

## **Baltimore County Department of Planning**

### **Annual Action Plan FY 2014**

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# **Baltimore County Department of Planning**

## **One-Year Action Plan for FY 2014**

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### **Executive Summary**

In accordance with federal requirements for jurisdictions receiving funds from the United States Department of Housing and Urban Development (HUD) for housing and community development programs, Baltimore County has prepared the Consolidated Plan for Fiscal Years 2012-2016. The consolidated plan is a five-year strategy that proposes how the County will use local, state, and federal resources, as well as funds from the Community Development Block Grant Program (CDBG), the HOME Investment Partnerships Program (HOME), and the Emergency Shelter Grant Program (ESG), to create decent housing, expand economic opportunity, and ensure a suitable living environment for low- to moderate-income persons and communities.

In keeping with the consolidated plan, Baltimore County prepares an annual action plan to communicate its efforts in meeting the goals of the five-year consolidated plan. This Action Plan demonstrates the steps Baltimore County will undertake in Fiscal Year 2014 to meet the needs identified in Consolidated Plan for Fiscal Years 2012-2016. The Consolidated Plan and this accompanying Action Plan are follow the strategic vision crafted from a highly collaborative process over several months during the late summer, fall, and winter months of 2010.

The Consolidated Plan builds on the County's capacity, assets and strengths to shape and execute a response to the opportunities and challenges of the County's urban communities. This Action Plan represents the Year Three activities to be undertaken in meeting the needs of County residents (particularly those residents from low- and moderate-income communities) in an open and participatory process that encourages and fosters accountability between government and its citizens.

The goals and proposed outcomes stated in this plan will reflect the needs, goals, and objectives identified through our planning process and how they will form the basis of how the County allocates funding during the Consolidated Plan period. The Consolidated Plan will serve as a benchmark and reference point for those entities that seek competitive funding from HUD through the SuperNOFA (Notice Of Funding Availability) and through other HUD-funded initiatives. The Consolidated Plan is most importantly a living and ongoing management tool that will help assess the County's performance and track results on a year-to-year basis. This Action Plan and the accompanying Consolidated Plan build upon the accomplishments, successes, and lessons learned in the past and reflect the innovation, resource efficiency, and collaboration needed during the five-year Consolidated Plan period.

The County's plan will state how it will pursue these goals for our community development and housing programs. The statutory program goals are:

*Decent Housing*

- Affirmatively furthering fair housing to expand housing choice in areas of opportunity for low income households.
- Assisting homeless persons to obtain affordable housing;
- Assisting persons at risk of becoming homeless;
- Providing resources to homeless households to assist them in securing permanent affordable housing in neighborhoods of choice and in high opportunity areas,
- Retaining and revitalizing the existing affordable housing stock;
- Increasing the availability of affordable, decent permanent housing to low-income and moderate-income families in high opportunity and non-impacted areas, particularly to people who are disadvantaged minorities, without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
- Increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and,
- Providing affordable housing that is located in non-impacted areas and close to transportation and job opportunities.

*A Suitable Living Environment*

- Improving the safety and livability of neighborhoods;
- Increasing access to quality public and private facilities and services;
- Reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower-income persons and the revitalization of deteriorating neighborhoods;
- Restoring and preserving properties of special historic, architectural, or aesthetic value; and,
- Conserving energy and water resources and improving indoor air quality in housing occupied by low income households.

*Expanded Economic Opportunities*

- Creating and retaining jobs;
- Establishing, stabilizing, and expanding small businesses (including micro-businesses);
- Providing public services concerned with securing and sustaining employment;
- Providing jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;
- Making available mortgage financing for low-income persons at reasonable rates, using non-discriminatory lending practices;
- Providing access to capital and credit for development activities that promote long-term economic and social viability of the community; and,
- Empowering and fostering self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

## **Baltimore County: Building Upon Strengths**

Baltimore County continues to be a great place in which to live, work, and play. The County is home to highly performing schools, solid and stable neighborhoods, a vibrant business community, and a strong employment base. However, the County, much like every other jurisdiction in the State of Maryland, has experienced many stresses associated with a weakened economy. Property values have decreased throughout the County, however sales prices are starting to increase, and housing sales have begun to increase. Vacancy rates in rental housing have decreased and rents continue to rise to keep pace with the increased demand for rental housing. However, the County's growth areas continue to attract private investment, unemployment has somewhat stabilized, new jobs have been created, and most importantly, the County's Office of Economic Development is focusing its efforts on retaining jobs. However, the recent loss of RG Steel as an employer on the east side of the County has resulted in the loss of a few thousand jobs.

The County continues to focus on strengthening key employment centers and economic corridors such as the I-83 corridor, Towson, White-Marsh Middle River, Essex-Pulaski Highway, Federal Center at Woodlawn, the UMBC-Southwest area, Liberty Road, and Owings Mills. The Hunt Valley-I-83 corridor boasts national and divisional headquarters such as McCormick, BD Diagnostic Systems, and PHH. This area has significant promise and is easy access to I695 and I95, as well as light rail, and convenience to the Port of Baltimore. The Federal Center at Woodlawn and the Owings Mills Transit Oriented Development efforts promise new jobs and vitality for Owings Mills and Woodlawn. The proposed Red Line will link the Federal Center with downtown Baltimore City and an additional link from the proposed station at Bayview may be extended into Dundalk. The proposed Bayview Station will also have a MARC station as well.

The County's responsible fiscal management has contributed greatly to the County's stability, but it recognizes the need to seek greater efficiencies while continuing to be responsive to the community's needs. Due to decreased real estate sales, transfer and recordation taxes have been reduced and decreases in the assessed value of real property have resulted in reduced tax collection on real property. Further, the burgeoning costs of employee and retiree healthcare insurance and the costs that have been shifted from the State of Maryland to the County add to the County's fiscal burden. Sequestration has caused fiscal uncertainty and has resulted in decreased spending on housing and community development by the federal government. Decreases in federal funding and increased citizen needs compel the County to prioritize its spending to ensure long-term sustainability. The County is managing to weather these storms through prudent fiscal management, responsible investments, and staff re-structuring.

On December 6, 2010, Baltimore County elected County Executive, Kevin Kamenetz, whose campaign focused on schools, government efficiency, and public safety. Since taking office, Mr. Kamenetz has re-structured County government, which has resulted in the merger of key County agencies to promote greater efficiency, innovation, and better collaboration. The Office of Community Conservation, which had been the lead agency responsible for the administration of the County's federal formula funds, merged with the Office of Planning to create the new Department of Planning and has emerged as the Neighborhood Improvement Division. Similarly,

the Office of Workforce Development has merged with the Department of Economic Development and the Office of Sustainability merged with Environmental Protection to form Environmental Protection and Sustainability. Finally, the Department of Social Services and the Department of Health has been merged to create a new agency called Health and Human Services. These mergers promise greater efficiency and collaboration while ensuring the sustainability of services. They allow the County to strategically focus on developing an integrated service delivery system, which capitalizes on the strengths of its employees and utilizes information technology to achieve enhanced performance and efficiency.

The County's investment in older communities has leveraged private investment throughout the County. The expanded Maryland Route 43 continues to attract new business parks and new housing has been built and more housing is underway in the area. Cooperative Services Inc. recently completed the third and final phase of its affordable elderly housing campus located on Old Court Road and is fully leased. The County provided a PILOT agreement to help reduce operating costs for 20 years. The Greens at Liberty Road, an affordable senior housing property developed by Enterprise Homes is complete and fully leased. The County provided HOME funds and a PILOT agreement to assist the project. Parkview at Rosedale and Parkview at Randallstown have implemented major renovations and updates and both received PILOT agreements. Pikeswood Apartments in Randallstown was awarded tax-exempt bond financing and is undergoing renovation and system updates. A new state of the art Sollers Point Community Center was completed in Turner Station and a new high school is underway in Dundalk. Home Leasing, LLC just acquired Glen Manor Apartments in Essex and major improvements and a new community center for the property is being planned. Timbercroft Apartments was acquired by a new owner and has preserved the affordability of this family rental housing in Owings Mills.

The County's first Single Room Occupancy Facility for chronically homeless women was completed in 2011 and is fully occupied. A second proposed Single Room Occupancy Facility (SRO) being developed by Catholic Charities for homeless men was recently awarded funding in the Continuum of Care competition and a third SRO is being developed in Turner Station. New energy efficient housing in the East Towson community has been completed and is occupied, and new affordable senior housing has been built in Randallstown and Pikesville. New affordable senior housing built to Enterprise Green Communities standards will soon be underway in Dundalk and in English Consul and the first new construction affordable family rental housing was awarded recently awarded Low Income Housing Tax Credits by the State of Maryland's Department of Housing and Community Development. Located in the Rosedale and Lansdowne communities, these new affordable garage townhomes will offer affordable rental family housing and represent significant new investment in these communities. Further, the County will reserve half of its bonding authority delegated to the State of Maryland to expand affordable rental housing in areas of high opportunity with low poverty. The County will support applications for State financing of affordable housing to those projects which provide affordable rental housing for families and for households with disabilities. The County is prioritizing its support for those projects which expand housing choice and are located within communities of high opportunity that include well-performing schools, located near transit, employment and that provide access to amenities and services.

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A new regional community center built to LEED Silver standards was built in Randallstown complete with a swimming pool and performing arts center. Nearly 200 units of single family and multifamily rental housing has been made lead safe for occupancy by low income households earning 50% or less of the Area Household median Income. A new Wal-Mart Supercenter is at long last open in Randallstown. New energy efficient market rate housing has been built and sold in the core of Towson. The Investment Building, a long-vacant high rise building in the heart of Towson, has been acquired and redevelopment of the building is complete. A new strip retail center has been developed and being leased up in downtown Essex and efforts to clean up the Back River have been stepped with the assistance of volunteers and the County's Department of Public Works efforts to maintain and operate a trash boom at the headwaters of the Back River.

As a requirement of receiving entitlement funding, Baltimore County must from time to time conduct an analysis of impediments to fair housing choice. In 2009, Baltimore County, along with the City of Baltimore, and Anne Arundel, Harford, and Howard County engaged the consulting firm of Mullin and Lonergan Associates to conduct a regional Analysis of Impediments (AI) for the Baltimore Metropolitan Area. The contract negotiated with Mullin and Lonergan Associates also included an analysis of each jurisdiction and made recommendations on reducing and eliminating those barriers. The draft analysis was made available for public comment for 45 days and a public hearing was held in January 2012 in the Board of Estimates Room, City Hall, in Baltimore City. This Action Plan will incorporate many of the recommended actions contained within the Analysis of Impediments and was signed by the Chief Elected Officers of each of the participating jurisdictions. The recommendations focused on the implementation of programs and policies that will result in expanded housing opportunities for low-income households in areas of opportunity that are not racially impacted and/or are not low income as defined by HUD. A fair Housing Specialist was hired within the Department of Planning to oversee the implementation of Baltimore County's Fair Housing Action Plan.

Despite the weakened economy, the County remains strong, but it recognizes the need to be efficient, innovative, and to focus on the long-term sustainability of the County's diverse communities and its business sectors. The County has taken an active role in the Baltimore Metropolitan Council's effort to develop a Regional Plan for Sustainable Development. HUD was awarded Baltimore Metropolitan Council a Sustainable Communities Initiative grant to develop the plan along with representatives from the public, nonprofit and institutional sectors. The Regional Analysis of Impediments' recommended actions to address regional impediments to fair housing choice will be incorporated into the regional housing plan being developed. An AI Coordinator was hired by the Baltimore Metropolitan Council to work with the Cities of Annapolis and Baltimore, and Anne Arundel, Baltimore, Harford, and Howard Counties to develop and begin to implement the housing plan. Each of the participating jurisdictions has provided funding to help offset the personnel costs of the AI Coordinator. The project, known as the Opportunity Collaborative, had its official launch in March 2013. The Opportunity Collaborative recently awarded contracts to develop a regional Housing Plan, and Education and Engagement Plan, and to develop Opportunity Maps for the Baltimore Metropolitan Area.

The County's challenge is to ensure continued high quality of life and opportunities for all of its diverse population during a time of declining revenues and increasing need. The County



recorded three successive years of decline in property values that have impacted the tax base significantly. Reductions in staff due to retirement and retirement incentives The County must balance its priorities to ensure basic services while balancing the need to reinvest in areas that have declined and need revitalization, accommodate growth in areas of opportunity, and manage its land resources in a responsible manner. This Action Plan describes how the County will pursue its housing and community development goals in a compliant, responsible and balanced manner.

### **Action Plan Goals for FY 2014**

During the Action Plan period, the County will carry out housing activities that are built on the principles of sustainability and affirmatively furthering fair housing as defined in the Consolidated Plan and the Analysis of Impediments. Expanding housing choice for low and moderate-income households in a manner that its occupants are able to sustain without compromising the quality of life for its residents continues to be a high priority for Baltimore County. The County will use its HOME funds and Payments in Lieu of taxes to preserve and create affordable rental housing that will be affordable to families with an emphasis on expanding housing opportunities in non-impacted areas and in areas of high opportunity. The County will place special emphasis on providing rental housing opportunities for families and for persons with disabilities in areas of low poverty and high opportunity that is close to good schools, employment, transportation, and services such as health care centers, libraries, and community centers.

The County will continue to fund the Settlement Expense Loan Program (SELP), the Mortgage Assistance Loan Program (MALP) and housing counseling for low-income, first-time homebuyers to increase access to homeownership. The County will continue to support the increase of affordable homeownership opportunities for low to moderate-income persons through strategic investment of HOME funds. The County will continue to fund the Single Family Rehabilitation Loan Program with CDBG funds to ensure a suitable and sustainable living environment for low to moderate- income households. Through housing initiatives such as the Housing Accessibility Modifications Program (HAMP) and its existing commitment to make public facilities more accessible, the County will use CDBG funds to increase access to housing and public facilities for persons with disabilities. Further, the County will continue to use its federal, state and local resources to provide emergency, transitional and supportive housing to persons and families in need of shelter and supportive housing.

