



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

**Program Year 2021 / County Fiscal Year 2022
July 1, 2021 - June 30, 2022**

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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.

Appendices:

CR-70 ESG / CR-75 ESG

IDIS Report PR26 – CDBG Financial Summary Report

Citizen Participation Plan

Emergency Solutions Grant Rapid Re-housing Manual

ESG Sage Report

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 varying numbers of beneficiaries. Projects in FFY 2021 ranged from 15,000 expected beneficiaries at a free-meal program to 25 expected beneficiaries for individual and family counseling, and psychoeducational group session, with the average projected benefit of 1,307. 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. \$2,849,439 of HOME Program funds helped acquire and construct 85 new affordable housing units serving households at or below 50% AMI. Newly acquired 914 King Farm Blvd, 531 Casey Ln, 16325 Decker Pl, and 219-A Jay Dr will be used to develop Single Room Occupancy units for persons undergoing mental recovery. The fourth project partially funded with HOME Program funds is the new construction development of St. Anne's Senior Apartments. St. Anne's will contain 5 units at 30% AMI, 5 units at 50% AMI, 63 units at 60% AMI, and 3 units at 70% AMI. The St. Anne's project is a collaboration with Mission First Housing and St. Anne's Episcopal Church. The impact of these new constructions and acquisitions cannot be measured until all of the new units are completed or occupied. Additionally, the County did not use HOME funds for homebuyer programs.

\$5.075M of CDBG funds were used to acquire 189 new affordable housing units serving households at or below 80% AMI. Of these funds, \$1.325M was used for the acquisition of 4527 Avondale Street in conjunction with the National Center for Children and Families; 4527 Avondale will serve persons at or below 80% AMI. The remaining \$3.75M of CDBG funds were used alongside a PILOT to fund the acquisition of 7620 Maple Ave, resulting in 185 new affordable housing units serving households at or below 60% AMI. The 7620 Maple Ave project, also known as Franklin Apartments, is an initiative alongside Montgomery Housing Partnership.

The Focused Neighborhood Assistance Program has a Lighting and Site Improvement project under construction in four (4) neighborhoods (Grover's Forge, Center Stage, The Hamptons, Walker's Choice) in the Montgomery Village/South Village communities and will benefit 1,205 residents 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 in the Montclair Manor neighborhood is also under construction and will benefit approximately 160 residents. This project will install new LED lighting and site improvements including a new fence. A third project in the Wedgewood neighborhood was advertised for bid and a recommendation has been made to the Office of Procurement to select a contractor for this project. The project will improve drainage issues in several areas throughout this community and install landscaping to

discourage bulk trash placement in parking islands. Proposed improvements will benefit 200 residents. Construction for this project is expected to be completed in early January 2023.

CDBG funds were also used for housing code inspections. The Housing Code Enforcement Program received over 6,000 MC311 Service Requests and completed approximately 30,000 housing code enforcement inspections. On average, severe cases had approximately two violations per unit and two common violations per unit.

ESG funds were used for expenditures under Housing Relocation and Stabilization Services, as well as expenditures for Rental Assistance. 21% of the ESG funds during the reporting period were used Housing Relocation and Stabilization services, while the remaining 79% went to Rental 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 | HOME: \$ | Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit | Households Assisted | 3675 | 0 | 0.00% | 735 | 0 | 0.00% |
| Affordable Housing in an Inclusive Community | Affordable Housing | HOME: \$ | Rental units rehabilitated | Household Housing Unit | 800 | 8 | 1.00% | 236 | 43 | 18.22% |

| | | | | | | | | | | |
|---|--|----------|---|------------------------|-------|-------|---------|------|-------|---------|
| Affordable Housing in an Inclusive Community | Affordable Housing | HOME: \$ | Homeowner Housing Rehabilitated | Household Housing Unit | 390 | 0 | 0.00% | 83 | 11 | 13.25% |
| Prevent and End Homelessness | Homeless Non-Housing Community Development | ESG: \$ | Tenant-based rental assistance / Rapid Rehousing | Households Assisted | 175 | 23 | 13.14% | 35 | 23 | 65.71% |
| Prevent and End Homelessness | Homeless Non-Housing Community Development | ESG: \$ | Homeless Person Overnight Shelter | Persons Assisted | 0 | 148 | | 119 | 148 | 124.37% |
| Prevent and End Homelessness | Homeless Non-Housing Community Development | ESG: \$ | Homelessness Prevention | Persons Assisted | 770 | 0 | 0.00% | | | |
| 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 | 13095 | 21478 | 164.02% | 2619 | 21478 | 820.08% |
| Promote Healthy and Sustainable Neighborhoods | Affordable Housing Non-Housing Community Development | CDBG: \$ | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 41775 | 5020 | 12.02% | 8355 | 5020 | 60.08% |

| | | | | | | | | | | |
|---|--|----------|---|------------------------|------|------|---------|-----|------|---------|
| Promote Healthy and Sustainable Neighborhoods | Affordable Housing Non-Housing Community Development | CDBG: \$ | Housing Code Enforcement/Foreclosed Property Care | Household Housing Unit | 3700 | 7315 | 197.70% | 740 | 7315 | 988.51% |
|---|--|----------|---|------------------------|------|------|---------|-----|------|---------|

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 \$7,511,190.34 dollars were disbursed during the program year. Housing and acquisition of land for housing accounted for 80% of this, Public Facilities and Improvements 6%, and Public Services 4%. There is a large number of persons assisted under the Public Facility and Infrastructure Activities section under the CDBG funding source because it includes streetscape improvements and public park improvements in a low to moderate-income census tract in Takoma Park, which accounts for the residents in this targeted area. 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.

The ESG funds used funded activities that addressed the needs of homeless persons.



South Village Project Improvements Before



South Village Project Improvements After



South Village Storm Water Management Before



South Village Storm Water Management After

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 | 1,687 | 3 | 0 |
| Black or African American | 828 | 4 | 0 |
| Asian | 257 | 0 | 0 |
| American Indian or American Native | 8 | 0 | 0 |
| Native Hawaiian or Other Pacific Islander | 4 | 0 | 0 |
| Total | 2,784 | 7 | 0 |
| Hispanic | 1,099 | 1 | 0 |
| Not Hispanic | 1,685 | 7 | 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 5,020 persons were served through Public Services – 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 1,559 “other multi-racial” persons included in PR23, similarly, one of the HOME program assisted households reported identified as "other multi-racial". The CDBG data was pre-populated in the CAPER. The number of persons assisted through ESG funds can be found in the SAGE Report. 50% of the households assisted through HOME funds are Black or African American, 38% are White, and 12% are Hispanic. 75% of the households reside in SRO or Efficiency units and 25% reside in one-bedroom units. All of the HOME program-assisted households reported above are single, non-elderly households paying an average of \$617 in total monthly rent as 88% of these households are at or below 30% AMI.

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 | 7,478,060 | 4,095,204 |
| HOME | public - federal | 5,917,287 | 954,390 |
| ESG | public - federal | 428,409 | 417,251 |

Table 3 - Resources Made Available

Narrative

Montgomery County used 55% of CDBG funds, 16% of HOME funds, and 97% of ESG funds made available during the 2021 Program Year.

