

**THE CITY OF FREDERICK  
MAYOR AND BOARD OF ALDERMEN**

**RESOLUTION NO: 20-13**

**A RESOLUTION** concerning

Amendment to the Community Development Block Grant 2019 Annual Action Plan

**BACKGROUND**

The City of Frederick receives an annual Community Development Block Grant (CDBG) award from the U.S. Department of Housing and Urban Development (HUD). In connection with such funding, and pursuant to certain requirements imposed by federal law, the Board of Aldermen on May 2, 2019 via Resolution No. 19-05 adopted the 2019 Annual Action Plan for program year 2019 (July 1, 2019 – June 30, 2020). The 2019 Annual Action Plan describes how funds will be spent to meet community needs for affordable housing and poverty reduction. Such plan was amended on February 20, 2020 via Resolution No. 20-03 for the purpose of adding a new program regarding acquisition for affordable housing.

Supplemental CDBG funding for grants to prevent, prepare for, and respond to coronavirus has been made available by the Federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). Pursuant thereto, the City has been awarded grant funding in the amount of \$243,423 for use as part of its CDBG program. In order to utilize such funding, the Board of Aldermen wishes to amend the 2019 Annual Action Plan to incorporate the addition of a utility assistance program to be administered by the Frederick Community Action Agency's Office of Housing Energy Programs. The new program will provide to income-eligible city residents funds for electric and gas utilities at risk of termination due to financial hardship from the impacts of the coronavirus.


In developing the aforementioned amendment, the City has adhered to all applicable public participation requirements.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF FREDERICK** that the amended 2019 Annual Action Plan, attached hereto as Exhibit A and incorporated herein by this reference, is hereby adopted for the purpose of indicating funding for the project known as "2019-12 Utility Grant Assistance Program". The addition of such project is the only difference between the 2019 Annual Action Plan, as previously amended by Resolution No. 20-03, and the version hereby adopted.

**ADOPTED AND APPROVED THIS 2<sup>ND</sup> DAY OF JULY, 2020.**

**WITNESS**

  
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\_\_\_\_\_ **Michael C. O'Connor, Mayor**



**APPROVED FOR LEGAL SUFFICIENCY:**

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**City Attorney**



# DRAFT AMENDED 2019 ANNUAL ACTION PLAN

## Executive Summary

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

#### 1. Introduction

The City of Frederick, Maryland is an entitlement community under the U.S. Department of Housing and Urban Development (HUD). As an entitlement community, the City is awarded an Community Development Block Grant (CDBG). As an entitlement community in accordance with accepting CDBG funds, the City of Frederick's Community Development division of Planning is required to prepare its 2019 Annual Action Plan. This is year five (5) of the Plan which outlines the projects and activities designed to meet priority needs in the City's Consolidated Plan and meet the overarching objectives set by HUD. Specifically, HUD's objectives are to provide decent housing, provide suitable living environments, and provide economic opportunities for low to moderate income persons.

The City of Frederick has been awarded \$430,109 for the Grant Year 2019 (July 1, 2019 to June 30, 2020), with anticipated program income of \$10,000 from loan repayments and property sales for a total of \$440,109. There are no proceeds from Section 108 loan guarantees. The City also receives income from the Sold on Frederick Revolving Loan Fund when loans are repaid. The City's estimated percentage of CDBG funds that will be expended for low to moderate income persons is 100%; certification are for years 2019, 2020 and 2021.

This 2019 Plan is being amended to accept the \$243,423 CARES funds for the COVID-19 crisis; utility grant assistance funds will be awarded under public services for homelessness prevention meeting the SP -35 goal of HO-2.

#### 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.

The following six (6) priorities and subsequent goals/strategies were identified in the City of Frederick's Consolidated Plan for the period of 2015-2019 CDBG) Program. **Housing** High There is a need for additional affordable, decent, safe & sanitary housing for homebuyers, homeowners & renters/Goals/HS-1 Conserve & rehabilitate existing housing stock in the community/HS-2 Increase the supply of owner occupied housing/ HS-3 Assist low to moderate income homebuyers to purchase a home through housing counseling, downpayment & closing cost assistance./ HS-4 Increase the supply of affordable rental housing units. **Homeless** High There is a need for housing opportunities for

homeless persons and persons at risk of becoming homeless/Goals HO-1 Support the Continuum of Care's efforts to provide emergency shelter, transitional housing and permanent housing./ HO-2 Assist providers in obtaining funding and support services for the homeless and persons at risk of becoming homeless.**Special Needs** High There is a need for housing opportunities, services and facilities for persons with special needs/ Goals SN-1 Promote housing opportunities and accommodations for the elderly, persons with disabilities, and persons with special needs/ SN-2 Improve and enhance public services that help residents achieve dignity, well-being and self sufficiency including programs for the elderly, persons with disabilities, & persons with other special needs through rehabilitation/construction. SN-3 Support social services, programs and facilities for the elderly, persons with disabilities, and persons with other special needs. **Community Development** Low There is a need to improve community facilities, infrastructure, public services, and the quality of life in The City of Frederick/ Goals CD-1 Improve the City's public facilities and infrastructure through rehabilitation and construction./ CD-2 Improve the physical, visual, and handicap accessibility and connectivity to all neighborhoods/ CD-3 Improve and increase public safety, city facilities and public services throughout the City/ CD-4 Remove and correct slum and blighting conditions throughout the City.**Economic Development** Low There is a need to increase employment, self-sufficiency, education/job training, and empowerment for residents of The City of Frederick. Goals ED-1 Support and encourage new job creation, job retention, and job training opportunities/ ED-2 Support business and commercial growth through expansion and new development ED-3 Plan and promote the development and redevelopment of vacant commercial and industrial sites. **Administration, Planning & Management** High There is a need for planning, administration, management, and oversight of federal, state, and local funded programs. Goals AM-1 Provide program management and oversight for the successful administration of federal, state & local funded programs/ AM-2 s. The 2019 objectives and outcomes are listed in table AP-20.

Additional 405 households will be assisted under homeless prevention under Utility Grant Assistance CV.

### 3. Evaluation of past performance

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

The City of Frederick has met its timeliness test in draw funds in a timely manner and complete projects and activities. The City and works diligently in the administration of the program and its sub-recipients to maintain timely status in the disbursement of grant funds and strives to be timely. **Status of projects in PY 2018 - Sold on Frederick-** Down payment and closing cost assistance for low to moderate income borrowers. This assistance provides the opportunity of homeownership to 19 low to moderate income households. Goals met HS-3 and HS-1. **Operation Rehab** -Rehabilitation for owner-occupied residential dwellings is available for low to moderate income households. Properties are eligible if in need of health, safety of code violation corrections. CDBG funds were used to assist one low to moderate income house hold in need of HVAC system replacement. This project utilized the project budget. Goals

