Isiah Leggett
County Executive

Clarence J. Snuggs
Director, Department of Housing and Community Affairs

Montgomery County, Maryland

Consolidated Plan for Housing and Community Development
Annual Action Plan, County Fiscal Year 2019
July 1, 2018 to June 30, 2019

Public Review Draft

Please display until May 14, 2018

See next page on how to submit comments on this report

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

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

EQUAL HOUSING OPPORTUNITY

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

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OMB Control No: 2506-0117 (exp. 07/31/2015)

In accordance with Title I of the Housing and Community Development Act of 1974 as amended and the regulations found at 24 CFR part 91, et. seq., the Department of Housing and Community Affairs (DHCA) has drafted Montgomery County's proposed Consolidated Plan Annual Action Plan covering the period July 1, 2018 to June 30, 2019.

The Consolidated Plan Annual Action Plan describes projects proposed for funding in County Fiscal Year 2019 - July 1, 2018 to June 30, 2019 - with CDBG, HOME, and ESG funds. All interested parties are invited to submit comments on the Plan and on the community development performance of Montgomery County.

Written statements may be submitted until 4:30 p.m., May 14, 2018 and should be addressed to:

Clarence J. Snuggs, Director
Department of Housing & Community Affairs
100 Maryland Avenue, Fourth Floor
Rockville, Maryland 20850
Telephone: 311; TTY number (for the hearing impaired) is 240-773-3556

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Note

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

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Executive Summary

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

1. Introduction

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

This document is the Annual Action Plan covering the period July 1, 2018 through June 30, 2019 and it serves as Montgomery County's application for Community Development Block Grant (CDBG), HOME and Emergency Solutions Grant (ESG) funds for County Fiscal Year 2018 (July 1, 2018 – June 30, 2019). The Department of Housing and Community Affairs (DHCA) is the lead agency responsible for the submission of the Consolidated Plan to HUD. This year, the County's allocations were not provided by HUD at the time of publication of this draft Plan. However, Congress passed a spending bill on March 23, 2018 that provides increases in funding to the national CDBG and HOME programs and level funding for ESG compared with the year before. This document uses proportionally greater funding assumptions for CDBG and HOME and uses the same figure as last year for ESG. Minor changes in funding levels will be addressed in Administration and Housing for CDBG and HOME (projects 1, 6, 26, and 29) and in the Rental Assistance for ESG. If allocations are not provided in a timely enough manner to allow changes to this draft Plan to be made before submission to HUD on May 15, 2018, then a subsequent Plan Amendment will likely be needed. There will not be additional public review of the Amendment unless the threshold for a "Substantial Amendment" is triggered by the amount of change in the expected allocations, which would need to be more than $300,000 for any given project. That big a change is not expected. This draft Plan is being made available for public review from April 14, 2018 through May 14, 2018.

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

2. Summarize the objectives and outcomes identified in the Plan

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

This Action Plan contains details for proposed spending on 30 projects (AP-35), covering three broad goals (summarized in AP-20), and serving the HUD-defined needs categories of Affordable Housing, Homelessness, and Non-Housing Community Development. All told, these projects are expected to benefit 1,605 households and 11,284 people.

3. Evaluation of past performance

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

The independent auditors' report on compliance with requirements as described in the OMB Circular A-133 for the fiscal year ended June 30, 2017 found the County in full compliance, "without exceptions". The report included testing of both the Community Development Block Grant and the HOME Investment Partnership Grant programs. Additionally, the County uses a results-based accountability system ("CountyStat") to support ongoing monitoring of performance and continuous improvement for all Executive Branch departments.

A public hearing was held on October 17, 2017 before the Community Development Advisory Committee (CDAC) to receive input regarding needs to be addressed in the plan and to review past performance. A summary of testimony from this hearing is on file at DHCA. Additionally, the Montgomery County Executive held four budget forums in January and February of 2018 to receive public input on the Fiscal Year 2019 Operating Budget and the Montgomery County Council held five formal hearings on the Fiscal Year 2019 Operating Budget between April 10 and April 12, 2018.

4. Summary of Citizen Participation Process and consultation process

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

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availability of the draft and are provided access to it electronically. Additionally, throughout the year there are on-going planning processes involving the Interagency Commission on Homelessness, which serves as the governing body for the Continuum of Care, and hearings and town hall meetings conducted by the County Executive and County Council, all of which inform the development of the Consolidated Plan.

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

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

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

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

Table 1 – Responsible Agencies

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

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

Consolidated Plan Public Contact Information

Matthew Greene, Senior Planner, DHCA
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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

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

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

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

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

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

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

- Sustaining "Functional Zero" for veteran homelessness.
- Finish the job of ending chronic homelessness by Spring of 2018.

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- Prevent and end homelessness for families, youth, and children by 2020.
- Set a path to ending all types of homelessness.

Interagency Commission members include broad representation from the Department of Health and Human Services including Services to End and Prevent Homelessness (formerly Special Needs Housing) and Behavioral Health Services areas, Department of Housing and Community Affairs, Department of Corrections and Rehabilitation, Police Department, Office of the County Executive, Public Schools and Public Housing Authority.

