 days	47	130
1-3 Days	124	127
4-6 Days	107	50
7-10 Days	64	32
11+ Days	44	60

Q06f Data Quality: Insect as Recorder: Street Outreach & Emergency Shelter

	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	—
Bed Night (All Clients in ES - NBN)	0	0	—

Q06g Number of Persons Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	227	46	177	0	4
Children	294	0	289	3	2
Client Doesn't Know/ Client Refused	6	0	0	0	6
Data Not Collected	0	0	0	0	0
Total	527	46	466	3	12
For PSH & RSH – the total persons served who moved into housing	95	32	63	0	0

Q06h Households Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	185	41	140	0	4
For PSH & RSH – the total households served who moved into housing	48	29	19	0	0

Q06i Periodic Follow-Up of Households on Intake Wednesday

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	38	20	17	0	1
April	31	17	14	0	0
July	40	17	23	0	0
October	47	22	25	0	0

Q06j Number of Persons Contacted

	All Persons Contacted	First contact – NOT calling on the Powers, PSH or SH	First contact – WAS calling on Powers, PSH or SH	First contact – Worker unable to determine
Once	0	0	0	0
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
Total Persons Contacted	0	0	0	0

Q06k Number of Persons Engaged

	All Persons Engaged	First contact – NOT calling on the Powers, PSH or SH	First contact – WAS calling on Powers, PSH or SH	First contact – Worker unable to determine
Once	0	0	0	0
2-5 Contacts	0	0	0	0
6-9 Contacts	0	0	0	0
10+ Contacts	0	0	0	0
Total Persons Engaged	0	0	0	0
Rate of Engagement	0.00	0.00	0.00	0.00

Q10a Gender of Adult

	Total	Without Children	With Children and Adults	Unknown Household Type
Male	68	30	37	1
Female	159	16	140	3
Trans Female (MTF or Male to Female)	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Subtotal	227	46	177	4

Q10b Gender of Child

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male	136	135	1	0
Female	158	154	2	2
Trans Female (MTF or Male to Female)	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Subtotal	294	289	3	2

Q10c Gender of Parents Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	3	0	0	0	3
Female	3	0	0	0	3
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Subtotal	6	0	0	0	6

Q10d Gender by Age Range

	Total	Under Age 18	Age 18-24	Age 25-41	Age 42 and over	Client Doesn't Know/Client Refused	Data Not Collected
Male	297	138	10	53	5	8	0
Female	330	158	30	124	5	3	0
Trans Female (MTF or Male to Female)	0	0	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0	0	0
Data Not Collected	0	0	0	0	0	0	0
Subtotal	627	294	40	177	10	6	0

Q11 Age

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	114	0	112	1	1
5 - 12	138	0	135	2	1
13 - 17	42	0	42	0	0
18 - 24	40	3	35	0	2
25 - 34	90	8	81	0	1
35 - 44	48	5	42	0	0
45 - 54	25	12	12	0	1
55 - 61	14	10	4	0	0
62+	10	7	3	0	0
Client Doesn't Know/Client Refused	6	0	0	0	6
Data Not Collected	0	0	0	0	0
Total	627	46	466	3	12

Q12a Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	109	8	101	0	0
Black or African American	365	30	324	3	8
Asian	19	4	15	0	0
American Indian or Alaska Native	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	1	0	1	0	0
Multiple Races	28	4	22	0	2
Client Doesn't Know/Client Refused	5	0	3	0	2
Data Not Collected	0	0	0	0	0
Total	527	46	466	3	12

Q12b Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino	444	44	386	2	12
Hispanic/Latino	83	2	80	1	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	527	46	466	3	12

Q12c: Physical and Mental Health Conditions at Start

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults &	With Only Children	Unknown Household Type
Mental Health Problems	37	0	30	8	—	0	0
Alcohol Abuse	3	0	0	0	—	0	0
Drug Abuse	3	0	3	0	—	0	0
Both Alcohol and Drug Abuse	5	0	2	0	—	0	0
Chronic Health Condition	30	13	6	1	—	0	0
HIV/AIDS	0	0	0	0	—	0	0
Developmental Disability	9	1	4	4	—	0	0
Physical Disability	23	12	5	4	—	0	1

§. The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

Q12d: Physical and Mental Health Conditions at End

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults &	With Only Children	Unknown Household Type
Mental Health Problems	32	5	19	8	—	0	0
Alcohol Abuse	2	2	0	0	—	0	0
Drug Abuse	3	0	3	0	—	0	0
Both Alcohol and Drug Abuse	4	2	2	0	—	0	0
Chronic Health Condition	13	7	5	1	—	0	0
HIV/AIDS	0	0	0	0	—	0	0
Developmental Disability	7	0	3	4	—	0	0
Physical Disability	16	6	5	4	—	0	1