met HS-1 **Asian American Center Tenant Build- Out** This project is to provide rehabilitation services for non English speakers seeking naturalization and citizenship. Goals met CD-1 Facility required rehabilitation services to provide classroom space and office areas to assist clients with extensive paperwork and education. Project has been delayed due to contractor issues and efforts to move forward are underway; anticipated completion is end August 2019. **Friends for Neighborhood Progress/FCAA HVAC Mini Splits**– project located at 100 S. Market Street serving over 1,000 very low income homeless persons; rehabilitative efforts are the installation of mini split HVAC units at this public facility for improved energy efficiency in areas where the clients are served; project has been delayed /anticipated completion is July 2019. **Religious Coalition Hayward Road Sub-Division/Site Work**- Rehabilitative efforts are underway at 7516 Hayward Road Frederick, MD 21702. This property had two parcels which required sub-division in order to assume ownership of the existing structure to be rehabilitated into Emergency Family Overnight Shelter with 40 overnight beds very low income persons experiencing homelessness. This phase of this project funded by CDBG includes the architectural and engineering and is anticipated is completed. Goals met HO-1 and HO-2. **Homeless Services** - Frederick Community Action Agency provided case management services for 91 homeless persons and families through ts, HS-1 to provide homeownership rehabilitation was met, Goals HO-1 & HO-2-; SN-2,CD-1 were met to in accordance with the Consolidated Plan. Activity complete. **Housing Authority of the City of Frederick/Child Care Grant**-activity provided leveraged funds for child care to assist working extremely low income families to continue employment, complete education to gain employment or learn a trade to become employed. 16 extremely low income families served;activity completed April 2019; Goals met - ED-1. **Religious Coalition At Risk of Becoming Homeless and Newly Homeless** - provides case management for low income homeless persons. Goal met -HO-2 Future action plans will adjust based on outcomes, resources and staffing to ensure the City of Frederick is working to meet the goals and priorities in the Consolidated Plan.

#### 4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Due to the COVID 19 Crisis, the Citizen Participation Process under the Memo from HUD of 04/09/2020 allowing waivers of the public comment, virtual meetings and method of public comment.

The summary from the Citizens Participation Plan for the Community Development Block Grant (CDBG) program: Annually, through a competitive process, the City awards CDBG grant funds to other public agencies and non-profit organizations to undertake CDBG eligible activities. The City of Frederick, in compliance with the City's Citizen Participation Plan, advertised and held three (3) public forums on the needs of the City of Frederick. On Wednesday February 6, 2019, a public meeting was held for the applicants, at the beginning of the meeting this passage was read aloud to notify the applicant of the process of funding and the contingency plan if the funds amounts awarded are changed.

We received a Notice CPD -19-01 from HUD dated February 13, 2019 regarding the FFY 2019 Annual Action Plan Guidance on Submitting Consolidated Plans and Annual Action Plan for Fiscal Year 2019

Historically we have completed the draft plan submissions, initiated required citizen participation (publication of proposed plan, notice to public of plan availability, public hearing and 30 day period for comments, and consideration of comments by mid-April in anticipation of the plan submission in mid-May. However, there is likelihood that the program grant amounts for FFY 2019 may not be available by mid-May 2019. Anticipating this as possible outcome, the City stated at the February 6, 2019 Annual Action Plan public meeting the option of conducting the citizen participation on its draft plan with estimated funding amounts in its normal timetable and citizen participation procedures with the understanding to the citizens that these funding levels are estimated and that a contingency provision must explain how it will adjust its proposed plan to match its actual allocation once the amount become known. No public comment on this was received.

The Contingency Plan is as follows – the City programs will be funded first and then the agencies will be funded in accordance to the recommended award amount; in the event the actual amount is less than the actual award, each activity will be reduced by the percentage amount.

The City maintains a mailing list for the CDBG program, and copies of all public hearing notices concerning the program which were emailed to the agencies and individuals on the list and advertised as well as using social media (City's website, press release to media outlets, and twitter.) Public and private agencies were represented on the distribution list.

Developing the Recommended Plan - The City used an Ad Hoc Committee of advisors to assist in the review and recommendation of candidate proposals for the grant year. In addition to the use of social media, a printed notice was placed in the local newspaper, The Frederick News Post on November 1, 2018 notifying the public and interested and eligible organizations of the acceptance of the proposals for the upcoming action plan, the funding process, application guidelines and deadlines to apply.

A "Draft Plan" was available for viewing on the City's website at [www.cityoffrederick.com](http://www.cityoffrederick.com) under the Community Development section and print copies available at City Hall 101 N. Court Street, Frederick, MD 21701 and at the Municipal Office Annex 140 W. Patrick Street Frederick, MD 21701 from March 6, 2019 until April 10, 2019 for public review and comment.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public notification was made on June 26, 2020 in the Frederick News Post; no comments were received orally or in writing.



The City's 2019 Annual Action Plan was on review from March 6, 2019 until April 10, 2019. There were no comments received orally or in writing in response to the Draft 2019 Annual Action Plan during this comment period.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

No comments or views not accepted and the reasons for not accepting them were received by the City on the 2019 Annual Action Plan during the public comment period consistent with Citizens Participation Plan.

No comments or views not accepted and the reasons for not accepting them were received by the City on the Amended 2019 Annual Action Plan during the public comment period consistent with Citizens Participation Plan.

**7. Summary**

In summary, the City did not receive any public comments were received by the City on the 2019 Annual Action Plan. As part of the contingency plan stated in the Citizen's Participation Plan and restated at the February 6, 2019 public hearing, adjustments to the grant award when the actual award amount is known, programs would be adjusted accordingly.

No public comments on the CARES Funds 2019 Amended Action 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	FREDERICK	Planning Department/Community Development Division

Table 1 – Responsible Agencies

**Narrative (optional)**

The administering lead agency and program administrator is the City of Frederick's Department of Community Development located at 140 West Patrick Street Frederick, Maryland 21701.

**Consolidated Plan Public Contact Information**

Mr. Joseph A. Adkins, Deputy Director for Planning/Municipal Office Annex/140 W. Patrick Street/Frederick, MD 21701/301-600-1655/jadkins@cityoffrederick.com

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

### 1. Introduction

The City of Frederick elects to hold an open funding round for the CDBG program, local 501(c)(3) non-profit agencies and other government agencies. They are invited to submit applications for funding considerations. City does elect to use a portion of the annual award to execute eligible activities/projects which meet a national objective. Each year, local agencies/organizations and citizens are invited to participate in the consultation process for the CDBG Action Plan through attending public meetings or responding directly to the correspondence. This process is in accordance with the Citizen's Participation Plan.

### **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))**

Frederick Community Action Agency, a city department regularly consults with the Housing Authority which has housing vouchers and units (when available) for FCAA clients transitioning into permanent housing; Frederick County Housing & Community Development and other social service agencies. **Foster Care** -As the administering agencies for the Maryland Foster Care Program, the Social Services Administration (SSA) of the Maryland Department of Human Resources (DHR) and the local Departments of Social Services are prohibited from discharging children and youth into homelessness. The Maryland Foster Care Program Manual and in directives from the Social Services Administration. The Social Services Administration also has guidelines for using Chafee funds, which also address the issue of housing for youth leaving foster care. These protocols apply to all local Departments of Social Services in Maryland. **Health Care** There are no publicly-funded health care institutions or systems of care in Frederick County, Maryland. The only hospital with inpatient facilities, Frederick Memorial Hospital, is a private not-for-profit institution and does not receive public funding other than Medicare and Medicaid reimbursements/payments for direct patient care. **Mental Health** The Maryland Mental Hygiene Administration (MHA) utilizes Health General Article of Annotated Code 10-809 as its discharge policy for publicly funded psychiatric facilities. The Health General Article of Annotated Code 10-809 prohibits discharges from state facilities to homelessness. Each facility is required to prepare a written aftercare plan. The inpatient hospital social worker or treatment team must complete a needs assessment upon entry. **Corrections** The Frederick County Detention Center is the only Corrections facility institution located in Frederick County, Maryland. The Frederick County Detention Center is a division of the Frederick County Sheriff's Department (local government). The Frederick County Detention Center has developed a protocol to release a list of incarcerated inmates to the Frederick Community Action Agency (FCAA); the list is updated weekly and typically faxed or emailed to the FCAA. The FCAA uses the list to run the names of inmates through the HMIS database and determine if any of the inmates were homeless prior to incarceration. The process allows FCAA case managers, detention center counselors, and other community-based providers to identify and target certain inmates for

homeless assistance, case management, and re-entry assistance and shelter. In addition, Detention Center staff, mental health providers, and homeless providers meet on a monthly basis to identify incarcerated inmates that are chronically mentally ill and coordinate treatment plans; many of the chronically mentally ill inmates were homeless or chronically homeless prior to incarceration. Lastly, a copy of the Pre-Release Policy (Policy No. 4-130) and the Pre-Release Questionnaire are attached; these documents represent the formal policy established by the Sheriff's Department to screen inmates that may be homeless upon release and then connect them with appropriate homeless and mainstream service providers. HOPWA funds for persons with AIDS are returned to the State for reallocation.