Montgomery County CoC achieved the goal of ending Veteran Homelessness by December 2015 per benchmarks established by two national efforts – the U.S. Mayors Challenge to End Homelessness and the Zero:2016 Campaign. During fiscal year 2018, the top priority is ending chronic homelessness by Spring of 2018. This effort has been named the “Inside (not Outside)” campaign. In addition the CoC enhanced its Coordinated Entry System (CES) to align with HUD requirements and facilitate access to shelter and housing services using a “no wrong door" approach. The CES procedures assure that persons are referred to the appropriate housing option based on a standard assessment and prioritizes persons for housing based on need and length to time homeless

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

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

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

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

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Table 2 – Agencies, groups, organizations who participated

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

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

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

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

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

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

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

Montgomery County is committed to making local government open, accessible and responsive to its residents. Montgomery County's formal Citizen Participation Plan (Appendix A of this Plan), which ensures that the U.S. Department of Housing and Urban Development's (HUD) requirements for the Consolidated Plan are being met, is only one component of Montgomery County's extensive and on-going efforts to provide meaningful opportunities for all county residents to fully participate in their government. The Citizen Participation Plan is reviewed and updated by DHCA staff as needed to reflect changes that enhance outreach and participation.

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

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

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Bill 19-15, passed in March 2017, increased resources for the Department of Housing and Community Affairs' inspections activities and furthers other aspects of tenants' rights. As a follow up, Montgomery County Executive, Ike Leggett, in September 2017 launched a "Renters Have Rights" campaign of stepped-up inspections and outreach to tenants. The purpose of this campaign is to let renters know they have a voice and that the County Department of Housing and Community Affairs (DHCA) is here to listen. And, under Leggett's leadership, the one-third of County residents who are County renters got "a seat at the table." The executive's recommended budget for County fiscal year 2019 (July 1, 2018 – June 30, 2019) provides additional resources to enhance landlord-tenant outreach, building inspections, tenant protections, and housing code enforcement.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
1	Public Hearing	Non-targeted/broad community	The Community Development Advisory Committee (CDAC) held a public hearing in October 17, 2017 on Community Development Needs and past performance	Ten people representing public agencies, non-profit service providers and the public testified at the hearing and identified these needs: affordable housing, fair housing, special needs housing, special needs training, eradication of poverty, small business assistance, early childhood learning, after school enrichment, and summer learning programs, , mental health services, vocational training.	none

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons
2	Newspaper Ad	Non-targeted/broad community	An ad was placed in the Montgomery Edition of the Sentinel Newspaper on April 12, 2018 regarding the availability of the draft Annual Action Plan	NA at draft	
3	Internet Outreach	Non-targeted/broad community	Neighboring jurisdictions email, email listserves, and announcement on website of draft Annual Action Plan on websites , at libraries, at DHCA	NA at draft	No comments were received

Table 4 – Citizen Participation Outreach

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Expected Resources

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

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 4				Expected Amount Available Reminder of ConPlan $	Narrative Description Note: This draft uses an estimate of the County's allocations based on the funding provided nationally by the March 23, 2018 Omnibus spending bill.
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	4,485,003	0	500,000	4,985,003	4,485,003	This draft uses an estimate of the County's allocations based on the funding provided nationally by the March 23, 2018 Omnibus spending bill. The Plan assumes level funding for CFY 2020; Program Income is usually used in the following year and appears here as a prior year resource. 500K in program income is expected each year.

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 4				Expected Amount Available Reminder of ConPlan $	Narrative Description Note: This draft uses an estimate of the County's allocations based on the funding provided nationally by the March 23, 2018 Omnibus spending bill.
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
HOME	public - federal	Acquisition Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership	1,963,701	0	500,000	2,463,701	1,963,701	Assuming level funding for CFY 2020; Program Income is usually used in the following year and appears here as a prior year resource. 500K in program income is expected each year.

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 4				Expected Amount Available Reminder of ConPlan $	Narrative Description Note: This draft uses an estimate of the County's allocations based on the funding provided nationally by the March 23, 2018 Omnibus spending bill.
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	367,993	0	0	367,993	367,993	Assuming level funding for CFY 2020

Table 5 - Expected Resources – Priority Table

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

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

For County fiscal year 2019 (July 1, 2018 – June 30, 2019), the County invests over 35 million dollars in the Montgomery Housing Initiative (MHI)

fund and 16 million dollars from the Affordable Housing Acquisition and Preservation CIP project. This dedicated funding provides for renovation of distressed housing, the acquisition and preservation of affordable housing units, creation of housing units for special needs residents, services to the "Building Neighborhoods to Call Home" and "Housing First" and creation of mixed-income housing. The MHI will be the source of the HOME fund match.

ESG fund match will be provided by general county revenue funds that will fund projects through the Department of Health and Human Services (DHHS). The Department provides core services that protect the community's health, protect the health and safety of at-risk children and vulnerable adults, and address basic human needs including food, shelter, clothing and personal care. The Department also provides a number of other services to assist families to be healthy, safe and strong. Housing related funding is recommended in the County fiscal year 2019 budget at the following levels: Chief Special Needs Housing - $730,253, Homeless Family Services - $4,075,891, Permanent Housing - $5,644,644, Homeless Single Adult Services - $4,352,131, and Prevention - $6,280,324.

