

# FFY16 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

FOR THE PRIOD JULY 1, 2016 – JUNE 30, 2017

**Community Development Block Grant  
HOME Investment Partnership Program**



**HOWARD COUNTY DEPARTMENT OF HOUSING AND  
COMMUNITY DEVELOPMENT**  
*COMMUNITY PLANNING AND GRANTS*

6751 Columbia Gateway Drive  
Columbia, Maryland 21046

DUNS # 1022547127

HOWARD COUNTY, MD - FFY2016 CAPER

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## CAPER SCHEDULE

### FFY16 Consolidated Annual Performance Evaluation Report

<b>August 24, 2017</b>	Submit Public Notice and Notice of Public Hearing to Paper to be published on August 31, 2017.
<b>August 31, 2017</b>	Public Notice and Notice of Public Hearing Published
<b>August 31, 2017</b>	CAPER Public Comment Period Begins; 15 days (August 31 – September 15, 2017)
<b>August 31, 2017</b>	Distribute CAPER Draft via Housing Department Web-site and Housing Department Office (Gateway)
<b>September 14, 2017</b>	Public Hearing Date 6 p.m. (Gateway Building, Housing Conference Room )
<b>September 15, 2017</b>	Public Comment Period Ends at 11:59.99 pm / All Public Responses due
<b>September 26, 2017</b>	Submit in IDIS and Mail CAPER documents to HUD
<b>September 28, 2017</b>	Final CAPER submission due to HUD (Housing and Urban Development)

Friday, August 04, 2017 - Internal and External Requests for Responses (Updates Sent out)

Friday, August 25, 2017 – Internal and External Response (Updates) due

## **CR-05 - Goals and Outcomes**

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

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

The FFY2016 Consolidated Annual Performance and Evaluation Report (CAPER) describes Howard County's affordable housing and community development activities carried out over the past program year running from July 1, 2016 through June 30, 2017. The CAPER also provides a community a concise breakdown of the federal funds used for activities that were undertaken during the program year and an evaluation of the County's progress of carrying out the goals and objectives as stated in the Four Year Consolidated Plan FFY 2016-2019 and the FFY2016 Annual Action Plan. Howard County is designated as an entitlement jurisdiction for two funding programs administered by the U.S. Housing and Urban Development (HUD): Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Program.

Over the past year, Howard County worked to preserve and retain the affordable housing stock through housing rehab, and to increase the availability of affordable permanent housing for persons with disabilities, special needs populations and homeless citizens in our community.

To address the complex issues contributing to homelessness in our community, the activities submitted provide a multi-faceted network of programs and support services that prevent homelessness as often as possible and coordinates care for homeless individuals and families so they may become self-sufficient as quickly as possible.

In addition to those activities, Howard County worked with income eligible residents to provide financial coaching to focus on credit score improvement and debt reduction with the goal of moving the household towards homeownership; and provided access to down payment assistance to make home purchases more affordable.

Howard Count's progress towards our Consolidated Plan goals over the last year:

- Acquired 3 units of real property with CDBG funding to create affordable housing for 3 homeless families; and acquired 3 units with HOME Program funding of real property to create 8 Single Room Occupancy (SRO) units of Recovery Housing, and through our CHDO Developer, provided stable, affordable housing to 3 extremely low-income (XLI) persons with disabilities.
- Assisted 29 households with critical repairs to their homes. The majority assisted homeowners with incomes below 50% AMI; 52% of the repairs assisted female-headed households and 41% of the repairs helped elderly homeowners remain housed in safe, decent housing.

- 185 people avoided homelessness through housing stabilization funding provided; and 162 homeless individuals accessed critical social and support services to both shelter and unsheltered homeless, and 163 victims of domestic violence/human trafficking were provided safe sheltering after fleeing situations of violence.
- Assisted 2 households with down payment loans through HOME Program and provided financial education seminars and financial coaching through the CDBG program with intention of paying down debt to move 37 individuals toward homeownership.

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

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected - Strategic Plan	Actual - Strategic Plan	Percent Complete	Expected - Program Year	Actual - Program Year	Percent Complete
AM-1 Overall Coordination	Administration, Planning, and Management	CDBG: \$ / HOME: \$	Other	Other	8	2	25.00%	2	2	100.00%
AM-2 Fair Housing	Administration, Planning, and Management	CDBG: \$	Other	Other	4	1	25.00%	1	1	100.00%

CD-1 Community Facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2000	500	500	25.00%	500	500	100.00%
CD-2 Infrastructure	Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	0	0					
CD-3 Public Services	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0	0		0	0	
CD-3 Public Services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	0		0	0	
CD-3 Public Services	Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	380	94	94	24.74%	95	94	98.95%
CD-4 Accessibility	Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	0	0					
CD-5 Public Safety	Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	0	0					

CD-6 Code Enforcement	Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	0	0							
CD-7 Clearance	Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	0	0							
CD-8 Revitalization	Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	0	0							
CD-9 Historic Preservation	Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	0	0							
ED-1 Employment	Economic Development	CDBG: \$ / HOME: \$	Other	Other	0	0							
ED-2 Financial Assistance	Economic Development	CDBG: \$ / HOME: \$	Other	Other	0	0							
ED-3 Redevelopment Program	Economic Development	CDBG: \$ / HOME: \$	Other	Other	0	0							
ED-4 Financial Incentives	Economic Development	CDBG: \$ / HOME: \$	Other	Other	0	0							

HO-1 Continuum of Care	Homeless	CDBG: \$ / HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	16	0	0	0.00%	4	0	0.00%
HO-1 Continuum of Care	Homeless	CDBG: \$ / HOME: \$	Other	Other	0	0					
HO-2 Operation/Support	Homeless	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0	0		0	0	
HO-2 Operation/Support	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	0		100	162	162.00%
HO-2 Operation/Support	Homeless	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	400	162	162	40.50%			
HO-2 Operation/Support	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0	0		0	0	
HO-2 Operation/Support	Homeless	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0	0		0	0	
HO-3 Prevention and Housing	Homeless	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	0		55	185	336.36%

HO-3 Prevention and Housing	Homeless	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	220	185	84.09%			
HO-3 Prevention and Housing	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	0	0	0	0	0	
HO-4 Housing	Homeless	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	4	3	75.00%	5	3	60.00%
HO-4 Housing	Homeless	CDBG: \$	Rental units rehabilitated	Household Housing Unit	0	0				
HO-4 Housing	Homeless	CDBG: \$	Other	Other	0	0				
HO-5 Permanent Housing	Homeless	CDBG: \$ / HOME: \$	Other	Other	0	0				
HS-1 Housing Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	128	29	22.66%	32	29	90.63%
HS-2 Rental Rehabilitation	Affordable Housing	CDBG: \$ / HOME: \$	Other	Other	0	0				
HS-3 Housing Construction	Affordable Housing	CDBG: \$ / HOME: \$	Other	Other	0	0				