**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.**

The Frederick County Coalition for the Homeless (FCCH), which serves as the CoC for Frederick County, Maryland since 1983. The FCCH meetings and all subcommittee meetings are public meetings that are open to the public; programs and services; the Frederick Community Action Agency (FCAA) provides food, shelter, medical care, housing, transportation, and other forms of assistance to families and individuals who are low-income or homeless. Case managers work directly with the participants in the program and refer them to supportive services. Services may include security deposit, ongoing monthly rental assistance, case management services, information and referral and service planning.

**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**

The CoC consults and works very closely with the State of Maryland Department of Housing and Community Development that administers the ESG program for ESG non-entitlement jurisdictions. Furthermore, the CoC works very closely with the Frederick County Government and the City of Frederick, which both serve as local government applicants for ESG funding program. The Frederick Rescue Mission does not participate in the ESG program and does not intend to apply. With the exception of the domestic violence program, Heartly House, three (3) of the other ESG providers participate in HMIS which is locally administered by the City of Frederick Community Action Agency.

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

Table 2 – Agencies, groups, organizations who participated

1	<b>Agency/Group/Organization</b>	WAY STATION, INC.
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Persons with Disabilities Services-Health Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Community Development consulted with Way Station on the current needs for crisis houses and group homes for mentally ill adults in need of services and currently receiving services. Way Station has utilized CDBG funds previously and will seek funding when properties are in need of rehabilitative assistance or acquisition is possible. Face to Face consultation and mailing.
2	<b>Agency/Group/Organization</b>	FCAA
	<b>Agency/Group/Organization Type</b>	Services-homeless Other government - Local Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Frederick Community Action Agency is the largest provider of homeless services in the City of Frederick; they have received CDBG funds for supportive homeless services, transitional shelter, transitional apartments, rehabilitation of shelter and Housing First program. Continued support to reduce and end homeless is the anticipated outcome. Monthly status reports on beneficiaries served are provided to Community Development showing current need. Consultation was face to face and direct mail.
3	<b>Agency/Group/Organization</b>	HOUSING AUTHORITY OF THE CITY OF FREDERICK
	<b>Agency/Group/Organization Type</b>	PHA Services-Children Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Direct consultation with Housing Authority regarding the needs for child care for parents currently living in public housing. Great need for affordable child care in order for parents to seek additional job training, more employable skills and secure permanent employment. CDBG funds are recommended for award which will leverage other funding sources to provide grants to very low income parents. Consultation
4	<b>Agency/Group/Organization</b>	Frederick County Association of Realtors
	<b>Agency/Group/Organization Type</b>	Housing Business and Civic Leaders Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Frederick County Association of Realtors were consulted at meeting regarding the needs for affordable housing in Frederick. Affordable housing for first time home buyers was a concern. Association voiced support for the down payment and closing cost assistance program that the City offers and helps many buyers who otherwise would not be able to purchase. Consultation was face to face.
5	<b>Agency/Group/Organization</b>	Asian American Center
	<b>Agency/Group/Organization Type</b>	Services-Health Services-Education Services-Employment Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Non English Speakers
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Direct consultation on the emerging needs for Non-English Speakers for housing, health care, employment and naturalization process. Growing need for more services, service providers and physical space for this population. Particularly, the west side of Frederick lacks social service providers and professional space to provide services. Consultation was face to face and direct mailing.
6	<b>Agency/Group/Organization</b>	Student Homelessness Initiative Partnership
	<b>Agency/Group/Organization Type</b>	Services-Children Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	SHIP was consulted by phone consultation on the emerging needs of the current homeless student population in Frederick County; specifically regarding the need for cell phones and internet services for notifications. Agency was notified by email and by public notices concerning the City of Frederick's CDBG program allowing them the opportunity to participate in the process should they elect to. Additional consultation was face to face and direct mailing.
7	<b>Agency/Group/Organization</b>	Frederick County Department of Aging
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Health Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Frederick County Department of Aging offers programs and activities that support older adults and adults with disabilities in their efforts to remain healthy, active and independent members of the community, and to provide, coordinate and advocate for services which promote the dignity and enrichment of life for all seniors, persons with disabilities, families and caregivers. Agency was notified by email and by public notices concerning the City of Frederick's CDBG program allowing them the opportunity to participate in the process should they elect to. Additionally, the Religious Coalition and United Way of Frederick County are the co-chairs of the overarching goal of Homelessness Prevention which has implemented an early warning sign system utilizing a multi-discipline approach, whereby organizations assist in the identification of vulnerable persons/households. Once identified, a plan is implemented ranging from basic to intensive on site assistance provided by Religious Coalition case management.



8	<b>Agency/Group/Organization</b>	Legal Aid
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Legal Aid provides legal assistance to citizens seeking advice in landlord tenant matters and allegations of discrimination of fair housing protected classes. Legal Aid was consulted by direct mail and provides a valuable resource to consult for the community; outreach to this agency provides a unified coordination for citizens seeking advice.
9	<b>Agency/Group/Organization</b>	Community Living, Inc.
	<b>Agency/Group/Organization Type</b>	Housing Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Community Living consulted with Community Development with a face to face meeting to determine eligibility of project serving low income disabled special needs group home. The anticipated outcome is Community Living will submit a proposal for the 2019 Annual Action Plan seeking funds for driveway expansion for group homes in need of greater handicap accessibility.