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

The Bonifant

The Silver Spring Library Residences, located in downtown Silver Spring, adjacent to a future Purple Line stop and the new Silver Spring Library was completed in March 2016. The property opened in March 2016 and achieved full occupancy by December, 2016. The project is an 11 story, 149-unit, mixed-use, mixed income development for the elderly. There are 139-units restricted to incomes at or below 60% of the Area Median Income, and 10 market rate units. Retail space is located on the ground floor. The County owns and leases the entire site via a long-term ground lease to the developers.

Victory Crossing

Victory Crossing Apartments is a 105-unit, affordable, senior (62+) housing rental apartment located at 1090 Milestone Drive, next to the recently constructed Third District Police Station, in the White Oak area of Silver Spring. The project closed its financing on November 18, 2016 and is under construction. Victory Crossing will be constructed on property that will be owned and leased to the developer by the County. The project will provide a mix of one- and two-bedroom units with 95 of the units being offered at various affordability levels with the maximum

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level of 60% of the area median income level. The remaining 10 units with be offered at market rent rates.

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

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

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

This project is a new construction project for 122 units of mixed-income senior rental housing on County-owned land. The proposed 3-story building will be constructed on approximately 10 acres that will be leased to the developer. The building will contain one and two bedroom units and 50% of the units (61 units) will be leased to senior households with incomes at or below 50% of AMI. The remaining 50% of the units (61 units) will be leased to households at market-rate rents. The developer has completed preliminary site plan review and is responding to comments raised during the process. Project financing is proceeding along a concurrent schedule with closing anticipated in September, 2017

Sidney Kramer Upcounty Regional Services Center (SKURSC) Site

This project is a new construction project for 112 units of family rental housing. The proposed 5-7 story building will be constructed on a County-owned site that will be leased to the developer. The building will contain one and two bedroom units and approximately 75% of the units (84 units) will be leased to households with incomes at or below 60% of AMI. The remaining 25% of the units (28 units) will be leased to households at market-rate rents. Discussions are continuing with the developer, Montgomery County and the existing commercial property owners and tenants on how to best integrate this development into a mutually acceptable site plan.

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Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing in an Inclusive Community	2015	2019	Affordable Housing		Affordable Housing	CDBG: $3,094,961 HOME: $2,199,301	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 632 Households Assisted Rental Units Rehabilitated: 25 Households Assisted Homeowner Housing Rehabilitated: 85 Households Assisted
2	Promote Healthy and Sustainable Neighborhoods	2015	2019	Affordable Housing Non-Housing Community Development		Affordable Housing Healthy and Sustainable Neighborhoods	CDBG: $893,042	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 8,135 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 2,999 Persons Assisted Housing Code Enforcement / Foreclosed Property Care: 740 Household Housing Unit

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Prevent and End Homelessness	2015	2019	Homeless Non-Housing Community Development		Affordable Housing Prevent and End Homelessness	ESG: $367,993	Tenant-based rental assistance / Rapid Rehousing: 22 Households Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 150 Beds

Table 6 – Goals Summary

Goal Descriptions

1	**Goal Name**	Affordable Housing in an Inclusive Community
	Goal Description	1. Provide affordable housing opportunities for low and moderate income households through housing rehabilitation activities that eliminate code violations and make other necessary improvements, including accessibility and energy conservation improvements, and through the construction, acquisition, and / or rehabilitation of housing for low and moderate income households, in cooperation with CHDOs, the private sector, non-profits and / or the Montgomery County Housing Opportunities Commission (HOC) (one-year outcome – 195 units using both HOME and CDBG funds). 2. Assist non-profit providers in rehabilitating group homes occupied by lower-income, special needs persons (one-year outcome – 15 units). 3. Address community needs for neighborhood preservation and enhancement (one-year outcome – 78 households will benefit from home improvements and 632 households will benefit from neighborhood improvements).
2	**Goal Name**	Promote Healthy and Sustainable Neighborhoods

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	Goal Description	1. Affirmatively further fair housing by conducting a Human Rights Diversity Youth Camp for approximately 40 5th-grade students, a "One Stop Shop Fair Housing Workshop" serving 20 Realtors and Housing Professionals, and an advertising campaign on Ride On buses and in local movie theaters. The Office of Human Rights will also, though activities and advertising, recognize the 50th Anniversary of the Fair Housing Act of 1968. 2. Provide Code Enforcement service in CDBG eligible areas. Consistent enforcement of the County Codes will help to: improve the quality of life for Montgomery County citizens; stabilize neighborhoods; provide safe, decent, and clean dwelling units; maintain and enhance property values; and prevent blight. 3. Provide funding for Public Service grants providing services to low-income residents, such as home care aide services to very low-income seniors and adults with disabilities, after-school and summer learning programs, tax preparation and financial education, free legal services, criminal/juvenile justice system re-entry programming, and various workforce training activities. An estimated 2,859 persons will benefit from these activities.
3	**Goal Name**	Prevent and End Homelessness
	Goal Description	1. Assist homeless households to locate, obtain and retain permanent housing through the provision of case management services and security deposits. 2. Provide rental assistance to help homeless households obtain and retain permanent housing. 3. Assist with the provision of emergency shelter including motel vouchers, maintenance, furnishings, and supplies necessary for operation of emergency shelter (one-year outcome – 150 people served). 4. Intensive case management through the transition from homelessness to housed (25 household served)

Table 7 – Goal Descriptions

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

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

AP-35 Projects – 91.220(d)

The Action Plan provides details on projects using CDBG, HOME, and ESG funds that address a wide range of community needs, including housing assistance, public services for low-income residents, and homelessness prevention, Rapid Re-housing, and emergency shelter services.