HS-4 Home Ownership	Affordable Housing	HOME: \$	Homeowner Housing Added	Household Housing Unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HS-4 Home Ownership	Affordable Housing	HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	12	2	16.67%	3	2	2	16.67%	3	2	2	16.67%	3	2	66.67%
HS-5 Public Housing	Affordable Housing	CDBG: \$ / HOME: \$	Other	Other	0	0												
SN-1 Housing	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		0	0	0		0	0	0		0	0	
SN-1 Housing	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	0	0		0	0	0		0	0	0		0	0	
SN-1 Housing	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Homeless Person Overnight Shelter	Persons Assisted	400	163	40.75%	100	163	163	40.75%	100	163	163	40.75%	100	163	163.00%
SN-1 Housing	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		8	0	0		8	0	0		8	0	0.00%
SN-1 Housing	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Other	Other	8	10	125.00%											

SN-2 Social Services	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Other	Other	0	0			
SN-3 Accessibility	Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Other	Other	0	0			

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

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

**FFY2016 ACTION PLAN GOALS WITH PROJECT INFORMATION**

**COMMUNITY DEVELOPMENT PRIORITY -- (High Priority)**

**1. CD -- 1 Community Facilities**

Roger Carter - \$200,000 CDBG -- 500 people

**2. CD -- 3 Public Services**

Financial Education - \$15,000 CDBG -- 37 people  
 DV Transitional Housing - \$23,621 CDBG -- 57 people

**HOMELESS PRIORITY -- (High Priority)**

**1. HO-2 Operation /Support**

Route 1 Day Resource Center - \$47,000 CDBG -- 162 people

**2. HO-3 Prevention and Housing**

CAC Housing Stability - \$71,000 CDBG -- 185 people

**3. HO-4 Housing**

Homes for the Homeless - \$150,000 (FFY15 & FFY16) – 1 unit  
Bridges Acquisitions - \$444,938 in CDBG Program Income (PI) – 2 units

**HOUSING PRIORTY – (High Priority)**

1. **HS-1 Housing Rehabilitation**  
Rebuilding Together - \$150,000 CDBG – 29 units
2. **HS-4 Housing**  
Down Payment Assistance - \$67,069 HOME used – 2 units

**OTHER SPECIAL NEEDS PRIORITIES – (High Priority)**

1. **SN-1 Housing**  
HopeWorks – FFY16 Safehouse - \$24,000 CDBG – 63 people  
Living In Recovery - \$100,000 HOME – 8 SRO units  
IHome CHDO - \$152,997 (FFY15) – 2 units – housing 3 XLI individuals with disabilities

**ADMINISTRATION / PLANNING PRIORITY – (High Priority)**

1. **AM-1 Overall Coordination**  
CDBG Administration - \$92,953.40 (\$79, 265.52 CDBG & \$13,687.88 CDBG PI)  
HOME Administration - \$33,427
2. **AM-2 Fair Housing**  
Bridges Landlord Engagement - \$100,000 CDBG

### CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a)

	CDBG	HOME
White	1,265	8
Black or African American	1,994	1
Asian	94	2
American Indian or American Native	7	0
Native Hawaiian or Other Pacific Islander	3	1
<b>Total</b>	<b>3,363</b>	<b>12</b>
Hispanic	602	0
Not Hispanic	2,761	12

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

#### Narrative

As the chart shows, Howard County has assisted over 3300 individuals with public services, homeowner rehabilitation, homeownership assistance and the creation of affordable housing units during FFY 2016. The majority (60%) of the individuals assisted were Black or African American, which is not reflective of the data in the Consolidated Plan. The Plan shows that White persons in the 0-30%, 31-50% and 51-80% income categories have severe housing needs.

Of all the individuals assisted the majority (82%) were non-Hispanic, which is reflective of the County's overall demographics.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	1,539,259	1,314,994
HOME	HOME	334,275	353,674
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

### Narrative

During FFY2016, Howard County had \$1,873,534 in available HUD funds. The Community Development Block Grant (CDBG) allocation was \$1,034,767. The County received \$468,143.00 in Program Income (PI) and reprogrammed \$36,349 from a prior years allocation. The total amount of CDBG funding available was \$1,539,259. The total amount of available HOME funding was \$353,674. No PI was used.

For FFY2016 the total expended in CDBG funding was \$1,314,994 and the total expended in HOME funding was \$353,674. Howard County spent a combined total of \$1,668,668 in HUD funding on activities benefitting income-eligible, at-risk and vulnerable residents throughout the county.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Howard County	100	100	

Table 4 – Identify the geographic distribution and location of investments

### Narrative

All activities funded with CDBG and HOME funding were County-wide activities. Howard County has no targeted areas of investment.

## Leveraging

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

Howard County Government provides funding through its' Community Service Partnerships Grant Program (CSP). This is a local, competitive grants program administered by the Howard County Department of Community Resources and Services (DCRS). In FFY16, DCRS awarded \$7.2 million dollars in Community Service Partnership Grant funding to local agencies, a portion of which supports the Plan to End Homelessness activities for the Continuum of Care (CoC), and the Coordinated System of Homeless Services (CSHS), the CoC's coordinated assessment system.

As the Lead Agency for the CoC, DCRS also administers the following Federal and state grants:

- The Emergency Solutions Grant (ESG) funded by the Maryland Department of Housing and Community Development (federal pass through matched by State dollars);
- Service Linked Housing (SLH), Emergency and Transitional Housing and Services (ET HS), Homeless Prevention Programs (HPP) funded by the Maryland Department of Human Resources; and
- The Emergency Food and Shelter Program authorized under the McKinney-Vento Homeless Assistance Act

P.L. 100-628; and

- The Continuum of Care (CoC) Program funded by the U. S. Department of Housing and Urban Development.