§. The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

Q12e: Physical and Mental Health Conditions at End

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults &	With Only Children	Unknown Household Type
Mental Health Problems	6	5	1	0	—	0	0
Alcohol Abuse	1	1	0	0	—	0	0
Drug Abuse	0	0	0	0	—	0	0
Both Alcohol and Drug Abuse	1	1	0	0	—	0	0
Chronic Health Condition	8	7	1	0	—	0	0
HIV/AIDS	0	0	0	0	—	0	0
Developmental Disability	2	1	1	0	—	0	0
Physical Disability	8	7	1	0	—	0	0

§. The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

Q12f Domestic Violence History

	Total	Without Children	Adults in HH with Children & Adults	With Only Children	Unknown Household Type
Yes	79	7	72	0	0
No	141	38	98	0	5
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	9	1	8	0	0
Total	229	46	178	0	5

Q14b. Reason for Being Homeless/Volunteered

	Total	Without Children	With Children and Adults	With Only Children	Unknown / Invalid Type
Yes	9	1	2	0	0
No	65	3	62	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	11	3	8	0	0
Total	79	7	72	0	0

Q15. Living Situation

	Total	Without Children	With Children and Adults	With Only Children	Unknown / Invalid Type
Homeless Situations	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	85	33	52	0	0
Transitional housing for homeless persons (including homeless youth)	1	0	1	0	0
Place not meant for habitation	9	3	6	0	0
Safe Haven	1	1	0	0	0
Host Home (non-crisis)	1	0	1	0	0
Interim Housing (L)	0	0	0	0	0
Subtotal	97	37	60	0	0
Not Licensed Situations	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	1	0	1	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison or juvenile detention facility	0	0	0	0	0
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	1	0	1	0	0
Residential project or halfway house with no homeless criteria	1	0	1	0	0
Subtotal	3	0	3	0	0
Other Locations	0	0	0	0	0
Permanent housing (other than RHH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, with RHH or equivalent subsidy	0	0	0	0	0
Rental by client, with HCV voucher (tenant or project based)	5	0	4	0	1
Rental by client in a public housing unit	0	0	0	0	0
Rental by client, no ongoing housing subsidy	22	0	22	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with OPD TIP subsidy	0	0	0	0	0
Rental by client, with other housing subsidy	1	0	1	0	0
Hotel or motel paid for without emergency shelter voucher	6	0	5	0	1
Staying or living in a friend's room, apartment or house	31	2	28	0	1
Staying or living in a family member's room, apartment or house	47	0	46	0	1
Client Doesn't Know/Client Refused	12	6	5	0	1
Data Not Collected	5	1	4	0	0
Subtotal	129	9	115	0	5
Total	229	46	178	0	5

(L) Interim housing is retired as of 10/1/2019.

Q16. Cash Income - RHH (L)

	Income at Start	Income at Last Annual Assessment for Stayers	Income at Exit for Leavers
No Income	77	5	64
\$1 - \$100	1	0	0
\$101 - \$250	3	2	2
\$251 - \$500	6	1	3
\$501 - \$1,000	34	2	28
\$1,001 - \$1,500	31	1	28
\$1,501 - \$2,000	17	3	11
\$2,001+	35	2	31
Client Doesn't Know/Client Refused	1	0	1
Data Not Collected	22	0	16
Number of Adult Stayers Not Yet Required to Have an Annual Assessment	0	26	0
Number of Adult Stayers Without Required Annual Assessment	0	1	0
Total Adults	227	43	184

Q17. Dual Income Sources

	Income at Start	Income at Latest Annual Assessment for Slaves	Income at Discharge/Launch
Earned Income	53	5	45
Unemployment Insurance	21	0	15
SSI	16	1	15
SSDI	13	2	11
VA Service-Connected Disability Compensation	0	0	0
VA Non-Service-Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	1	0	0
TANF or Equivalent	34	1	33
General Assistance	2	0	0
Retirement (Social Security)	1	1	0
Pension from Former Job	0	0	0
Child Support	7	0	5
Alimony (Spousal Support)	1	1	0
Other Source	7	2	7
Adults with Income Information at Start and Annual Assessment/Exit	0	16	0