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, however, they are back to conducting 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. During FFY21 DHCA and the Multifamily Housing Team closed 9 loans totaling over \$33.32 million, which will produce or preserve 684 total units, of which 599 will be affordable. Each project required varying levels of investment; however, DHCA typically provides between \$50-70,000 per affordable unit. In FFY21, DHCA provided an average of \$55,633 per affordable unit. Several projects utilizing County and private resources for affordable housing made significant progress during the Program Year:

- 7906 Flower Avenue - Montgomery County Department of Housing and Community Affairs acquired and rehabbed this vacant ten-unit building located in the City of Takoma Park's ward 5. The purpose of this acquisition was to provide affordable supportive rental housing to vulnerable and at-risk children, youth, and families in collaboration with the National Center for Children and Families. This building, now known as Flower Avenue, is one of NCCF's affordable housing programs serving households under 50% AMI and giving them access to highly rated schools, transportation, and employment opportunities. Residents of Flower Avenue also benefit from NCCF's services including counseling, education, guidance, and life skills support.
- Hillbrooke Towers - The goal of this project was to refinance and fully renovate this 55-unit Silver Spring development to provide affordable rental housing opportunities for mixed-income households. 87% of the units at Hillbrooke Towers are designated for households at or below 60% AMI, while the remaining 13% are available at market rate. The community is composed of 31 one-bedroom units, 23 two-bedroom units, and one four-bedroom unit.
- 4531 Avondale - DHCA provided a \$1.325M Housing Initiative Fund (HIF) program loan for the acquisition of this 4-unit property located in Bethesda by the National Center for Children and Families. NCCF will use make these units available for persons at or below 50% AMI.
- Sandy Spring Senior Village - Through DHCA's, MD DHCD's, LIHTC's, and PILOT's financial support, KCG Development, LLC will acquire, convert, and renovate this existing office

and commercial building into 56 affordable units for seniors. The senior households expected to be served will be at 40%, 50%, and 60% AMI. The converted community will include a clubhouse, a courtyard, an exercise facility, and a picnic and recreation area. It is expected that the project will be completed in early 2023.

- Hillwood Manor - This project's goal is to preserve and renovate 96 units by Montgomery Housing Partnership, Inc. Hillwood Manor is composed of 78 units for households at or below 60% AMI and 18 units at market rate. The renovation plan includes new kitchens, baths, HVAC, electrical, plumbing, paint, flooring, and extensive repairs to the common areas and exterior.
- Earle Manor - Montgomery Housing Partnership and Washington Housing Conservancy will acquire and renovate 10800 and 10820 Georgia Avenue located in Wheaton Maryland. These 140 units will be available for mixed-income households; 10 units at 50% AMI, 60 units at 60% AMI, 35 units at 70% AMI, and 35 units at market price.

| Fiscal Year Summary – HOME Match | |
|--|-------------|
| 1. Excess match from prior Federal fiscal year | 203,472,233 |
| 2. Match contributed during current Federal fiscal year | 16,344,518 |
| 3. Total match available for current Federal fiscal year (Line 1 plus Line 2) | 219,816,751 |
| 4. Match liability for current Federal fiscal year | 49,646 |
| 5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4) | 219,767,105 |

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 |
| NON 4531 Avondale | 01/01/2022 | 1,262,365 | 0 | 0 | 0 | 0 | 0 | 1,262,365 |
| NON Earle Manor | 03/01/2022 | 2,250,000 | 0 | 0 | 0 | 0 | 0 | 2,250,000 |
| NON Hillwood Manor | 12/01/2021 | 9,775,000 | 0 | 0 | 0 | 0 | 0 | 9,775,000 |
| NON MHP Hillbrooke Towers | 09/01/2021 | 580,693 | 0 | 0 | 0 | 0 | 0 | 580,693 |
| NON NCCF - 7906 Flower Avenue | 09/01/2021 | 209,386 | 0 | 0 | 0 | 0 | 0 | 209,386 |
| NON Sandy Spring Senior Village | 02/01/2022 | 1,918,261 | 0 | 0 | 0 | 0 | 0 | 1,918,261 |

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 | 3,796,454 | 0 | 0 | 3,796,454 |

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 | 1,750,830 | 0 | 0 | 0 | 619,205 | 1,131,625 |
| Number | 4 | 0 | 0 | 0 | 2 | 2 |
| Sub-Contracts | | | | | | |
| Number | 0 | 0 | 0 | 0 | 0 | 0 |
| Dollar Amount | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total | Women Business Enterprises | Male | | | |
| Contracts | | | | | | |
| Dollar Amount | 99,006 | 99,006 | 0 | | | |
| Number | 2 | 2 | 0 | | | |
| Sub-Contracts | | | | | | |
| Number | 0 | 0 | 0 | | | |
| Dollar Amount | 0 | 0 | 0 | | | |

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 | 226 | 76 |
| Number of Special-Needs households to be provided affordable housing units | 15 | 9 |
| Total | 241 | 85 |

Table 11 – Number of Households

| | One-Year Goal | Actual |
|--|---------------|------------|
| Number of households supported through Rental Assistance | 0 | 0 |
| Number of households supported through The Production of New Units | 0 | 76 |
| Number of households supported through Rehab of Existing Units | 172 | 0 |
| Number of households supported through Acquisition of Existing Units | 69 | 198 |
| Total | 241 | 274 |

Table 12 – Number of Households Supported

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

The department of Housing and Community Affairs, in collaboration with our local housing authorities, RHE and HOC, and the DHHS, 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.

Plan goals are developed with some flexibility to best meet market conditions and 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. DHCA typically provides between \$50-70,000 per affordable unit. In FY22, DHCA provided an average of \$55,633 per affordable unit.

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. The County applies every available policy tool and financial resource to help reduce housing cost burdens by increasing the number of affordable, rent-regulated housing units; providing rent supports; and preserving current affordable housing while protecting tenants from displacement.

In November 2021, DHCA supported with the acquisition of 914 King Farm Blvd and 531 Casey Lange in Rockville to convert these two two-bedroom townhouses to Single Room Occupancy SRO units for persons undergoing mental recovery at or below 30% AMI. For 914 King Farm Blvd DHCA provided a \$75,884 HOME Program acquisition loan and received \$127,496 in MD State Community Bond grant funds. 531 Case Lange received a HOME Program loan of \$74,973 from DHCA and \$116,163 in MD State Community Bond Grant funds. In November 2021, DHCA also provided a HOME program loan of \$111,188 to support with the acquisition of 16325 Decker Placer in Derwood. This three-bedroom townhouse will also get converted to SRO units for persons undergoing mental recovery at or below 30% AMI. 16325 Decker Place also received \$164,572 in MD State Community Bond Grant funds. In March 2022, DHCA provided a HOME program loan of \$87,394 to acquire 219-A Jay Drive #103 which will be converted to SRO units as well to support persons undergoing mental recovery at or below 30% AMI. In addition to the HOME program loan, 219-A Jay Drive also received \$109,550 in MD State Community Bond Grant funds.

The Focused Neighborhood Assistance (FNA) program will complete projects in the Montgomery Village and Montclair Manor communities with the goal of providing energy-efficient lighting throughout the common areas while contributing to lower electrical costs for all residents. There have been many challenges working in older residential communities including the contractor's encounter with numerous existing utilities below grade in Montgomery Village. Some of these utilities were not installed at the proper depths and have required modifications to the proposed design to meet county standards. P.E.P.C.O. has requested design modifications for the Montclair Manor project to install connections to an existing on-site transformer for electricity. Both the Montgomery Village and Montclair Manor projects required change orders and have delayed the progress of construction. However, these two projects are expected to be completed by December of 2022.

Discuss how these outcomes will impact future annual action plans.