Non-profits have utilized funds from private lenders to support HOME-assisted projects and the County's only CHDO has used State Bond financing when acquiring properties to house low-income disabled persons.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	6,056,424
2. Match contributed during current Federal fiscal year	263,022
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	6,319,446
4. Match liability for current Federal fiscal year	126,042
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	6,193,404

**Table 5 – Fiscal Year Summary - HOME Match Report**



Match Contribution for the Federal Fiscal Year									
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match	
583	09/22/2016	0	0	0	0	0	140,335	140,335	
597	03/17/2016	0	0	0	0	0	122,687	122,687	

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period			
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$
10,000	50,000	0	0
			Balance on hand at end of reporting period \$
			60,000

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	0	0	0			
Number	0	0	0			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8 - Minority Business and Women Business Enterprises**

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

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition</b>		
Parcels Acquired	0	0
Businesses Displaced	0	0

Nonprofit Organizations Displaced		0	0		
Households Temporarily Relocated, not Displaced		0	0		
Households Displaced	Total	Minority Property Enterprises			White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	
Number	0	0	0	0	0
Cost	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

**CR-20 - Affordable Housing 91.520(b)**

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	3
Number of Non-Homeless households to be provided affordable housing units	39	31
Number of Special-Needs households to be provided affordable housing units	1	11
<b>Total</b>	<b>40</b>	<b>45</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	3	2
Number of households supported through Rehab of Existing Units	32	29
Number of households supported through Acquisition of Existing Units	5	14
<b>Total</b>	<b>40</b>	<b>45</b>

Table 12 – Number of Households Supported

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

Under the County's Affordable Housing Goals for FFY2016, Howard County proposed to pursue the following housing activities:

- Downpayment Assistance (HOME) - 2 households
- Housing Rehabilitation (CDBG) - 32 existing homeowner units
- Acquire 5 existing units (CDBG & HOME) - 1 Special Needs unit, 1 CHDO reserve unit, 2 LMI acquisitions, and 1 HEH unit

**Howard County was successful in completing the following Affordable Goals for FFY2016:**

- Created affordable housing for fourteen (14 ) income-eligible households through funding provided to Homes for the Homeless (1 unit homeless family); Bridges to Housing Stability (2 units homeless family); Living in Recovery (8 SRO units of Recovery Housing); iHomes, Inc. (2 units – 3 XLI Special Needs Households)
- Howard County Settlement Downpayment Loan Program - 2 households
- Rehabbed twenty-nine (29) existing homeowner units to support preservation of affordable through funding provided to Rebuilding Together

**Discuss how these outcomes will impact future annual action plans.**

Howard County does not anticipate future annual action plans to be impacted and will continue to implement its affordable housing programs regardless of annual outcomes.

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

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	10	7
Low-income	16	3
Moderate-income	3	2
<b>Total</b>	<b>29</b>	<b>12</b>

**Table 13 – Number of Households Served**

**Narrative Information**

During FFY2016, the County was able to preserve 29 housing units, thus making them affordable to the existing residents by providing much need rehabilitation assistance to low to moderate income residents. This rehabilitation allowed low-income residents to remain in their homes and have much-needed upgrades made to the property free of charge.

CDBG funds were also used to stabilize households that were in need of assistance to maintain their housing and to prevent eviction.

Similarly, the County funded the acquisition of two (2) existing condominiums which allowed four individuals that have severe physical and/or psychiatric disabilities to have

decent, safe and affordable housing. HOME Program funds were used to assist two moderate income families to achieve homeownership with downpayment and closing cost assistance. The units purchased were part of the Moderate Income Housing Unit program, administered by the County. These units were sold to income eligible buyers at a cost below market rate.

Lastly, persons recovering from drug and alcohol addiction can receive the services needed to achieve and maintain sobriety. Living in Recovery used HOME Program funds to purchase an existing colonial house. With some rehabilitation work, the property was converted into an eight(8) single room occupancy units.

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

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

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

The CoC's outreach covers 100% of the County, by means of year-round Outreach and annual PITs. Year-round Outreach: ESG & PATH funded Street Outreach, Day Resource Center (open 3 day/week), Mobile Crisis Team (24/7), ACT Team (24/7) focused on taking mental health services to persons with current and past homelessness, psychiatric hospitalization, and incarceration who are unable to access services. CoC outreach and emergency shelter have SOAR trained staff engaging with literally homeless households and assist them in applying for SSI/SSDI.

Annual Activities: PIT Street Count canvasses entire geographic area for persons who are unsheltered, conducts surveys and distributes information on housing and services available in the community; Youth REACH PIT (for unaccompanied/homeless youth ages 15-26), canvasses entire geographic area for unaccompanied and homeless youth, issues paper and e-surveys, conducts public outreach and marketing with flyers, outreach cards, meetings with hospitals, schools, community college, community centers and local churches.

Coordinated Entry (CE) Cards are posted in places homeless individuals and families with children congregate and access, including DSS offices, MultiService Center (one-stop shop for support services), local public schools, prevention agencies, food pantries, local businesses and community centers. The CoC's strategy implemented ensures that all persons regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status or disability have access to CoC resources. The CoC has taken measures to provide effective communication to all persons regardless of disability or language, including a language line for persons with LEP, and accessible CE access points for persons with disabilities.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Howard County's Outreach efforts seek to address the short and long-term housing and sheltering needs of persons living in unsheltered environments. In addition to Outreach efforts, Howard County has a variety of emergency and transitional housing programs to address the immediate need for shelter and services for persons who are living in an unsheltered situation.

- Day Resource Center (DRC): The DRC is primarily volunteer run and recruits from a large pool of committed faith groups in Howard County. Every day the DRC is open, they have about 20 volunteers providing meals, laundry assistance, greeters, food and clothing pantry, medical treatment, and meal clean up. The DRC connects literally homeless persons with primary emergency shelter and cold weather sheltering programs.
- Cold Weather and Emergency Sheltering Programs: There are a variety of programs in Howard County that provide shelter during the year, and a few weather-related shelter options open

only during cold months. These programs include: Cold Weather Shelter (rotating between churches November - March), Code Blue sheltering during cold-weather emergencies, Motel Shelter (up to 3 households at a time year-round), and the primary Emergency Shelter at Grassroots Crisis Intervention Center (51-bed, families with children, single men/women, year-round).

- Domestic Violence Sheltering Program: HopeWorks of Howard County, Inc. provides emergency shelter and long-term safe houses for households and individuals fleeing domestic violence, sexual assault and human trafficking. HopeWorks is also piloting one of the CoC's Rapid Rehousing programs, to quickly and safely link emergency shelter residents to affordable permanent housing.

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

The CoC is working to increase the stock in housing options for persons experiencing homelessness to ensure persons exiting health care institutions are not discharged into homelessness whether they are literally homeless or at-risk. Currently, the CoC has the following programs and partnerships to help persons who are discharged from institutions avoid homelessness:

- The Health Dept. provides substance abuse treatment and works with persons on a rehousing plan upon exiting inpatient programs.
- Grassroots Crisis Intervention Center, Inc. (emergency shelter) and HopeWorks of Howard County, Inc. (domestic violence shelter) work closely with the local hospital on homeless and DV persons who are in treatment at the hospital to ensure they are connected to safe shelter or housing upon leaving.
- The Howard County Department of Corrections has been an active partner in the CoC and has been awarded Rapid Rehousing ESG grants, Street Outreach and are in the process of opening an Emergency/Transitional Shelter for persons leaving detention to integrate back into the community.
- The Howard County Department of Social Services (DSS) is an active partner in the CoC for youth aging out of foster care, and has been a pivotal partner in efforts to identify the number of unaccompanied homeless youth (and those at-risk) and plan towards building partnerships and programs to meet their needs upon aging out of foster care.
- The Community Action Council of Howard County, Inc., is the county's primary prevention agency and provides eviction prevention for households who are extremely low and low-income and facing potential homelessness through eviction proceedings. Notably, CAC has a variety of in-house programs including Head Start and the local Food Bank and refer all households presenting for assistance to their in-house programs. CAC also refers to the CoC's coordinated entry points for households with more intensive needs related to housing stability

and homelessness.