10	<b>Agency/Group/Organization</b>	Interfaith Housing Alliance
	<b>Agency/Group/Organization Type</b>	Housing Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Interfaith Housing Alliance consultation included telephone calls, face to face meetings and direct mailing. Face to face meeting resulted in agency submitting a proposal for
11	<b>Agency/Group/Organization</b>	The ARC of Frederick County, Inc.
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The ARC of Frederick County serves the needs of disabled adults by providing case management support, job training and employment opportunities. Consultation was made through direct mail; this agency has received CDBG funds for design work for the rehabilitation for the job training center and should a need arise in the future, this agency would look to CDBG for eligible funding.
12	<b>Agency/Group/Organization</b>	Centro Hispano de Frederick, Inc.
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Education Services-Employment

	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Centro Hispano de Frederick was consulted through direct mail and has received public service CDBG funds to offer English classes serving primarily the Hispanic Community to improve communication for employment, application for citizenship and ability to assist their children at school; they did not apply for funds this grant year but are aware funding could be available in future grant years should the need arise.
13	<b>Agency/Group/Organization</b>	I Believe In Me
	<b>Agency/Group/Organization Type</b>	Services-Education Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	I Believe in Me organization assists youth who have been incarcerated and are seeking education and employment to move towards stabilization, permanent housing and employment. A face to face consultation was made and direct mailing in applying for the 2019 Grant Year; no proposal for funding was submitted but will continue to mail annual grant information.
14	<b>Agency/Group/Organization</b>	L'Arche
	<b>Agency/Group/Organization Type</b>	Housing Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	L'Arche is a non-profit agency serving severely autistic clients in a group home setting with 24 hour on site case management support. This organization purchases the group home and provides life time support to the clients. Consultation was made face to face, telephone and direct mailing; no application was received for the 2019 Annual Action Plan Grant Year. Continued communication with mailing of upcoming grant year funding to notify agency of CDBG future funding.
15	<b>Agency/Group/Organization</b>	HEARTLY HOUSE, INC.
	<b>Agency/Group/Organization Type</b>	Housing Services-Victims of Domestic Violence Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Heartly House is a non-profit agency providing service and temporary housing for victims of domestic violence. Heartly House has received funds from CDBG in prior years for rehabilitative services. Contact was made by direct mailing and will continue to notify agency when funding is available.
16	<b>Agency/Group/Organization</b>	NAACP
	<b>Agency/Group/Organization Type</b>	Services - Victims Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The NAACP was consulted through telephone conversations and direct mail. The Executive Director was encouraged to meet face to face and to attend the public meetings to gain a greater understanding of the eligible uses of CDBG funds. No application was submitted for the 2019 Annual Action Plan; continued efforts include invitation to CDBG forums and mailings.
17	<b>Agency/Group/Organization</b>	Frederick Community College
	<b>Agency/Group/Organization Type</b>	Services-Education Major Employer Neighborhood Organization
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Frederick Community College Office of Diversity and Inclusion was notified by direct mail of the upcoming 2019 Annual Action Plan and availability for funding. CDBG will continue its efforts for greater inclusion by contacting FCC's Office of Diversity and Inclusion for possible partnership opportunities and funding.

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

The City of Frederick does not administer HOPWA funds and therefore there was no consultation with the Maryland Department of Mental Health & Hygiene; funds are returned to them to administer.

**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	Frederick Community Action Agency	Frederick Community Action Agency is the primary providers of housing and supportive services for the City of Frederick's homeless population and those at risk of becoming homeless. The goals of the City and the Frederick County Coalition for the Homeless are complementary.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

The City of Frederick's Department of Community Development is the administering agency for the CDBG program. To gather the needs of the community, a mailing inviting 40 community partners of the upcoming 2019 Annual Action Plan; the information included was announcement eligibility requirements, invitation to set up pre application meeting for eligibilty and schedule for the 2019 Annual Action Plan. Close coordination is maintained with other City departments . CDBG projects are coordinated with the Department of Planning , Engineering, Public Works, Code Enforcement, Finance, Neighborhood Advisory Committee Coordinator, Parks and Recreation and Economic Development. The City regularly communicates with adjacent units of local government to discuss the needs of the area.

Policies and procedures are determined by The City of Frederick and approved by the Mayor and Board of Aldermen; the Planning Department/Division of Community Development have roles designated by the governing bodies.

## **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**

In response to the COVID -19 Crisis, the Citizen Participation Plan has been amended to shorten the public comment period to allow for more immediate implementation of funds into the community.

The City of Frederick's citizen participation process works in compliance with the plan development. This is to allow interested parties, citizens, and public agencies information on the amount of funds the City expects to receive and how those funds may be used to benefit the community. Public notice is made through printed advertisement in the local newspaper, on the City of Frederick's website and press releases. These efforts are undertaken to broaden the awareness of the process and allow for opportunity to comment.

The first public forum was the Applicant's Proposals to the ad hoc committee held February 6, 2019 at 6 pm at the Municipal Office Annex 140 W. Patrick Street Frederick, Maryland ; second public meeting was the Mayor and Board of Aldermen workshop held on Wednesday April 17, 2019 at 3 pm at City Hall, 101 N. Court Street, Frederick, Maryland and the third public meeting for the Mayor and Board of Aldermen to vote on the 2018 Draft Annual Action Plan was held on May 2, 2019 at 7 pm at City Hall, 101 N. Court Street, Frederick, MD 21701.

The Ad Hoc Committee reviews submitted proposals; points are awarded when evaluating submissions for consistency with stated plan goals.

**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	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	Applicants presented proposals for public input and ad hoc committee consideration and funding recommendation. The ad committee reviews the proposals meeting a national objective, are an eligible activity and meets a goal in the 2015-2019 Consolidated Plan.	No public comments were received.	No public comments were received.	
2	Newspaper Ad	Non-targeted/broad community	Frederick News Post is the local community paper which is available in print and online.	No public comments were received during the 30 day comment period.	No public comments were received during the 30 day comment period.	



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	Non-targeted/broad community	Draft Action Plan presented to the Mayor and Board of Aldermen; review of recommendations for activities and projects for the 2019 Annual Action Plan from the ad hoc committee.	No public comments were received.	No public comments were received.	

Table 4 – Citizen Participation Outreach

## Expected Resources

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

#### Introduction

The City of Frederick (the "City") is a recipient of HUD's Emergency Solution Grant (ESG); however it does not receive HOME Partnership Funds (HOME). The City in its Consolidated Plan has discussed in detail the needs of the homeless and special needs populations such as the elderly and those with HIV/AIDS. The City does receive an annual Housing Opportunities for People with AIDS (HOPWA) award; however due to limited staff to administer this program, the award is returned to the State of Maryland Department of Health & Mental Hygiene to administer. The City will continue to support the activities of any of the local providers of emergency shelter, transitional housing, supportive housing, or public services for these populations.

The City has a good working relationship with the local banking community which is supportive of the public housing and community development efforts. Most of Frederick's private non-profit organizations continually grant seek for funds, raise funds and assistance from private foundations, all of which the City supports.

With limited resources, Frederick continues to partner with other public agencies and non-profit organizations to meet its affordable housing goals.

Additionally, the City of Frederick was awarded \$243,423 CARES funds to assist city residents affected by the COVID-19 crisis. The 2019 Annual Action Plan is amended to implement these funds to provide utility assistance grants in the amount of \$600 per income eligible household at risk

of utility termination.

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	430,109	10,000	0	440,109	0	The City of Frederick has received CDBG funding since 1997. The awards given to the City have averaged to be about \$360,000. While anticipated to remain about the same for the remainder of the Consolidated Plan period; this PY the City was awarded \$430,109 with an anticipated \$10,000 in program income. This is the last year in this five year period.
Continuum of Care	public - federal	Housing Public Services	0	0	0	0	0	The Continuum of Care awarded to the City of Frederick and Frederick County is \$638,0387 but varies from year to year. Funds are allocated to the following agencies:BHA S+C Frederick County 16 units NOFA 2018, Heartly House DV Bonus Project 2018, Housing First Apartments 2018, Housing First Renewal 2018, Housing First SRO-individual project, and Planning Project Application 2018.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Public Services	243,423	0	0	243,423	0	CARES COVID 19 Funds awarded to City of Frederick for assistance to residents affected by the crisis. Funds will be used under public services, utility grant assistance.