The budget for County fiscal year 2022 (July 1, 2021 – June 30, 2022) provided significant affordable housing funding by allocating \$89.1 million for affordable housing. This included \$61.1 million in the

Montgomery Housing Initiative (MHI) Fund, \$22 million in CFY22 for the Affordable Housing Acquisition and Preservation CIP project, and \$6 million for the new Affordable Housing Opportunity Fund. The budget for County fiscal year 2023 (July 1, 2022 – June 30, 2023) increased the commitment to the highest level in history, allocating \$102 million, including \$57 million in the MHI Fund, \$37 million for the Affordable Housing Acquisition and Preservation CIP Project and \$6 million for the Affordable Housing Opportunity Fund CIP Project. This increases dedicated funding and provides 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.

Additionally, the Department has committed to the following activities in the coming year:

- 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,
- 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 | 104 | 0 |
| Low-income | 83 | 9 |
| Moderate-income | 2 | 76 |
| Total | 189 | 85 |

Table 13 – Number of Households Served

Narrative Information

DHCA provided \$7,924,439 in HOME and CDBG funds in FY 22 for the acquisition, development, and preservation of affordable senior housing and special needs housing due to the continuous demand for such housing for the residents of Montgomery County.

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 144 people were supported by each activity conducted throughout the PY2021. The total number of beneficiaries of public service activities was 5020.

County residents with disabilities face challenges with finding appropriate housing, therefore Code Enforcement ensures that housing conditions for persons with disabilities are fit for their needs and not substandard. In addition, DHCA manages approximately 40 Public Service Grant Contracts that serve LMI County residents addressing needs ranging from education, medical, housing, workforce development, and much more. With LMI residents paying more than 50% in housing costs, there is a need to support them in other ways.

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 the homeless person's location, and connect with an 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 facilities, 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 is used to screen, assess & identify housing needs. HMIS generates a by-name report with each household's vulnerability score. Housing Prioritization committees meet bi-weekly to match households to vacancies & meet 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 328 year-round beds including 10 designated for victims of domestic violence, and 16 medical needs-based beds. Due to the public health emergency shelter capacity has shifted to allow for social distancing and additionally no hypothermia beds were closed. Currently, the system has a capacity of 436 beds, including 100 temporary hotel rooms. Nebel Street Men's Shelter opened in March of 2022, after the

Hypothermia Season. This shelter, containing 200 Year-Round Beds, replaces Long Branch COVID Shelter, The Men's Overflow Shelter, and the previous Men's Emergency Shelter, taking many seasonal and overflow beds and turning them into Year-Round ones. We also opened the Crabbs Branch Women's Shelter, which replaces the Coffield COVID Relief shelter with new year-round beds. On the day of the 2022 Point in Time count, there were 445 emergency shelter and overflow beds occupied. On the day of the 2022 Point in Time count, there were 445 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 16 families able to be served through the County's domestic violence shelter. In addition, DHHS provides overflow shelters via motels to supplement when family shelters are full. During the 2022 Point in Time count, a total of 48 families were residing in emergency, overflow shelters, or Domestic Violence shelters.

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 an 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 households that include a member that is 55+ or with a documented disability. 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 the 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 569 chronically homeless individuals. To date, only 24 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 100 PSH units via participation in the State Medicaid Waiver Program in partnership with the Emergency Housing Vouchers (EHV). The remaining EHV are being used for a move-up strategy that will ultimately open additional 90-plus slots of PSH within the continuum. Additionally, we implemented two new Rapid Rehousing programs utilizing ESG-CV funds. We anticipate being able to provide over 120 Rapid Rehousing slots with ESG-CV funds. Currently, there are 181 households currently in housing with Rapid Rehousing, with an additional 186 enrolled and in the housing search period.

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. As of April 2020, HOC converted its public housing units using HUD's Rental Assistance Demonstration (RAD) program at 11 different public housing properties in the County. Under RAD, HOC converted the units to either the project-based rental assistance (PBRA) program or the project-based voucher (PBV) program. Through the RAD conversion, HOC projected the preservation of 877 public housing units (converted to Section 8 project-based assistance) and the development of about twice that number of new affordable and market units. By combining substantial rehab of some properties with new construction and transfers of assistance, HOC was able to take advantage of the underlying value of the land and reposition its public housing portfolio under RAD. HOC continues to provide a high level of service to families and new applicants.

HOC continues to provide a platform for deconcentration of poverty and encourages income mixing by bringing higher-income families into lower-income developments and lower-income families into higher-income developments. This is a benchmark that needs to be met by all and any developments the Agency undertakes. They are also focused on making mandatory opportunities for MBE / MFD / MWBE Minority Business Enterprises / Minority Female Development/ Minority Women Business Enterprise as well as employing residents of the community, specifically those residing in HOC Housing through the ongoing HOC Works Program, a similar concept to HUD's Section 3 Program. By implementing such, HOC creates more stable and fair job opportunities within the communities and the County.

Rockville Housing Enterprises' (RHE) mission is to be an effective and innovative public agency dedicated to enhancing opportunities for self-sufficiency and for quality, and affordable housing for citizens of 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 October 2021 and February 2022. There are 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.

In 2020, RHE closed on a \$60 million refinance package for Parkside Landing, formerly known as Fireside Park, that included LIHTC and other public and private financings to undertake substantial rehabilitation of the property. RHE was also able to leverage a recent change in LIHTC law that allowed for income averaging, resulting in 75% of the units being affordable at or below 80% of AMI. During the reporting period, RHE rehabilitated various units at Fireside apartments. These rehabs included general rehabilitation of several apartment units, the addition of laundry to each unit, alteration to units to allow for disabled access, updates to sprinklers, and alarms. As of FY23, Parkside Landing is accepting applications for income-eligible households.

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 the COVID recovery 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.

In response to the ongoing COVID crisis President Biden signed the American Rescue Plan ("ARP") into law on March 11, 2021. The ARP appropriated \$5 billion dollars for new and renewal Emergency Housing Vouchers ("EHVs"), to facilitate expedited leasing for families at high risk of exposure to the coronavirus. HOC was awarded 118 EHVs based on HUD's assessment of the number of homeless persons in Montgomery County and HOC's operational capacity to quickly lease the EHV families. HOC currently administers these EHV accordingly to qualified persons or families identified from the current waitlist or application inquiries.

Actions taken to provide assistance to troubled PHAs

At this time this is not applicable to the PHAs in Montgomery County

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.

As part of Montgomery County's ongoing efforts to provide more paths to homeownership, the County committed \$1 million in the County's Fiscal Year 2023 from existing resources to explore, subject to the County's collective bargaining laws, a pilot program for down payment assistance to full-time career employees of Montgomery County and Montgomery County Public Schools to help make first time homebuying more affordable in the County.

Montgomery County aims to reduce housing cost burdens by providing the highest level of affordable housing funding in the County's history by investing \$102 million in affordable housing in Fiscal Year 2023. This includes \$57 million in the Montgomery Housing Initiative (MHI) Fund, \$37 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 provides 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. The FY23 Approved Budget includes approximately \$48.2 million in tax-supported resources identified for seniors, including funds for community organizations that augment County services for seniors. In addition, the approved budget includes \$20.2 million in non-tax supported resources for older adults and seniors. With these funds the Department of Health and Human Services will be able to continue

the Senior Home Sharing program that matches senior home providers who have a spare room with home seekers interested in a long-term housing option. The funds will also support the continued partnership with the Housing Opportunities Commission of Montgomery County to provide rental assistance to low-income seniors and the Senior Fellows program which taps the experience and skills of retired seniors across a range of issues from affordable housing to transportation options.