The County's commitment to affirmatively further fair housing choice is strong. The County is committed to increasing the availability and the accessibility of services and resources to address the needs of protected classes and those with Limited English Proficiency. The Fair Housing Specialist has worked within the Department of Planning and has developed a Language Access Plan to address the needs of persons with Limited English Proficiency. The Language Access Plan includes translation services and access to written materials in languages most widely used in Baltimore County. Further, the Department of Planning is sponsoring Command Spanish for its employees to further expand the Department's ability to serve the County's growing Hispanic population. The County will partner with fair housing education and advocacy groups, County

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agencies and neighboring jurisdictions to ferret out discriminatory practices and remove impediments to fair housing. In conjunction with its regional government partners, the County will participate in the implementation of a regional fair housing plan to reduce impediments to fair housing choice. The County is committed to increasing the accessibility and availability of public services and activities that promote economic opportunities for low and moderate-income persons and members of the protected classes that contribute to their ability to sustain housing. The County is committed to efforts that encourage the availability and the accessibility of transportation and transport services that connect housing and jobs.

During the Year Three Action Plan period the County will focus on addressing the housing and human service needs of low to moderate income households within the Priority Funding Areas within the County's URDL(urban rural demarcation line). The County's Priority Funding Areas consist of the Community Conservation Areas as well as the County's Growth Areas within the Metropolitan District. The Metropolitan District is the area where public water and sewer can be extended. With the State's passage of SB 236 (Sustainable Growth and. Agricultural Preservation Act) in 2012, Baltimore County must direct growth to those areas that permit the extension of sanitary sewer and public water. The County will direct affordable rental housing resources to areas of high opportunity within the Metropolitan District footprint to expand housing choice and to affirmatively further fair housing.

### **Resources Available During the Action Plan Period**

During the FY2014 Action Plan period the County will have more than \$100 million comprised of a variety of federal, state, and local resources to fund proposed housing and community development activities that will benefit low to moderate income individuals, households, and communities. These funds will be used to support the County's housing and community development goals and to support HUD's statutory goals of decent housing, suitable living environment, and creating economic opportunities. The County expects to spend more than 90% of its CDBG resources as well as its other federal, state, and county funds to benefit low to moderate-income individuals, households, and communities. The County expects roughly that same percentage of funds to be utilized within the Priority Funding Areas within the URDL.

| <b>Funding Program</b>               | <b>Source</b>                    | <b>Use</b>                               | <b>Amount</b>       |
|--------------------------------------|----------------------------------|--|---------------------|
| <b>CDBG</b>                          | Federal                          | <b>Housing and Community Development</b> | \$3,767,580         |
| <b>CDBG Program Income</b>           | Repayments of Federal CDBG Loans | <b>Housing and Community Development</b> | \$377,040           |
| <b>Continuum of Care</b>             | Federal                          | <b>Housing and Community Development</b> | \$2,418,527         |
| <b>County Foreclosure Prevention</b> | County                           | <b>Foreclosure Prevention</b>            | \$295,000 estimated |
| <b>HOME</b>                          | Federal                          | <b>Affordable Housing</b>                | \$1,599,246         |
| <b>HOME Program Income</b>           | Repayments of Federal HOME Loans | <b>Affordable Housing</b>                | \$85,231            |
| <b>ESG</b>                           | Federal                          | <b>Homeless Services</b>                 | \$263,665           |
| <b>Homeless Women's Shelter</b>      | State                            | <b>Homeless Shelter</b>                  | \$87,797            |



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|---|---------|---|--|
| <b>Emergency Transitional Homeless Shelter</b>        | State   | <b>Emergency and Transitional Housing</b>                       | \$118,843  |
| <b>Homeless Prevention Program</b>                    | State   | <b>Homeless Prevention Services</b>                             | \$73,370   |
| <b>Low Income Housing Tax Credits</b>                 | State   | <b>Affordable Rental Housing</b>                                | \$6,000,000 est. equity derived from sale of credits if awarded. |
| <b>Maryland Housing Rehabilitation Program (MHRP)</b> | State   | <b>Housing Rehabilitation</b>                                   | \$307,000  |
| <b>Maryland Lead Hazard Reduction Program (LHRP)</b>  | State   | <b>Housing Rehabilitation</b>                                   | \$150,000  |
| <b>Maryland Mortgage Program</b>                      | State   | <b>Affordable Homeownership</b>                                 | \$13,000,000 estimated.  |
| <b>Tax Exempt Bond Financing</b>                      | State   | <b>Affordable Rental Housing</b>                                | \$13,000,000 estimated   |
| <b>Housing Choice Voucher Program</b>                 | Federal | <b>Affordable Rental Housing</b>                                | \$56,000,000 estimated   |
| <b>County General Funds</b>                           | County  | <b>Public Services, Homeless Services, and Shelter</b>          | \$3,189,977  |
| <b>HOPWA</b>  | Federal | <b>Housing Services and Assistance for People With HIV/AIDS</b> | \$880,000 estimated  |
| <b>Rental Assistance Program</b>                      | State   | <b>Affordable Rental Housing</b>                                | \$157,197  |
| <b>Total All Sources</b>                              |         |   | <b>\$101,770,473</b>   |

## Managing the Process

The Baltimore County Department of Planning is the lead agency for overseeing the development of the Consolidated Plan and is solely responsible for administering the programs covered by the Consolidated Plan and its subsequent action plans.

The development process for the 2012-2016 Consolidated Plan was a highly inclusionary and participatory process. Many people in the public and private sectors contributed to the process in a multitude of ways. Information was gathered through four focus groups, two public hearings, a homeless charrette, consultation with public and private agencies including the State of Maryland, Baltimore City, Howard, Harford, and Anne Arundel Counties, faith-based and nonprofit organizations, and with staff of the Department of Planning, and, through a community needs assessment survey. Further, we conducted housing market and demographic analyses to gain a greater understanding of the current make-up of the Planning Areas.

The Deputy Director of the Department of Planning's Neighborhood Improvement Division (formerly Community Conservation) was responsible for managing the consolidated planning process, and the effort was staffed by several key persons within the Department of Planning. Two of the Housing Focus Groups (Affordable & Fair Housing) were organized by the Housing

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Program Administrator. The Homeless Services Coordinator organized the Homeless Charette, which also served as a planning process for Baltimore County's 10 Year Plan to End Homelessness. The charette was coordinated by Corporation for Supportive Housing (CSH) on a contract basis. Participants included representatives from emergency and transitional shelters, housing advocates, social services providers, health care providers, faith-based institutions, and government. The Senior Disabilities Specialist organized the Focus Group on Persons with Disabilities. The Commission on Human Relations organized the Fair Housing Focus Group. During this time, the Department of Planning also consulted with the Department of Health and other providers involved in services for special needs populations like those with HIV/AIDS. The Department of Planning and the Baltimore County Housing Office held a joint public hearing as part of the Consolidated Plan's development. Comments received during the 30-day public comment period were included in the Appendix to the Consolidated Plan.

The County continues to participate in the Regional Fair Housing Group to work on affirmatively further fair and affordable housing. It is also working with the Baltimore Metropolitan Council on the development of a regional housing, land use and transportation plan through the Council's Sustainable Communities Consortium to produce a regional plan on workforce development, transportation and land use.

Two public hearings were included in preparation for this Action Plan period. The first was held on December 14, 2012 as part of the Request for Proposals pre-bid hearing and the second was held on May 1, 2013 to seek public input on the proposed activities for Fiscal Year 2014. A summary of citizen comments from both public hearings can be found in the Appendix to this action plan.

The Grants Administrator was responsible for managing the Request for Proposals (RFP) process. Her responsibilities included: coordinating the pre-bid conference meetings; incorporating priorities identified in the public hearings into the RFP process; preparing and issuing the RFPs and organizing review panels for each category of funding; preparing recommendations for the Director's review and final approval; identifying the scope of work and proposed outcomes for all grant agreements and contracts; and, preparing all grant agreements for execution.

Senior staff, program coordinators, contributed to the process by gathering information on needs, priorities, resources, and gaps in resources; proposing program strategies and initiatives to accomplish goals and objectives; identifying measurable outcomes and performance indicators; and, preparing narratives on their specific program areas. These staff persons have also been charged with the responsibility for maintaining program integrity and meeting proposed outcomes and performance benchmarks. These same staff persons have also participated in the annual performance reviews of all of grant subrecipients, to ensure ongoing compliance with regulations. Finally, the Deputy Director of the Department of Planning's Neighborhood Improvement Division approved both the plan and all proposed projects.

| <b>Entities Represented – December 14, 2012 Needs Hearing</b>   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Abilities Network</li> <li>• Alliance, Inc</li> <li>• ASG</li> <li>• Associated Catholic Charities</li> <li>• Baltimore Art and Music Project</li> <li>• BCCRS-ASG</li> <li>• Baltimore County Department of Health</li> <li>• Baltimore County Department of Planning</li> <li>• Baltimore County Local Management Board</li> <li>• Baltimore County Office of Budget and Finance</li> <li>• Baltimore County Police</li> <li>• Baltimore Neighborhoods, Inc</li> <li>• CEFM Network, Inc</li> <li>• CASA of Baltimore County</li> <li>• Casa de Maryland</li> <li>• Churches for the Streets of Hope</li> <li>• CLB</li> <li>• Columbia Lighthouse for the Blind</li> <li>• Comprehensive Housing Assistance Inc. (CHAI)</li> <li>• Community Assistance Network, (CAN)Inc.</li> <li>• Community Crisis Center, Inc.</li> <li>• Creative Kids, Inc.</li> <li>• Delta Research and Education Foundation</li> <li>• Diversified Housing Corporation</li> <li>• Dundalk Renaissance Corporation</li> <li>• Dundalk Youth Service Center</li> <li>• Easter Seals Greater Washington</li> <li>• Eastside Community Development Corporation</li> <li>• Emerge, Inc.</li> <li>• Empire Homes of Maryland</li> </ul> | <ul style="list-style-type: none"> <li>• Empowering Women in Need, Inc</li> <li>• Episcopal Housing Corporation</li> <li>• Essential Strategies, LLC</li> <li>• Family Crisis Center of Baltimore County</li> <li>• First Step</li> <li>• Greater Baltimore Community Housing Resource Board</li> <li>• Harbel Housing Partnership</li> <li>• Henderson Webb, Inc.</li> <li>• Heroes Helping Heroes</li> <li>• Homes for America</li> <li>• House of Ruth - Maryland</li> <li>• Humanim</li> <li>• INNterim Housing Corporation</li> <li>• Jewish Community Services</li> <li>• Legal Aid Bureau, Inc.</li> <li>• Lighthouse, Inc</li> <li>• Maryland Council for Special Equestrians</li> <li>• Maryland Disability Law Center</li> <li>• Maryland Food Bank</li> <li>• Maryland School for the Blind</li> <li>• Maryland Transit Administration</li> <li>• MedMark Services, Inc.</li> <li>• My Neighbor Foundation</li> <li>• National Alliance for the Mentally Ill (NAMI) – Metro Baltimore</li> <li>• New Pathways</li> <li>• Night of Peace Family Shelter</li> <li>• People Encouraging People</li> <li>• Penn Mar</li> <li>• Prologue, Inc</li> <li>• Rebuilding Together</li> <li>• St Vincent de Paul of Baltimore</li> <li>• T and D Clothing</li> <li>• The Image Center</li> <li>• Towson Chamber of Commerce</li> <li>• TurnAround</li> <li>• Y of Central Maryland</li> <li>• YWCA Greater Baltimore</li> </ul> |

The County will continue to engage in principled partnerships with public and private housing, health, and social service agencies. The County will continue to work with the Focus Groups to measure performance and program effectiveness, respond to emerging issues, and to leverage public and private resources. A result of these partnerships is the establishment of joint preferences within our Housing Choice Voucher Program for the individuals experiencing homelessness or living with a disability as well as using Housing Choice Vouchers as part of the financing structure for affordable rental housing.

### **Citizen Participation**

Baltimore County has developed the following process that solicits and encourages citizen participation in the development of the Annual Action Plan. The process allows for annual input to plan the investment of federal funds awarded to the County for housing and community development activities, including CDBG, HOME, and ESG-funded projects and activities. On behalf of Baltimore County, the Department of Planning requests citizen input on a yearly basis to ensure that citizen participation requirements are met. Similar to the Consolidated Plan process, the Annual Action Plan process is organized around at least two public hearings. Following is the outline of the process:

- (1) Notification of the public hearings is provided to: interested citizens; previous applicants and recipients of federal housing and community development funds; representatives of community organizations, the foundation community and County agencies who serve low- to moderate-income persons, elderly, and/or special needs individuals. This notification will be provided between 14 and 30 days prior to the public hearing.
- (2) To maximize public participation, hearings are held on weeknights with accommodations for individuals with disabilities. The needs of non-English speaking individuals and citizens who are deaf or hard of hearing will be accommodated upon request. When a significant number of citizens who do not speak English is expected at a public meeting, the Department of Planning will provide an interpreter, provided that the Department of Planning receives a seven day notice of the expected attendance of such individuals. The Department will provide a sign language interpreter if requested seven days prior to the public meeting. A sign-in sheet will be available to all participants in order for them to be added to the mailing list to receive notice of future public hearings, proposal solicitation materials for the following funding year, and information on the Annual Action Plan.
- (3) The first public hearing for the Annual Action Plan provides citizens with information, including (a) the amount of annual grants and program income for federal housing and community development programs expected to be available during the following program year; (b) the range of activities that may be undertaken with these funds; and, (c) how these activities may benefit persons of low- and moderate-incomes. In addition, the Department of Planning seeks citizen opinion during this public hearing on local community development and housing needs to guide the development of the Annual Action Plan. This also provides the opportunity for public comment on program

performance during the previous program year. Citizen comments are recorded on a large easel for all to read and review. A summary of these comments can be found in the appendix of this document.