Table 8 – Project Information

#	Project Name
1	Housing Acquisition and Preservation
2	Group Home Rehabilitation
3	Focused Neighborhood Assistance
4	Code Enforcement
5	Facility Planning
6	Administration (capped)
7	Fair Housing Activities
8	Contingency
9	A Wider Circle - Workforce Development Program
10	Asian Pacific American Legal Resource Center - Immigration Legal Services - Naturalization
11	Baby's Bounty MC - Health, Safety & Wellness Newborn Bundles
12	Bethesda Cares - Hunger Relief
13	Boys & Girls Clubs of Greater Washington - STEM Program for Montgomery County Youth
14	CASA de Maryland - Bilingual Volunteer Income Tax Assistance Program
15	Community Ministries of Rockville - Mansfield Kaseman Health Clinic: Removing Barriers to Healthcare
16	Home Care Partners - Light Care Program
17	Horizons Greater Washington - Year-Round Academic Program
18	Latin American Youth Center - Workforce and Post-Secondary Connections for Re-Entry Youth
19	Montgomery County Coalition For The Homeless - Home Builders Care Employment Specialist
20	Montgomery Housing Partnership - Greenwood Terrace Middle School Afterschool Program
21	The Arc Montgomery County - Competitive Integrated Employment Benefits Counseling
22	Urban Alliance Foundation - Montgomery County High School Internship Program
23	City of Takoma Park - Streetscaping Improvements
24	City of Rockville - Single Family Rehabilitation Program
25	Rockville Housing Enterprises (RHE)
26	Housing Production and Preservation
27	Community Housing Development Organizations (CHDOs)- Housing Production
28	CHDO Operating Assistance
29	Administration
30	HESG 18 Montgomery County

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

Priority is assigned based on the level of need that is demonstrated by the data that has been collected during the preparation of the Plan, specifically in the Needs Assessment and Market Analysis; the information gathered during the consultation and citizen participation process; and the availability of resources to address these needs. One of the primary obstacles to meeting underserved needs of residents is the availability of funding. Federal resources have been declining for many years now and local resources, based on the performance of the Montgomery County economy, and mechanisms used to fund affordable housing programs, such as the transfer tax, have been constrained as well.

Projects

AP-38 Projects Summary

Project Summary Information

1	**Project Name**	Housing Acquisition and Preservation
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	CDBG: $1,286,961
	Description	Funds will be used for affordable housing activities. Eligible activities include loans to assist in the purchase of existing properties for use as housing affordable to low- and moderate-income residents and funds for housing rehabilitation to enable low- and moderate-income owners of single-family homes and owners of multi-family properties occupied by low- and moderate-income tenants to eliminate code violations and make other necessary improvements, including accessibility and energy conservation improvements. Assistance may be provided for public housing modernization and for group home acquisition. Estimated to benefit 925 clients.
2	**Project Name**	Group Home Rehabilitation
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing

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	Funding	CDBG: $600,000
	Description	Funds will be used to assist nonprofit providers in rehabilitating group homes occupied by lower-income, special needs persons to eliminate code violations and make other necessary improvements, including accessibility and energy conservation improvements. Estimated to benefit 100 clients.
3	**Project Name**	Focused Neighborhood Assistance
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	CDBG: $945,000
	Description	The Focused Neighborhood Assistance (FNA) program provides financial and technical assistance to select affordable neighborhoods to improve the quality of life, safety and welfare of residents. Resources are currently focused in the Grover's Forge, Center Stage, Walker's Choice and The Hamptons neighborhoods of Montgomery Village. Studies, design and physical improvements are also underway in The Kimberly Place Condominiums. DHCA anticipates 78 households will directly benefit from home improvements and 632 households will benefit from common area improvements in their neighborhoods.
4	**Project Name**	Code Enforcement
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $250,000
	Description	Funds will be used to partially cover costs incurred for code enforcement efforts in low- and moderate-income areas. Approximately 740 cases / households will be processed.
5	**Project Name**	Facility Planning
	Funding	CDBG: $50,000
	Description	The funds will be used for preliminary planning and design for a variety of projects in eligible areas for possible inclusion in a future budget.

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6	**Project Name**	Administration (capped)
	Funding	CDBG: $847,000
	Description	This will fund DHCA staff in planning, administration and monitoring of the CDBG program, including preparation of the Consolidated Plan, staff support for a citizens advisory committee, environmental reviews, preparation of contracts, payment processing and auditing, federal reporting and loan servicing.
7	**Project Name**	Fair Housing Activities
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $20,000
	Description	Funds will be used for activities that serve to affirmatively further fair housing choice. Activities may include sales, rental and lending testing, education/outreach, training and research and special recognition of the 50th Anniversary of the Fair Housing Act of 1968. Activities will be administered by the Office of Human Rights. An estimated 140 people will benefit.
8	**Project Name**	Contingency
	Funding	CDBG: $100,000
	Description	The fund will be used to cover unanticipated costs for other eligible activities.
9	**Project Name**	A Wider Circle - Workforce Development Program
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $45,000
	Description	Provides holistic, intensive, and highly personalized support to adults seeking to enter or re-enter the workforce. Estimated to benefit 925 clients.
10	**Project Name**	Asian Pacific American Legal Resource Center - Immigration Legal Services - Naturalization