Q18a. Disability Condition and Income by Adult as SSI

	AD: Adult with Disability Condition	AD: Adult without Disability Condition	AD: Total Adults	AD: % with Disability Condition by Source	AD: Adult with Disability Condition	AD: Adult without Disability Condition	AD: Total Adults	AD: % with Disability Condition by Source	UK: Adult with Disability Condition	UK: Adult without Disability Condition	UK: Total Adults	UK: % with Disability Condition by Source
Earned Income	3	7	10	30.00 %	2	32	34	5.85 %	0	0	0	-
Supplemental Security Income (SSI)	2	0	2	100.00 %	10	2	12	83.33 %	1	0	1	100.00 %
Social Security Disability Insurance (SSDI)	4	0	4	100.00 %	4	2	6	66.67 %	1	0	1	100.00 %
VA Service-Connected Disability Compensation	0	0	0	-	0	0	0	-	0	0	0	-
Private Disability Insurance	0	0	0	-	0	0	0	-	0	0	0	-
Worker's Compensation	0	0	0	-	0	0	0	-	0	0	0	-
Temporary Assistance for Needy Families (TANF)	1	0	1	100.00 %	8	24	32	24.84 %	0	0	0	-
Retirement Income from Social Security	0	0	0	-	0	0	0	-	0	0	0	-
Pension or retirement income from a former job	0	0	0	-	0	0	0	-	0	0	0	-
Child Support	0	0	0	-	0	5	5	0.00 %	0	0	0	-
Other source	0	1	1	0.00 %	1	19	20	5.10 %	0	0	0	-
No Sources	2	9	12	25.33 %	8	42	50	15.70 %	0	2	2	0.00 %
Unduplicated Total Adults	11	17	28		25	110	135		1	2	3	

Q20a. Types of TANF-Funded Services

	Demographic at Start	Demographic at Latest Annual Assessment for Slaves	Demographic at Discharge/Launch
Supplemental Nutritional Assistance Programs	116	9	58
WEC	16	1	12
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	1	0	1
Other Source	2	0	1

Q21. Health Insurance

	All Sites	All Annual Assessment for Stayers	All Exit for Leavers
Medicaid	375	22	305
Medicare	15	2	12
State Children's Health Insurance Program	9	0	9
VA Medical Services	2	0	2
Employer Provided Health Insurance	19	0	14
Health Insurance Through COBRA	1	0	1
Private Pay Health Insurance	5	0	5
State Health Insurance for Adults	5	1	3
Indian Health Services Program	1	0	1
Other	2	0	1
No Health Insurance	95	0	78
Client Doesn't Know/Client Refused	2	0	1
Data Not Collected	18	2	12
Number of Stayers Not Yet Required to Have an Annual Assessment	0	73	0
1 Source of Health Insurance	294	21	325
More than 1 Source of Health Insurance	14	2	10

Q26Q2 Length of Time in Housing - 255 (Hwy 60)

	Total	Leavers	Stayers
0 to 7 days	77	66	11
8 to 14 days	124	121	3
15 to 21 days	110	106	4
22 to 30 days	41	31	10
31 to 60 days	29	22	7
61 to 90 days	14	10	4
91 to 180 days	27	23	4
181 to 365 days	52	17	35
366 to 730 days (1-2 Yrs)	32	33	19
731 to 1,095 days (2-3 Yrs)	1	0	1
1,096 to 1,460 days (3-4 Yrs)	0	0	0
1,461 to 1,825 days (4-5 Yrs)	0	0	0
More than 1,825 days (> 5 Yrs)	0	0	0
Data Not Collected	0	0	0
Total	527	429	98

Q26Q Length of Time between Project Start Date and Housing Move-In Date

	Total	With Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	2	2	0	0	0
8 to 14 days	15	0	15	0	0
15 to 21 days	3	3	0	0	0
22 to 30 days	4	0	4	0	0
31 to 60 days	8	1	7	0	0
61 to 180 days	12	0	4	0	0
181 to 365 days	1	1	0	0	0
366 to 730 days (1-2 Yrs)	1	1	0	0	0
Total (persons moved into housing)	47	17	30	0	0
Average length of time to housing	68.00	125.00	30.00	-	-
Persons who were exited without move-in	14	4	10	0	0
Total persons	61	21	40	0	0

Q26Q Length of Time between Project Start Date and Housing Move-In Date

	Total	With Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	77	7	65	0	5
8 to 14 days	124	2	122	0	0
15 to 21 days	110	2	105	0	3
22 to 30 days	41	0	41	0	0
31 to 60 days	29	1	24	0	4
61 to 90 days	14	0	14	0	0
91 to 180 days	27	6	21	0	0
181 to 365 days	52	7	42	3	0
366 to 730 days (1-2 Yrs)	32	20	32	0	0
731 to 1,095 days (2-3 Yrs)	1	1	0	0	0
1,096 to 1,460 days (3-4 Yrs)	0	0	0	0	0
1,461 to 1,825 days (4-5 Yrs)	0	0	0	0	0
More than 1,825 days (> 5 Yrs)	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	527	46	485	3	12