Request for proposal forms, available at the public hearings as well as online, can be used by citizens, non-profit organizations, community organizations, and other governmental agencies, to propose projects and activities for federal funding. Proposal forms will also be available at the Department of Planning, 105 West Chesapeake Avenue, Suite 201, Towson, Maryland 21204, or can be obtained by calling the office at 410-887-3317. To help guide applicants, the notice includes the general requirements proposals must meet in order to receive funding, examples of eligible projects, and application deadlines. Guidelines used to select proposals for funding are also included. A minimum of 30 days will be provided between the notification date for the public hearing and the due date for the submission of the proposals. Copies of proposals submitted will be available for review in the Department of Planning during business hours.

Technical assistance will be provided to any organization or individual that may require assistance in preparing their proposals. Special efforts will be made in low- and moderate-income communities to assist all interested citizens, including minorities and non-English speaking persons, as well as special populations, in planning projects and activities and in preparing proposals for funding.

At the discretion of the Department of Planning, additional public hearings or citizen input meetings might be scheduled to receive input from citizens on proposed activities and projects to be considered for federal funding. In the event additional public hearings or citizen input meetings are held, the Department of Planning will provide a 14- to 30-day notification of the scheduling of such hearings or meetings.

- (4) At the last public hearing, Department of Planning staff will present the recommended activities and projects for the upcoming fiscal year. The public will be invited to attend and comment on staff recommendations for activities and projects for the upcoming year to be identified and described in the Annual Action Plan. For the Fiscal Year 2014 Action Plan period, this public hearing is scheduled for Wednesday, May 1, 2013.
- (5) Upon completion of the draft of the Annual Action Plan, the public will be notified, through publication in the Jeffersonian Newspaper as well as on the County's website, of its availability. A 30-day comment period will be provided, during which the Department of Planning will receive oral and written comments. Copies will be made available to the public at all local libraries, on the County's website and in the Department of Planning. A reasonable number of copies will be made available, free-of-charge, at the request of citizens or groups. All comments will be considered and incorporated into the document where deemed appropriate. A summary of all comments, with reasons provided for comments not incorporated, will be attached to the Annual Action Plan.

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- (6) The Baltimore County Budget Office's Grants Review Committee will review projects and activities and will forward their recommendations to the Baltimore County Council. The Baltimore County Council will approve the budget recommendations of the Annual Action Plan.
- (7) The final Annual Action Plan will be submitted to HUD and will be available via the Baltimore County Department of Planning website at [www.baltimorecountymd.gov/agencies/neighborhoodimprovement](http://www.baltimorecountymd.gov/agencies/neighborhoodimprovement). A notice is published in the Jeffersonian Newspaper stating the availability of this final Annual Action Plan. Upon request, the Annual Action Plan will be made available in a form accessible to persons with disabilities.

## **Institutional Structure and Coordination**

The Baltimore County Department of Planning is the lead agency in carrying out the Consolidated Plan strategy. The Department coordinates the efforts of other County agencies, nonprofit organizations, faith-based organizations, the business community, and public institutions. The delivery system has been strategically developed to maximize scarce resources and leverage public and private funds to carry out the County's housing and community development objectives and priorities. The delivery system's biggest strength is the unified vision that has been developed through a highly collaborative process that promotes resource sharing, volunteerism, principled partnerships, and a commitment to revitalization.

Baltimore County, Maryland is a body corporate and politic that performs all local governmental functions within its jurisdiction. There are no incorporated towns, villages, municipalities or other political subdivisions in the County. The County has operated as a Charter County since 1957 and is governed by an elected County Executive and a seven-member County Council. The County Council was elected to office in November 2010, and all but two of the seven members are new to the Council. For the first time in the County's history, there are two women County Council members.

During the Action Plan period the County will continue to work within its institutional structure to strengthen existing relationships, manage resources more effectively, and develop new relationships to further the County's goals and objectives. The County will focus efforts to further engage the faith-based community in achieving Consolidated Plan goals and objectives; clarify roles, responsibilities, documentation, and recordkeeping requirements of funding partners including County agencies carrying out Consolidated Plan programs; and strengthen regional relationships with other entitlement jurisdictions to address common challenges and opportunities.

## **Lead-Based Paint**

For decades, lead poisoning has impacted the lives of children, families, and communities in Baltimore County. Lead poisoning's effects, such as learning disabilities, loss of IQ, speech and



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physical development problems, attention deficit disorder, and aggressive behavior have challenged the County's school and juvenile justice systems.

The Maryland Department of the Environment's statewide Childhood Lead Registry (CLR) performs childhood blood lead surveillance for Maryland. The CLR has released a comprehensive annual report on statewide childhood blood lead test results for calendar year 2009 (CY 2009). All numbers are based on blood lead testing (venous or capillary) on children. With few exceptions all numbers referred to children 0-72 months of age.

For CY 2009, a total of 107,416 children 0-72 months were tested for lead exposure statewide. According to the data, in Baltimore County there were 61,053 eligible children, of which only 26.4%, or 16,139, were tested. Of the 16,139 children tested there were 85 children who were identified with elevated blood lead levels in Baltimore County. Testing alone does not reveal underlying sources.

Due to the age of the County's housing stock it has long been the County's practice to assume the presence of lead in residential structures built prior to 1978. Although a number of these properties are considered historic and may have undergone extensive restoration, most have not.

Department of Planning target areas for lead hazard mitigation focus on zip codes which have historical levels of children with elevated blood lead levels, large housing stocks of older rental housing, residents with predominantly low income, and properties where children under age 6 reside. According to the US Census (2000) there are 229,606 families in the target areas; 112,077 or 48.8% of families earn under 80% of the area median household income (AMHI) and 59,330 or 25.8% have incomes under 50% of the AMHI. The housing stock in these target areas is composed primarily of older, pre-1950 single-family attached and detached houses that need significant rehabilitation and repair. Over 64% of housing in the County, or 210,251 units, were constructed prior to 1978. In addition, the number of impacted residences constructed prior to 1950 represents 16.9% of housing in the County, or 55,277 units.

## **Annual Action Plan Objectives**

During the Action Plan period, the County will focus on addressing needs identified through the public participation process, through the identification of needs available through public data particularly housing needs, and through consultation with providers, government agencies, and advocates. Housing priorities were established by addressing critical housing needs such as increasing permanent affordable housing for people experiencing homelessness balanced by the need to stabilize and increase homeownership particularly for people of low to moderate-income people, preserve and create affordable rental housing, and increasing the availability of housing for people with special needs including low and very-low income senior households. Community development needs have been identified through public hearings, focus groups, consultation with County agencies, and through community outreach efforts. Further, the County's Analysis of Impediments to Fair Housing recommended several actions that the County should undertake in its efforts to affirmatively further fair housing. More details about those proposed actions will be described in the section on fair housing.

Nonprofit agencies are finding it increasingly difficult to obtain operating support. The County's nonprofit partners provide assistance to the County's neediest residents. They provide much needed emergency services including eviction prevention services, food pantries, and programs that serve homeless households. HUD-certified counseling agencies provide credit repair, financial literacy, default counseling and foreclosure prevention services to low income households. The County will continue its commitment to reserve 15% of its CDBG funds to provide this valuable operating assistance.

The extent to which the County can address the most critical needs is limited by our available resources. However the County has allocated its priorities in such a way as to address housing needs across a broad spectrum, while building on its existing capacity, and thoughtfully leveraging resources. Budgetary cuts to the CDBG and HOME programs have reduced precious funds that could be directed towards housing and community development activities that benefit low income households. Further, the new proposed HOME regulations will require additional staff resources in order to provide the level of due diligence and underwriting required of HOME funded projects. The County will continue to seek out additional resources to supplement its entitlement funds to carry out housing and community development activities that benefit low income households and communities.

Barriers to addressing underserved housing and community development needs continue to be access to financial resources, available developable land, a negative public perception about affordable and assisted housing, and the cost of land in a region where the housing market was already among the top housing markets in the country despite the presence of foreclosures and declining property values. In particular, the cost of land in opportunity areas, can be prohibitive and therefore developers must pursue sources of equity in order to make affordable housing and community development projects work. It is not unusual for affordable housing projects to have as many as 7 sources of funds in the financing structure. Further, state policies that award rating points to rental housing financing applications that locate their projects in low-income communities make it difficult for projects to score competitively if located in higher wealth census tracts.

### **Preserving and Expanding Affordable Housing**

During the County's FY 2014 Action Plan period, the County will continue to use its federal state and local resources to fund its housing activities. In addition to the County's commitment to affirmatively further fair housing, the County's primary housing goal for the use of its entitlement funds is to preserve and expand the availability, accessibility, and sustainability of affordable housing for low and moderate-income households. While preserving and increasing homeownership for low-to-moderate income households remains a priority, the County is shifting its attention to the rental housing needs of low-to-moderate income households and members of the protected classes.

The County recognizes the demand and need for affordable housing continues to be a challenge especially since the County's allocation of HOME funds for the Action Plan period is 37% less than FY 2012 and are looking at additional cuts due to sequestration in FY14. Of particular

importance is the need to create and expand housing opportunities for low-income households in areas of opportunity that are not racially/ethnically impacted. During this funding period, Baltimore County approved \$2,050,000 for five rental projects with construction underway. Three of the five projects will be for low income families and individuals. The preservation of Pikeswood Apartments in Randallstown, rehabilitation project-117 Main Street in Turner Station, Dundalk (single room occupancy project), the preservation of Glen Manor Apartments in Essex. Two newly constructed senior projects, Greens at Logan Field in Dundalk and Greens at English Consul in Lansdowne. The County will use \$156,000 in CDBG funds to support the State of Maryland's Department of Housing and Community Development's BRAC Rental Preservation programs. These funds will be used to provide short-term construction loans for the preservation of rental housing. The County will delegate some of its tax-exempt housing bond authority to the State of Maryland to assist affordable rental housing for families in opportunity areas. The County will also provide PILOTs to affordable rental housing receiving Low Income Housing Tax Credits as a local contribution.

The passage of the HEARTH Act, and its requirements, will re-direct the County's focus on the rapid re-housing of homeless households and the prevention of homelessness, through the strategic deployment of resources. The County has used RAP, HOME and Emergency Shelter Grant (will provide 18 shelter residents up to \$3,000 for assistance with security deposits and first month's rent) funds to provide tenant based rental assistance vouchers to needy low-income households. The County will continue to use HOME funds to provide Tenant Based Rental Assistance (TBRA) vouchers to low-income households that were once homeless or at risk of being homeless. The County will use \$350,000 in HOME funds for the completion of committed rental payments.

Baltimore County receives its HOPWA funding through Baltimore City. Baltimore County's Department of Health administers those funds on behalf of Baltimore County. The Housing Office provides tenant eligibility and re-certification and is responsible for inspection and re-certification of approximately 95 dwelling units. The Housing Office will have an executed Memorandum of Understanding to specify the terms and responsibilities of the partnership with the Department of Health.

During the Action Plan period, the County will also use State funds in the amount of approximately \$157,197 to provide rental assistance for a 12-month period to people who are homeless or at risk of homelessness under the state's Rental Assistance Program. The County has administered this program for nearly 20 years through its Housing Office and subsequently through the Baltimore County Department of Planning's Neighborhood Improvement Division. The program will return to the Housing Office in FY 2014. The County increased access for persons with disabilities to existing rental housing through its Housing Accessibility Modifications Program (HAMP) for improvements and modifications to privately-owned rental housing identified and administered in conjunction with the County's Commission on Disabilities. The County will provide CDBG funds to Emerge, Inc. to provide grants of up to \$15,000 to rental property owners to fund accessibility modifications for tenants with physical disabilities. The County will provide \$184,069 in CDBG funds to nonprofit organizations that operate housing for persons with disabilities to make accessibility modifications to special needs group homes.

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During the Action Plan period, the County will pursue opportunities to invest HOME funds to create and preserve affordable rental housing. The County will use prior year HOME funds in the amount of \$892,088 to provide gap-financing to developers of affordable rental housing with an emphasis on funding projects in opportunity areas. The County will use the Neighborhood and Site Selection Standards found at 24 CFR Part 983 to guide its funding decisions.

The County is working with nonprofit development organizations and community-based organizations to create affordable housing opportunities by leveraging resources and providing technical assistance. The County will reserve \$241,582 in HOME funds to support CHDO activities during the Action Plan period.

Further, the County will set aside operating assistance monies in the amount of \$50,000 in HOME funds for Community Housing Development Organizations (CHDO) in order to increase the capacity and sustainability of community-based housing development organizations.

To ensure a suitable living environment for low to moderate-income homeowners, the County will continue to fund its long-standing Single Family Rehabilitation Loan Program that has been in existence for over 30 years. To date, the program has helped more than 2500 households make repairs and improvements and correct hazardous and unsafe conditions. During the Action Plan period, the County will fund this important program with \$1,000,000 in CDBG funds to ensure a suitable and sustainable living environment for approximately 80-100 low to moderate-income households. The County will continue to require the use of green, healthy, and sustainable practices in all new construction and rehabilitation work to promote energy efficiency and improved indoor air quality.

To help households sustain homeownership, the County has established a foreclosure prevention program in partnership with our existing nonprofit housing counseling agencies. The project is coordinated by Department of Planning's Housing and Community Development Coordinator and seeks to prevent foreclosure or when foreclosure can't be prevented, mitigate the effects and the impact of foreclosure on the household. Pro bono attorneys provided through the Civil Justice Center and delivered via regular workshops held around the County augment foreclosure prevention counseling provided by the nonprofit housing counseling agencies. Efforts will include: 1) Provision of funding to support post purchase housing counseling services to include default and delinquency counseling; home equity access including refinance and home equity borrowing; and foreclosure prevention including mortgage workouts and forbearance counseling, 2) Partnering with the MD Department of Labor and Licensing, the MD Department of Housing and Community Development, the Greater Baltimore Board of Realtors, the Civil Justice Center, the University of Baltimore, the Community Law Center, financial institutions and regulators, philanthropic entities, and other nonprofit organizations to implement effective policies to reduce or prevent foreclosures in Baltimore County, including the development of sound credit instruments, expansion of consumer education campaigns, and disposition of foreclosed properties, 3) exploring legislative options to reduce the proliferation of foreclosed properties being acquired by investors that are engaged in speculative practices, and 4) coordinating events such as the Housing Resource Day and Foreclosure Solutions Workshops to promote

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homebuyers education and financial literacy. The initiative will continue to be funded with County General funds.