Table 5 - Expected Resources – Priority Table

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

Other resources available to assist the City of Frederick on affordable housing and community needs include the Maryland Department of Housing and Community Development (DHCD) offers low interest or zero percent mortgage loans products towards the purchase and rehabilitation of owner occupied units Operation Rehab; Maryland Mortgage Program Rehabilitation Program, Lead Hazard Paint Reduction Program, First Time Home Buyer Down Payment and Closing Cost Assistance - Sold on Frederick and DSLEP; Neighborhood Revitalization Program.

Due to the award of the CARES funds in the amount of \$243,423 to the City of Frederick, there will be additional funds available to the community.

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

The City of Frederick does not own land or property in which this would apply.

**Discussion**

This year, the City has decided to dedicate it's Sold on Frederick loan payback to a revolving loan fund. This program has been in existence for well over ten years and continues to be a valuable tool in assisting first time homebuyers towards the purchase of a single family home. This program has been tremendously successful in the Housing Strategy of affordability. As a well established loan program, dedicating the loan proceeds to a revolving loan fund will allow this program to continue to offer zero percent, no monthly payment loans for down payment and closing cost assistance. The Sold on Frederick Revolving Loan fund in Grant Year 2018 has received \$69,000 in loan repayment funds to date. Any interest received from passbook savings will be returned in July 2019 to the U. S. Treasury.

Additionally, the City as one of the few entitlement grantees, will use the uncapped income limits in the application of the Sold on Frederick and Operation Rehabilitation programs.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	HS-1 Housing Rehabilitation	2018	2019	Affordable Housing	City of Frederick	Housing Strategy	CDBG: \$24,988	Homeowner Housing Rehabilitated: 1 Household Housing Unit
2	HS-3 Home ownership Program Delivery	2018	2019	Affordable Housing	City of Frederick	Housing Strategy	CDBG: \$25,000	Direct Financial Assistance to Homebuyers: 15 Households Assisted Other: 1 Other
3	HS-2 Down Payment Assistance	2018	2019	Affordable Housing	City of Frederick	Housing Strategy	CDBG: \$110,000	Direct Financial Assistance to Homebuyers: 11 Households Assisted
4	HO-1 Continuum of Care	2018	2019	Homeless	City of Frederick	Housing Strategy	CDBG: \$26,000	Public service activities other than Low/Moderate Income Housing Benefit: 91 Persons Assisted
5	HO-2 Homelessness Prevention	2018	2019	Homeless	City of Frederick	Homeless Strategy	CDBG: \$295,423	Public service activities other than Low/Moderate Income Housing Benefit: 1210 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	CD-1 Public Facilities Rehabilitation	2018	2019	Non-Housing Community Development	City of Frederick	Community Development Strategy Homeless Strategy Housing Strategy	CDBG: \$126,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 91 Households Assisted
11	ED-1 Economic Development	2018	2019	Non-Housing Community Development	City of Frederick	Economic Development Strategy	CDBG: \$14,100	Public service activities for Low/Moderate Income Housing Benefit: 16 Households Assisted
12	AM-1 Program Administration	2018	2019		City of Frederick	Administration, Planning and Management Strategy	CDBG: \$88,021	Other: 1 Other

Table 6 – Goals Summary

## Goal Descriptions

1	<b>Goal Name</b>	HS-1 Housing Rehabilitation
	<b>Goal Description</b>	Conserve and rehabilitate the existing housing stock in the community through programs which assist with rehabilitation of owner occupied single family homes including emergency repairs, energy efficiency improvements, and accessibility modifications.
2	<b>Goal Name</b>	HS-3 Home ownership Program Delivery
	<b>Goal Description</b>	Administration of homeownership programs including the intake, execution and close out of first time low to moderate income home buyers program and rehabilitation of current owner occupied residential properties

3	<b>Goal Name</b>	HS-2 Down Payment Assistance
	<b>Goal Description</b>	Promote homeownership by assisting low to moderate income homebuyers to purchase a home with down payment and closing cost assistance loans.
4	<b>Goal Name</b>	HO-1 Continuum of Care
	<b>Goal Description</b>	Support the Continuum of Care's efforts to provide emergency shelter, transitional housing, and permanent housing.
5	<b>Goal Name</b>	HO-2 Homelessness Prevention
	<b>Goal Description</b>	Supportive services providers for clients in need of housing and support services for the homeless and persons-at-risk of becoming homeless. Amended Plan to include utility assistance for those at risk due to financial impact from COVID-19.
7	<b>Goal Name</b>	CD-1 Public Facilities Rehabilitation
	<b>Goal Description</b>	Improve the City's public facilities and infrastructure through rehabilitation and construction including improved access to public facilities and amenities. Funds will be used to rehabilitate two group homes for low income developmentally disabled adults with driveway expansion for greater accessibility, a 24 unit low income senior apartment building, installation of four (4) mini split HVAC systems in specific locations, asphalt paving of the parking area/food bank for homeless shelter, and removal and replacement of existing staircase to meet current building code.
11	<b>Goal Name</b>	ED-1 Economic Development
	<b>Goal Description</b>	Support and encourage new job creation, job retention, and job training opportunities.
12	<b>Goal Name</b>	AM-1 Program Administration
	<b>Goal Description</b>	Provide program management and oversight for the administration of federal, state, and local funded programs including fair housing activities.



# Projects

## AP-35 Projects – 91.220(d)

### Introduction

The City of Frederick annually solicits the community for eligible projects that best serve the needs identified in the Consolidated Plan. This process of selecting annual projects include public notices, advertising in the Frederick News Post (local newspaper), press releases and posting on the City of Frederick's webpages to promote awareness of opportunity to apply, application process, deadlines, information on the eligibility of use and responsibility of CDBG funds. All applicants are required to attend a pre-application meeting with the CDBG Administrator to review the eligibility of proposed project or activity to meet a national objective, identify beneficiaries, financial responsibilities, record keeping requirements and viability of proposal.

Public meetings are held in public buildings and are open to the public; applicants present their proposals to the Ad Hoc Committee for funding recommendations. The proposals are then put into the draft Annual Action Plan for the 30 day public review period. The draft plan is then reviewed and discussed at the scheduled Mayor and Board of Aldermen workshop. Applicants whose proposal has been recommended for funding attend the workshop to support and discuss any questions on the project or activity they are proposing. The final Mayor and Board of Aldermen public meeting, held in the Board room at City Hall is when the draft Annual Action Plan will be voted on for approval and then sent to HUD for its 45 day review and acceptance.

The City of Frederick has selected these projects which goals are supported in the 2015-2019 Consolidated Plan and with their undertaking and completion will work to accomplishing this in the 2019 Annual Action Plan Year.

In response to the COVID-19 Crisis, the City has elected to use the CARES grant award of \$243,423 to provide utility grant assistance to income eligible households. Households financially impacted by loss of employment and/or reduction in work hours reducing household income will benefit.

### Projects

#	Project Name
1	General Program Administration and Fair Housing
2	Home ownership Program Delivery
3	Sold on Frederick
4	Op Rehab
5	FCAA Transitional Shelter
6	Religious Coalition Case Management Support
7	HACF Child Care Assistance

#	Project Name
8	Friends for Neighborhood Progress/FCAA
9	Community Living Driveway Expansion
10	Weinberg House Senior Apartments
11	Acquisition for Affordable Housing
12	Utility Grant Assistance

**Table 7 - Project Information**

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

The City of Frederick has allocated FY 2019 CDBG funds to provide assistance with activities and programs to meet the needs of the underserved residents of the City. The activities selected for funding meet the National Objective, Eligibility Activity and serve Low to Moderate Income persons. LMI persons served are within the identified census tracts and/or block groups.