Q22c: Length of Time Prior to Housing	Q22a: 9/3/17 Data Forwarded or Started				
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	158	0	156	8	0
8 to 14 days	27	4	23	0	0
15 to 21 days	21	8	18	0	0
22 to 30 days	21	1	19	0	1
31 to 60 days	29	0	29	0	0
61 to 180 days	53	2	51	0	0
181 to 365 days	23	3	17	0	3
366 to 730 days (1-2 Yrs)	21	10	11	0	0
731 days or more	40	9	27	0	4
Total (persons moved into housing)	394	32	351	8	8
Not yet moved into housing	22	4	18	0	0
Data not collected	111	10	97	0	4
Total persons	527	46	466	8	12

Q23c: Fair Destination -- All persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	53	10	43	0	0
Rental by client, with WASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	22	4	18	0	0
Permanent housing (other than RPH) for formerly homeless persons	2	0	2	0	0
Staying or living with family, permanent tenure	1	0	1	0	0
Staying or living with friends, permanent tenure	1	1	0	0	0
Rental by client, with RPH or equivalent subsidy	31	0	31	0	0
Rental by client, with HCV voucher (tenant or project based)	4	0	4	0	0
Rental by client in a public housing unit	0	0	0	0	0
Subtotal	114	15	99	0	0
Temporary Destinations	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	236	3	230	0	3
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g. room, apartment or house)	13	2	11	0	0
Staying or living with friends, temporary tenure (e.g. room, apartment or house)	16	1	11	0	4
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	7	0	7	0	0
Safe Haven	1	1	0	0	0
Hotel or motel paid for without emergency shelter voucher	5	0	5	0	0
Host Home (non-crisis)	0	0	0	0	0
Subtotal	278	7	264	0	7
Institutional Settings	0	0	0	0	0
Foster care home or group foster care home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	2	2	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	2	2	0	0	0
Other Destinations	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	2	2	0	0	0
Other	31	5	25	0	1
Client Doesn't Know/Client Refused	2	0	2	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	35	7	27	0	1
Total	429	31	390	0	8
Total persons entering to positive housing destinations	114	15	99	0	0
Total persons whose destinations excluded them from the calculation	2	2	0	0	0
Percentage	26.70 %	51.72 %	25.38 %	-	0.00 %

Q24: How did you find your housing after start of exit?

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Able to maintain the housing they had at project start—Without a subsidy	0	0	0	0	0
Able to maintain the housing they had at project start—With the subsidy they had at project start	0	0	0	0	0
Able to maintain the housing they had at project start—With an on-going subsidy acquired since project start	0	0	0	0	0
Able to maintain the housing they had at project start—Only with financial assistance other than a subsidy	0	0	0	0	0
Moved to new housing unit—With on-going subsidy	0	0	0	0	0
Moved to new housing unit—Without an on-going subsidy	0	0	0	0	0
Moved in with family/friends on a temporary basis	0	0	0	0	0
Moved in with family/friends on a permanent basis	0	0	0	0	0
Moved to a transitional or temporary housing facility or program	0	0	0	0	0
Client became homeless – moving to a shelter or other place unfit for human habitation	0	0	0	0	0
Client went to jail/prison	0	0	0	0	0
Client died	0	0	0	0	0
Client doesn't know/Client refused	0	0	0	0	0
Data not collected (no exit interview completed)	0	0	0	0	0
Total	0	0	0	0	0

Q25: Number of Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	1	1	0	0
Non-Chronically Homeless Veteran	2	1	1	0
Not a Veteran	224	44	178	4
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Total	227	46	177	4

Q26: Number of Chronically Homeless Persons by Household

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	39	11	28	0	0
Not Chronically Homeless	427	23	394	3	7
Client Doesn't Know/Client Refused	2	0	2	0	0
Data Not Collected	59	12	42	0	5
Total	527	46	466	3	12