The CoC was awarded Planning funds to update the Plan to End Homelessness, where it is identified to bolster the CoC's coordination with all institutions to ensure discharge to homelessness is not an option.

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

The CoC seeks to help homeless persons make the transition to permanent and independent living by:

1. Shortening the length of time individuals and families remain homeless by: Providing local funding to agencies for rehousing activities to quickly house literally homeless households; establishing a by-name list and tracking households' length of time homeless; identifying households from the by-name list with the longest length of time homeless, and ranking by length of time (and severity of service need); conducting Housing First training; hearing from providers that the lack of financial resources is the main barrier to shortening households' length of time homeless; funding a Housing Locator to identify housing for households to shorten their length of time not in permanent housing or independent living by moving them into housing quickly.
2. In the past, the CoC's strategies for moving persons to affordable permanent housing units included using the landlord guarantee program, a Housing locator and adding local subsidies. However, over the past year, the CoC has recognized these are insufficient alone to improve exits to permanent housing. The CoC is shifting to incorporate rapid rehousing into the housing interventions for homeless individuals and families to increase access to housing from homelessness. The CoC was awarded Rapid Rehousing funds from FFY15-ESG, starting in spring 2017. Additional strategies for households to attain/retain permanent housing include: landlord mediation for persons residing in any PH program (CoC/local), and providing local funding for client supports so households are able to retain their housing upon placement.
3. The CoC's strategies for preventing individuals and families who were recently homeless from becoming homeless again include: households who report previous homelessness receive higher priority for referral into coordinated system; Making Change, Inc. (financial counseling) conducts follow up calls to inquire if households who have exited are currently housed/employed; if households are identified as "returned to homelessness," the household is quickly reconnected to the coordinated system. Strategies the CoC will begin using include: CoC and HMIS leads are restructuring community reports to track entry/exits to and from homelessness; shifting local funds to increase rapid rehousing programs to ensure those exiting homelessness are identified if returning to homelessness, and are immediately connected to supports to reduce returns to homelessness.

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

**Actions taken to address the needs of public housing**

The Howard County Housing Commission no longer has any Public Housing units. All 50 Public Housing units were converted to Project Based Vouchers in December of 2015.

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

The Howard County Housing Commission no longer has any Public Housing units. All 50 Public Housing units were converted to Project Based Vouchers in December of 2015.

**Actions taken to provide assistance to troubled PHAs**

This does not apply.

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

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

Howard County continued to work both locally as well as regionally to improve public opinion and public policy which create barriers to affordable housing. Howard County along with Baltimore City, Anne Arundel, Baltimore, and Harford County fund a portion of the salary for a Housing Policy Coordinator who is responsible with coordinating and guiding the implementation of the regional initiatives to address identified potential impediments to Fair Housing Choice. Due to space restriction, the following initiatives are some that the Baltimore Regional Fair Housing Implementation Plan collaborative worked on in FFY2016:

### FY 2017 Highlights

- Six public housing agencies (PHAs), the Baltimore Regional Housing Partnership (BRHP), and Baltimore Metropolitan Council (BMC) issued first request for proposals for new Baltimore Regional Project-Based Voucher (PBV) Program and awarded first 16 vouchers to Dorsey Overlook, LLLP for a new mixed-income development in Ellicott City.
- New web page on BMC site describes new Regional PBV Program.
- BMC staff talked with 14 affordable housing developers and 35 multifamily property owners to get feedback on 2016 RFP.
- BMC and Regional PBV Program issued a revised RFP on May 8, 2017. Like the 2016 RFP, it applies to new construction and substantial rehabilitation, but, unlike the 2016 RFP, it is no longer tied to the Low Income Housing Tax Credit process.
- Five county-level jurisdictions, four PHAs, and BMC signed a new Baltimore Region Rental Home Affordability Preservation Policy in November 2016. Regional Affordability Preservation Task Force held its first meeting April 12, 2017.
- BMC refined its affordable housing database with Low Income Housing Tax Credit information from the Maryland Department of Housing and Community Development (DHCD) and data from local jurisdictions and PHAs.
- Fair Housing Group continued to monitor Maryland Department of Housing and Community Development (DHCD) allocation of Low Income Housing Tax Credits. While family opportunity share of Baltimore-area 9% Low Income Housing Tax Credits (LIHTC) went up sharply in the 2016 round, from 15% to 69%, the overall Baltimore-area share of statewide tax credits awarded went down sharply, from 68% to 35%. Rural jurisdictions that contain 15% of Maryland's low income population received 54% of the tax credits awarded in the 2016 round.
- Fair Housing Group, working with fair housing and disability stakeholders, suggested edits to DHCD multifamily development forms and applications designed to make DHCD's affirmative fair housing marketing requirements clearer to LIHTC applicants and awardees. Suggestions include improving MdHousingSearch.org as an online search tool for low-income families and an affirmative fair housing marketing tool for developers, jurisdictions, and PHAs.
- Continued housing-transportation collaboration through briefing of Housing Committee in October 2016 by then-MTA planning director Kevin Quinn rearding proposed BaltimoreLink bus line changes.

- Consulted with Metro Washington Council of Governments (WashCOG) and Atlanta Regional Commission regarding plan to conduct a Regional Assessment of Fair Housing (AFH) under the new HUD affirmatively furthering fair housing rule.
- Updated AI Implementation Plan and Fair Housing Group jurisdictions used it to inform local Annual Plans and to report progress through Consolidated Annual Performance and Evaluation Reports (CAPERs).
- Housing Committee continued to meet with stakeholders for interaction and cooperation regarding implementation of Fair Housing Action Plan.

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

The most common housing problem in Howard County is housing affordability. The need for accessible, decent, safe, and sanitary affordable housing exceeds the supply of housing; especially for cost-burdened and low-income (6,039 households with a housing problem), very low-income (5,265 households with a housing problem), and extremely low-income (4,330 households with a housing problem) households in the County.