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.

In 2022 Montgomery County again ranks as the healthiest county in Maryland in the annual County Health Rankings (CHR) for Maryland for Health Outcomes. Healthy Montgomery is Montgomery County's community health improvement process. It is an ongoing effort that brings together County government agencies, County hospital systems, minority health programs/initiatives, advocacy groups, academic institutions, community-based service providers and other stakeholders to achieve optimal health and well-being for all Montgomery County residents. Healthy Montgomery's goals are:

- Improve access to health and social services
- Achieve health equity for all residents
- Enhance the physical and social environment to support optimal health and well being

Healthy Montgomery's Top-Ranked Priority Areas are:

- Obesity
- Behavioral health
- Diabetes
- Cardiovascular disease
- Cancer
- Maternal & infant health

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 services 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 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.

The Human Rights Office is also leading the Ban the Box initiative which assists in the successful reintegration into the workforce and housing rental market people with criminal records by removing improper barriers to employment and housing. The law helps to make sure that employers and housing providers make decisions based on relevant work and housing rental qualifications without improperly considering a person's criminal record. The law does this by restricting when, during the application process, an employer or housing provider can inquire about someone's criminal history.

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 2023. Correspondingly, the FY23 DHCA budget will provide continued support to protect lower-income residents from rent increases by working with nonprofits to identify and preserve at-risk naturally-occurring affordable housing and actively engaging purchasers with Rental Agreements to preserve affordable rents. In addition, funds have been committed to additional resources in the Rental Assistance Program to pursue extension of approximately 125 expiring Moderately Priced Dwelling Units

for another five years.

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, CDBG-CV, ESG, and ESG-CV 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 and e-mail 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)

CAPER

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

The availability of the Consolidated Annual Performance Report (CAPER) for review is advertised in the local newspaper and disseminated via email to surrounding jurisdictions and to community email groups. Hard copies of the CAPER can be made available to the public at DHCA and at five regional libraries to provide the public with an opportunity to comment on the County's performance in meeting its community development objectives. The CAPER is also posted on the DHCA website 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.

The Citizen Participation Plan covering Federal Program Year 2021 is included as an appendix to this document.

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.

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.

Due to the Pandemic, the County was able to request a waiver for on-site inspections of HOME-assisted Rental Housing properties and the annual inspection of Units Occupied by Recipients of HOME tenant-based rental assistance. The waivers apply to ongoing periodic inspections, on-site reviews to determine a HOME rental project's compliance with rent and income requirements if the project owner is unable to make documentation available electronically, code inspections, and annual Housing Quality Standards inspections and re-inspections. Upon the expiration of the waivers, DHCA will conduct inspections within a 180-day period.

- **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 Federal Fiscal Year 2021, Desk Reviews of 151 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)]. During FY 2021 Asset Management staff conducted 76 inspections of HOME rental projects.

- **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. Throughout FY 2022 DHCA completed a total of 57 record and file reviews during on-site and virtual audits of HOME rental projects.

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

In March 2022, DHCA also participated in the start of the new construction of an affordable 76-unit multifamily building for seniors now known as St. Anne's Senior Housing. St. Anne's will contain 5 units at 30% AMI, 5 units at 50% AMI, 63 units at 60% AMI, and 3 units at 70% AMI. This four-story building will be composed of 66 one-bedroom units and 10 two-bedroom units. The St. Anne's project is a collaboration with Mission First Housing and St. Anne's Episcopal Church. The 76-unit apartment property is located next to a RideOn Route 90 stop and when complete will include a community and sitting room, fitness room, library/meeting room and bike storage. It will be developed with Energy Star HVAC systems; Energy Star windows; energy efficient lighting and plumbing fixtures; and compliance with National Green Building Standards. The project will be financed through a combination of 4% Federal Low Income Housing Tax Credits, tax-exempt financing issued by the State of Maryland Community Development Administration, a HOME loan from Montgomery County Department of Housing and Community Affairs, and Rental Housing Works funding from the State of Maryland. The County provided a \$2.5 million HOME loan and a Payment in Lieu of Taxes (PILOT) agreement.



St. Anne's Ground Breaking Ceremony

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).

During the reporting period, DHCA also implemented the Affordable Housing Opportunity Fund to provide ready capital for the acquisition and preservation of at-risk affordable housing. The fund launched in the first calendar quarter of County FY 2022 providing opportunities for affordable housing developers to compete with market purchasers on the cost of capital and timely execution to support the preservation of affordability.

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

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

| Total Labor Hours | CDBG | HOME | ESG | HOPWA | HTF |
|---------------------------------------|-------------|-------------|------------|--------------|------------|
| Total Number of Activities | 2 | 2 | 0 | 0 | 0 |
| Total Labor Hours | 0 | 0 | 0 | | |
| Total Section 3 Worker Hours | 0 | 0 | 0 | | |
| Total Targeted Section 3 Worker Hours | 0 | 0 | 0 | | |

Table 14 – Total Labor Hours

| Qualitative Efforts - Number of Activities by Program | CDBG | HOME | ESG | HOPWA | HTF |
|---|-------------|-------------|------------|--------------|------------|
| Outreach efforts to generate job applicants who are Public Housing Targeted Workers | 0 | 0 | 0 | | |
| Outreach efforts to generate job applicants who are Other Funding Targeted Workers. | 0 | 0 | 0 | | |
| Direct, on-the job training (including apprenticeships). | 0 | 0 | 0 | | |
| Indirect training such as arranging for, contracting for, or paying tuition for, off-site training. | 0 | 0 | 0 | | |
| Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching). | 0 | 0 | 0 | | |
| Outreach efforts to identify and secure bids from Section 3 business concerns. | 0 | 0 | 0 | | |
| Technical assistance to help Section 3 business concerns understand and bid on contracts. | 0 | 0 | 0 | | |
| Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns. | 0 | 0 | 0 | | |
| Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services. | 0 | 0 | 0 | | |
| Held one or more job fairs. | 0 | 0 | 0 | | |
| Provided or connected residents with supportive services that can provide direct services or referrals. | 0 | 0 | 0 | | |
| Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation. | 0 | 0 | 0 | | |
| Assisted residents with finding child care. | 0 | 0 | 0 | | |
| Assisted residents to apply for, or attend community college or a four year educational institution. | 0 | 0 | 0 | | |
| Assisted residents to apply for, or attend vocational/technical training. | 0 | 0 | 0 | | |
| Assisted residents to obtain financial literacy training and/or coaching. | 0 | 0 | 0 | | |
| Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns. | 0 | 0 | 0 | | |
| Provided or connected residents with training on computer use or online technologies. | 0 | 0 | 0 | | |
| Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses. | 0 | 0 | 0 | | |

| | | | | | |
|--|---|---|---|--|--|
| Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act. | 0 | 0 | 0 | | |
| Other. | 2 | 2 | 0 | | |

Table 15 – Qualitative Efforts - Number of Activities by Program

Narrative

During the program year, there were 2 Section 3 businesses that received construction contracts totaling \$1,496,592, 7.5% of the total dollar amount of construction contracts awarded. One HOME project was awarded \$1,117,223 and the other HOME project was awarded \$379,369. Additionally, 2 Section 3 businesses received construction contracts. A total of \$254,238.46, 9% of the total dollar amount of construction contracts awarded funded these 2 contracts. One CDBG project was awarded \$239,836.46 and the other CDBG project was awarded \$14,402. The data used to complete this section is from Federal Fiscal Year 2020, the data from Federal Fiscal Year 2021 is not available yet.