Finally, the County will continue to fund the Settlement Expense Loan Program during the Action Plan period with \$489,828 in HOME funds. This program has been instrumental in helping first-time homebuyers purchase existing homes in the County's designated Conservation areas.

During the Action Plan period, the County will fund the following housing activities:

### **Baltimore County: Housing Opportunities Rehabilitation Programs**

**Amount Recommended: \$ 1,000,000**

Through the single family housing rehabilitation program, Baltimore County assists homeowners in making needed repairs to their properties while improving the housing stock in the County and preserving neighborhood from deterioration. The Program has two components - the *Single Family Rehabilitation Loan Program* and the *Emergency Repair Program*. Approximately 80-100 households will be assisted with housing rehabilitation assistance provided through the CDBG program. Eligibility is limited to those households where income does not exceed 80% of the area median income, adjusted by family size. These programs are available countywide to qualified borrowers on a first-come, first-served basis - however priority is given to those homeowners who are located in priority funding areas or who are in need of emergency repairs. The primary purpose of the *Single Family Rehabilitation Loan Program* is to rehabilitate single family, owner-occupied principal residences to a decent, safe, and sanitary condition in accordance with applicable Baltimore County codes and standards. These loans are secured to the property with a Deed of Trust. In the case of the *Emergency Repair Program*, the program is designed to enable the County to assist income eligible homeowners with an expedited repair to a major system which has failed or is in imminent danger of failure and which presents a clear and immediate health and/or safety hazard to the occupants of the unit. Repairs under this program are limited to hazardous conditions and in that circumstance, a grant is made to cover the cost of the emergency repair(s). The maximum grant amount is \$7,500 for the Emergency Repair Program.

(\$1,000,000 CDBG Housing Rehab)

### **Rebuilding Together: Low-Income Home Repair**

**Amount Recommended: \$ 56,327**

Rebuilding Together provides home repairs for 20 low-income households. Volunteers perform the majority of the repair work on Rebuilding Day, April 26, 2014. The project will also include at least one community beautification project. Rebuilding Day project consists of 800 volunteers who provide free home repair to about 20 projects in a single target community. The expected target community for FFY2013 will be a lower income Baltimore County community jointly chosen by Rebuilding Together and Baltimore County. Priority will be given to low-income households of the elderly and disabled. The projects will help keep homeowners warmer, safer, and drier and will help to revitalize communities. Grant funds will support salaries for the Executive Director and Program Manager and office rent as well as supplies for the program.



Grant funds will leverage an additional \$361,922 from other foundation, and fundraising sources and \$212,158 in in-kind contributions.  
(\$ 56,327 CDBG Housing Rehab)

## **Adopting a Philosophy of Sustainability in Government and in Housing and Community Development**

Sustainability is defined as meeting the needs of the present without compromising the ability of current and future generations to meet their own needs. Baltimore County has long been a champion of smart growth and directed spending in order to sustain our quality of living and provide minimal impact on the environment. Baltimore County is a part of the Chesapeake Bay Watershed and has promoted stewardship of this valuable resource so that it might be sustained for future generations. The establishment of the Urban Rural Demarcation Line (URDL) ensured that the County would focus its infrastructure resources to its established communities and designated growth areas. The County's aggressive stance on preserving open space and its efforts to reforest areas of the County have earned it accolades from both private and public sector organizations. An integral element of strong and thoughtful planning must be done with an eye to preserving the built and natural environment for future generations to enjoy and benefit from. Thus, adopting a philosophy of sustainability in housing and community development is consistent with the County's overall goal of preserving and sustaining our natural resources, reducing our carbon footprint, and targeting resources to existing communities. This lens of sustainability helps us to examine our programs and policies with an eye towards the future and the goal of sustaining our living environment in such a way as to preserve resources for future generations.

In 2010, the State of Maryland passed the Sustainable Communities Act. The Act strengthens reinvestment and revitalization in Maryland's older communities by reinventing an existing rehabilitation tax credit and extending the life of the credit through 2014, simplifying the framework for designated target areas in the Community Legacy (CL) and Neighborhood Business Works (NBW) programs by creating "Sustainable Communities", establishing a new transportation focus on older communities, and enhancing the role of the smart Growth Subcabinet (SGSC) in the revitalization of communities. The principles of Sustainable Communities are shaped to encourage local governments and a variety of stakeholders to coordinate a statewide approach to applying the principles of Sustainable Communities in Maryland. Those principles are:

- **Provide more transportation choices.** Develop safe, reliable, and economical transportation choices to decrease household transportation costs, reduce our nation's dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and promote public health.
- **Promote equitable, affordable housing.** Expand location and energy efficient housing choices for people of all ages, incomes, races, and ethnicities to increase mobility and lower the combined cost of housing and transportation.



- **Enhance economic competitiveness.** Improve economic competitiveness through reliable and timely access to employment center, educational opportunities, services and other basic needs by workers, as well as expanded business access to markets.
- **Support existing communities.** Target federal funding toward existing communities through strategies like transit oriented, mixed-use development, and land recycling to increase community revitalization and the efficiency of public works investments and safeguard rural landscapes.
- **Coordinate and leverage policies and investment.** Align policies and funding to remove barriers to collaboration, leverage funding, and increase the accountability and effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy.
- **Value communities and neighborhoods.** Enhance the unique characteristics of all communities by investing in healthy, safe, and walkable neighborhoods; rural, urban, or suburban.

The Department of Planning will submit its application to the MD Department of Housing and Community Development's Division of Neighborhood Revitalization in June 2012 to establish the first phase of designated Sustainable Communities in Baltimore County. The County plans to designate Sustainable Communities in a two-phase process. The County proposes to establish ten Sustainable Communities in the first phase application to include areas that include designated Commercial Revitalization Areas, Community Enhancement Areas (as designated in the 2020 Master Plan), Enterprise Zones, areas proposed for Transit Oriented Development, and existing residential communities.

We have adopted standards and specifications appropriate for new construction, rehabilitation, and weatherization in the County's affordable housing programs. Standards to be utilized must include at a minimum Energy Star and include the LEED for Homes, Enterprise's Green Communities, and EarthCraft Homes. The sustainable practices that have been incorporated in the rehabilitation and new construction of affordable housing is minimizing energy costs for low-to-moderate income households, promoting healthy indoor air quality, and lowering operating costs of housing to truly produce housing that is affordable to rent or own and maintain. The Project Manager for our Lead Safe program has received his certification as a Building Analyst through the Building Performance Institutes (BPI) national standard certification. The County's Code Enforcement Officers have received HQS and some have received Lead technician training. The Department of Planning's participation with the State of Maryland's MacArthur Foundation Grant Consortium also benefits through training and certification resources available to members of the grant consortium.

## **Needs of Public Housing**

Baltimore County does not own any public housing. However, the Department of Social Services' Housing Office functions as the Public Housing Agency. The Housing Office focuses on strengthening families and funds the Family Self Sufficiency Program. This program helps

families gain access to employment services, housing counseling including counseling on homeownership opportunities and education that contributes to economic opportunity. The Housing Office is authorized for 6099 Housing Choice Vouchers and utilizes a Payment Standard of 110% of the Fair Market Rents for the Baltimore Metropolitan Area.

## **Affirmatively Furthering Fair Housing**

Baltimore County is committed to affirmatively furthering fair housing and expanding housing choice through the elimination of barriers to fair housing and targeting areas of high opportunity for investment. In Year Three of the County's Consolidated Plan, the County proposes to continue its strong efforts to increase the availability and the accessibility to affordable housing for very low to moderate income persons and households in areas of high opportunity to expand housing choice. The County also proposes to ensure that its affordable housing development policies and programs reflect a strong commitment to affirmatively further fair housing. Through participation in the development and implementation of a Regional Plan for Sustainable Development in partnership with the Baltimore Metropolitan Council's Sustainable Communities Initiative to expand equitable housing choice in the Baltimore Metropolitan Area, the County continues to directly participate in the development and implementation of a Regional Fair Housing Action Plan.

During the Consolidated Plan period and specifically in FY 2014, pursuant to the recommendations contained within the October 2011 Analysis of Impediments to Fair Housing Choice, the County will conduct the following activities to further eliminate barriers to fair housing choice:

- Develop a Language Access Plan for Limited English Proficiency persons and households;
- In cooperation with Baltimore County Community College host a free, six-week Command Spanish language class for Department of Planning staff;
- Establish "All-Talk" an all volunteer group of bi-lingual staff serving as on-call interpreters;
- Engage the services of professional interpretation and translation agencies to provide language interpretation and written document translation services for Limited English Proficiency;
- Post for review and comment a draft of its 2013 revised affordable housing Development Guide;
- Issue a Fair Housing Request for Proposal to solicit applications for funding to provide fair housing training and education workshops, testing and outreach services to Baltimore County.

Furthermore, during FY 2014, Baltimore County Department of Planning as it administers federal Community Development Block Grant (CDBG), Home Investment Partnerships Act (HOME) and Emergency Shelter Grant (ESG) funding for the County, will elevate the visibility of the County's efforts to affirmatively further fair housing and expand fair housing choice by retaining a Fair Housing Specialist that among other fair housing activities conducted the four-factor analysis as directed in the Federal Register of January 22, 2007; developed a limited

Language Access Plan (LAP) to assist the County in further assisting persons with Limited English Proficiency (LEP) to access County programs including CDBG, HOME and other programs/services; revise the County's affordable housing Development Guide to demonstrate the County's solid commitment to support the development of new units of affordable housing for members of the protected classes and ensure the Department of Planning is in compliance with all federal requirements involving distribution of program information, benefits and services to all very low to moderated income members of the protected classes including Limited English Proficiency persons/households. The County will also continue to directly participate in Baltimore Regional Fair Housing Group and Baltimore Metro Council activities.

Additional efforts by the County to affirmatively further fair housing will include the following activities

- Elimination of language requiring that developers acquire Council approval before submitting an application for financial assistance under the County's HOME program.

The County will aggressively work to increase the availability of affordable, accessible, livable, visitable affordable housing to very low-to-moderate income persons and households in areas of high opportunity that is close to transit, employment, services, and well performing schools.

- The County will prioritize and direct its investment of HOME and CDBG funds to promote projects involving rental housing for non elderly disabled as well as larger, hard to house families on sites outside of racially/ethnically concentrated areas and areas with poverty rates that are less than 10%..
- The County will include affirmative marketing standards within the developer's application package.
- The County, through the Departments of Planning will conduct the four-factor analysis of needs and language access plan according to HUD's LEP guidance.
- In order to increase the availability of housing options for persons with disabilities, the County will strongly encourage regional and local affordable housing developers to increase the supply of accessible housing outside of racially/ethnically concentrated areas and areas whose poverty rates exceed 10%.
  - The County will recommend awarding grant funds to non-profit organization to create and maintain a current list of landlords with accessible units to offer a higher level of assistance to persons with disabilities.
  - The County will recommend awarding fair housing counseling and foreclosure prevention counseling to a non profit Community Development Corporation to assist Spanish-speaking and Latino populations.

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- The County will continue to facilitate homeownership education and outreach with particular emphasis to limited English Proficiency and members of the protected classes.
- The County will utilize its CDBG and HOME funds to increase access to homeownership for low to moderate-income persons in areas of high opportunity.
- The County will use HOME funds to provide closing cost and down payment assistance for first time low to moderate income homebuyers in areas of high opportunity.
- The County will use HOME and CDBG funds to provide operating support to nonprofit agencies that provide homebuyers' education and housing counseling services to low to moderate-income persons.
- The County will use HOME funds to write down the cost of homeownership for low to moderate-income households within the Priority Funding Areas with an emphasis on creating opportunities in areas of high opportunity.
- In order to improve the existing process for receiving, investigating, and recording housing discrimination complaints the County will continue to provide funding for fair housing testing and outreach efforts to landlords, rental agents, and real estate professionals.

During the Consolidated Plan period and specifically in FY 2014 the County proposes to address the following goals as recommended in the Analysis of Impediments to Fair Housing Choice Implementation Schedule for the AI's Fair Housing Action Plan.

- The County will continue to use its HOME funds and provide tax incentives in the form of stipulated tax payments to increase the supply of affordable rental housing for very low to moderate-income persons and households including non elderly disabled in areas of opportunity.
- In order to mitigate the extent to which mortgage loan denials and high cost/predatory lending disproportionately affect minorities, the County will continue to engage HUD-certified counseling agencies to target credit repair education through advocacy organizations that work with minority populations.
- The County will, when necessary, conduct direct marketing activities to advise Limited English Proficiency of County program and funding availability
- The County will continue efforts to expand the availability of housing options for non elderly persons with disabilities.
- The County will continue to work to remove administrative barriers to the development of affordable housing in non-impacted neighborhoods.

The following Fair Housing projects are planned for Fiscal Year 2014:

**Fair Housing: Baltimore Neighborhoods Inc.**  
**Amount Recommended: \$ 103,492**

BNI expects to serve 12,400 individuals (5,000 households with 2.48 average size) through its Fair Housing Testing Services, the Tenant Landlord Hotline, and its community education and outreach activities. Grants funds will partially support salary and fringe costs for the Executive Director, Tenant-Landlord Supervisor, two tenant-landlord counselors, the Fair Housing Program Manager, Fiscal Services Director and Administrative Director. Funds will also be used for operations costs associated with testing, supplies, guide printing, ongoing translation efforts and other tenant landlord resources. In-kind services of \$14,531 are expected as well as \$196,782 in other funds.

(\$62,240 CDBG, \$41,252 OLD CDBG)

**Fair Housing: Greater Baltimore Community Housing Resource Board, Inc.**  
**Amount Recommended: \$ 16,760**

Funds will be used to develop and provide the public access to an affordable housing database and an accessible housing database. Both database will contain up-to-date information on available affordable and physically accessible rental units within the County. The database will be available via website and benefit approximately 800-1000 persons with disabilities as well as 1,500-2,000 low and moderate income households searching for affordable rental units.