Howard County continued to partner with and provide funding to local nonprofits for the development of affordable housing to create housing opportunities for the income-eligible households and special needs populations throughout the county. Howard County worked on the following strategies during the program year:

- Continued to support efforts to create affordable housing through funding provided to Homes for the Homeless (1 unit homeless family); Bridges to Housing Stability (2 units homeless family); Living in Recovery (8 SRO units of Recovery Housing); IHomes, Inc. (2 units – 3 XLI Special Needs Households); and Howard County Settlement Downpayment Loan Program (2 units)
- Continue to support preservation of affordable housing through funding provided Rebuilding Together to provide assistance to low-income homeowners to remain in their homes (29 units)

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

The Howard County Health Department continues to follow children under the age of 6 with blood lead levels of 5mcg/dL and above. In March 2016, Maryland implemented the Lead-Free Maryland Kids campaign and the updated clinical requirements for blood lead testing of children. The entire state of Maryland is now considered "at risk" for lead exposure for children born on or after 1/1/15. As a result, all children born on or after 1/1/15 must be tested for lead at ages 12 and 24 months. Children born before 1/1/15 should continue to be managed according to the 2004 Lead Targeting Plan (which defines specific areas of the State as "at risk"). Healthcare providers are responsible for ordering blood lead levels for their patients who do not meet the updated clinical requirements based on the recommended guidelines, as determined by performing the Lead Risk Assessment Questionnaire, clinical assessment, developmental screening, physical exam, evaluating nutritional status and educating the parent or guardian about lead hazards. Patients can be tested in a provider's office, if testing is available, or they can receive a provider order for a lab test to be completed at a clinical laboratory. In Maryland, all blood lead tests for children are reported to the Childhood Lead Registry, based at the Maryland Department of the Environment (MDE). MDE then notifies the Howard County Health of blood lead levels of 5mcg/dL and above. The Nurse Case Manager assists in supporting the child's health care provider with coordination of follow-up care for all blood lead levels of 5 and above, and coordinates environmental

home inspections in blood lead levels of 10 or above.

For this fiscal year, 35 children under the age of 6 tested with blood lead levels between 5-9 mcg/dL. A total of 8 children under the age of 6 tested with a blood lead level of 10 or above. Where home inspections were completed, lead was identified in various imported spices, cookware, and cosmetic powders. Within the next two months, the Howard County Health Department will be widely distributing an updated brochure that addresses these specific concerns.

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

Howard County's anti-poverty strategy is based on addressing factors that cause poverty. Poverty is realized when a household's basic needs for food, clothing and shelter are not being met. Poverty is a function of income stability, which is related to a number of other factors such as access to affordable housing, rental assistance, homelessness prevention, emergency food and shelter, health care, children's services, job training and employment development, and transportation. Through partnering with non-profits in our community Howard County implemented the following strategies:

- Continued to support efforts to create affordable housing through funding provided to Homes for the Homeless (1 unit homeless family); Bridges to Housing Stability (2 units homeless family); Living in Recovery (8 SRO units of Recovery Housing); IHomes, Inc. (2 units – 3 XLI Special Needs Households); and Howard County Settlement Downpayment Loan Program (2 units)
- Continue to support preservation of affordable housing through funding provided to Rebuilding Together allowing low-income homeowners to remain in their homes (29 units)
- Continued to support housing stability for income-eligible families through funding provided to the Community Action Council of Howard County (185 people)
- Continued to support programs providing emergency and transitional housing through funding provided to HopeWorks (185 people)
- Continued to support homeless service providers that connect Howard County homeless residents to housing and services to help stabilize them as they transition to self-sufficiency through funding provided to Grassroots Crisis Intervention Center (162 people)
- Continued to support programs that build household self-sufficiency through funding provided to Making Change financial education seminars and financial coaching for income-eligible Howard County residents (37 people)

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

In FFY2016, Howard County funded 12 non-profit partners with CDBG and HOME funding to support the various missions of developing or preserving affordable housing or providing critical services to at-risk populations.

- Public service funding for homeless residents and families fleeing violence; and families in crisis trying to sustain their housing
- Bridges Landlord Engagement Program breaking down barriers to housing for extremely hard to serve homeless; and
- Rebuilding Together was able to complete rehab projects year-round

Additionally, Howard County Government provides funding through its' Community Service Partnerships

Grant Program (CSP). This is a local, competitive grants program administered by the Howard County Department of Community Resources and Services (DCRS). In FFY16, DCS awarded \$ 7,214,693 in Community Service Partnership Grant funding to local agencies, a portion of which supports the Plan to End Homelessness activities for the Continuum of Care (CoC), and the Coordinated System of Homeless Services (CSHS), the CoC's coordinated assessment system.

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

Howard County Departments, Committees and Boards focused on coordinating housing and social service resources in the county:

- The **Howard County Department of Housing and Community Development (DHCD)** functions as the lead agency for community development and affordable housing programs in Howard County. As the lead agency, the Community Planning and Grants Division plans, administers and implements the federally funded Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Program. Each year, as a part of the CDBG and HOME application process, local agencies/organizations are invited to submit proposals for grant eligible activities and to participate in the consultation process through attending a public hearing or responding directly to the correspondence or survey. DCRS staff participate in the development of the Needs Hearings, and the annual application process for CDBG and HOME Program funding to ensure continuity in funding priorities.
- The **Howard County Department of Community Resources and Services (DCRS)** is the lead agency for both the Howard County CoC and HMIS. DCRS receives CoC funding on behalf of Howard County Government, and works with partner agencies to further the goals of HUD. DCRS prepares and submits the CoC Collaborative Application to HUD. The DCRS staffs the Homeless Services Steering Committee. The committee provides a forum for discussing the Plan to End Homelessness, educating the community on homeless issues, eliciting input on the operations of homeless services and programs, and advocates on federal, state, and county levels regarding issues affecting homelessness and at-risk of homelessness.
- **Howard County Coordinated System of Homeless Services (CSHS)** is a network of community services and supports coordinating efforts to end homelessness in Howard County through the Continuum of Care. The goals of the system are to efficiently use community resources to reduce the number of homeless families and individuals, reduce the number of newly homeless, shorten the length of homeless episodes, and reduce the number of returns to homelessness. CSHS is comprised of 15 service providers and government agencies which offer resources to households in need, to prevent loss of stable housing or regain housing that has been lost.
- The **Board to Promote Self-Sufficiency** was created in 2008 to act as a planning and coordinating body for initiatives that promote the economic stability of individuals and families and reduce the incidence of poverty in Howard County. The Board envisions a community where those in need have the opportunities and pathways for getting ahead. The Board meets each month. Board members include key stakeholders from both the public and private sectors. Examples of the partners serving on the committee are: Community Action Council of Howard County, Department of Social Services, Association of Community Services, Howard County

General Hospital, Howard County Department of Corrections, Grassroots Crisis Intervention Center, HopeWorks of Howard County, Howard County Department of Housing and Community Development, Howard County Department of Resources and Services.