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	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $38,280
	Description	Provides free legal services to low-income Asian American Pacific Islanders at two walk-in centers and through a legal hotline re immigration, family law, public benefits and housing law. Estimated to benefit 100 clients.
11	**Project Name**	Baby's Bounty MC - Health, Safety & Wellness Newborn Bundles
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $37,000
	Description	Provides safety, health and wellness "Baby Bundles" for at-risk infants. Estimated to benefit 500 clients.
12	**Project Name**	Bethesda Cares - Hunger Relief
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $18,000
	Description	Purchases a portion of the food and supplies necessary for serving thousands of hot meals to hundreds of people in need. Estimated to benefit 250 clients.
13	**Project Name**	Boys & Girls Clubs of Greater Washington - STEM Program for Montgomery County Youth
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $44,240

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	Description	Provides (year 2) a program in Germantown for fifty (50) Title I youth in grades K-5 with after-school and summer learning programs to increase STEM knowledge and early interest in STEM-related careers.
14	**Project Name**	CASA de Maryland - Bilingual Volunteer Income Tax Assistance Program
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $43,762
	Description	Provides low-income immigrants with free tax return preparation assistance (second year of CDBG). Estimated to benefit 350 clients.
15	**Project Name**	Community Ministries of Rockville - Mansfield Kaseman Health Clinic: Removing Barriers to Healthcare
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $45,000
	Description	Provides phlebotomist and financial assistance to lower income residents in need of crucial diagnostic laboratory testing and/or diagnostic radiology testing, and the cost of prescription medications not covered by the Montgomery County Community Pharmacy. Estimated to benefit 250 clients.
16	**Project Name**	Home Care Partners - Light Care Program
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $35,000
	Description	Provides home care aide services to very low-income seniors and adults with disabilities. Estimated to benefit 55 people.
17	**Project Name**	Horizons Greater Washington - Year-Round Academic Program

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	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $15,000
	Description	Provides round-trip bus transportation for Rock Creek Forest Elementary School to program site in Bethesda, MD. Estimated to benefit 110 students.
18	**Project Name**	Latin American Youth Center - Workforce and Post-Secondary Connections for Re-Entry Youth
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $44,463
	Description	Provides a Reentry Case Manager to work with youth exiting the criminal/juvenile justice system in LAYC/MMYC's Conservation Corps and Steps to Success programs to assist in reintegrating back into society including an aggressive job search; and find local business for employment. Estimated to benefit 35 clients.
19	**Project Name**	Montgomery County Coalition For The Homeless - Home Builders Care Employment Specialist
	Target Area	
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $45,000
	Description	Provides an Employment Specialist (ES) at the Back-to-Work (BTW) program at the HBCAC emergency shelter for men experiencing homelessness. Estimated to benefit 120 clients.
20	**Project Name**	Montgomery Housing Partnership - Greenwood Terrace Middle School Afterschool Program
	Goals Supported	Promote Healthy and Sustainable Neighborhoods

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	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $38,000
	Description	Provides afterschool program for middle school students at MHP's affordable housing property in Long Branch, Maryland. Estimated to benefit 24 students.
21	**Project Name**	The Arc Montgomery County - Competitive Integrated Employment Benefits Counseling
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $45,000
	Description	Provides a Benefits Counselor to work with individuals and their families with intellectual and developmental disabilities ("I/DD") entering the competitive integrated employment to retain entitlement benefits such as Social Security, Medicaid, and housing and food assistance. Estimated to benefit 60 clients.
22	**Project Name**	Urban Alliance Foundation - Montgomery County High School Internship Program
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $38,297
	Description	Provides year-round job training, mentoring, and case management to 30 high school seniors enrolled at Springbrook High School (Silver Spring) and Paint Branch High School (Burtonsville). Estimated to benefit 30 students.
23	**Project Name**	City of Takoma Park - Streetscaping Improvements
	Goals Supported	Promote Healthy and Sustainable Neighborhoods
	Needs Addressed	Healthy and Sustainable Neighborhoods
	Funding	CDBG: $91,000

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	Description	Funds will be used to make streetscaping improvements, including lighting, street furniture, trash and recycling containers, shelters, landscaping, pavement, wayfinding signage, and accessibility (ADA compliant) improvements.
24	**Project Name**	City of Rockville - Single Family Rehabilitation Program
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	CDBG: $222,000
	Description	Provide rehabilitation of at least seven units at an estimated expense per home of $30,000.
25	**Project Name**	Rockville Housing Enterprises (RHE)
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	CDBG: $41,000
	Description	Replace 15 water heaters in public housing units in the David Scull development.
26	**Project Name**	Housing Production and Preservation
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	HOME: $1,904,301
	Description	Funds will be used for the construction, acquisition, and / or rehabilitation of housing (both multi- and single-family units). DHCA may work with the private sector, non-profits and / or the Montgomery County Housing Opportunities Commission (HOC) in implementing this program.
27	**Project Name**	Community Housing Development Organizations (CHDOs)- Housing Production