(\$12,760 CDBG, \$4,000 OLD CDBG)

**Fair Housing: Analysis of Impediments Coordinator**  
**Amount Recommended: \$ 5,000**

It is Baltimore County's intention to contribute \$5,000 annually to the Baltimore Metropolitan Council to support the salary of a project coordinator to oversee the implementation of the regional fair housing application.

(\$5,000 CDBG)

## **HOME Investment Partnership Act**

Baltimore County uses HOME funds to support its existing Settlement Expense Loan Program (SELP), which provides closing cost assistance to income-eligible, first-time homebuyers. The assistance is in the form of a deferred loan that is forgivable if the homeowner occupies the property as the principal residence during the period of affordability as required by the HOME Investment Partnerships Act regulations. The period of affordability for a SELP loan is fifteen

years. Baltimore County also uses HOME funds to support its Mortgage Assistance Loan Program (MALP), which provides downpayment assistance to low to moderate-income first-time homebuyers in designated areas in existing communities through the County. The assistance is in the form of a deferred loan that is forgivable if the homeowner occupies the property as the principal residence during the period of affordability as required by the HOME Investment Partnerships Act regulations. The period of affordability for a MALP loan is fifteen years. The County will provide financial support for homebuyer's education and counseling through its existing network of housing counseling agencies and will market the program in a variety of ways. The housing counseling agencies will provide both pre- and post-settlement counseling, including default and delinquency counseling, to ensure successful and sustainable homeownership. The County targets its outreach efforts to low-income County residents, potential first-time homebuyers, first-year teachers, Spanish-speaking communities and residents, tenants of manufactured housing, displaced families, and families assisted by the Department of Social Services Housing Office. The County also publicizes the program at community meetings and community and regional festivals, informational workshops, in local newspapers, on the Internet, and the County's cable program, "Hello Baltimore County."

Individuals assisted with HOME Program funds must agree to repayment requirements, which are outlined in both a Note and a Deed of Trust and are recorded within the Land Records of Baltimore County. The loan is non-interest bearing, and repayment is deferred. Should the borrowers cease to occupy the home as their principal residence within the period of affordability, or sell or refinance the home for any purpose other than to lower the monthly payments, they will be required to repay the full amount of the HOME Program funds invested in the house. Forgiveness of some or all of the debt may be requested in the event the net proceeds of the sale of the home are insufficient to cover the full amount of the indebtedness. The amount subject to recapture is limited to the direct subsidy in the unit and the amount recaptured may not exceed net proceeds.

Baltimore County follows the resale/recapture guidelines as specified in the HOME regulations found at 24 CFR 92.254. For assistance provided to homebuyers (whether through down payment assistance, new construction or rehabilitation) if the Property ceases to be occupied by the homebuyer as the homebuyer's principal residence, or is sold, or otherwise transferred prior to the end of the Period of Affordability or (an "Event of Conveyance"), the Loan, or a portion thereof, shall be immediately due and payable out of the Net Proceeds. The amount of the Loan to be repaid to the Beneficiary shall be reduced proportionately, based on the time the property has been owned and occupied by the Buyer measured against the Period of Affordability, according to the schedule established.

Homebuyer's unit selection must meet the modest housing limits as defined by HUD in CFR 92.254 (a) (2), set limits on the purchase price, for units being acquired and after rehab value for HOME assisted units.

Baltimore County requires that all HOME-assisted housing meet the affordability requirements for not less than the applicable period specified below, beginning after the project completion. The Period of Affordability is based on the amount of HOME funds invested in the project.



| If the HOME assistance is: | Then the Period Of Affordability is |
|----------------------------|-------------------------------------|
| Less Than \$15,000         | 5 years                             |
| \$15,000 to \$40,000       | 10 years                            |
| Over \$40,000              | 15 years                            |

Projects failing to meet the minimum affordability requirements will be subject to the resale/recapture provisions. If the property fails to meet the minimum Period of Affordability, Baltimore County will recapture those funds. All housing assisted with HOME program funds in Baltimore County must meet the definition of “modest housing,” as defined by HUD. As established by HUD, the purchase price of HOME assisted housing may not exceed 95% of the median purchase price within the statistical area. As of April 1, 2012, HUD set the purchase price limit for a one-unit home in the Baltimore Metropolitan Area at \$362,790. The purchase price of the home is recorded in each individual case file.

Baltimore County does not plan to refinance any existing debt with HOME funds. Any HOME Program funds recaptured will be used to support and assist other eligible HOME Program activities. The County will meet its HOME match obligations through the use of state revenue bonds and local and general funds.

## **ESG/Homeless Services**

### **Homeless Services**

Baltimore County will continue to align strategies to address homelessness in the Action Plan period by using a variety of public and private resources. This One-Year Action Plan will: incorporate the new definition of homelessness as well as new regulations for all programming funded through the Emergency Solutions Grant, Supportive Housing and Shelter Plus Care Programs; focus on the implementation of strategies and activities as identified in 10-year planning to incorporate Rapid Re-Housing as a first step in serving shelter and unsheltered individuals and families; increase the supply of affordable permanent and supportive housing; enhance the shelter diversion and triage system; build upon the coordinated assessment system; continue to improve access to mainstream resources and provide an improved system of response; and provide strategies and services in combination with the leveraging of other resources to avert homelessness for those at risk of becoming homeless. A detailed summary of Emergency Solutions Grant funding plans for Fiscal Year 2014 awards is included in the body of this document under Proposed Homeless Projects.

### **Chronic and Other Homelessness**

The Department of Planning remains aggressive in its approach to expanding, collaborating and leveraging resources with potential outreach partners such as health institutions, Departments of

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Corrections, Economic Development, Health and Human Services, Aging, Veterans Administration, Higher Education, faith-based organizations, various nonprofits, police precincts, businesses and residents of Baltimore County. Comprehensive assessments are completed on each person who is homeless. In 2012, Baltimore County continued to build its Continuum of Care decision making body to include a wider range of committees. Workgroups continued work on implementation of goals and objectives generated from the 10-year planning process. These working groups are comprised of partners from across all spectrums of programs and services for the homeless.

During the Action Plan period, the County will undertake the following action steps aimed at eliminating chronic homelessness and making other homelessness rare and brief:

- Continue to count sheltered and unsheltered homeless individuals each year to establish a baseline;
- Continue to incorporate new definition of homelessness as well as new regulations across all programs funded through ESG, SHP and SPC programs;
- Institute a Housing First approach throughout the homeless service deliver system to include coordinated assessment, housing-focused case management, shorter shelter stays, convalescent care, improved access to mainstream resources.
- Utilize ESG funds to provide rapid re-housing support to 18 sheltered individuals/families;
- Continue adding permanent and permanent supportive housing units for chronically and other homeless including the opening of a 16-bed facility for chronically homeless women in Eastern Baltimore County;
- Continue to expand SOAR (SSI, SSDI, Outreach and Recovery) in Baltimore County through continued coordination among members of the SOAR workgroup;
- Provide annual mental health training on serving intellectually disabled individuals to shelter staff and shelter case workers;
- Provide training and education to all shelter and transitional housing staff and case workers on the County benefits system, with an emphasis on health care reform, providing a better understanding of the benefits available and how to assist clients in accessing benefits;
- Coordinate resources and funding to increase leveraging and monetary resources; specifically reaching investors, foundations, developers, board members of local non-profits serving the homeless;
- Educate landlords and tenants about prevention activities and permanent housing voucher programs;
- Develop a Performance Measurement/Monitoring workgroup within the Homeless Roundtable to review funded activities ability to meet stated goals for ESG, SHP and SPC;
- Strategize with faith-based organizations, businesses and other community groups on the education of the public about homelessness and opportunities for collaborations and partnerships;

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- Complete a 10-year plan to end homelessness in Baltimore County utilizing recommendations from Homeless Charrette (2010) in partnership with the National Alliance to End Homelessness and the Baltimore County Homeless Roundtable;
- Increase resources for eviction prevention through the use of FY 13 ESG funds
- Collaborate with community partners such as prevention and mental health service providers, the Department of Aging, the Health Department, to provide prevention services such as housing and supportive services to special populations such as elderly, frail, persons with disabilities, person with HIV/AIDs and persons with alcohol and substance abuse problems.
- Provide Rapid Re-housing services to homeless individuals/families through the use of FY 14 ESG funds;
- Continue medical assessments and referrals to Health Care for the Homeless-Baltimore County, for those who are homeless to prevent deterioration of acute and/or chronic conditions;
- Assist in expansion of Health Care for the Homeless clinical;
- Continue to partner with local Department of Health to bring nursing services to sheltered homeless individuals;
- Continue to examine emergency and transitional shelter utilization and populations and make appropriate adjustments in operations and services to meet the changing needs;
- Continue to work with the Homeless Youth Workgroup to determine needs for unaccompanied youth in the county including supportive services and housing needs.
- Work with partners from the Veterans Administration and Alliance, Inc. to meet the supportive service and housing needs of veterans.
- Continue to build the Consumer Advisory Board comprising of those experiencing homelessness, formerly homeless and at-risk of homelessness; and
- Continue to research and incorporate best practices into the Baltimore County Continuum of Care.

### **Homelessness Prevention and Services**

The following public and private services and activities will be undertaken in FY 2014 to prevent homelessness and/or provide support services for those who are homeless:

Rental/Mortgage/Utility Assistance/Food/Prescription Assistance: Includes first month's rent, security deposits, eviction prevention, utility turn-off prevention, food and assistance with prescription costs and co-pays.

#### *Participating Agencies:*

- Assistance Center of Towson Churches
- Baltimore County Department of Social Services
- CEFM Network
- Community Assistance Network, Inc.
- Southwest Emergency Services
- United Churches Assistance Network

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- We Are Family Community Development Corporation
- Community Crisis Center
- Health Care for the Homeless – Baltimore County
- Jewish Community Services
- Neighbor to Neighbor – Epiphany Episcopal Church

Weatherization: Evaluation of homeowner's heating and cooling systems as well as doorways, windows and attic joints. Furnace replacement, window sealant and pip insulation may be provided.

*Participating Agencies:*

- Baltimore County Single Family Rehabilitation Program
- Community Assistance Network

Service Linked Housing: A Resident Advocate located in two large rental housing developments provides services to help residents in these low-income areas stay in their homes. Services include rental assistance, after-school program, food pantry, employment, and job searches.

*Participating Agencies:*

- Community Assistance Network

Housing Counseling/Case Management: Housing counselors assist individuals and families in remaining in their homes while addressing issues that may potentially lead them to homelessness. Counselors provide services such as securing finances, credit report repair, application for housing and referrals to other mainstream resources.

*Participating Agencies:*

- Baltimore County Department of Social Services
- Baltimore County Department of Planning – Housing Case Manager
- Various non-profits

Information and Referral: A Street Card is updated annually, which lists all services and contact numbers for the homeless. Street cards are available at the following places:

- Police precincts and police officers
- Libraries
- Elected Officials' offices
- Businesses
- County Agencies; aging, DSS, etc.
- Non-profit agencies
- HMIS ResourcePoint
- United Way 211
- Hospital emergency rooms
- Shelters

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Fair Housing: Discrimination complaints, investigations and hotline.

*Participating Agencies:*

- Baltimore County Human Relations Commission
- Baltimore Neighborhoods, Inc.
- Greater Baltimore Community Housing Resources Board
- Legal Aid Bureau
- Homeless Persons Representation Project

Employment: Employment training, counseling, and job searches.

*Participating Agencies:*

- Baltimore County Workforce Development Centers
- Baltimore County Mobile Career Center
- Community College of Baltimore County
- Department of Social Services workforce programs
- Community Assistance Network
- Young Parent Support Center and Day Resource Center at Eastside Shelter
- Morningstar Baptist Church

Transportation: Bus tokens, cab fair, shuttle to Westside shelter:

*Participating Agencies:*

- Baltimore County Bureau of Public Health Nursing
- Baltimore County Department of Social Services
- Baltimore County Department of Aging
- Community Assistance Network
- Various churches and coalitions

Health Services: Mental and physical health assessments:

*Participating Agencies:*

- Prologue, Inc.
- Alliance
- People Encouraging People (ACT Team)
- Main Street Mobile
- Baltimore County Department of Health
- Key Point Health Services, Inc.
- Health Care for the Homeless – Baltimore County
- Franklin Square Hospital Center
- Various hospitals

## **Discharge Planning**

### **Foster Care**

All providers are aware of program eligibility for youth leaving the foster care system. The Baltimore County Coordinated Assessment Center helps to link youth to housing and services. The County's foster care program partners with a continuum of independent living programs that include foster homes, group care, alternative care units, and off-site supervised apartment living. Maryland's foster youth are discouraged from exiting care until age 21, and those who exit prior to age 21 may request aftercare services. The public agency facilitates transition planning meetings beginning at age 14; participants may include family members as well as youth supports, service providers, and community agency representatives. Youth with significant developmental disabilities may be eligible for residential care and the county offers some limited transition housing for youth with mental illness. The public agency also offers flexible funding to defray apartment start-up costs for youth exiting to independent housing.

Upon discharge, housing opportunities include:

- Shared housing with family member or other significant adult
- Independent housing (room or apartment rental)
- Residential housing for developmentally disabled adults
- Transitional apartment housing for youth with chronic mental illnesses
- New Pathways apartment living
- Challengers apartment living

### **Health Care**

Baltimore County Department of Planning, in collaboration with Healthcare for the Homeless Baltimore County, Baltimore County Department of Health and Humans Services, has created policies for discharging homeless patients to medical respite. In 2011, 20 convalescent beds were available. These beds are designated for individuals with low demand medical needs who require a period of recovery. All supportive service providers are responsible for determining client eligibility for such programming. In an effort to educate healthcare facilities about these policies, Baltimore County's Homeless Services Coordinator, along with shelter directors, will provide updated discharge planning training to hospital staff to educate them on the protocol for shelter referrals as well as shelter policy regarding health care. Healthcare institutions continue to follow County protocol to call the Homeless Screening Unit and refer patients to shelter. The Homeless Screening Unit will assess the medical needs of the clients and determine medical respite placement.