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PART I: SUMMARY OF CDBG RESOURCES		
01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR		0.00
02 ENTITLEMENT GRANT	5,022,634.00	
03 SURPLUS URBAN RENEWAL	0.00	
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00	
05 CURRENT YEAR PROGRAM INCOME	583,924.45	
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	1,180,954.09	
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00	
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00	
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00	
08 TOTAL AVAILABLE (SUM, LINES 01-07)	6,787,512.54	
PART II: SUMMARY OF CDBG EXPENDITURES		
09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	2,768,083.92	
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00	
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	2,768,083.92	
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	625,250.53	
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00	
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00	
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	3,393,342.45	
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	3,394,170.09	
PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD		
17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00	
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	149,963.28	
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	2,205,746.89	
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00	
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	2,355,710.17	
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	85.10%	
LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS		
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY:	
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00	
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00	
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%	
PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS		
27 DISBURSED IN IDIS FOR PUBLIC SERVICES	494,589.07	
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00	
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00	
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00	
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	494,589.07	
32 ENTITLEMENT GRANT	5,022,634.00	
33 PRIOR YEAR PROGRAM INCOME	360,557.28	
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00	
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	5,383,191.28	
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	9.19%	
PART V: PLANNING AND ADMINISTRATION (PA) CAP		
37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	625,250.53	
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00	
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00	
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00	
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	625,250.53	
42 ENTITLEMENT GRANT	5,022,634.00	
43 CURRENT YEAR PROGRAM INCOME	1,764,878.54	
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00	
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	6,787,512.54	
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	9.21%	



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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17
Report returned no data.

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

Plan Year	IDIS Project	IDIS Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2018	3	3152	CALMRA - 13700 Beauwick Court	14B	LNH	\$59,285.00
2019	2	3157	HUI 413 Robina way	14B	LNH	\$90,678.28
2020	1	3158	Housing Acquisition and Preservation (BG8002)	14B	LNH	\$412,373.75
Total				14B	Matrix Code	\$562,337.03

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	3	2942	6454803	Focused Neighborhood Assistance	03K	LMA	\$15,235.25
2015	3	2942	6478753	Focused Neighborhood Assistance	03K	LMA	\$12,589.03
2015	3	2996	6421550	Focused Neighborhood Assistance	03K	LMA	\$68,639.07
2016	3	2996	6454834	Focused Neighborhood Assistance	03K	LMA	\$45,006.10
2016	3	2996	6478751	Focused Neighborhood Assistance	03K	LMA	\$298,218.97
2018	4	3060	6421544	Focused Neighborhood Assistance	03K	LMA	\$33,010.18
2018	4	3060	6454815	Focused Neighborhood Assistance	03K	LMA	\$110,375.16