- The **Howard County Local Children's Board** is comprised of public and private members working collaboratively to ensure a strong continuum of services for families and children in our community. Also known as the Local Management Board, there is a functioning board in all 24 jurisdictions in Maryland that work in partnership with the Governor's Office for Children to ensure children grow up healthy, secure and successful.

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

Howard County used CDBG funding for the following fair housing activity:

**Bridges to Housing Stability – Landlord Engagement** will use CDBG funding for a fair housing initiative that is aimed at engaging private landlords to rent to income-eligible Howard County households with high housing barriers through education and outreach.

**Additionally**, the Howard County Office of Human Rights (OHR) has the responsibility for enforcing the Fair Housing Section of the Howard County Code. OHR works closely with housing providers and those seeking housing to educate them about the provision of the Code. OHR investigates allegations of housing discrimination prior to the complainant filing an official housing discrimination charge. As a procedure, mediation is offered to all parties once a complaint is filed and settlement discussions are always appropriate through the investigation. If no settlement is reached, the Office of Human Rights accepts, investigates and responds to all allegations of discrimination (on the basis of race, religion, color, national origin, physical or mental disability, sex, age, occupation, marital status, political opinion, sexual orientation, personal appearance, familial status or source of income and gender identity) in housing.

- 26 housing discrimination cases filed
- 24 housing cases were closed
- 18 sources of Income cases investigated
- Maintained staff member on the Regional Fair Housing Group

## **CR-40 - Monitoring 91.220 and 91.230**

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

The Department continued to strengthen its programs through the ongoing development of policies and procedures. The Division of Community Planning and Grants Management facilitates the administration of the CDBG and HOME Programs through ongoing, consistent application of procedures put in place to ensure the program requirements are met. Through desk audits, program reporting reviews, maintaining contact with grant recipients and by providing technical assistance when needed, the Division keeps both programs performing with expected outcomes in a timely manner.

In the area of sub-recipient management, applications for funding are received on an annual basis from nonprofit organizations. The applications are graded and approved or denied by the Grant Review Committee (GRC). Applications are reviewed against the goals and objectives identified in the Consolidated Plan to determine the project's impact on the community. All applicants ensure that eligible activities meet the requirements of the applicable federal regulations. Organizations receiving funding under the CDBG and HOME programs are obligated to provide both programmatic and fiscal reports to ensure that activities are being carried out in the manner prescribed in Grant and Subrecipient Agreement Statements of Work. Quarterly, reports, on-site monitoring and technical assistance visits along with regular communication, provide an opportunity to observe the effectiveness of project/ service delivery. All organizations submitting applications for CDBG and HOME funding are required to submit the most recent copy of their organization's audit report. The County is required to conduct an annual single audit, which is performed by an independent auditor, to ensure fiscal accountability.

In FFY2016 the Howard County updated its HOME Program Policy and Procedure guide, which is now available on the County's website for subrecipients to access.

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

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

In accordance with federal requirements, Howard County's Consolidated Annual Performance Report submission was released for a fifteen (15) day public comment period commencing on August 31, 2017 and continuing through September 15, 2017. A public hearing was held at the Department of Housing and Community Development on Thursday, September 14, 2017. The public hearing was advertised in The Howard County Times and Columbia Flier on Thursday, August 31, 2017. The public hearing provides residents with an opportunity to discuss the programs and to offer their suggestions on future program priorities.

A "Draft CAPER" was placed on display at the Department of Housing and Community Development, 6751 Columbia Gateway Drive, 3rd Floor, Columbia, MD 21046 from August 31, 2017 until September 15, 2017 for review and comment. The advertisement was also published on the Department's webpage and the Draft CAPER was maintained on the Department website throughout the 15-Day Comment Period.

**CR-45 - CDBG 91.520(c)**

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

Howard County made no changes to our program objective over the past program year.

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

No

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

## **CR-50 - HOME 91.520(d)**

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

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

Of the 74 HOME-assisted rental units in the County, per the final HOME rule and §92.504(d) the following projects were due for an on-site inspection during FFY2016;

1. Cottages at Greenwood
2. Heritage Housing Partnership
3. iHomes Inc- Donald Ave. Project
4. Bickley House
5. Waystation Inc. 6051 Rock Glen Ave.

Cottages at Greenwood - All residents were monitored remotely and asked to submit proof of residency and complete a self-certification form. All but one of the nine residents responded. Even though reasonable accommodations were made to reach out to one resident, fluent in Haku Chin and English is a second language, no responses.

iHomes Inc. is currently the only certified CHDO in the County, iHomes owns and manages 3-HOME assisted projects. Only one project was eligible to be monitored, two single family units used to house a total of seven (7) adults who have physical and psychiatric disabilities. iHomes Inc. partners with Humanim Inc. for supportive services. To affirmatively market its units, iHomes places all of its existing tenants on its waiting list as a way to avoid having its current tenants without a "bed" should that State funding no longer be available for residential services. The County's staff feels comfortable with this methodology and recognizes it places the highest regard for existing tenants and prevents these vulnerable individuals from being displaced.

The Bickley House was acquired with HOME program funds in the last program year. During the monitoring visit, it was determined that the property had not yet been occupied. This forced the County to administer a robust timeline for project completion. The Housing Commission must commit to abiding by the timeline and completing the project in a timely manner. Should the Housing Commission not adhere to the timeline and ensure occupancy, then HOME Program funds must be repaid. The County has been working to avoid repayment by providing technical assistance to the Housing Commission, and checking in on a monthly basis.

Monitoring of Heritage Housing Partnership and Waystation Inc projects did not reveal any findings.

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

There are three components of the County's affirmative marketing activities, which are applied to all programs and not just those programs funded by HUD.

1. Outreach regarding program design and administration;
2. Marketing of programs operated by the County; and
3. Marketing of activities operated by sub-recipients.

#### **Outreach regarding program design and administration**

In keeping with the County's Citizen Participation Plan, notices of the Annual Action Plan, public hearings, and other public notices are placed on the County's website and in the local newspaper. The Department of Housing and Community Development administers the settlement and downpayment program for the County and will be printing materials in Korean in the near future as there is a significant Korean population in the County. Eligible homebuyers will receive SDLP funds from the HOME Program's FFY 2016 allocation.

#### **Marketing of programs operated by the County**

Language barriers can be an impediment to accessing affordable housing of choice. Howard County has procedures in place to assist residents that speak English "less than very well." Such policies are that phone calls can be handled through a third party that provides verbal translation services for many different languages; as well as translate correspondences to the residents as needed. Accommodations are also made for persons that are deaf, hard of hearing or blind.