Upon discharge, persons with health concerns not requiring on-going intensive medical attention are referred to medical respite. Individuals are also referred to local health clinics and healthcare for the homeless Baltimore County/City, nursing homes, rehabilitation facilities, and back to family if possible. Supportive services providers are responsible for determining eligibility for these programs prior to referral. Those with disabling medical conditions and who have no alternative housing options, are provided an opportunity, when funding is available, to apply for tenant-based rental assistance in order to obtain permanent housing. All necessary enhancements



to address the needs of disabled are made through the Baltimore County Department of Planning HAMP program, a program of the Baltimore County Commission on Disabilities.

### **Mental Health**

The State Department of Health and Mental Hygiene, a provider through the Continuum of Care (CoC), updated its discharge policy in 2008 to address discharge protocol for clients leaving institutions. Policies include the creation of a detailed aftercare plan for all clients. The CoC consults with the Baltimore County Department of Behavioral Health, who provides the local oversight on matters affecting homeless individuals with mental health concerns being discharged from local institutions. Clients are connected to case management services to assist in meeting aftercare service plan goals. A local Mental Health/Homeless workgroup partners with the CoC. Members include Department of Behavioral Health, direct service providers and institutions. Through this workgroup, mental health service agencies and institutions have been educated on referral processes and shelter policy regarding the care of mentally disabled clients.

Residential Rehabilitation programs offer housing and supportive services outside of HUD McKinney-Vento funded programs. These settings provide intensive and supportive supervision to help with successful, stable housing. The goal is to move toward independent housing. There are 333 residential rehabilitation beds in Baltimore County spread across 5 organizations including Alliance Inc., CSSD, Keypoint, Mosaic and Prologue, Inc.

### **Corrections**

MHA's Division of Special Needs Populations Mental Health and Substance Abuse Committee addresses discharge planning for incarcerated individuals. This Committee has developed re-entry strategies for those being released. MHA's Division of Special Needs Populations provides funding for mental health treatment services, case management, aftercare planning and follow-up care. MHA serves as a member of the local Continuum of Care Committee and applies for Shelter Plus Care Housing funding on behalf of 20 counties. In addition, Baltimore County Corrections leads a bi-monthly Forensic Workgroup that addresses serving incarcerated individuals who upon re-entry, will be homeless. A member of the CoC sits on this committee and provides on-going education to the Roundtable on activities and development of programming. Additionally, the Social Services Department of County, Prologue, Inc. and Alliance, Inc. offer reentry programs focused on providing supportive services and eviction prevention for those incarcerated and their families in order to prevent homelessness.

Baltimore County Department of Health and Human Services strives to work with Department of Corrections to address discharge planning for incarcerated clients. Through the work of case managers, assigned to the local detention center, homeless prevention services are provided such as linkage to mainstream resources including workforce development activities, eviction prevention offering utility arrears and credit repair assistance to clear credit and make new housing accessible. The Behavioral Health division of the Department of Health and Human Services provides in-house case management support to clients with mental illness within the

detention center to assure appropriate evaluation, care and after-care treatment to include housing in 333 residential rehabilitation housing beds offered through Alliance, Inc., CSSD, Keypoint, Mosaic and Prologue, Inc.

## **ESG Match**

Baltimore County will satisfy the ESG matching requirement by the funds provided by ESG grant recipients. Each recipient is required to report leveraged dollars, which may be used as a match for these grants. These funds come from fundraising efforts, donations of cash and goods, as well as other foundation grants to the recipients.

## **Proposed Homeless Projects**

Proposed projects recommended for FY 2014 include projects that increase the availability and accessibility to public services, transitional housing, emergency housing, and supportive services. Projects will be funded using CDBG, ESG, State and County dollars. Specific projects to be undertaken during FY 2014 are as follows:

### **Abilities Network, Inc: Promising Futures for Families**

#### **Grant Award: \$ 15,000**

This project will provide intensive behavioral support services to individual children and provide resource and referral services/training to families and staff. The project will serve 17 children in 12 households and 6 shelter staff at the Family Crisis Center, a domestic violence shelter. Intensive training and mentoring for shelter staff around the topics of social and emotional development, positive behavior management and special needs as well as training for families in Circle of Security and Positive Solutions for Families workshops will occur. Grant funds will support Project ACT staff for 7.5 hours a week, travel costs and program supplies. \$15,760 in other funds and in-kind contributions support this program.  
(\$15,000 CDBG)

### **Alliance, Inc.: Support for Overcoming Homelessness**

#### **Grant Award: \$ 30,464**

This project will serve 150 homeless persons with targeted case management. The project will place particular emphasis on serving homeless adults with severe mental health. Two groups will be targeted – those requiring emergency resources to retain or obtain housing and those who are currently ineligible for targeted case management through the Public Mental Health system. Grant funds will support a case manager two days a week as well as an emergency fund for clients facing homelessness in need of security deposits, utility assistance, bus tokens, hygiene items and other basic needs. Alliance will match these grant funds with \$3,445 in cash and in-kind contributions from private donations, foundations, local businesses and churches.  
(\$30,464 County)

**Alliance for Mentally Ill of Metro Baltimore T/AN NAMI Metropolitan Baltimore:**  
**Homeless Recovery Support Group Project**  
**Grant Award: \$ 28,500**

This project will serve 80 homeless persons with exhibited signs of mental illness. The organization will provide a much-needed peer support program for individuals at the Eastside Homeless Shelter. Grant funds will support staff salaries, stipends for support group facilitators, and other operational costs. Foundation and private donations of \$10,222 and in-kind contributions of \$3,850 will be provided.  
(\$28,500 County)

**Baltimore County Department of Health: Shelter Nurse Program**  
**Grant Award: \$ 95,000**

The Shelter Nurse project provides onsite nursing case management services to address the acute and chronic health needs of shelter residents in Baltimore County's three largest homeless shelters (Eastside, Westside, Hannah More) while reducing their barriers to permanent housing. Shelter nurses will facilitate referrals to health-related services available through County programs, homeless services programs, and community partners, in addition to providing nursing care, health screening and education. The grant funds requested will help support the salaries of nurses and associated program costs to provide nursing services to 300 unduplicated homeless persons. The Baltimore County Department of Health will contribute \$37,654 for one part-time nursing position as well as travel and uniform costs. The Department will also provide an in-kind contribution of \$17,410 for program supervision and administration.  
(\$24,102 CDBG, \$70,898 County)

**Baltimore County Department of Social Services: Project Mainstay**  
**Grant Award: \$ 25,000**

Project Mainstay will provide emergency eviction prevention assistance to Baltimore County residents, who have a source of income and are no more than two month's rent payment in arrears. The assistance will cover the cost of the arrearage up to \$1,000. With an average eviction prevention unit cost of \$800, they project to serve approximately 25 households (63 individuals). Additional support for the project comes from the state and county funds which provides \$72,371 in salaries for housing counselors, who process Project Mainstay eviction prevention assistance and work with applicants helping them to sustain their housing.  
(\$25,000 HPP)

**CEFM Network, Inc.: CEFM Network, Inc.**  
**Grant Award: \$ 39,995**

CEFM operates an assistance center serving the greater Catonsville area in southwest Baltimore County. CEFM maintains a food pantry and provides financial assistance for eviction prevention, utility cut-off and other needs. CEFM expects to provide 1400 instances of food assistance,

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utility cut-off assistance for 75 households, 200 holiday food baskets, 75 filled school backpacks, and eviction prevention assistance to 90 households. Funds from this grant will provide funding for the executive director's salary and \$12,100 for eviction prevention activities. Funds are expected to leverage \$128,000 in government and private funds and \$244,500 in donated food, volunteer time and miscellaneous supplies/gifts for children.  
(\$22,433 CDBG, \$17,562 ETHS)

### **Churches for Streets of Hope: Eastside Freezing Weather Shelter** **Grant Awarded: \$68,367**

This project will provide shelter for up to 40 homeless men during cold weather shelter months of October 1 to April 30<sup>th</sup>. The project will offer two daily meals and overnight shelter for sixteen men per night. Grant funds will be used for the salaries of a shelter manager and assistant. The funds will also be utilized to cover operational costs of the shelter. Partners, contributors and volunteers will provide \$44,333 in cash donations and in-kind contribution of \$140,320.

(\$26,950 ESG, \$41,417 County)

### **Community Assistance Network: Outreach Program** **Grant Award: \$ 192,000**

Community Assistance Network, Inc.'s Outreach Program will use grant funds to pay a portion of staff salaries, rent, utilities and direct grants to clients for eviction prevention. CAN will provide rental eviction prevention services, prescription assistance, and utility assistance services once a year to Baltimore County low-to-moderate income residents. CAN has federal and private foundation support totaling 888,018. In kind contributions of rental space from Baltimore County, Henderson-Webb, and Sawyer Realty as well as private corporate donations from supermarkets, the Department of Agriculture, and other private companies total \$624,788.  
(\$36,370 HPP, \$155,630 County)

### **Community Crisis Center, Inc.** **Grant Award: \$ 35,000**

Community Crisis Center (CCC) offers support services to individuals and families at risk of becoming homeless in Reisterstown, Owings Mills, and Glyndon. Services include emergency assistance grants, provision of resources to meet basic needs, crisis counseling, and resource referrals. They are expected to serve 1,900 individuals (500 households). Grant funds will support the Executive Director's salary. CCC will provide monthly emergency assistance grants of \$1500 to qualifying families to help pay for overdue rent, mortgage or utilities bills. Grant funds will leverage \$36,432 in funds from the United Way and local business and/or congregations.  
(\$35,000 County)

### **Episcopal Housing Corporation: Neighbor-to-Neighbor** **Grant Award: \$ 33,250**

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This project will provide homeless prevention services for 25 low-income families in the Lakes Apartments in central Baltimore County. The full grant will fund rental units. Episcopal Housing Corporation expects to receive \$179,750 in private and foundation funds to support this project as well as \$12,800 in in-kind contributions from Henderson-Webb Corporation of meeting space and Epiphany Episcopal Church for bookkeeping and administrative oversight. (\$33,250 County)

### **Family Crisis Center of Baltimore, Inc.: Domestic Violence Emergency Shelter** **Grant Award: \$ 105,985**

This project provides services to victims of domestic violence who have been forced to leave their homes due to the violence in their relationships. Domestic violence victims will receive shelter for themselves and their dependent children for up to 90 days while they seek relief. Services provided to these families include: case management, crisis counseling, child counseling, parenting groups, referrals and clothing. The Family Crisis Center Emergency Shelter will provide these comprehensive services to approximately 111 households (262 individuals). Baltimore County grant funds will support salaries for staff. FCC will leverage \$302,112 in funding from federal, state and county government funds, private fundraising and foundation as well as \$2,438,667 in in-kind contributions. (\$45,405 CDBG, \$35,580 ESG, \$25,000 HWS)

### **Family Crisis Center of Baltimore, Inc.: Domestic Violence Transitional House** **Grant Award: \$ 22,000**

The Family Crisis Center of Baltimore County's Domestic Violence Transitional House Project (DVTHP) continues the services to primary and secondary victims of domestic violence who have been previous residents of the Family Crisis Centers Domestic Violence Emergency Shelter (DVES). Client residents are provided services such as case management, lawyer representation, individual and family psychotherapy, resource and referral, and victim advocate services. This transitional house allows them to gain the necessary skills to establish self-sufficiency and to move from transitional services achieving independence and freedom from violence for themselves and their children. The program provides up to 12 months of residency to residents and expects to support a total of 14 households, approximately 35 individuals. Grant funds will support salary costs. Grant funds will leverage \$34,745 in funds from Baltimore County DSS Marriage License Funds, fundraising and other contributions from private foundations, churches and community organizations. In-kind contributions of \$762,310 come from the County for rent and facility maintenance and USDA food. (\$22,000 CDBG)

### **INNterim Housing Corporation: INNterim House** **Grant Award: \$ 87,067**

INNterim House will provide a supportive and structured transitional residential environment to 17 homeless families (approximately 37 individuals) while these women head of households can acquire the skills and resources needed to become economically independent. For up to two years, INNterim will provide case management, training in life skills, housing and financial

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management services to families living at the Sudbrook facility. Grant funds support salaries for the executive director, family advocates, house manager, chef, maintenance technician and residential assistants.  
(\$87,067 CDBG)

### **INNterim Housing Corporation: INNterim Gardens** **Grant Award: \$40,000**

INNterim Gardens will provide permanent scattered site apartment rental housing for 10 low to moderate-income families coming out of Baltimore County shelters. The grant supports salary costs, contractual services, program and operational costs. The grant leverages \$293,615 in other cash funding (mostly through a federal Supportive Housing Program grant) and approximately \$10,000 in in-kind contributions.  
(\$40,000 CDBG)

### **Jewish Community Services: Homeless Prevention Services** **Grant Award: \$ 66,000**

This project will serve approximately 42 households at risk of becoming homeless. Grant funds will support a comprehensive financial needs assessment and benefit eligibility screening, financial assistance for rent and utilities, a thorough mental health and addictions evaluation, case management, vocational assessment, employment counseling and financial literacy/money management training. Grant funds will support direct client assistance (\$56,000) and \$10,000 in contributions to the salaries of the service coordinator, career coach, and mental health clinician. In-kind contributions of \$18,630 from Jewish Community Services in staff and administrative support.  
(\$22,108 CDBG, \$12,000 HPP, 31,892 County)

### **Maryland Food Bank: Feeding Hungry Marylanders** **Grant Award: \$325,000**

This funding helps defray the Maryland Food Bank's general operating costs. This grant will support utilities, pest control, building security, warehouse equipment repair, refrigeration unit repair, trash removal, safety equipment, auditor's fees and professional development for staff. Grant funds are not targeted specifically to Baltimore County citizens, but assist with the overall operations of the Food Bank. The Maryland Food Bank will serve approximately 92,940 people. Grant funds will leverage \$15,430,428 from other sources through private fundraising, foundations, and corporate donations. In-kind contributions (\$36,082,818) will consist of food donations, telephone services and donations from events are also expected.  
(\$325,000 County)

### **Night of Peace Shelter Inc.: Emergency Shelter** **Grant Award: \$ 135,000**

The Night of Peace Family Shelter, Inc (NOP) will provide emergency shelter, food and transitional services for 65 homeless families with children (approximately 180 individuals) in



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Baltimore County. Funds will provide salaries and fringe costs for the shelter manager, social workers, housing advocate and evening and overnight. Other anticipated funding includes in-kind contributions of \$5,000 and cash contributions of \$103,320 through private fundraising and other sources.