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 |
| UEI | |
| EIN/TIN Number | 526000980 |
| Identify the Field Office | WASHINGTON DC |
| Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance | Montgomery County CoC |

ESG Contact Name

| | |
|--------------------|-----------------------------------|
| Prefix | Dr |
| First Name | Pofen |
| Middle Name | |
| Last Name | Salem |
| Suffix | |
| Title | Chief, Finance and Administration |

CAPER

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ESG Contact Address

| | |
|-------------------------|------------------------------------|
| Street Address 1 | 1401 Rockville Pike |
| Street Address 2 | 4th Floor |
| City | Rockville |
| State | MD |
| ZIP Code | - |
| Phone Number | 2407773728 |
| Extension | |
| Fax Number | |
| Email Address | pofen.salem@montgomerycountymd.gov |

ESG Secondary Contact

| | |
|----------------------|---|
| Prefix | Ms |
| First Name | Catherine |
| Last Name | Mahmud |
| Suffix | |
| Title | Chief, Grants and Asset Management |
| Phone Number | 2407773669 |
| Extension | |
| Email Address | Catherine.Mahmud@montgomerycountymd.gov |

2. Reporting Period—All Recipients Complete

| | |
|--------------------------------|------------|
| Program Year Start Date | 07/01/2021 |
| Program Year End Date | 06/30/2022 |

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

Subrecipient or Contractor Name: MONTGOMERY COUNTY
City: ROCKVILLE
State: MD
Zip Code: 20850,
DUNS Number: 062014378
UEI:
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Unit of Government
ESG Subgrant or Contract Award Amount: 428409

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 | 51 |
| Missing Information | 0 |
| Total | 51 |

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 | 483 |
| Missing Information | 0 |
| Total | 483 |

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 | 20,376 |
| Total Number of bed-nights provided | 20,376 |
| Capacity Utilization | 100.00% |

Table 24 – Shelter Capacity

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

The CoC has increased the outreach capacity by more than 50% recognizing the need to reach unsheltered individuals. The CoC provides emergency shelter to individuals and families experiencing homelessness throughout the jurisdiction. Generally, emergency shelter capacity for adults without children includes 328 year-round beds including 10 designated for victims of domestic violence, and 16 medical needs-based beds. Due to the public health emergency shelter capacity has shifted to allow for social distancing and additionally no hypothermia beds were closed. Currently, the system has a capacity of 436 beds, including 100 temporary hotel rooms. Nebel Street Men's Shelter opened in March of 2022, after the Hypothermia Season. This shelter, containing 200 Year-Round Beds, replaces Long Branch COVID Shelter, The Men's Overflow Shelter, and the previous Men's Emergency Shelter, taking many seasonal and overflow beds and turning them into Year-Round ones. We also opened the Crabbs Branch Women's Shelter, which replaces the Coffield COVID Relief shelter with new year-round beds. On the day of the 2022 Point in Time count, there were 445 emergency shelter and overflow beds occupied. On the day of the 2022 Point in Time count, there were 445 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 16 families able to be served through the County's domestic violence shelter. In addition, DHHS provides overflow shelters via motels to supplement when family shelters are full. During the 2022 Point in Time count, a total of 48 families were residing in emergency, overflow shelters, or Domestic Violence shelters.

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 an emergency shelter. Diversion may include both case management and temporary financial assistance.

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

| | Dollar Amount of Expenditures in Program Year | | |
|---|---|----------|----------|
| | 2019 | 2020 | 2021 |
| 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 | | |
|---|---|----------------|----------------|
| | 2019 | 2020 | 2021 |
| Expenditures for Rental Assistance | 316,424 | 0 | 328,749 |
| Expenditures for Housing Relocation and Stabilization Services - Financial Assistance | 50,367 | 0 | 0 |
| Expenditures for Housing Relocation & Stabilization Services - Services | 0 | 80,309 | 88,502 |
| Expenditures for Homeless Assistance under Emergency Shelter Grants Program | 0 | 245,825 | 0 |
| Subtotal Rapid Re-Housing | 366,791 | 326,134 | 417,251 |

Table 26 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

| | Dollar Amount of Expenditures in Program Year | | |
|--------------------|---|------|------|
| | 2019 | 2020 | 2021 |
| Essential Services | 0 | 0 | 0 |
| Operations | 1,232 | 0 | 0 |

| | | | |
|-----------------|--------------|----------|----------|
| Renovation | 0 | 0 | 0 |
| Major Rehab | 0 | 0 | 0 |
| Conversion | 0 | 0 | 0 |
| Subtotal | 1,232 | 0 | 0 |

Table 27 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

| | Dollar Amount of Expenditures in Program Year | | |
|-----------------|---|------|------|
| | 2019 | 2020 | 2021 |
| Street Outreach | 0 | 0 | 0 |
| HMIS | 0 | 0 | 0 |
| Administration | 0 | 0 | 0 |

Table 28 - Other Grant Expenditures

11e. Total ESG Grant Funds

| Total ESG Funds Expended | 2019 | 2020 | 2021 |
|--------------------------|---------|---------|---------|
| | 368,023 | 326,134 | 417,251 |

Table 29 - Total ESG Funds Expended

11f. Match Source

| | 2019 | 2020 | 2021 |
|---------------------------|----------------|------------------|------------------|
| Other Non-ESG HUD Funds | 0 | 0 | 0 |
| Other Federal Funds | 0 | 0 | 490,000 |
| State Government | 0 | 0 | 250,900 |
| Local Government | 828,969 | 1,062,281 | 931,759 |
| Private Funds | 0 | 0 | 0 |
| Other | 0 | 0 | 0 |
| Fees | 0 | 0 | 0 |
| Program Income | 0 | 0 | 0 |
| Total Match Amount | 828,969 | 1,062,281 | 1,672,659 |

Table 30 - Other Funds Expended on Eligible ESG Activities

11g. Total

| Total Amount of Funds Expended on ESG Activities | 2019 | 2020 | 2021 |
|---|-------------|-------------|-------------|
| | 1,196,992 | 1,388,415 | 2,089,910 |

Table 31 - Total Amount of Funds Expended on ESG Activities**Match Source Note**

During the 2021 program year, a combination of ESG, ARPA, State Housing Solution Grant funds, and matching County funds were used for expenditures related to the reported activities on the FFY21 SAGE. The other federal funds received in FFY21 are ARPA funds, that are projected to be spent down FFY22.

ESG Sage Report

HUD ESG CAPER

Grant: ESG: Montgomery County - MD - Report Type: CAPER

Report Date Range

7/1/2021 to 6/30/2022

Contact Information

| | |
|------------------|--|
| First Name | Ashley |
| Middle Name | Nicole |
| Last Name | Richards |
| Suffix | |
| Title | Data and Research Manager |
| Street Address 1 | 1301 Piccard Drive |
| Street Address 2 | |
| City | Rockville |
| State | Maryland |
| ZIP Code | 20855 |
| E-mail Address | ashley.richards@montgomerycountymd.gov |
| Phone Number | (240)447-3689 |
| Extension | |
| Fax Number | |

Project types carried out during the program year

| Component | Projects | Total Persons Reported | Total Households Reported |
|--|----------|------------------------|---------------------------|
| Emergency Shelter | 1 | 483 | 148 |
| Day Shelter | 0 | 0 | 0 |
| Transitional Housing | 0 | 0 | 0 |
| Total Emergency Shelter Component | 1 | 483 | 148 |
| Total Street Outreach | 0 | 0 | 0 |
| Total PH - Rapid Re-Housing | 2 | 51 | 23 |
| Total Homelessness Prevention | 0 | 0 | 0 |

Grant Information

Emergency Shelter Rehab/Conversion

Did you create additional shelter beds/units through an ESG-funded rehab project

Did you create additional shelter beds/units through an ESG-funded conversion project

Data Participation Information

Are there any funded projects, except HMIS or Admin, which are not listed on the Project Links and Uploads form? This includes projects in the HMIS and from VSP

How many of the VSP projects have a HUD approved plan and are using a template rather than a comparable database report uploaded?