#### **Marketing of activities operated by sub-recipients**

Through sub-recipient monitoring, Howard County staff ensures that HOME Program units are affirmatively marketed. All sub-recipients certify that their affirmative marketing plan is aligned with the requirements of 24CFR 92.351(b). All HOME-assisted projects that are monitored provide, updates in the marketing plan for the County to ensure that HOME-assisted units are equitably available to all income -eligible residents.

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

Howard County did not utilize program income in FFY2016 for HOME-assisted projects.

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

In FFY2016, Howard County worked with non-profits such as Rebuilding Together, Howard County. This nonprofit used CDBG funding to provide free home repairs to low and moderate income homeowners to preserve the stock of safe, affordable single family homes in Howard County. Rebuilding Together clients include veterans, people with disabilities, families with small children and the elderly. This project

served 29 households in Howard County in FFY16.

Howard County is also embarking upon a new rehabilitation program utilizing County funds to help Howard County residents that earn up to 80% of the *Howard County median income* to make home repairs. These home repairs will ensure that residents can remain in their homes and make modifications that will allow them to age in place. The Reinvest, Renovate and Restore Program will be launched later this year.

Thirdly, the Department of Housing and Community Development staff has undertaken the task of reviewing and surveying existing County owned property and /or vacant land for future affordable housing projects. A SWOT ( Strengths, Weaknesses, Opportunities, and Threats) analysis was done for 17 properties. This task involved researching the existing zoning, nearby amenities, flood plain determination, the existing poverty rate and potential use for the site. Howard County is determined to find unique ways to create affordable housing projects as well as create partnerships with area nonprofits to meet the demand for decent and safe affordable housing units.

**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	35,281.77
02 ENTITLEMENT GRANT	1,034,767.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	16,449.63
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	468,143.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	1,554,641.40

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,301,195.41
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	1,301,195.41
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	210,783.18
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	2,813,174.00
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	(1,258,532.60)

**PART III: LOWMOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	1,272,262.41
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	1,272,262.41
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	97.78%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

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

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	203,126.28
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	203,126.28
32 ENTITLEMENT GRANT	1,034,767.00
33 PRIOR YEAR PROGRAM INCOME	124,058.03
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	1,158,825.03
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	17.53%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	210,783.18
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 + LINE 40)	210,783.18
42 ENTITLEMENT GRANT	1,034,767.00
43 CURRENT YEAR PROGRAM INCOME	16,449.63
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	1,051,216.63
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	20.05%

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

Report returned no data.

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

Report returned no data.

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

Plan Year	IDIS Project	IDIS Activity	voucher Number	Activity Name	matrix Code	National Objective	Drawn Amount
2015	2	572	5970890	CAC / Food Bank	01	LMC	\$150,000.00

2016	5	587	6006057	FFY16 Homes for the Homeless	01	LMC	\$150,000.00
2016	6	593	5989030	FFY16 Bridges Properties Acquisition	01	LMC	\$223,485.77
2016	6	593	5993916	FFY16 Bridges Properties Acquisition	01	LMC	\$221,452.41
					<b>01</b>	<b>Matrix Code</b>	<b>\$744,938.18</b>
2016	4	586	5989030	FFY16 Safehouse	03C	LMC	\$24,000.00
					<b>03C</b>	<b>Matrix Code</b>	<b>\$24,000.00</b>
2011	9	562	5989030	Roger Carter Center	03F	LMA	\$98,492.48
2011	9	562	6032570	Roger Carter Center	03F	LMA	\$98,492.48
					<b>03F</b>	<b>Matrix Code</b>	<b>\$196,984.96</b>
2015	3	575	5946151	Grassroots/Rt. 1 Day Resource Center	03T	LMC	\$12,382.24
2016	8	588	5970890	FFY16 Rt. 1 Day Resource Center	03T	LMC	\$12,077.76
2016	8	588	6006057	FFY16 Rt. 1 Day Resource Center	03T	LMC	\$12,067.20
2016	8	588	6032570	FFY16 Rt. 1 Day Resource Center	03T	LMC	\$12,342.43
					<b>03T</b>	<b>Matrix Code</b>	<b>\$48,869.63</b>
2016	9	589	5980149	FFY16 Financial Education (MIHU)	05	LMC	\$3,800.00
2016	9	589	6006057	FFY16 Financial Education (MIHU)	05	LMC	\$3,900.00
2016	9	589	6032570	FFY16 Financial Education (MIHU)	05	LMC	\$3,600.00
					<b>05</b>	<b>Matrix Code</b>	<b>\$11,300.00</b>
2015	3	576	5946151	Hope Works/Transitional Housing	05G	LMC	\$4,911.30
2016	10	590	5980149	FFY16 Transitional Housing	05G	LMC	\$5,919.27
2016	10	590	6006057	FFY16 Transitional Housing	05G	LMC	\$7,784.24
2016	10	590	6032570	FFY16 Transitional Housing	05G	LMC	\$4,515.63
					<b>05G</b>	<b>Matrix Code</b>	<b>\$23,130.44</b>
2015	3	577	5946151	CAC/Homelessness Prevention	05Q	LMC	\$58,101.05
2016	11	591	6006057	FY16 Housing Stability	05Q	LMC	\$38,257.15
2016	11	591	6032570	FY16 Housing Stability	05Q	LMC	\$23,468.01
					<b>05Q</b>	<b>Matrix Code</b>	<b>\$119,826.21</b>
2016	7	596	6032570	FFY16 Year Round Home Repair	14A	LMH	\$87,781.62
2016	7	596	6053773	FFY16 Year Round Home Repair	14A	LMH	\$15,431.37
					<b>14A</b>	<b>Matrix Code</b>	<b>\$103,212.99</b>
<b>Total</b>							<b>\$1,272,262.41</b>

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

Plan Year	IDIS Project	IDIS Activity	voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	3	575	5946151	Grassroots/Rt. 1 Day Resource Center	03T	LMC	\$12,382.24
2016	8	588	5970890	FFY16 Rt. 1 Day Resource Center	03T	LMC	\$12,077.76
2016	8	588	6006057	FFY16 Rt. 1 Day Resource Center	03T	LMC	\$12,067.20
2016	8	588	6032570	FFY16 Rt. 1 Day Resource Center	03T	LMC	\$12,342.43
					<b>03T</b>	<b>Matrix Code</b>	<b>\$48,869.63</b>
2016	9	589	5980149	FFY16 Financial Education (MIHU)	05	LMC	\$3,800.00
2016	9	589	6006057	FFY16 Financial Education (MIHU)	05	LMC	\$3,900.00
2016	9	589	6032570	FFY16 Financial Education (MIHU)	05	LMC	\$3,600.00
					<b>05</b>	<b>Matrix Code</b>	<b>\$11,300.00</b>
2015	3	576	5946151	Hope Works/Transitional Housing	05G	LMC	\$4,911.30
2016	10	590	5980149	FFY16 Transitional Housing	05G	LMC	\$5,919.27
2016	10	590	6006057	FFY16 Transitional Housing	05G	LMC	\$7,784.24
2016	10	590	6032570	FFY16 Transitional Housing	05G	LMC	\$4,515.63
					<b>05G</b>	<b>Matrix Code</b>	<b>\$23,130.44</b>
2015	3	577	5946151	CAC/Homelessness Prevention	05Q	LMC	\$58,101.05
2016	11	591	6006057	FY16 Housing Stability	05Q	LMC	\$38,257.15
2016	11	591	6032570	FY16 Housing Stability	05Q	LMC	\$23,468.01
					<b>05Q</b>	<b>Matrix Code</b>	<b>\$119,826.21</b>
<b>Total</b>							<b>\$203,126.28</b>