**AP-38 Project Summary**  
**Project Summary Information**

1	<b>Project Name</b>	General Program Administration and Fair Housing
	<b>Target Area</b>	City of Frederick
	<b>Goals Supported</b>	AM-1 Program Administration
	<b>Needs Addressed</b>	Administration, Planning and Management Strategy
	<b>Funding</b>	CDBG: \$88,021
	<b>Description</b>	Administer CDBG program and fair housing activities city wide.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Administer CDBG program and fair housing activities.
2	<b>Project Name</b>	Home ownership Program Delivery
	<b>Target Area</b>	City of Frederick
	<b>Goals Supported</b>	HS-3 Home ownership Program Delivery
	<b>Needs Addressed</b>	Housing Strategy
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	Provide home ownership programs for purchase and rehabilitation.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Assist with the purchase and rehabilitation of single family homes for low to moderate income persons.
3	<b>Project Name</b>	Sold on Frederick
	<b>Target Area</b>	City of Frederick

	<b>Goals Supported</b>	HS-1 Housing Rehabilitation HS-2 Down Payment Assistance HS-3 Home ownership Program Delivery
	<b>Needs Addressed</b>	Housing Strategy
	<b>Funding</b>	CDBG: \$110,000
	<b>Description</b>	This program will provide financial assistance, no interest deferred loans for down payment and closing cost assistance to 11 eligible low to moderate income households who qualify as first time home buyers in the City of Frederick. These funds may be used for closing costs, down payment, interest rate buy down and/or principal loan curtailment. Ten (10) loans in the amount of \$10,000 per household will be offered to enable buyers the opportunity of homeownership.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Assist eligible borrowers with the purchase of a property.
4	<b>Project Name</b>	Op Rehab
	<b>Target Area</b>	City of Frederick
	<b>Goals Supported</b>	HS-1 Housing Rehabilitation
	<b>Needs Addressed</b>	Housing Strategy
	<b>Funding</b>	CDBG: \$14,988
	<b>Description</b>	This program will provide financial assistance to at least one (1) low to moderate income persons with rehabilitative needs on their primary residence in the City of Frederick. Funds will be awarded in the form of a zero percent interest, no monthly payment deferred loan due and payable upon sale, refinance, no longer owner occupied, and/or any changes in title. Depending the extent of the scope of work for the project will determine the actual award amount and if additional funds are available, additional rehabilitative projects may be undertaken.
	<b>Target Date</b>	

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Rehabilitate at least one home.
5	<b>Project Name</b>	FCAA Transitional Shelter
	<b>Target Area</b>	City of Frederick
	<b>Goals Supported</b>	HO-1 Continuum of Care
	<b>Needs Addressed</b>	Homeless Strategy
	<b>Funding</b>	CDBG: \$26,000
	<b>Description</b>	Provide case management activities for the homeless services provided by FCAA to persons, families and disabled homeless persons in need of case management including job training/coaching, financial management, education, counseling and life skills. All clients undergo intake and needs assessments performed by staff supported from this activity. Approximately 75 clients are served annually.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide case management support in the form of financial education, budgeting, job coaching and seek stable housing.
6	<b>Project Name</b>	Religious Coalition Case Management Support
	<b>Target Area</b>	City of Frederick
	<b>Goals Supported</b>	HO-2 Homelessness Prevention
	<b>Needs Addressed</b>	Homeless Strategy
	<b>Funding</b>	CDBG: \$26,000

	<b>Description</b>	This activity will provide case management supportive services for the eviction prevention and assist those currently homeless who are very low, low and moderate income persons in The City of Frederick. Supportive services include assessment of needs of newly homeless persons and families, provide resource navigation for outside referrals, and facilitate overnight shelter arrangements.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide supportive services for those at risk of becoming homeless and those families currently homeless.
7	<b>Project Name</b>	HACF Child Care Assistance
	<b>Target Area</b>	City of Frederick
	<b>Goals Supported</b>	ED-1 Economic Development
	<b>Needs Addressed</b>	Economic Development Strategy
	<b>Funding</b>	CDBG: \$14,100
	<b>Description</b>	This activity will provide leverage funding for the Family Services Office to provide grant funds for daycare to parents seeking education and employment. Clients residing in public housing who are very low, low and moderate income house office
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Applicants currently employed, seeking employment, job training, certification or completion of education program will be given grant funding towards daycare for their dependent children.
	<b>Project Name</b>	Friends for Neighborhood Progress/FCAA

8	<b>Target Area</b>	City of Frederick
	<b>Goals Supported</b>	HO-1 Continuum of Care HO-2 Homelessness Prevention CD-1 Public Facilities Rehabilitation
	<b>Needs Addressed</b>	Community Development Strategy
	<b>Funding</b>	CDBG: \$52,000
	<b>Description</b>	Project will be funded to provide two (2) wall hung mini HVAC units in in the food bank facilities serving homeless persons and families.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Install wall hung split mini HVAC units, paving of asphalt in rear parking/food bank of building and replacement of existing stairwell to meet current building code.
9	<b>Project Name</b>	Community Living Driveway Expansion
	<b>Target Area</b>	City of Frederick
	<b>Goals Supported</b>	CD-1 Public Facilities Rehabilitation
	<b>Needs Addressed</b>	Housing Strategy Special Needs Strategy
	<b>Funding</b>	CDBG: \$36,000
	<b>Description</b>	Project will include the expansion of existing driveways at two (2) group homes serving very low income developmentally disabled persons.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	



	<b>Planned Activities</b>	This project will entail the replacement and expanding of existing driveway with concrete for greater stablitation and handicap accessibility.
10	<b>Project Name</b>	Community Living Driveway Expansion
	<b>Target Area</b>	City of Frederick
	<b>Goals Supported</b>	CD-1 Public Facilities Rehabilitation
	<b>Needs Addressed</b>	Housing Strategy Special Needs Strategy
	<b>Funding</b>	CDBG: \$36,000
	<b>Description</b>	This project will assist the repair of the crumbling exterior flatwork/sidewalks to the building serving low income senior citizens, removal of old carpeting with new flooring and replacement of leaking windows.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	This project will assist the repair of the crumbling exterior flatwork/sidewalks to the building serving low income senior citizens and replacement of leaking windows.

<b>11</b>	<b>Project Name</b>	Acquisition for Affordable Housing
	<b>Target Area</b>	City of Frederick
	<b>Goals Supports</b>	HS-2 Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG \$399,000
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	One low to moderate income household will benefit from this activity.
	<b>Location Description</b>	213 Bishops Glen Drive Frederick, MD 21702
	<b>Planned Activities</b>	Acquire single family property to provide affordable housing and retain in the affordable housing stock.
<b>12</b>	<b>Project Name</b>	Utility Grant Assistance -CV
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	HO-2 At risk of becoming homeless/Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CARES CV \$243,243
	<b>Target Date</b>	
	<b>Location Description</b>	City wide/TBD

**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 City of Frederick will provide CDBG funding to activities which benefit low to moderate income persons throughout the City. Funding is not directed to any geographic targeted area but based on high priority of need consistent with the 2015-2019 Consolidated Plan. Activities are not designated by area benefit but are success is based on community need.

Area minority concentration is defined where census tracts are 30% of the population reside within the census tract are identified as minority household, based on the 2010 U. S. Census.