Project Outcomes

- no data -

Financial Information

- no data -

PR26 CDBG Financial Summary Report

| | | | | |
|---|--|--|-------|----------|
|  | Office of Community Planning and Development | | DATE: | 09-28-22 |
| | U.S. Department of Housing and Urban Development | | TIME: | 10:38 |
| | Integrated Disbursement and Information System | | PAGE: | 1 |
| | PR26 - CDBG Financial Summary Report | | | |
| | Program Year 2021 | | | |
| | MONTGOMERY COUNTY, MD | | | |

| | |
|--|----------------|
| PART I: SUMMARY OF CDBG RESOURCES | |
| 01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR | 0.00 |
| 02 ENTITLEMENT GRANT | 5,126,150.00 |
| 03 SURPLUS URBAN RENEWAL | 0.00 |
| 04 SECTION 108 GUARANTEED LOAN FUNDS | 0.00 |
| 05 CURRENT YEAR PROGRAM INCOME | 442,877.27 |
| 05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE) | 0.00 |
| 06 FUNDS RETURNED TO THE LINE-OF-CREDIT | 49,642.75 |
| 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) | 5,618,670.02 |
| PART II: SUMMARY OF CDBG EXPENDITURES | |
| 09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION | 6,740,906.24 |
| 10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT | 0.00 |
| 11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10) | 6,740,906.24 |
| 12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION | 770,284.10 |
| 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) | 7,511,190.34 |
| 16 UNEXPENDED BALANCE (LINE 08 - LINE 15) | (1,892,520.32) |
| 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 | 0.00 |
| 19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES | 893,877.75 |
| 20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT | 0.00 |
| 21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20) | 893,877.75 |
| 22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11) | 13.26% |
| 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 | 314,617.14 |
| 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) | 314,617.14 |
| 32 ENTITLEMENT GRANT | 5,126,150.00 |
| 33 PRIOR YEAR PROGRAM INCOME | 1,764,878.54 |
| 34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP | 0.00 |
| 35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34) | 6,891,028.54 |
| 36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35) | 4.57% |
| PART V: PLANNING AND ADMINISTRATION (PA) CAP | |
| 37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION | 770,284.10 |
| 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) | 770,284.10 |
| 42 ENTITLEMENT GRANT | 5,126,150.00 |
| 43 CURRENT YEAR PROGRAM INCOME | 442,877.27 |
| 44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP | 0.00 |
| 45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44) | 5,569,027.27 |
| 46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45) | 13.83% |



Office of Community Planning and Development
U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System
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MONTGOMERY COUNTY, MD

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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 |
|-----------|--------------|---------------|--|-------------|--------------------|----------------|
| 2020 | 1 | 3414 | Housing Acquisition - 4527 Avondale | 01 | LNH | \$1,263,996.31 |
| 2021 | 2 | 3415 | Housing Acquisition - Franklin Apartments | 01 | LNH | \$3,750,000.00 |
| | | | | 01 | Matrix Code | \$5,013,996.31 |
| 2019 | 28 | 3144 | Cornerstone Montgomery, Inc-2 Taft Court, | 14B | LNH | \$129,421.77 |
| 2019 | 29 | 3145 | City of Rockville- Housing Unlimited-310 Manneke Street, | 14B | LNH | \$23,394.00 |
| 2020 | 2 | 3376 | Hill - 5008 Baltic Avenue | 14B | LNH | \$154,957.35 |
| 2020 | 2 | 3380 | Calma - 350 Scott Drive | 14B | LNH | \$95,750.00 |
| 2020 | 29 | 3364 | City of Rockville- Housing Unlimited, Inc | 14B | LNH | \$8,700.00 |
| 2020 | 30 | 3365 | City of Rockville- Rockville Housing Enterprises (RHE) | 14B | LNH | \$60,000.00 |
| 2021 | 1 | 3378 | Housing Acquisition and Preservation (BG8002) | 14B | LNH | \$258,664.90 |
| | | | | 14B | Matrix Code | \$730,889.02 |
| 2019 | 30 | 3130 | Rockville Housing Enterprises | 14C | LNH | \$37,200.00 |
| | | | | 14C | Matrix Code | \$37,200.00 |
| Total | | | | | | \$5,782,074.33 |