2018	4	3060	6478758	Focused Neighborhood Assistance	03K	LMA	\$80,033.81
2018	4	3060	6509582	Focused Neighborhood Assistance	03K	LMA	\$83,050.23
2019	3	3115	6421530	Focused Neighborhood Assistance	03K	LMA	\$23,018.17
2019	3	3115	6454824	Focused Neighborhood Assistance	03K	LMA	\$126,948.23
2019	3	3115	6478747	Focused Neighborhood Assistance	03K	LMA	\$147,633.77
2019	3	3115	6509590	Focused Neighborhood Assistance	03K	LMA	\$49,685.73
2020	3	3340	6485812	Focused Neighborhood Assistance	03K	LMA	\$302,597.62
2020	3	3340	6509067	Focused Neighborhood Assistance	03K	LMA	\$38,755.87
2019	21	3139	6421530	MCCH/Assessment Center Employment Specialist	03K	Matrix Code	\$1,434,808.19
					03T	LWC	\$8,492.85
					03T	Matrix Code	\$8,492.85
2019	19	3126	6421530	LEGAL AID BUREAU, INC.	05C	LWC	\$7,934.22
2019	19	3126	6454824	LEGAL AID BUREAU, INC.	05C	LWC	\$959.82
2019	19	3126	6478747	LEGAL AID BUREAU, INC.	05C	LWC	\$1,363.20
					05C	Matrix Code	\$10,257.24
2019	11	3118	6421530	Boys & Girls Clubs of Greater Washington Inc. (STEM)	05D	LWC	\$8,882.00
2019	22	3142	6509550	MHP-Long Branch Middle School After-school Program	05D	LWC	\$24,195.91
2020	16	3350	6485812	CASA de Maryland, Inc. - "Career Focused Pre-apprenticeship Youth Program in Wheaton"	05D	LWC	\$26,406.86
2020	16	3350	6509067	CASA de Maryland, Inc. - "Career Focused Pre-apprenticeship Youth Program in Wheaton"	05D	LWC	\$9,659.08
2020	20	3357	6485812	Montgomery Housing Partnership, -Middle School Afterschool Program in Wheaton and Takoma Park	05D	LWC	\$29,187.50
2020	20	3357	6509067	Montgomery Housing Partnership, -Middle School Afterschool Program in Wheaton and Takoma Park	05D	LWC	\$10,803.36
2020	22	3348	6485812	Per Scholas, Inc.-NCR IT Job Training	05D	LWC	\$27,308.72
2020	22	3348	6509067	Per Scholas, Inc.-NCR IT Job Training	05D	LWC	\$11,738.52
					05D	Matrix Code	\$148,271.95
2019	14	3121	6421530	Ethiopian Community Center, Inc.	05H	LWC	\$19,578.84
2019	24	3141	6421530	Per Scholas, Inc.-NCR IT Job Training	05H	LWC	\$15,332.64
2020	12	3351	6485812	Community Bridges, Incorporated - "College and Career Planning Program and Alumnae Program"	05H	LWC	\$7,206.07
2020	12	3351	6509067	Community Bridges, Incorporated - "College and Career Planning Program and Alumnae Program"	05H	LWC	\$2,562.85
					05H	Matrix Code	\$44,680.40
2019	13	3120	6421530	Community Ministries of Rockville - REAP	05M	LWC	\$1,327.11
2019	20	3138	6509550	Mobile Medical Care, Inc. -	05M	LWC	\$3,405.35
2020	13	3352	6485812	Community Reach of Montgomery Cnty, Inc. Mansfield Kaseman Health Clinic: Expansion Diabetes Center	05M	LWC	\$14,609.92
2020	13	3352	6509067	Community Reach of Montgomery Cnty, Inc. Mansfield Kaseman Health Clinic: Expansion Diabetes Center	05M	LWC	\$11,366.49
2020	18	3355	6509067	Mobile Medical Care - Expanding Family Planning Options for Uninsured, Low-Income Women	05M	LWC	\$1,801.31
					05M	Matrix Code	\$32,510.18
2019	23	3140	6421530	NAMI-Mental Health Programs for Low-income Latino Residents	05O	LWC	\$10,400.00
2020	21	3359	6485812	NAMI Montgomery County MD - Mental Health Programs for Low-income Latino Residents	05O	LWC	\$13,750.00
2020	21	3359	6509067	NAMI Montgomery County MD - Mental Health Programs for Low-income Latino Residents	05O	LWC	\$11,000.00
					05O	Matrix Code	\$35,150.00
2019	12	3119	6421530	CASA de Maryland, Inc.	05Z	LWC	\$15,209.74
2019	16	3123	6421530	Interfaith Works(Volunteer Coordinator)	05Z	LWC	\$12,110.20
2020	14	3353	6485812	EveryMind, Inc. - "Stabilizing Adults through Situational Support (SASS) Program"	05Z	LWC	\$16,748.15
2020	14	3353	6509067	EveryMind, Inc. - "Stabilizing Adults through Situational Support (SASS) Program"	05Z	LWC	\$5,380.53
2020	15	3342	6485812	A Wilder Circle, Inc. - Workforce Development Program	05Z	LWC	\$44,817.32
2020	17	3354	6485812	Interfaith Works, Inc. "IW Connections Program to Provide Bilingual Outreach Coordinators"	05Z	LWC	\$23,226.63
2020	17	3354	6509067	Interfaith Works, Inc. "IW Connections Program to Provide Bilingual Outreach Coordinators"	05Z	LWC	\$17,316.37
2020	19	3356	6485812	Montgomery County Coalition for the Homeless- Home Builders Care Assessment Center Diversion Specialist	05Z	LWC	\$5,095.68