(\$31,970 CDBG, \$50,812 ETHS, \$52,218 County)

### **Prologue, Inc.: Emergency Shelter Grant**

**Grant Award: \$ 22,800**

This project will provide payments to secure housing for homeless persons and families in Baltimore County. Up to 25 client households will receive monetary assistance to secure housing by payment of a security deposit, payment of first month's rent, or payment of a past utility bill so the household can secure utility service for a residence. Grant funds will be matched with \$421,448 federal funds as well as \$19,800 in in-kind contributions.

(\$22,800 ESG)

### **Turnaround, Inc.: Emergency Shelter**

**Grant Award: \$ 55,671**

Turnaround will provide emergency shelter and transitional housing to women, men and children who have been impacted by domestic violence and sexual assault. The emergency shelter and transitional housing program will provide immediate safety to 35 victims and their children (approximately 88 individuals) over one year who would otherwise be homeless. They will be provided with transportation, food, and personal supplies along with counseling and case management services. The requested funds will pay for the salaries of the staff that run the program as well as the cost of hotel placement, client transportation, and maintenance of two houses. Operational and staff costs are also supported by Marriage License funds, Governor's Office of Crime Control and Prevention Domestic Violence funds and private donations totaling \$76,564.

(\$38,667 CDBG, \$17,004 ETHS)

### **YWCA of the Greater Baltimore Area: Arbutus Permanent Supportive Housing**

**Grant Award: \$ 68,049**

The Arbutus Permanent Supportive Housing program is a new project to Baltimore County that will provide permanent, single-resident-occupancy housing therapeutic case management and supportive services to 13 chronically homeless women in Baltimore County. This grant will cover operational expenses and costs associated with providing case management and other supportive services. A cash match of federal Supportive Housing Program funds and other foundation and private funds will total \$217,221, with \$166,500 in in-kind supportive services and training for residents coming from other partners.

(\$41,090 CDBG, \$8,780 HWS, \$18,179 County)

## **Proposed Rapid Rehousing Projects**

Using its ESG funds, the County also proposes projects that will rapidly rehouse those experiencing homelessness in an effort to get Baltimore County citizens stabilized and removed from homelessness as quickly as possible.

### **Episcopal Housing Corporation: Neighbor-to-Neighbor Rapid Rehousing Project** **Grant Award: \$ 114,000**

This project will provide rental subsidies and comprehensive support services to 14 homeless families (approximately 47 individuals) who are moving from homelessness to permanent housing throughout Baltimore County. The grant will fund rental subsidies for one year and be coupled with case management, therapeutic support groups, financial literacy, budgeting, life skills development and job readiness training. Episcopal Housing Corporation expects to receive \$190,750 in private and foundation funds to support this project as well as \$14,600 in in-kind contributions from Henderson-Webb Corporation of meeting space and Epiphany Episcopal Church for bookkeeping and administrative oversight.  
(\$114,000 ESG)

### **St Vincent de Paul: Front Door at Hannah More** **Grant Award: \$ 100,424**

This project will support rapid rehousing efforts for 20 families residing at Sarah's Hope Hannah More Shelter. These families will be provided rental assistance and intensive case management for one year - moving from shelter to housing, with an additional year of follow-up to achieve housing permanency and sustainability. The first year's lease will be executed in the families' name with St Vincent de Paul serving as guarantor. Families will be provided financial assistance to address arrearages, pay security deposits, and purchase furnishings. St Vincent de Paul will provide \$65,000 in United Way funds and \$12,044 in in-kind contributions for indirect and other costs.  
(\$64,335 ESG, \$36,089 Old ESG)

## **Sheltering the Homeless**

In addition to the programs identified above to address the needs of those experiencing or close to experiencing homelessness, the County contracts with two vendors to operate three shelters operating in county-owned buildings. These shelters are the Hannah More Shelter, the Westside Men's Shelter, and the Eastside Homeless Shelter. County and State funds will be used to operate these shelters in FY 2014.

### **The Hannah More Shelter**

St Vincent de Paul of Baltimore will operate this 85-bed homeless shelter for women and children. Shelter residents are referred through the County's intake process and services are designed to assist residents in achieving stabilization and readiness for permanent housing within 90 days. County and State funds in the amount of \$688,458 are reserved for this shelter. This shelter is located in the Westside of the County on the grounds of Hannah More Park.

### **The Eastside and Westside Shelters**

Community Assistance Network, Inc will operate these two shelters. The Eastside Shelter serves 125 homeless women and families. The Westside Shelter serves 110 single homeless men. County funds in the amount of \$1 million are reserved for the operations of these shelters. These shelters previously had no time limit for length of stay, but in keeping with HEARTH act regulations the County and CAN are working together to shorten shelter stays at these locations and move people into permanent housing. The Eastside Shelter is located in Rosedale adjacent to Franklin Square Hospital. The Westside Shelter is located on the campus of Spring Grove Hospital.

## **Community Development**

This Consolidated Plan is written based on the identified needs of the older communities within the County's Priority Funding Areas. It is a strategy that seeks to continue to stabilize, preserve, enhance, and sustain those Baltimore County neighborhoods that need reinvestment. It is a plan that encourages investment in the County's mature neighborhoods.

Specifically, the five-year plan directs housing and non-housing community development activities to advance the County's sustainability efforts. Through the Department of Planning, the County has initiated and will continue to initiate housing opportunities that increase access to homeownership, rehabilitate existing housing stock, stabilize multi-family housing, and promote housing that is energy efficient, conserves resources and ensures healthy indoor air quality. Community development activities have resulted in the construction of new and improved community facilities and infrastructure.

As shown in focus groups, surveys and citizen input meetings, community residents and business leaders want to improve the availability, accessibility, and affordability of housing for low- to moderate-income and special needs households, including promoting homeownership and rental subsidies for these individuals. Also, they want to maintain the viability of the existing housing stock by ensuring affordability as well as assistance with rent and utility payments. They also see the need for homeownership counseling and assistance with foreclosures. County residents want to provide greater economic opportunities for all low- to moderate-income persons, including homeless persons and persons with special needs. Specifically, they want to increase the availability of job readiness, affordable medical and dental care, and provide services for at-risk youth and afterschool programs. They want to improve public transportation access for all persons, regardless of ability, remove architectural barriers, and improve visitability in housing and public facilities. And, they want to continue to build community capacity to help achieve these goals. In short, citizens want the County to support those strategies and actions that ensure sustainable communities through increasing the availability of affordable housing, promoting economic opportunity, and fostering a suitable living environment.

During the Consolidated Plan period the County's non-housing, community development activities will include:

- Improving the suitability of the living environment by increasing community capacity and strengthening community-based organizations;
- Supporting a suitable environment by improving communities' accessibility to public and private resources;
- Sustaining the viability of community-based retail and commercial areas by increasing access to resources;
- Increasing the suitability of the living environment by supporting public improvements and correcting deteriorating conditions and public health hazards;
- Increasing the availability and accessibility of community-based recreational activities to foster a suitable living environment;
- Improving the availability and accessibility of public services that contribute to a suitable living environment;
- Increasing the availability and accessibility of services that promote economic opportunities, including access to job training, adult basic education, classes in English for Speakers of Other Languages, and workforce development opportunities;
- Improving the suitability of the living environment by supporting and encouraging participation in programs and activities that improve the safety of communities;
- Improving the availability and accessibility of programs to increase the educational achievement and attainment of low- to moderate-income individuals, including both youth and adults;
- Increasing the suitability of the living environment by preserving historic structures of significance to communities, with a special emphasis on preserving the history of African American settlements;
- Increasing the suitability of the living environment and increasing economic opportunities by supporting and encouraging investment in retail and commercial centers in older communities;
- Increasing accessibility and availability of public and private resources and public services to underserved populations, including immigrants, minorities, homeless and chronically homeless persons, persons with disabilities, and persons with special needs and/or with HIV/AIDS;
- Increasing the accessibility of public facilities and promoting a suitable living environment by removing architectural barriers;
- Improving the suitability of the living environment by expanding the capacity of faith-based institutions to deliver community-based services;
- Improving the suitability of the living environment by improving code enforcement efforts in older communities;
- Improving the accessibility and availability of public and private transportation services for underserved populations, including persons with disabilities, the elderly, immigrants, low- to moderate-income persons, and persons with special needs, to encourage a suitable living environment and increase economic opportunity; and,

- Increasing the accessibility and availability of site-based services within multi-family housing complexes.

## **Proposed Non Housing Community Development Projects**

### **Abilities Network: Positive Solutions for Families**

**Grant Award: \$23,750**

This project provides family-focused intervention, aimed at low-income children whose families are at risk of unemployment and homelessness. The program will concentrate on two child care centers – Christmas Child Care Center in Dundalk and Excellent Start Child Care in Randallstown. The programs aim to serve 165 children in 150 households and 100% of them meet the criteria for low income. The grant will support the salaries of the Project ACT staff as well as travel costs, program supplies, and formal evaluation of the project's outcomes. This grant will leverage \$13,760 from other sources and \$3,500 in-kind contributions.  
(\$23,750 County)

### **Academic Center for Excellence (ACE): Learning Together Program**

**Grant Award: \$30,000**

ACE Learning Together Program provides 25 individuals access to an after school academic learning program, GED classes and courses for parents to develop the whole person and build a strong familial foundation. The after school academic learning program is aligned with the Maryland State Voluntary Curriculum designed to improve student achievement in the classroom, performance on the Maryland School Assessment (MSA), and the SAT. GED classes are provided through collaboration with The Community College of Baltimore County. The courses for parents include computer training, financial literacy, and job readiness training. The Learning Together approach to education allows participants to take an active part in community service projects that address the issues facing their community such as; Health Fair, Voter Registration, Feed the Hungry, Literacy, and Essay contest. Requested grant funds will support salaries, fringe, payroll processing fees, and rent. Grant funds will leverage \$87,200 in in-kind contributions and volunteer service.  
(\$30,000 CDBG)

### **Baltimore County Department of Social Services: Young Parent Support Center Education Program**

**Grant Award: \$22,000**

This project, which plans to serve 255 individuals (155 households with 100 children) through adult education, family stabilization (including parenting and child development training), and job readiness services to a targeted population of low to moderate-income families with a focus on young parents of infants and toddlers through 3 years of age. Grant funds will support the salary and benefits for one Child Development Assistant. The center's Child Development Program provides developmentally appropriate care for children whose parents are working to earn their GED in the Adult Education program. Grant funds leverage an additional \$371,325

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from the County, Friends of the Family, CCBC, and the Maryland Department of Human Resources as well as in-kind contributions valued at \$35,800 from the Baltimore County Department of Aging. (\$22,000 CDBG)

### **CASA de Maryland, Inc.: Baltimore County Outreach and Education Project** **Grant Award: \$17,000**

CASA de Maryland, Inc. Baltimore County Outreach and Education Project will serve 300 low-income immigrants in the County (210 Households) through informational workshops in targeted areas of the County on topics of key importance to the low-income immigrant community. Topics will include financial literacy issues like obtaining an Individual Tax Identification Number, opening and maintaining a bank account as well as other “Know Your Rights” issues in the naturalization process, determination of eligibility and navigating the process. CASA will also provide individual case management to low-income Limited English Proficient individuals. Grant funds will support the salaries and benefits for project staff as well as operating expenses including office supplies, local travel, training, phone, internet support, photocopying, printing and postage, as well as facilities maintenance. Other funding sources include \$144,398 from private and foundation sources, \$14,606 in contributions from AmeriCorps, \$1,900 in client fees associated with processing DACA applications for a total of \$14,397 in in-kind contributions. (\$17,000 CDBG)

### **CASA of Baltimore County, Inc.: Court Appointed Special Advocates** **Grant Award: \$ 36,000**

CASA of Baltimore County, Inc., is a project to provide volunteer Court Appointed Special Advocates to 230 child victims of abuse and neglect in Baltimore County involved in abuse and neglect proceedings. Trained CASA volunteers will provide community and court based advocacy through their written reports to the court and are generally appointed to the case of one child or sibling group at a time. They receive extensive pre-service and on-going in-service training. Services will be provided by up to 150 volunteers for up to 230 children. Grant funds will be used to support a portion of salaries of professionals providing training and support to volunteers. Grant funds will leverage \$377,670 in other government, foundation, and private funds. CASA volunteers will donate a minimum of 9,000 hours in services to children valued at \$22.32 per hour for in-kind contribution for a total value of \$200,800. (\$36,000 County)

### **Comprehensive Housing Assistance, Inc.: Millbrook Friendly Neighborhood Program** **Grant Award: \$19,000**

Millbrook Friendly Neighborhood Program (MFNP) provides support services to 1180 residents of census tract 4034, Block Group 5. These vulnerable low to moderate-income residents of the Millbrook Park Apartments, a 720-unit multifamily apartment complex in northwest Baltimore County are mostly elderly, adults with disabilities and immigrants from the former Soviet Union who face problems of declining health, isolation, lack of family supports, financial hardship, and language barriers. The Program’s multilingual staff creates a safety net for these vulnerable individuals by offering outreach, community organization, social service assistance, health



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education, and recreational opportunities, benefiting the Millbrook residents. Grant funds will support the salary and fringe of the Director of Volunteer Services and other operational costs. Grant funds will leverage an additional \$119,987 from The Associated: Jewish Community Federation of Baltimore to the Senior Friendly Neighborhood program and an in-kind donation of office space from the Milbrook Park Apartments of \$9,600. (\$19,000 County)