**Geographic Distribution**

Target Area	Percentage of Funds
City of Frederick	100

Table 8 - Geographic Distribution

**Rationale for the priorities for allocating investments geographically**

Funding of activities is based upon eligibility of activity; meeting a national objective and demonstrated need in the community. Goals identified in the 2015-2019 Consolidated Plan given the high or highest priority with number of beneficiaries served. Organization capacity to carry out activity/project in timely

manner to completion with stated outcomes is factored as well.

## **Discussion**

City of Frederick demographic information, according the 2010 Census:

The City of Frederick's population was 65,239 with a median income of \$85, 715.

The total number of housing units available was 27,559 of which 25,352 were occupied, owner occupied was 14,611 and renter occupied 10,741.

The American Community Survey reports for 2016 the following key facts:

Median age is 34.6, male median age of 33.6 years and female 35.8 years of age.

Number of female –head-of households, no husband present was 10,857.

Estimated number of males below poverty level was 3,469 and females 4,328.

COVID -19 CARES FUNDS will be distributed city wide to income eligible households in need.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The City of Frederick will utilize its CDBG funds to rehabilitate existing affordable housing units and to provide down payment and closing cost assistance program to facilitate affordable housing. It is anticipated to assist one low to moderate income household with needed rehabilitation, at least ten (10) low to moderate income households with down payment and closing cost assistance for the purchase of their home, two (2) group homes with six (6) extremely low income special needs households and twenty- four (24) low income senior housing apartment building in need of sidewalk/entrance to building flat work and window replacement.

This year, the City will dedicate the loan proceeds from the Sold on Frederick Down Payment and Closing Cost Loan Program to a revolving loan fund; this effort will sustain the viability of the program to continue offer assistance for the purchase of a single family home.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	36
Special-Needs	6
Total	42

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	31
Acquisition of Existing Units	11
Total	42

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

The City is committed to rehabilitating at least one owner occupied single family home and assist at least 10 households in the purchase of existing units. Rehabilitation will also be undertaken at two group homes serving six households and a senior low income apartment building serving 24

households. Please see the appendix for the Affordable Housing Completion Goals form.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

It is the mission of the Housing Authority of the City of Frederick (HACF) to address the needs of the extremely low income, very low income, and lower income residents of the City of Frederick. HACF provides affordable housing in the most efficient and effective to qualified individuals in accordance with regulations prescribed by the U. S. Department of Housing & Urban Development, the State of Maryland, Frederick County and the City of Frederick and any other entity providing funding for affordable housing programs. This is achieved by the HACF assisting individuals and families through its public housing communities and Section 8 vouchers.

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

The City of Frederick has awarded \$14,100 in Child Care Grants to extremely low income persons currently living in public housing. These funds will be leveraged with other grant funds to maximize the amount of funds to be utilized to pay for child care for parents who are currently employed, seeking education/certification for better employment or completion of high school diploma. This program was successful in its use of CDBG funds of \$10,000 in GY 2019 and was able to assist 16 families with child care for continued employment, completion of education or trade to become financially independent and improved employment opportunities.

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

The Housing Authority encourages residents of its public housing units to organize community groups to become more involved in housing management. Neighborhood watch groups to watch for crime and for crime prevention have been formed and assist in ensuring the safety of its residents. Meetings are regularly scheduled to discuss the needs and concerns of the residents; voucher holders are encouraged to attend.

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

The Housing Authority of The City of Frederick is not designated as troubled by HUD and is performing satisfactorily in accordance with HUD guidelines and standards.

### **Discussion**

The City of Frederick has identified that there is a need for housing to address the households affected by housing problems, severe housing problems, and housing cost burdens. The Housing Authority is an important part of the City of Frederick's housing strategy.

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

### **Introduction**

The City of Frederick is committed to assist the agencies that provide services for the homeless and special needs persons. To address these needs, the Five Year Consolidated Plan is to serve as the overarching planning document as the strategic plan for the City of Frederick. The following goals and objectives for the City of Frederick's Homeless Strategy have been identified for the five year period of 2015-2019:

HO-1 Support the Continuum of Care's efforts to provide emergency shelter, transitional housing, and permanent housing & HO-2 Assist providers in obtaining funding for the operation of housing and support services for the homeless and persons at-risk of becoming homeless.

In order to reach these goals, the City of Frederick will cooperate the City of Frederick/Frederick County Continuum of Care, the City of Frederick Housing Authority, the Religious Coalition for Emergency Human Needs and other agencies/organizations committed to reduce and end homelessness.

The City of Frederick Community Action Agency conducts the annual Point-in-Time survey as well provides supportive services to homeless persons and families by providing housing, meals, medical care and counseling at the transitional shelter.

Additionally, the Frederick City Police are familiar with the resources offered by FCAA and help facilitate persons in need to the shelter. 2019 CDBG funds have allocated funds to provide for homeless case management and those at risk of becoming homeless to Frederick Community Action Agency and the Religious Coalition which offers a family day shelter and cold weather shelter. Special Needs Activities include expanding the driveways at group homes for developmentally disabled adults for greater accessibility.

HO-2 Assist providers in obtaining funding for the operation of housing and support services for the homeless and persons at-risk of becoming homeless; CARES funds will be used to address this goal.

### **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**

The City of Frederick's one year goal and actions are continued award of funds for case management for the support of those at risk of becoming homeless, eviction prevention and those currently and chronically homeless. Agencies receiving funds are the Frederick Community Action Agency and the Religious Coalition. The Point-In-Time (PIT) Count is a 24-hour survey or "snapshot" of homelessness and typically includes enumeration at emergency shelters, transitional housing facilities, and other



locations such as camp sites, libraries, soup kitchens, and day shelters. A concerted effort is made to count all adults and children that are homeless as defined by the HUD definition of homelessness.

Potentially 316 persons currently homeless as identified in the Point in Time survey could be assisted in the effort to reduce and end homelessness.

**POINT-IN-TIME HOMELESS COUNT**FREDERICK COUNTY, MARYLAND JANUARY 23, 2019 Total Number Counted 2019/286 2018/316 and 2017/309 This PIT Count of 286 is for 78 unsheltered and 208 sheltered persons.

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

In GY 2018, The City of Frederick awarded funding for the site plan and design work for the property acquired by the Religious Coalition. The Religious Coalition will be converting an old farm house into a 40 bed transitional homeless shelter for families. Due to the extensive rehabilitation of the building to make habitable, this project will take up to two years to complete. IN GY 2018 this underway with site work, architectural, environmental and engineering to estimate the scope of work and cost. The Religious Coalition is committed to move forward with this very important project to create an overnight family shelter with 40 beds; this is the first family shelter in Frederick.

The Religious Coalition offers EMERGENCY SHELTER FOR HOMELESS ADULTS The program operates year-round, seven days from 6:30pm-7:00am. It provides a safe refuge for adults who are homeless in our community. Clients are provided with beds, blankets, pillows and shower facilities. Personal hygiene products are available for those that need them. The Alan P. Linton, Jr., Emergency Shelter is an 80 bed shelter, making this the largest year-round shelter in Frederick County.

**EMERGENCY SHELTER FOR HOMELESS FAMILIES WITH CHILDREN** The Emergency Family Shelter is a program for homeless families with children. The goal of this program is to provide homeless families with children shelter and supportive services, 24 hours a day, 7 days a week. The program will provide families with case management services for employment and securing permanent housing. This program addresses one of the largest current unmet needs in our community.

This program addresses one of the largest current unmet needs in our community.