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	23	3358	6485812	Community Ministries of Rockville, Inc. REAP	05Z	LWC	\$2,269.24
2020	23	3358	6509067	Community Ministries of Rockville, Inc. REAP	05Z	LWC	\$15,079.40
2020	24	3345	6485812	The Ethiopian Community Center, Inc.-African Immigrant Workforce Development Program.	05Z	LWC	\$10,232.76
2020	24	3345	6509067	The Ethiopian Community Center, Inc.-African Immigrant Workforce Development Program.	05Z	LWC	\$23,283.43
2020	26	3349	6485812	The Shepherd's Table, Inc. - Food Services Program	05Z	LWC	\$24,457.00
					05Z	Matrix Code	\$215,226.45
2019	27	3129	6455940	ROCKVILLE SINGLE FAMILY REHABILITATION	14A	LWH	\$55,224.00
					14A	Matrix Code	\$55,224.00
2019	4	3131	6421530	Code Enforcement	15	LMA	\$16,421.12
2020	4	3367	6485812	Code Enforcement	15	LMA	\$170,293.33
2020	4	3367	6509067	Code Enforcement	15	LMA	\$34,411.18
					15	Matrix Code	\$221,125.63
Total							\$2,205,746.89

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2019	21	3139	6421530	No	MOCHA/Assessment Center Employment Specialist	B19UC240001	EN	03T	LWC	\$8,492.85
								03T	Matrix Code	\$8,492.85
2019	19	3126	6421530	No	LEGAL AID BUREAU, INC.	B19UC240001	EN	05C	LWC	\$7,934.22
2019	19	3126	6454824	No	LEGAL AID BUREAU, INC.	B19UC240001	EN	05C	LWC	\$959.82
2019	19	3126	6478747	No	LEGAL AID BUREAU, INC.	B19UC240001	EN	05C	LWC	\$1,363.20
								05C	Matrix Code	\$10,257.24
2019	11	3118	6421530	No	Boys & Girls Clubs of Greater Washington Inc. (STEM)	B19UC240001	EN	05D	LWC	\$8,892.00
2019	22	3142	6509550	No	MHP-Long Branch Middle School After-school Program	B19UC240001	EN	05D	LWC	\$24,195.91
2020	16	3350	6485812	No	CASA de Maryland, Inc. - "Career Focused Pre-apprenticeship Youth Program in Wheaton"	B20UC240001	EN	05D	LWC	\$26,486.86
2020	16	3350	6509067	No	CASA de Maryland, Inc. - "Career Focused Pre-apprenticeship Youth Program in Wheaton"	B20UC240001	EN	05D	LWC	\$9,659.08
2020	20	3357	6485812	No	Montgomery Housing Partnership, -Middle School Afterschool Program in Wheaton and Takoma Park	B20UC240001	EN	05D	LWC	\$29,187.50
2020	20	3357	6509067	No	Montgomery Housing Partnership, -Middle School Afterschool Program in Wheaton and Takoma Park	B20UC240001	EN	05D	LWC	\$10,803.36
2020	22	3348	6485812	No	Per Scholas, Inc.-NCR IT Job Training	B20UC240001	EN	05D	LWC	\$27,308.72
2020	22	3348	6509067	No	Per Scholas, Inc.-NCR IT Job Training	B20UC240001	EN	05D	LWC	\$11,738.52
								05D	Matrix Code	\$148,271.95
2019	14	3121	6421530	No	Ethiopian Community Center, Inc.	B19UC240001	EN	05H	LWC	\$19,578.84
2019	24	3141	6421530	No	Per Scholas, Inc.-NCR IT Job Training	B19UC240001	EN	05H	LWC	\$15,332.64
2020	12	3351	6485812	No	Community Bridges, Incorporated - "College and Career Planning Program and Alumni Program"	B20UC240001	EN	05H	LWC	\$7,206.07
2020	12	3351	6509067	No	Community Bridges, Incorporated - "College and Career Planning Program and Alumni Program"	B20UC240001	EN	05H	LWC	\$2,562.85
								05H	Matrix Code	\$44,680.40
2019	13	3120	6421530	No	Community Ministries of Rockville - REAP	B19UC240001	EN	05M	LWC	\$1,327.11
2019	20	3138	6509550	No	Mobile Medical Care, Inc. -	B19UC240001	EN	05M	LWC	\$3,405.35
2020	13	3352	6485812	No	Community Reach of Montgomery Cnty, Inc. Mansfield Kaseman Health Clinic: Expansion Diabetes Center	B20UC240001	EN	05M	LWC	\$14,609.92
2020	13	3352	6509067	No	Community Reach of Montgomery Cnty, Inc. Mansfield Kaseman Health Clinic: Expansion Diabetes Center	B20UC240001	EN	05M	LWC	\$11,366.49
2020	18	3355	6509067	No	Mobile Medical Care - Expanding Family Planning Options for Uninsured, Low-Income Women	B20UC240001	EN	05M	LWC	\$1,801.31
								05M	Matrix Code	\$32,510.18
2019	23	3140	6421530	No	NAMI-Mental Health Programs for Low-income Latino Residents	B19UC240001	EN	05O	LWC	\$10,400.00
2020	21	3359	6485812	No	NAMI Montgomery County MD - Mental Health Programs for Low-income Latino Residents	B20UC240001	EN	05O	LWC	\$13,750.00
2020	21	3359	6509067	No	NAMI Montgomery County MD - Mental Health Programs for Low-income Latino Residents	B20UC240001	EN	05O	LWC	\$11,000.00
								05O	Matrix Code	\$35,150.00
2019	12	3119	6421530	No	CASA de Maryland, Inc.	B19UC240001	EN	05Z	LWC	\$15,209.74
2019	16	3123	6421530	No	Interfaith Works(Volunteer Coordinator)	B19UC240001	EN	05Z	LWC	\$12,110.20
2020	14	3353	6485812	No	EveryMind, Inc. - "Stabilizing Adults through Situational Support (SASS) Program"	B20UC240001	EN	05Z	LWC	\$16,748.15
2020	14	3353	6509067	No	EveryMind, Inc. - "Stabilizing Adults through Situational Support (SASS) Program"	B20UC240001	EN	05Z	LWC	\$5,390.53
2020	15	3342	6485812	No	A Wider Circle, Inc. - Workforce Development Program	B20UC240001	EN	05Z	LWC	\$44,817.32
2020	17	3354	6485812	No	Interfaith Works, Inc. "IW Connections Program to Provide Bilingual Outreach Coordinators"	B20UC240001	EN	05Z	LWC	\$23,226.63