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

Plan Year	IDIS Project	IDIS Activity	voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	1	584	5970890	FFY16 CDBG Project Administration	20		\$196.09
2016	1	584	5980149	FFY16 CDBG Project Administration	20		\$21,177.32
2016	1	584	5985634	FFY16 CDBG Project Administration	20		\$2,025.00
2016	1	584	6006057	FFY16 CDBG Project Administration	20		\$15,917.02
2016	1	584	6032570	FFY16 CDBG Project Administration	20		\$39,095.72
2016	1	584	6053773	FFY16 CDBG Project Administration	20		\$352.08
					<b>20</b>	<b>Matrix Code</b>	<b>\$78,763.23</b>
2015	1	571	5946151	FFY15 CDBG Program Coordination	21A		\$57,230.89
					<b>21A</b>	<b>Matrix Code</b>	<b>\$57,230.89</b>
2016	2	585	5980149	FFY16 Landlord Engagement	21D		\$22,649.95
2016	2	585	6006057	FFY16 Landlord Engagement	21D		\$24,341.84
2016	2	585	6032570	FFY16 Landlord Engagement	21D		\$27,797.27
					<b>21D</b>	<b>Matrix Code</b>	<b>\$74,789.06</b>
<b>Total</b>							<b>\$210,783.18</b>

# Annual Performance Report HOME Program

U.S. Department of Housing  
and Urban Development  
Office of Community Planning  
and Development

OMB Approval No. 2506-0171  
(exp. 8/31/2009)

Public reporting burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

This form is intended to collect numeric data to be aggregated nationally as a complement to data collected through the Cash and Management Information (C/MI) System. Participants should enter the reporting period in the first block. The reporting period is October 1 to September 30. Instructions are included for each section if further explanation is needed.

Submit this form on or before December 31.	This report is for period (mm/dd/yyyy)		Date Submitted (mm/dd/yyyy)
Send one copy to the appropriate HUD Field Office and one copy to: <b>HOME Program, Rm 7176, 451 7th Street, S.W., Washington D.C. 20410</b>	Starting 07/01/2016	Ending 06/30/2017	09/28/2017

## Part I Participant Identification

1. Participant Number M-16-UC-24-0203	2. Participant Name Howard County Department of Planning and Community Development		
3. Name of Person completing this report Nkechi M. Animashaun		4. Phone Number (Include Area Code) 410-313-3693	
5. Address 6751 Columbia Gateway Drive	6. City Columbia	7. State MD	8. Zip Code 21046

## Part II Program Income

Enter the following program income amounts for the reporting period: in block 1, enter the balance on hand at the beginning; in block 2, enter the amount generated; in block 3, enter the amount expended; and in block 4, enter the amount for Tenant-Based rental Assistance.

1. Balance on hand at Beginning of Reporting Period \$10,000	2. Amount received during Reporting Period \$50,000	3. Total amount expended during Reporting Period \$0.00	4. Amount expended for Tenant-Based Rental Assistance \$0.00	5. Balance on hand at end of Reporting Period (1 + 2 - 3) = 5 \$60,000.00
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## Part III Minority Business Enterprises (MBE) and Women Business Enterprises (WBE)

In the table below, indicate the number and dollar value of contracts for HOME projects completed during the reporting period.

	a. Total	Minority Business Enterprises (MBE)			f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	
<b>A. Contracts</b>					
1. Number	0				
2. Dollar Amount	\$0.00				
<b>B. Sub-Contracts</b>					
1. Number	0				
2. Dollar Amount	\$0.00				
	a. Total	b. Women Business Enterprises (WBE)	c. Male		
<b>C. Contracts</b>					
1. Number	0				
2. Dollar Amount	\$0.00				
<b>D. Sub-Contracts</b>					
1. Number	0				
2. Dollar Amounts	\$0.00				

**Part IV Minority Owners of Rental Property**

In the table below, indicate the number of HOME assisted rental property owners and the total dollar amount of HOME funds in these rental properties assisted during the reporting period.

	a. Total	Minority Property Owners			f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	
1. Number	0				
2. Dollar Amount	\$0.00				

**Part V Relocation and Real Property Acquisition**

Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition. The data provided should reflect only displacements and acquisitions occurring during the reporting period.

	a. Number	b. Cost	Minority Business Enterprises (MBE)			f. White Non-Hispanic
Households Displaced	a. Total		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	e. Hispanic
1. Parcels Acquired	0	\$0.00				
2. Businesses Displaced	0	\$0.00				
3. Nonprofit Organizations Displaced	0	\$0.00				
4. Households Temporarily Relocated, not Displaced	0	\$0.00				
5. Households Displaced - Number	0					
6. Households Displaced - Cost	\$0.00					



IDIS - PR27

**Program Income (PI)**

Program Year	Total Receipts	Amount Suballocated to PA	Amount Committed to Activities	% Committed	Net Disbursed	Disbursed Pending Approval	Total Disbursed	% Disbursed
2003	\$182,477.00	N/A	\$182,477.00	100.0%	\$182,477.00	\$0.00	\$182,477.00	100.0%
2004	\$34,998.00	N/A	\$34,998.00	100.0%	\$34,998.00	\$0.00	\$34,998.00	100.0%
2005	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2006	\$25,625.00	N/A	\$25,625.00	100.0%	\$25,625.00	\$0.00	\$25,625.00	100.0%
2007	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2008	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2009	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2010	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2011	\$0.00	N/A	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2012	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2013	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2014	\$10,000.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2015	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
2016	\$50,000.00	\$0.00	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	0.0%
<b>Total</b>	<b>\$303,100.00</b>	<b>\$0.00</b>	<b>\$243,100.00</b>	<b>80.2%</b>	<b>\$243,100.00</b>	<b>\$0.00</b>	<b>\$243,100.00</b>	<b>80.2%</b>