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	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	HOME: $295,000
	Description	The project will fund the housing development activities of CHDOs. This represents the federally mandated fifteen percent of the HOME allocation. Up to 10 percent of this total ($20,000) may be used for project-specific technical assistance, site control, and seed money loans. It is anticipated that one to three organizations will use these funds for acquisition, construction, or renovation of rental housing for persons with low-incomes. This is estimated to produce or preserve 6 units of affordable housing.
28	**Project Name**	CHDO Operating Assistance
	Goals Supported	Affordable Housing in an Inclusive Community
	Needs Addressed	Affordable Housing
	Funding	HOME: $68,400
	Description	Funds will be used to partially cover the administrative costs of qualified CHDOs: Montgomery Housing Partnership (MHP) and Housing Unlimited, Inc. (HUI). MHP will receive $50,000 and HUI will receive $18,400. By regulation, only CHDOs using HOME funds to own, sponsor, or develop affordable housing are eligible for operating support. This operating support cannot exceed 50 percent of a CHDO's operating budget in any fiscal year or $50,000 annually, whichever is greater.
29	**Project Name**	Administration
	Funding	HOME: $196,000
	Description	The fund will be used to cover the County’s expenses associated with operating the HOME Program. Administrative expenses cannot exceed 10% of the entitlement amount.
30	**Project Name**	HESG 18 Montgomery County
	Goals Supported	Prevent and End Homelessness

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	Needs Addressed	Prevent and End Homelessness
	Funding	ESG: $367,993
	Description	Funds are used in conjunction with the Continuum of Care homeless assistance system and will be administered by the county's Department of Health and Human Services. The program will assist homeless households locate, obtain and retain housing and may include case management services and provision of security deposits and rental assistance. Eligible singles and families include those living in temporary shelter, in a place not meant for human habitation or other places described in Category I of the homeless definition issued by HUD. The Program will partially fund an HMIS dedicated support specialist, licensing fees, data quality activities, training and other costs necessary to support the Montgomery County Continuum of Care's Homeless Management Information System. This CoC-wide database is used to track client services and provides valuable data to support planning activities. Funds will also be used for Shelter operations including motel vouchers, maintenance, furnishings, and supplies necessary for operation of emergency shelter. An estimated 150 people and 25 households will benefit.

Table 9 – Project Summary

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AP-50 Geographic Distribution – 91.220(f)

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

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

Geographic Distribution

N / A

Rationale for the priorities for allocating investments geographically

N / A

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

One Year Goals for the Number of Households to be Supported	
Homeless	175
Non-Homeless	195
Special-Needs	15
Total	385

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	175
The Production of New Units	0
Rehab of Existing Units	163
Acquisition of Existing Units	47
Total	385

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

Shelter services for the homeless is counted here at 150 households

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AP-60 Public Housing – 91.220(h)

Introduction

In FY 2015, HOC began using HUD's Rental Assistance Demonstration (RAD) program to convert all of its existing public housing units to either Project Based Rental Assistance (PBRA) or Project Based Vouchers (PBV). This effort continues into FY 2019 and will conclude in FY 2019 with the conversion of HOC's last public housing property, Elizabeth House Apartments in Silver Spring.

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

Over the last four years, HOC converted public housing units using the RAD program at 11 different public housing properties in the County. This effort continues and will conclude in FY 2019 with the conversion of HOC's last public housing property, Elizabeth House Apartments in Silver Spring. The completion of HOC's public housing RAD conversions constitutes a major shift in the way HOC provides affordable housing to its residents. However, the end result is a much improved system that not only retains all existing residents, but also increases the number of assisted residents. Furthermore, HOC's RAD conversions allowed for significant renovation of HOC's former public housing units, construction of new subsidized units, and provided an opportunity for income mixing in the former public housing portfolio. The end result is a net gain for HOC's former public housing residents who are transferring into renovated or new construction units all across the County. The increase is affordable housing supply from HOC's RAD activities also allows for new low-income families to rent from HOC at the converted and new construction properties. Ultimately, the greater Montgomery County community is witnessing a deconcentration in poverty and an increase in high quality, amenity rich affordable housing units with strong access to services, schools, and public transportation all as a result of HOC's public housing RAD conversions

In the upcoming year Rockville Housing Enterprises (RHE) plans to complete the replacement of all hot water heaters to more energy efficient tank-less hot water heaters. A Physical Needs assessment for all public housing scattered site properties. The information provided in the Physical Needs Assessment will inform RHE's upcoming 5 Year Plan. RHE's public housing units continue to receive PHAS REAC scores in the 90s, indicating the high quality of the public housing units.

RHE also plans to increase the number of project based vouchers utilized for special populations.

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

HOC actively works to increase resident input so as to ensure that real concerns are addressed and not simply those that government perceives as problematic for County residents. This resident input is gathered through a variety of means. HOC holds multiple Town Hall meetings and public hearings each year. HOC also provides public comment periods for certain policy changes, and has regular discussions

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with HOC's own Resident Advisory Board (RAB). HOC's RAB is composed of HOC residents from across its affordable housing portfolio, including the Public Housing, Housing Choice Voucher, Project-Based Section 8, Tax Credit, and Opportunity Housing programs. HOC staff reviews many proposed policy changes with its RAB, thereby seeking input from its residents prior to implementing policies which affect them. The topics discussed at these different resident meetings include property maintenance, adequacy of supportive services, property management, administrative policies, new HOC programming, and HOC customer service. Numerous self-sufficiency and education programs, supported with public funds, are also provided by HOC, resulting in many different opportunities for residents to speak out on those issues affecting their families with regard to their living conditions and other supportive services.