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2020	17	3354	6509067	No	Interfaith Works, Inc. "IW Connections Program to Provide Bilingual Outreach Coordinators"	B20UC240001	EN	05Z	LMC	\$17,316.37
2020	19	3356	6485812	No	Montgomery County Coalition for the Homeless- Home Builders Care Assessment Center Diversion Specialist	B20UC240001	EN	05Z	LMC	\$5,095.68
2020	23	3358	6485812	No	Community Ministries of Rockville, Inc. REAP	B20UC240001	EN	05Z	LMC	\$2,269.24
2020	23	3358	6509067	No	Community Ministries of Rockville, Inc. REAP	B20UC240001	EN	05Z	LMC	\$15,079.40
2020	24	3345	6485812	No	The Ethiopian Community Center, Inc.-African Immigrant Workforce Development Program	B20UC240001	EN	05Z	LMC	\$10,232.76
2020	24	3345	6509067	No	The Ethiopian Community Center, Inc.-African Immigrant Workforce Development Program	B20UC240001	EN	05Z	LMC	\$23,263.43
2020	26	3349	6485812	No	The Shepherd's Table, Inc. - Food Services Program	B20UC240001	EN	05Z	LMC	\$24,457.00
									Matrix Code	\$215,226.45
										\$494,589.07
Total										\$494,589.07

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

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	5	3134	6421530	Facility Planning	20		\$2,723.08
2020	5	3370	6485812	Facility Planning	20		\$39,314.65
					20	Matrix Code	\$42,037.73
2018	7	3080	6478758	Administration	21A		\$248.00
2019	1	3135	6421530	Staff Costs	21A		\$42,237.80
2019	1	3135	6455940	Staff Costs	21A		\$1,409.81
2020	6	3369	6485812	Administration (Capped)	21A		\$428,870.38
2020	6	3369	6509067	Administration (Capped)	21A		\$110,454.81
					21A	Matrix Code	\$583,220.80
Total							\$625,258.53

Citizen Participation Plan and ESG Guidelines



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

I. INTRODUCTION

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

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

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

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

- the existing rental housing stock;
- maintain existing housing in a safe and sanitary condition.

II. FEDERAL REQUIREMENTS FOR 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.

X. CRITERIA FOR SUBSTANTIAL AMENDMENT

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

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

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

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

CDAC Proposed Activity Schedule

Activity Schedule
DHCA/CDAC
July 1, 2020 - June 30, 2021

All dates are approximate and subject to change

DATES	ACTIVITIES	COMMENTS
April, 2020	Public announcements for new CDAC member applicants.	Provides open and broad recruitment effort to solicit new members for the Advisory Committee.
Early July, 2020	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, 2020	Complete review process for new CDAC members.	Departmental staff interview applicants and make recommendations to the County Executive.
Mid - July, 2020	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, 2020	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, 2020	Appointments to CDAC by County Executive.	County Executive makes appointments and designates Chair
By mid - September, 2020	Preliminary CDBG-funded CIP submitted to OMB.	Comply with County budget process for CIP.
Mid - September, 2020	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, 2020	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, 2020	Public Notice listing all CDAC meetings distributed via government listserves and posted to the DHCA website.	Disseminate information regarding committee process.
Mid-October, 2020	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 2020	Staff and CDAC review project proposals and interview qualified applicants.	CDAC ranks projects and establishes funding priorities.
January, 2021	DHCA Director submits CDAC recommendations on proposed projects to County Executive.	Finalize budget recommendations for CDBG for County Executive consideration.
Early April, 2021	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, 2021	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, 2021	County Council approval of proposed projects.	Council reviews proposed projects to be funded.
Late June, 2021	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.

Appendix B

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.

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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
 - o County will pay full amount of security deposit and first month's rent.
 - o 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.
 - o 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.
 - o 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
 - o 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.
 - o The IHP will be updated to indicate increased participant required portion and County subsidy to be paid to landlord.
 - o If participant income remains zero, he/she may be responsible for a minimum payment of \$50 for rent.
- Months 7 – 9 If necessary

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- o 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.
- o 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:
 - o If participant's income is sufficient to sustain rental cost, County rental subsidy may terminate.
 - o 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.

Effective: Sept 2017