The Religious Coalition and United Way of Frederick County have actively addressed the goal from the Frederick County Coalition for the Homeless as zero discharge to homelessness; implementation requires identification of vulnerability through an early warning system to provide basic intake and referral to

intensive on site assistance of case management.

**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 Frederick County Coalition for Homeless recognizes the need for intensive case management services for those at risk of becoming homeless, currently homeless, transitioning out of homeless and prevention from becoming homeless again by linking clients

to health and human service agencies. They have found the first year after homelessness is the most important time period for supportive services to be made available to achieve the highest possible levels of success.

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

The Maryland Department of Health & Mental Hygiene (DHMH) provides referral services and case management to persons being discharged from institutions to ensure that those persons receive supportive services they need. FCAA also provides referral services and information on affordable housing options in the City in an effort to avoid becoming homeless.

**Foster Care (Youth Aging Out):**As the administering agencies for the Maryland Foster Care Program, the Social Services Administration (SSA) of the Maryland Department of Human Resources (DHR) and the local Departments of Social Services are prohibited from discharging children and youth into homelessness. The Social Services Administration also has guidelines for using Chafee funds, which also address the issue of housing for youth leaving foster care. These protocols apply to all local Departments of Social Services in Maryland. **Health Care:** There are no publicly-funded health care institutions or systems of care in Frederick County, Maryland. The only hospital with inpatient facilities, Frederick Memorial Hospital, is a private not-for-profit institution and does not receive public funding other than Medicare and Medicaid reimbursements/payments for direct patient care. **Mental Health:** The Maryland Mental Hygiene Administration (MHA) utilizes Health General Article of Annotated Code 10-809 as its discharge policy for publicly funded psychiatric facilities. The Health General Article of Annotated Code 10-809 prohibits discharges from state facilities to homelessness. Each facility is required

to prepare a written aftercare plan. The inpatient hospital social worker or treatment team must complete a needs assessment upon entry into the hospital and develop a treatment plan that addresses needs such as mental health, housing, substance abuse, job skills, and life skills. An aftercare plan is required before release from the hospital; the plan must include medical care, psychiatric care, housing, vocational and social rehabilitation, case management and other supportive services. **Corrections:** The Frederick County Detention Center is the only Corrections facility or institution located in Frederick County, Maryland. The Frederick County Detention Center has developed a protocol to release a list of incarcerated inmates to the Frederick Community Action Agency (FCAA); the list is updated weekly and sent to FCAA. The list to run the names of inmates through the HMIS database and determine if any of the inmates were homeless prior to incarceration. The process allows FCAA case managers, detention center counselors, and other community-based providers to identify and target certain inmates for homeless assistance, case management, and re-entry assistance and shelter. In addition, Detention Center staff, mental health providers, and homeless providers meet on a monthly basis to identify incarcerated inmates that are chronically mentally ill and coordinate treatment plans; many of the chronically mentally ill inmates were homeless or chronically homeless prior to incarceration.

## **Discussion**

Regardless of the ongoing efforts provided by The City of Frederick, FCAA, Frederick County, and social service agencies, there still remains a need for permanent supportive housing for the homeless throughout the City of Frederick. The City offers a number of services and programs to citizens; this does address the priority of housing and supportive service needs of persons not homeless but need supportive housing. The elderly population and seniors activities are supported through programs offered by both the City and Frederick County Department of Aging. Special needs services which are not directly provided by the City such as housing for persons with HIV/AIDS, foster care programs, mental health disorders, and substance abuse are addressed by the City through the coordination with social service providers and in part with CDBG funding.

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

### **Introduction:**

A variety of barriers such as low wages, federal programs not matching the needs of the persons to sufficiently help and high rental costs are identified which affects affordable housing in the City of Frederick.

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

The City of Frederick has made efforts to address barriers to affordable housing by incorporating inclusionary zoning with an ordinance for Moderately Priced Dwelling Units (MPDU's) which requires the ratio of 12.5% per every 25 new units built. A density bonus is available to developers as an encouragement to build additional affordable units. The use of zoning as a tool for affordable housing is also featured with mixed housing types which housing types can aid in the provision of affordable units.

### **Discussion:**

The City recognizes the ongoing need for affordable housing and in part the Sold on Frederick program addresses the need to first time homebuyers with assistance with the down payment and closing costs for the purchase of their home.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The City of Frederick has developed actions to address obstacles to meeting the needs of the underserved to foster and maintain affordable housing, reduce lead based paint hazards, attempt to reduce the number of poverty-level families, and enhance coordination between public and private housing and social service agencies.

### **Actions planned to address obstacles to meeting underserved needs**

The primary obstacle to meeting the needs of the underserved in the City is the limited financial resources available; the City will take the following actions:

Leverage its financial resources and apply for additional public and private funds, provide down payment and closing cost assistance loans, continue support and cooperation with Continuum of Care; promote economic development, provide safety improvements, remove slum and blighting conditions (when identified) in the City.

### **Actions planned to foster and maintain affordable housing**

The City of Frederick will fund the following affordable housing project with 2019 CDBG funds:

2019 - 03 Sold on Frederick - Down Payment and Closing Cost Assistance Loans will be available.

2019-04 Operation Rehab - Loan Assistance to primary residential owner-occupied single family homes in need of rehabilitation to correct health, safety or code violations.

2019-09 Community Living - Driveway expansion of existing driveway at two group homes for developmentally disabled adults for greater handicap accessibility.

2019-10 Weinberg House- Repair crumbling exterior flatwork/sidewalks to entrance of building for safety and accessibility; replace windows which are no longer functional and are needed open and close.

### **Actions planned to reduce lead-based paint hazards**

The City of Frederick will continue to comply with Title 24 Part 35: Lead-Based Paint Poisoning Prevention in Certain Residential Structures (current rule). Properties built prior to 1978 will require a lead paint risk assessment in accordance with 24 CFR part 35.

### **Actions planned to reduce the number of poverty-level families**

Approximately 11.7% of the City of Frederick's residents live in poverty which is greater than the State of

Maryland's rate of 9.6%. Female head of household with children are greatly affected at 22.4%. The goal of the City is to assist other agencies and organizations to reduce the extent of poverty.

### **Actions planned to develop institutional structure**

The City of Frederick's Department of Community Development will coordinate activities among public and private agencies in the City. This coordination will ensure the goals and objectives stated in the 2015-2019 Consolidated Plan will be effectively addressed by more than one agency. Efforts are always underway to develop new partnerships to continue the linkage between public and private partnerships.

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

The City of Frederick is committed its partnership and coordination with social service agencies, housing agencies, community and economic development agencies, county, state, federal agencies as well as private and non-profit organizations to serve the needs of the targeted income persons.

### **Discussion:**

Community Development strives for on-going monitoring to adhere to the requirements for the use of CDBG funds. Compliance efforts include program orientation prior to proposal submission, funding agreement review with grantee to understand recordkeeping requirements, periodic contact with grantee on progress on stated outcomes on activity/project toward meeting timeliness, financial recordkeeping, Davis Bacon labor requirements, issues arising on project and technical assistance. Staff looks to HUD publications for guidance on monitoring compliance.

## **Program Specific Requirements**

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

#### **Introduction:**

The City of Frederick will receive an annual allocation of CDBG funds in the amount of \$430,109 with anticipated program income of \$10,000 for FY2019 for a total \$440,109.

One hundred percent (100%) of CDBG funds will be used for activities to benefit low to moderate income persons. The overall benefit of a three year period of 2019 ,2020 and 2021 is serving 100% low to moderate income persons.