Rockville Housing Enterprises (RHE) actively recruits families for participation in the Family Self Sufficiency program which can help families achieve self-sufficiency goals which may include homeownership. RHE has had 3 families purchase homes last year and RHE aims to have 4 families purchase homes in the upcoming year.

As a Resident Opportunities Service Coordinator Grant recipient, RHE will increase its outreach to the residents through the use of flyers and on-site activities to encourage resident participation in management. RHE will implement a STEM program for girls during the upcoming year and provide summer camps at no cost to residents.

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

N / A

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

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

Montgomery County Department of Health & Human Services (MCDHHS) is the primary funder of outreach services to homeless persons. The Interagency Commission on Homelessness (ICH) is leading the new campaign "Inside (not Outside)" which is dedicated to ending chronic homelessness for individuals and families in Montgomery County by Spring of 2018. Inside (not Outside) campaign utilizes the successes of previous efforts to combat homelessness in the County. Working with the Continuum of Care (CoC), Montgomery County has developed a standard scope of services for all homeless outreach providers including:

Open Communication: community education, starting with consumers and including all stakeholders, as well as collaborating with others

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Team Integration: incorporating team member's strengths, integrated team components, diverse strengths-based team, cross training, dedicated workers, shared knowledge and work

Strategic Prioritization: flexible with work load, prioritizing what should be done and who needs what level of engagement

Data Tracking: efficient sharing of info, utilizing info for advocacy and filling gaps, identifying patterns and trends, utilizing HMIS fully and making HMIS more user friendly

Community Collaboration and Resourcefulness: integrate and partner with other programs, collaborate with other programs, developing partnerships in the community to fill gaps, reducing duplicative work so outreach can focus on outreach, connecting to community resources, timely transition to services, while determining where case management and outreach meld. There are also services available to refer people to, the team has knowledge of the services beyond jurisdictions, and there is a commitment to know and learn the system, and determine the best use of resources.

Consumer-Centric Emphasis: meeting people where they are, recognizing consumer's limitations, realistic about consumer's desire to engage, and realistic about time to measure success.

The CoC has also developed a referral protocol between local Police and outreach providers. Additional outreach staff was approved for two outreach providers to include the "in-reach" at soup kitchens where consumers will already be gathered and to better serve the entire CoC geographic area. All providers maintain policies to access resources to serve limited English proficiency clients and recruit diverse staff to engage the population.

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

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Addressing the emergency shelter and transitional housing needs of homeless persons

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

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

DHHS tracks and coordinates shelter openings for the CoC. The CoC meets regularly to identify

vacancies, prioritize persons for housing, & facilitate referrals. DHHS will monitor outcomes to assure that persons are placed based on need.

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

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

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

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

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

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

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving

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assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Montgomery County coordinates a system of emergency assistance to prevent homelessness. Financial assistance will be available from the Department of Health and Human Services as well as from Emergency Assistance Coalition providers for rental/utility assistance. At-risk households with a history of housing instability will receive case management to address barriers & link to mainstream resources such as SNAP, TANF, SSI and mainstream rental assistance programs. Montgomery County provides energy assistance to help low-income residents pay their utility costs & operates the County Rental Assistance Program, a shallow rent subsidy program for low-income families, seniors & the disabled.

Montgomery County Child Welfare Services has implemented local discharge planning policies that prohibit the discharge of foster care youth into homelessness. To prepare for discharge, youth will receive independent living skills training. Semi-independent living is open to youth aged 16-21 who are in school or working. As discharge nears, an individualized exit plan will be developed for each youth.

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

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

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

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

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

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return on residential investment

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

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

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

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

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

During County fiscal year 2018, the Montgomery County Department of Permitting Services (DPS) has improved its building code effectiveness rating and is now in the best rating category for insurance rate

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credits for new construction. This higher rating can result in lower property insurance rates for those building in the County. “The Department’s improved score on building code effectiveness is a considerable accomplishment and advances our mission of assuring that our residents and businesses are safe and realizing economic value,” said DPS Director Diane Jones. “We want residents and business owners to take advantage of the new rating, which can result in discounted insurance rates for new construction projects.”

AP-85 Other Actions – 91.220(k)

Introduction

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

Actions planned to address obstacles to meeting underserved needs

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

Actions planned to foster and maintain affordable housing

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

Actions planned to reduce lead-based paint hazards

The Montgomery County Department of Health and Human Services, through its Childhood Lead Poisioning Prevention Program, will continue to:

• Provide case management for children who have blood levels of at least 10 micrograms per deciliter

• Educate and provide outreach to schools, day care centers, landlords, residents and the medical

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community about lead poisoning

• Monitor the incidence of childhood and environmental lead poisoning and lead poisoning hazards

• Comply with the school mandate that all Pre-K, kindergarten and 1st graders living in identified "at risk" areas have documentation of lead screening on file at their school

• Promote lead-safe environments for children in Montgomery County, and

• Provide a High-Efficiency Particulate Air (HEPA) vacuum loaner service to County residents to help free homes and apartment of lead dust and hazards associated with lead-based paint.

DHCA will continue to ensure that all rental dwelling units built prior to January 1, 1978 demonstrate full compliance with all of the requirements of the Maryland Department of the Environment (MDE) Lead Poisoning Prevention Program before it issues or renews a Rental Facility License.