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 |
|-----------|--------------|---------------|----------------|---|-------------|--------------------|--------------|
| 2021 | 22 | 3401 | 6590411 | The Shepherd's Table, Inc. Beyond the Table | 03E | LNC | \$11,454.13 |
| 2021 | 22 | 3401 | 6626284 | The Shepherd's Table, Inc. Beyond the Table | 03E | LNC | \$11,181.93 |
| | | | | | 03E | Matrix Code | \$22,636.06 |
| 2015 | 3 | 2942 | 6576222 | Focused Neighborhood Assistance | 03K | LMA | \$99,079.63 |
| 2015 | 3 | 2942 | 6643294 | Focused Neighborhood Assistance | 03K | LMA | \$47,555.88 |
| 2017 | 3 | 3026 | 6576222 | Focused Neighborhood Assistance | 03K | LMA | \$21,020.99 |
| 2017 | 3 | 3026 | 6643377 | Focused Neighborhood Assistance | 03K | LMA | \$2,065.66 |
| 2018 | 4 | 3060 | 6576222 | Focused Neighborhood Assistance | 03K | LMA | \$21,494.61 |
| 2018 | 4 | 3060 | 6590450 | Focused Neighborhood Assistance | 03K | LMA | \$48,816.33 |
| 2018 | 4 | 3060 | 6626186 | Focused Neighborhood Assistance | 03K | LMA | \$51,407.66 |
| 2020 | 3 | 3340 | 6575971 | Focused Neighborhood Assistance | 03K | LMA | \$13,933.77 |
| 2020 | 3 | 3340 | 6626367 | Focused Neighborhood Assistance | 03K | LMA | \$309.85 |
| 2021 | 4 | 3387 | 6590411 | Focused Neighborhood Assistance | 03K | LMA | \$100,895.17 |
| 2021 | 4 | 3387 | 6626284 | Focused Neighborhood Assistance | 03K | LMA | \$45,391.18 |
| | | | | | 03K | Matrix Code | \$411,970.73 |
| 2019 | 18 | 3125 | 6534624 | Latin American Youth Center, Inc. | 05D | LNC | \$34,357.66 |
| 2019 | 18 | 3125 | 6576222 | Latin American Youth Center, Inc. | 05D | LNC | \$3,515.19 |
| 2020 | 11 | 3360 | 6575971 | Antipreneurs Inc., dba Arts on the Block- Library Lanterns | 05D | LNC | \$25,000.00 |
| 2020 | 16 | 3350 | 6575971 | CASA de Maryland, Inc. - "Career Focused Pre-apprenticeship Youth Program in Wheaton" | 05D | LNC | \$8,854.06 |
| 2020 | 20 | 3357 | 6575971 | Montgomery Housing Partnership, -Middle School Afterschool Program in Wheaton and Takoma Park | 05D | LNC | \$1,796.27 |
| 2020 | 22 | 3348 | 6575971 | Per Scholas, Inc.-NCR IT Job Training | 05D | LNC | \$3,302.16 |
| 2021 | 21 | 3388 | 6590411 | "Per Scholas, Inc. - NCR IT Job Training | 05D | LNC | \$10,128.64 |
| 2021 | 21 | 3388 | 6626284 | "Per Scholas, Inc. - NCR IT Job Training | 05D | LNC | \$14,402.64 |
| | | | | | 05D | Matrix Code | \$101,356.62 |
| 2020 | 12 | 3351 | 6575971 | Community Bridges, Incorporated - "College and Career Planning Program and Alumnae Program" | 05H | LNC | \$5,783.09 |
| | | | | | 05H | Matrix Code | \$5,783.09 |
| 2020 | 13 | 3352 | 6575971 | Community Reach of Montgomery Cnty, Inc. Mansfield Kaseman Health Clinic: Expansion Diabetes Center | 05M | LNC | \$17,590.59 |
| 2020 | 18 | 3355 | 6575971 | Mobile Medical Care - Expanding Family Planning Options for Uninsured, Low-Income Women | 05M | LNC | \$12,638.45 |
| 2020 | 18 | 3355 | 6590450 | Mobile Medical Care - Expanding Family Planning Options for Uninsured, Low-Income Women | 05M | LNC | \$5,429.95 |
| 2020 | 18 | 3355 | 6626367 | Mobile Medical Care - Expanding Family Planning Options for Uninsured, Low-Income Women | 05M | LNC | \$3,802.66 |
| 2021 | 11 | 3389 | 6590411 | Community Reach of MC, Inc.Mansfield Kaseman Health Clinic & Expansion to Diabetes Center | 05M | LNC | \$19,556.06 |
| 2021 | 11 | 3389 | 6626284 | Community Reach of MC, Inc.Mansfield Kaseman Health Clinic & Expansion to Diabetes Center | 05M | LNC | \$8,437.87 |
| 2021 | 23 | 3402 | 6590411 | The Shepherd's Table, Inc. - Eye Clinic | 05M | LNC | \$9,810.93 |
| 2021 | 23 | 3402 | 6626284 | The Shepherd's Table, Inc. - Eye Clinic | 05M | LNC | \$10,170.93 |
| 2021 | 24 | 3403 | 6590411 | Vietnamese Library and Artistic Club of the Washington Area -Healthcare Program | 05M | LNC | \$9,500.89 |
| 2021 | 24 | 3403 | 6626284 | Vietnamese Library and Artistic Club of the Washington Area -Healthcare Program | 05M | LNC | \$12,798.00 |
| | | | | | 05M | Matrix Code | \$109,736.33 |
| 2020 | 21 | 3359 | 6575971 | NAMI Montgomery County MD - Mental Health Programs for Low-income Latino Residents | 05O | LNC | \$2,750.00 |
| | | | | | 05O | Matrix Code | \$2,750.00 |
| 2020 | 14 | 3353 | 6575971 | EveryMind, Inc. - "Stabilizing Adults through Situational Support (SASS) Program" | 05Z | LNC | \$22,871.18 |
| 2020 | 15 | 3342 | 6575971 | A Wilder Circle, Inc. - Workforce Development Program | 05Z | LNC | \$182.68 |
| 2020 | 19 | 3356 | 6575971 | Montgomery County Coalition for the Homeless- Home Builders Care Assessment Center Diversion Specialist | 05Z | LNC | \$18,662.80 |
| 2020 | 23 | 3358 | 6575971 | Community Ministries of Rockville, Inc. REAP | 05Z | LNC | \$27,651.36 |
| 2020 | 24 | 3345 | 6575971 | The Ethiopian Community Center, Inc.-African Immigrant Workforce Development Program. | 05Z | LNC | \$11,483.81 |
| 2021 | 13 | 3390 | 6626284 | EveryMind, Inc. - "Stabilizing Adults through Situational Support (SASS) Program" | 05Z | LNC | \$14,139.27 |



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| Plan Year | IDIS Project | IDIS Activity | Voucher Number | Activity Name | Matrix Code | National Objective | Drawn Amount |
|-----------|--------------|---------------|----------------|---|-------------|--------------------|--------------|
| 2021 | 17 | 3398 | 6626284 | Montgomery County Coalition for the Homeless, Inc. Home Builders Care Asst. Center" | 05Z | Matrix Code | \$94,991.10 |
| | | | | | 08 | LWC | \$10,661.75 |
| | | | | | 08 | Matrix Code | \$10,661.75 |
| 2020 | 4 | 3367 | 6575971 | Code Enforcement | 15 | LMA | \$12,381.39 |
| 2020 | 4 | 3367 | 6599638 | Code Enforcement | 15 | LMA | \$4.75 |
| 2021 | 5 | 3405 | 6590411 | Code Enforcement | 15 | LMA | \$90,039.88 |
| 2021 | 5 | 3405 | 6626284 | Code Enforcement | 15 | LMA | \$31,556.04 |
| | | | | | 15 | Matrix Code | \$133,992.07 |
| Total | | | | | | | \$893,877.75 |