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

Rockville Housing Enterprises (RHE) will continue to secure a limited-lead free certificate, from the County, at unit turnover (if the unit has not been certified as lead free). RHE has also applied for a Lead Based Paid abatement grant from the U.S. Department of Housing and Urban Development.

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Actions planned to reduce the number of poverty-level families

All activities described in this Action Plan are designed with poverty reduction in mind. Programs to prevent and end homelessness help bring people and households out of poverty and into self-sufficiency. Rental assistance helps stabilize households and allow them to build savings, gain skills, and engage in other positive behaviors associated with a rise out of poverty. Public Service grants that provide households with financial education and counseling, such as the second-year grant to CASA de Maryland, Inc. to provide free tax preparation and financial education assistance to 350 low income immigrant clients and the new grant to the Montgomery County Coalition For The Homeless to provide an Employment Specialist (ES) for their Back-to-Work program, will help low-income households get out of or stay out of poverty.

Actions planned to develop institutional structure

To overcome the gap of not finding housing for persons with high housing barriers, the county provides assistance through "housing locators," who work with area landlords to identify ways to help persons

gain acceptance into units and through working in partnership with homeless providers to create additional units.

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

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

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

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

Program Specific Requirements

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

Introduction

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

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Action Plan.

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

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

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

Other CDBG Requirements

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

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

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

   DCHA effectively leverages HOME investments with private and public resources including but not limited to the following: bank loans, tax-exempt and taxable bond debt from state and local governments, land contributions from local government and private resources, developer equity investments through private resources and the sale of Low Income Housing Tax Credits and Payments in Lieu of Taxes from county and local governments.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used

for homebuyer activities as required in 92.254, is as follows:

The County uses no HOME funds for owner housing programs.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

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

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

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

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

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

   See Appendix for the ESG written guidelines.

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

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

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

   Common assessment tools are used to screen, assess & refer households to all emergency,

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transitional & permanent housing programs. The tool covers housing history, financial/social supports, health status, service needs & barriers to housing. Providers enter the assessment into HMIS to promote coordination.

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

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

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

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

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

5. Describe performance standards for evaluating ESG.

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

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

I. INTRODUCTION

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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.

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- 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

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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

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

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

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

V. TERMS FOR APPOINTMENT

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

VI. HOUSING LOAN REVIEW COMMITTEE

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

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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.

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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.

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IX. SCOPE OF PARTICIPATION

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

X. COMPLAINTS

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

XI. TECHNICAL ASSISTANCE

Technical assistance is provided to:

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

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

X. CRITERIA FOR SUBSTANTIAL AMENDMENT

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

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

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

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

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CDAC Proposed Activity Schedule

Activity Schedule
DHCA/CDAC
July 1, 2018 - June 30, 2019

All dates are approximate and subject to change

DATES	ACTIVITIES	COMMENTS
April, 2018	Public announcements for new CDAC member applicants.	Provides open and broad recruitment effort to solicit new members for the Advisory Committee.
Early July, 2018	Briefing session for prospective new CDAC members	Session designed to explain purpose and time commitment involved, and give brief overview of CDBG program and process.
July, 2018	Complete review process for new CDAC members.	Departmental staff interview applicants and make recommendations to the County Executive.
Mid - July, 2018	Proposed project applications available for distribution to applicants for CDBG and HOME Funding.	Providing applications by this date provides applicants ample time to develop a sound proposal. Prior applicants and citizens/groups who have called DHCA to inquire about availability of funds are on a mailing list.
Mid - August to Mid - September, 2018	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, 2018	Appointments to CDAC by County Executive.	County Executive makes appointments and designates Chair
By mid - September, 2018	Preliminary CDBG-funded CIP submitted to OMB.	Comply with County budget process for CIP.
Mid - September, 2018	Deadline for submitting project applications for CDBG and HOME (HOPWA funds are distributed via regional allocation).	Proposed project applications accepted by DHCA until close of business.

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DATES	ACTIVITIES	COMMENTS
Early October, 2018	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, 2018	Public Notice listing all CDAC meetings distributed to Government Centers, libraries, etc.	Provide broad dissemination of information regarding committee process.
Early October, 2018	Public hearing on community development needs and Grantee Performance.	Provides interested and affected parties an opportunity to express their needs and comment of performance.
Mid - October to December 2018	Staff and CDAC review project proposals	CDAC ranks projects and establishes funding priorities
January, 2019	Director submits CDAC recommendations on proposed projects to County Executive	Finalize budget recommendations for CDBG for County Executive consideration.
Early April, 2019	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, 2019	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, 2019	County Council approval of proposed projects.	Council reviews proposed projects to be funded.
June, 2019	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.

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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.

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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.

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

The general RRH guidelines are outlined below:

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

- Months 4 – 6
    - Prior to the end of the first three months, the participant and the Housing Advocate will review the houshold's budget together to determine if the participant can increase his/her rent responsibility to 70 or 80% of rent cost.
    - The IHP will be updated to indicate increased participant required portion and County subsidy to be paid to landlord.
    - If participant income remains zero, he/she may be responsible for a minimum payment of $50 for rent.

- Months 7 – 9 If necessary

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

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

County Rental Subsidy Termination

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

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

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