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 | 18 | 3125 | 6534624 | No | Latin American Youth Center, Inc. | B19UC240001 | EN | 05D | LWC | \$34,357.56 |
| 2019 | 18 | 3125 | 6576222 | No | Latin American Youth Center, Inc. | B19UC240001 | EN | 05D | LWC | \$3,515.19 |
| 2020 | 11 | 3360 | 6575971 | No | Artpreneurs Inc., dba Arts on the Block- Library Lanterns | B20UC240001 | EN | 05D | LWC | \$25,000.00 |
| 2020 | 16 | 3350 | 6575971 | No | CASA de Maryland, Inc. - "Career Focused Pre-apprenticeship Youth Program in Wheaton" | B20UC240001 | EN | 05D | LWC | \$8,854.06 |
| 2020 | 20 | 3357 | 6575971 | No | Montgomery Housing Partnership, -Middle School Afterschool Program in Wheaton and Takoma Park | B20UC240001 | EN | 05D | LWC | \$1,796.27 |
| 2020 | 22 | 3348 | 6575971 | No | Per Scholas, Inc.-NCR IT Job Training | B20UC240001 | EN | 05D | LWC | \$3,302.16 |
| 2021 | 21 | 3388 | 6590411 | No | "Per Scholas, Inc. - NCR IT Job Training | B21UC240001 | EN | 05D | LWC | \$10,128.64 |
| 2021 | 21 | 3388 | 6626284 | No | "Per Scholas, Inc. - NCR IT Job Training | B21UC240001 | EN | 05D | LWC | \$14,402.64 |
| | | | | | | | | 05D | Matrix Code | \$101,356.62 |
| 2020 | 12 | 3351 | 6575971 | No | Community Bridges, Incorporated - "College and Career Planning Program and Alumnae Program" | B20UC240001 | EN | 05H | LWC | \$5,783.09 |
| | | | | | | | | 05H | Matrix Code | \$5,783.09 |
| 2020 | 13 | 3352 | 6575971 | No | Community Reach of Montgomery Cnty, Inc. Mansfield Kaseman Health Clinic: Expansion Diabetes Center | B20UC240001 | EN | 05M | LWC | \$17,590.59 |
| 2020 | 18 | 3355 | 6575971 | No | Mobile Medical Care - Expanding Family Planning Options for Uninsured, Low-Income Women | B20UC240001 | EN | 05M | LWC | \$12,638.45 |
| 2020 | 18 | 3355 | 6590490 | No | Mobile Medical Care - Expanding Family Planning Options for Uninsured, Low-Income Women | B20UC240001 | EN | 05M | LWC | \$5,429.95 |
| 2020 | 18 | 3355 | 6626367 | No | Mobile Medical Care - Expanding Family Planning Options for Uninsured, Low-Income Women | B20UC240001 | EN | 05M | LWC | \$3,802.66 |
| 2021 | 11 | 3389 | 6590411 | No | Community Reach of MC, Inc.Mansfield Kaseman Health Clinic & Expansion to Diabetes Center | B21UC240001 | EN | 05M | LWC | \$19,556.06 |
| 2021 | 11 | 3389 | 6626284 | No | Community Reach of MC, Inc.Mansfield Kaseman Health Clinic & Expansion to Diabetes Center | B21UC240001 | EN | 05M | LWC | \$8,437.87 |
| 2021 | 23 | 3402 | 6590411 | No | The Shepherd's Table, Inc. - Eye Clinic | B21UC240001 | EN | 05M | LWC | \$9,810.93 |
| 2021 | 23 | 3402 | 6626284 | No | The Shepherd's Table, Inc. - Eye Clinic | B21UC240001 | EN | 05M | LWC | \$10,170.93 |
| 2021 | 24 | 3403 | 6590411 | No | Vietnamese Literary and Artistic Club of the Washington Area - Healthcare Program | B21UC240001 | EN | 05M | LWC | \$9,500.89 |
| 2021 | 24 | 3403 | 6626284 | No | Vietnamese Literary and Artistic Club of the Washington Area - Healthcare Program | B21UC240001 | EN | 05M | LWC | \$12,798.00 |
| | | | | | | | | 05M | Matrix Code | \$109,736.33 |
| 2020 | 21 | 3359 | 6575971 | No | NAMI Montgomery County MD - Mental Health Programs for Low-Income Latino Residents | B20UC240001 | EN | 05O | LWC | \$2,750.00 |
| | | | | | | | | 05O | Matrix Code | \$2,750.00 |
| 2020 | 14 | 3353 | 6575971 | No | EveryMind, Inc. - "Stabilizing Adults through Situational Support (SASS) Program" | B20UC240001 | EN | 05Z | LWC | \$22,871.18 |
| 2020 | 15 | 3342 | 6575971 | No | A Wider Circle, Inc. - Workforce Development Program | B20UC240001 | EN | 05Z | LWC | \$182.68 |
| 2020 | 19 | 3356 | 6575971 | No | Montgomery County Coalition for the Homeless- Home Builders Care Assessment Center Diversion Specialist | B20UC240001 | EN | 05Z | LWC | \$18,662.80 |
| 2020 | 23 | 3358 | 6575971 | No | Community Ministries of Rockville, Inc. REAP | B20UC240001 | EN | 05Z | LWC | \$27,651.36 |
| 2020 | 24 | 3345 | 6575971 | No | The Ethiopian Community Center, Inc.-African Immigrant Workforce Development Program | B20UC240001 | EN | 05Z | LWC | \$11,483.81 |
| 2021 | 13 | 3390 | 6626284 | No | EveryMind, Inc. - "Stabilizing Adults through Situational Support (SASS) Program" | B21UC240001 | EN | 05Z | LWC | \$14,139.27 |
| | | | | | | | | 05Z | Matrix Code | \$94,991.10 |
| Total | | | | No | Activity to prevent, prepare for, and respond to Coronavirus | | | | | \$314,617.14 |

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 |
|-----------|--------------|---------------|----------------|-------------------|-------------|--------------------|--------------|
| 2020 | 5 | 3370 | 6575971 | Facility Planning | 20 | | \$10,685.35 |



Office of Community Planning and Development
 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
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| Plan Year | IDIS Project | IDIS Activity | Voucher Number | Activity Name | Matrix Code | National Objective | Drawn Amount |
|-----------|--------------|---------------|----------------|-------------------------|-------------|--------------------|--------------|
| 2020 | 5 | 3370 | 6626367 | Facility Planning | 20 | | \$31,442.09 |
| 2021 | 6 | 3408 | 6626284 | Facility Planning | 20 | | \$100,000.00 |
| 2021 | 7 | 3407 | 6590411 | Administration | 20 | | \$257,922.99 |
| 2021 | 7 | 3407 | 6626284 | Administration | 20 | | \$117,565.18 |
| 2019 | 1 | 3135 | 6579029 | Administration | 20 | Matrix Code | \$517,615.61 |
| 2020 | 6 | 3369 | 6575971 | Administration (Capped) | 21A | | \$205,900.38 |
| | | | | | 21A | | \$36,776.20 |
| 2019 | 7 | 3133 | 6534624 | Fair Housing | 21A | Matrix Code | \$242,276.58 |
| | | | | | 21D | | \$10,391.91 |
| | | | | | 21D | Matrix Code | \$10,391.91 |
| Total | | | | | | | \$770,284.10 |

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

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

V. TERMS FOR APPOINTMENT

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

VI. HOUSING LOAN REVIEW COMMITTEE

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

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

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

VII. SUBCOMMITTEES

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

VIII. HOUSING AND COMMUNITY AFFAIRS PROGRAM INFORMATION

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

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

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

with disabilities or those who are homeless. Information is available in alternative formats upon request and hearings are conducted in accessible locations.

Documents relevant to the HOME, ESG, and CDBG programs are available for citizen review in the DHCA offices from 8:00 a.m. to 4:30 p.m. on regular working days.

The following materials are available for review by interested persons:

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

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

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

IX. SCOPE OF PARTICIPATION

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

X. COMPLAINTS

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

XI. TECHNICAL ASSISTANCE

Technical assistance is provided to:

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

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

XII. CRITERIA FOR SUBSTANTIAL AMENDMENT

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

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

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

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

CDAC Proposed Activity Schedule

Activity Schedule
DHCA/CDAC
July 1, 2021 - June 30, 2022

All dates are approximate and subject to change

| DATES | ACTIVITIES | COMMENTS |
|---------------------------------------|--|--|
| April, 2021 | Public announcements for new CDAC member applicants. | Provides open and broad recruitment effort to solicit new members for the Advisory Committee. |
| Early July, 2021 | 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, 2021 | Complete review process for new CDAC members. | Departmental staff interview applicants and make recommendations to the County Executive. |
| Mid - July, 2021 | 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, 2021 | 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, 2021 | Appointments to CDAC by County Executive. | County Executive makes appointments and designates Chair |
| By mid - September, 2021 | Preliminary CDBG-funded CIP submitted to OMB. | Comply with County budget process for CIP. |
| Mid - September, 2021 | 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, 2021 | 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, 2021 | Public Notice listing all CDAC meetings distributed via government listserves and posted to the DHCA website. | Disseminate information regarding committee process. |
| October 6, 2021 | 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 2021 | Staff and CDAC review project proposals and interview qualified applicants. | CDAC ranks projects and establishes funding priorities. |
| January, 2022 | DHCA Director submits CDAC recommendations on proposed projects to County Executive. | Finalize budget recommendations for CDBG for County Executive consideration. |
| Early April, 2022 | 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, 2022 | 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, 2022 | County Council approval of proposed projects. | Council reviews proposed projects to be funded. |
| Late June, 2022 | 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