### **Creative Kids, Inc.: Community Center Cockeysville** **Grant Award: \$ 21,375**

This project will serve the approximately 100 community members of The Lakes neighborhood in Cockeysville. It is the first point of contact and sole neighborhood-network base for a wide array of services that benefit community residents from infants to seniors of very low to moderate-income. The Community Center concentrates activities on school aged children and youth, adults, new immigrants and the community at large by operating an after school program and summer camp, services to families with delayed infants and toddlers, services to speakers of other languages wanting to learn English, and services to pre-teens and teenagers seeking babysitting certification. In addition, the Center offers Information and Referral services, an Employment Resource Center, bi-lingual social service application assistance, after school tutoring and homework help, and a computer lab. Requested grant funding will support the director's salary and will leverage \$73,613 in other government and private support as well as \$174,854 in in-kind donations. (\$ 21,375 CDBG)

### **Creative Kids, Inc.: Community Center Essex** **Grant Award: \$21,375**

Creative Kids Community Center (Essex) will serve the approximately 500 unduplicated unique individuals living in The Greens neighborhood of Essex with programs that improve the quality of life and educational/professional opportunities of very low to moderate income residents. The Creative Kids Community Center Essex will concentrate activities on elementary school aged children, their parents and grandparents, providing the following types of activities: parenting classes, child health care enrollments assistance, Even Start classes for children, conference space for teachers and parents, summer reading programs, computerized GED testing and instruction, senior outreach activities, homework assistance and tutoring. Creative Kids Essex will also provide English language training for residents who don't speak English as their primary language. Requested grant funding will support the director's salary and leverage \$77,149 in other government and private funding as well as \$270,192 in in-kind donations. (\$ 21,375 CDBG)

### **Delta Research and Education Foundation: Youth Risk Reduction Program** **Grant Award: \$28,000**

Baltimore County Alumnae of Delta Sigma Theta Sorority, Inc.'s Youth Risk Reduction Program will serve 250 individuals through its daily afterschool and summer bridge programs as well as other special community events. The Program works in partnership with the Baltimore

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County Police Department's Police Athletic League (PAL) Program to teach "at-risk" youth, between the ages of 8-17 attending the Winfield Elementary and Old Court Middle schools. The Program provides prevention and intervention services for youth and their families, while focusing on building self-esteem and cultural awareness. Grant funds will support the Project Director position, program supplies, and other operational costs. Grant funds will leverage an additional \$15,450 in government and private contributions as well as \$49,950 in in-kind contributions from Black Tie Caterers along with volunteer hours of Sorority Alumnae. (\$28,000 County)

### **Dundalk Youth Service Center: Expansion of Counseling Services** **Grant Award: \$23,513**

Dundalk Youth Service Center will serve 713 in the Second Step program, a one-hour supplemental school program held once a week for all 6<sup>th</sup> and 7<sup>th</sup> graders at Dundalk Middle School (463 students) and at Orem Elementary for grades 1-5 (250 students). The program is currently in negotiations to bring the effort to Dundalk Elementary as well. If that project moves forward an additional 650 students will be exposed to this psychoeducational/ psychotherapeutic program includes guest speakers and mentors from the community. Grants funds will cover salary costs of the Prevention Program Coordinator. In-kind contributions of \$15,632 are also expected to support the program. (\$ 23,513 CDBG)

### **Family Crisis Center of Baltimore County, Inc.: Essex-Middle River Victim Advocate Project** **Grant Award: \$ 16,000**

Family Crisis Center of Baltimore County's Essex-Middle River Victim Advocate Project (E-MRV AP) will provide primary (adult) and secondary (child) victims of domestic violence the necessary relationship connection, support, resource, and referrals, and agency based services to assist in addressing the violence in their lives and deterring the potential for homelessness for the primary victim and their children. The program will serve 1200 primary victims of domestic violence and the secondary victims – their children (grant funding will support 600 of the 1200 victims). Funds will be utilized for partial salaries for the Executive/Clinical Director and the Victim Advocate. Grant funds will leverage \$37,536 in other federal, state, and county funds as well as \$16,394 in in-kind donations. (\$16,000 CDBG)

### **Heroes Helping Heroes: At Risk Youth after School Enrichment** **Grant Award: \$ 51,500**

Heroes Helping Heroes (HEROES) is a community-based after school development program aimed at improving the academics, life skills, and athletic ability of at-risk Baltimore County boys ages 8 to 18. This uniquely designed pro-active program will serve 120 youth and is built upon a core structure of three central elements: academic achievement, community service, and teamwork through athletics. Academic success is achieved through monitoring and improving school attendance, homework assistance and designated homework time, academic tutoring, and MSA, HAS, and SAT preparation. Community service, the unique hallmark of the HEROES

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program, involves the youth volunteering weekly with pediatric patients at Mt. Washington Pediatric Hospital and Kennedy Krieger Institute. The final portion of the program emphasizes developing goals, teamwork, and a strong work ethic through participation on two competitive basketball teams. Grant funding will support the salary of the Executive Director and Program Director as well as fringe. An additional \$332,700 in funding will be provided through corporate and foundation grants, private donations, and special events. Funds will leverage an additional \$85,800 in in-kind donations for space and volunteers.  
(\$22,364 CDBG, \$29,136 County)

### **The House of Ruth Maryland: Adelante Familia at the House of Ruth Maryland** **Grant Awarded: \$25,650**

The Adelante Familia project at the House of Ruth Maryland will provide bilingual client services including support, education, outreach, and service coordination to 65 Latina, Spanish speaking, and immigrant residents of Baltimore County who are, or are at risk to become, victims of domestic violence. 45 child secondary victims will also be provided childcare sessions where they can safely express themselves through play and which remove the barrier of childcare to attendance for their mothers participation. Grant funds will support the activities of a Senior Bilingual Client Services Coordinator and a Bilingual Client Services Coordinator. In-kind and match support will be provided through a share of other Federal, State, and local grants, private donations, client fees, United Way gifts, donated foods, and volunteer efforts. Total cash contributions are \$423,119 with an additional \$49,517 in in-kind donations.  
(\$25,650 CDBG)

### **Jewish Community Services: Jump Start and Job Readiness** **Grant Award: \$13,031**

Jewish Community Services will provide specialized employment assistance to 20 Baltimore County residents identified as having significant barriers to employment and needing intensive support to become "Job Ready." The Program combines one on one career coaching and group curriculum-based instruction on job readiness skills. Selected families will include children at high risk of poor outcomes emotionally, educationally, socially and economically. Grant funds will support staff, program supplies, transportation costs and non-tuition fees related to health care training. Cash contributions of \$13,763 will support tuition for healthcare training.  
(\$13,031 County)

### **Lighthouse, Inc.: Lighthouse Outreach** **Grant Award: \$38,475**

Lighthouse Outreach will provide family counseling, community education services, and support groups for no fewer than 60 low and moderate income individuals from underserved populations in Baltimore County, including residents of the Baltimore Highlands/Lansdowne/Riverview communities, students with special needs, elementary children at risk of suspension or expulsion and immigrant families. Grant funds will support salaries of licensed clinicians. Additional expenses will be matched with \$61,000 from Lighthouse's Youth Service Bureau contract,

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fundraising, and fees as well as \$18,600 in in-kind services contributed by graduate student interns and clinical volunteers.  
(\$13,276 CDBG, \$25,199 County)

### **The Pro Bono Counseling Project: Pro Bono Mental Health Care for Baltimore County** **Grant Award: \$ 17,100**

The Pro Bono Counseling Project will link 200 families and individuals who request mental health care with licensed and insured mental health professionals and all related additional services in their area with the goal that they will improve their functioning, behavior, and in many cases, their family relationships, education and employment. For these families and individuals linked with therapists participating in the Pro Bono Counseling Project, counselors will donate at least 685 hours for their mental health care throughout the year. The project will recruit at least 20 additional licensed and insured mental health professionals in private practice during the funding year. Grant funds will support the Clinical Coordinator's salary and transportation for clients. Grant funding will leverage an additional \$47,900 in state and foundation funds. In-kind donations are valued at \$65,000 for the therapist hours.  
(\$17,100 County)

### **Project Millennium, Inc.: Creating a New Culture – through Culture – in SE Baltimore County** **Grant Award: \$ 20,000**

This program offers youth an alternative to the detrimental influences of drug and alcohol abuse, delinquency and gang activity. The project is a safe haven for youth and provides them with the tools for building a unified community. Project Millennium places a strong emphasis on working toward social change and utilizes this arts approach to support autonomous communities where individuals have a large stake in their surroundings. Through the planning and preparation of 20-25 artistic experiences a year, the project serves approximately 1,500 – 1,750 individuals in southeast Baltimore County. An estimated 1,000-1,250 are low/moderate income children, youth and families. Grant funds will support salaries for the part time Executive Director, Deputy Director, and Coordinator of Development. Grant funds will leverage an additional \$33,100 from other county and private fundraising. In-kind contributions totaling \$40,800 will also support the project.  
(\$ 20,000 County)

### **Turnaround, Inc.: Turnaround's Trauma Therapy Project** **Grant Award: \$ 16,000**

Turnaround provides individual and group counseling to 40 victims of domestic violence and sexual assault in coping with trauma and to help them develop the skills and resources to rebuild their lives. In addition to therapeutic services, victims have access to other supportive services such as a 24-hour hotline, crisis counseling, case management, emergency shelter, and legal representation. Grant funds will support the salary of a trauma therapist at the Eastern Family Resource Center in Rosedale which also houses the Eastside Homeless Shelter. Grant funding

will leverage a total of \$339,852 in other federal, state, county, corporate and private fundraising and client fees as well as \$5,300 in-kind contributions.  
(\$16,000 CDBG)

## **Commission on Disabilities**

According to the 2011 U.S. Census, there are 809,941 individuals in Baltimore County. Based upon accepted statistics from the Census Bureau, 151,450 of these individuals have disabilities. Of that number, approximately 102,000 have severe disabilities, and 35,600 over the age of 6 have disabilities so severe that they required personal assistance to carry out everyday activities such as eating, dressing, and bathing.

One goal of the Department of Planning, Division of Neighborhood Improvement, is to assist individuals with disabilities in maintaining their participation and active involvement in the community. To that end, Baltimore County designates a portion of its annual CDBG funds to be used for projects benefiting individuals with disabilities. These funds are applied in the areas of housing, employment, education, and information and referral.

### **Housing**

The federal Fair Housing Amendments Act of 1988 prohibits discrimination in multi-family housing because of individuals' disabilities, and requires landlords to make "reasonable accommodations" and permit "reasonable modifications" to meet their needs. However, unlike other jurisdictions, there is no public housing in Baltimore County, so the Commission on Disabilities uses its resources and influence to work with private and multi-family dwelling owners to address the residential needs of County residents with disabilities. Through its Housing Accessibility Modification Program (HAMP), the Commission partners with property owners to construct the accessibility renovations on-site that are necessary for renters with disabilities to live in the community. This program is funded with CDBG funds and will continue to operate during the Consolidated Plan period.

In order to be eligible for the HAMP program, a person must be a renter in Baltimore County, have a disability (or a member of the renter's family must have a disability), and meet the HUD household income requirements for Baltimore County. Over the past nine years, the Commission has completed 115 renovations for an average cost of \$5,282. While the Commission does not have a strict limit on any individual renovation cost, it tries to stay within a few thousand dollars of the average cost in order to serve as many people as possible with its limited resources. Due to the low income level of its clients, the Commission does not require a co-pay on the part of the tenant.

Some individuals with disabilities live in community residential programs that provide housing and support services and are managed by non-profit agencies. The most common of these housing options are Alternative Living Units (ALUs), which house three or fewer individuals, and group homes, which house four to eight individuals. In Baltimore County, the majority of residential programs are ALUs. These programs, mainly funded through the State Department of Health and Mental Hygiene through its Developmental Disabilities Administration, have been operating well over 40 years, and many of the homes are in need of major maintenance and

renovations. Also, as the population of people served has aged, there is the attendant need for accessibility modifications. Unfortunately, the Developmental Disabilities Administration has over 7,400 people on its waiting list, so State funds for maintenance and renovations are generally not available. Consequently, each year the Commission on Disabilities, through a bidding process, extends financial assistance to the agencies operating ALUs and group homes in order to ensure that they remain safe and accessible for a disabled and aging population.

### **Employment**

Employment remains one of the most important issues facing individuals with disabilities. The Commission's involvement in the employment sector is limited since it does not have the staff to operate an employment service, and there are currently viable employment opportunities for workers with disabilities through the Maryland Department of Education's Division of Rehabilitation Services, and through the many individual employment programs offered by local non-profit agencies. However, the Commission recognizes it has a responsibility in the employment arena, so, for the past three years, it has partnered with the Baltimore City Commission on Disabilities, Caring Communities, Inc., and the Maryland Department of Disabilities to hold an annual Job Fair, entitled the "Employ-ABLE Disability Career Fair," at the Timonium Fair Grounds. In 2009, 2010, and 2011 over 300 people registered for the job fair, and over 20 employers participated. While the Commission will continue to provide information and referral advice regarding employment, it has neither the facilities nor resources to actively sponsor employment programs and/or services.

### **Education**

In past years, the Commission on Disabilities has worked with the Baltimore County Schools to conduct a survey of accessibility in all of the County's public schools (resulting in major renovations to our older school buildings), and assisted in the hiring of a disability awareness trainer, who plans and conducts disability awareness programs throughout the County. In addition, the Commission developed the STEP program (Students to Employment), whereby it provides funding for students who leave school at 18 years of age but are not eligible for programmatic funding from the State Developmental Disabilities Administration until they reach the age of 21. The Commission has also developed two brochures which address the issues facing students with disabilities as they transition from school to adult life. These brochures have been widely circulated to private, non-profit service agencies as well as throughout the school system. The Commission is acutely aware of its responsibility to address disability issues related to education, and meets on a monthly basis to develop new tools to address the informational and programmatic needs of this population.

### **Information and Referral**

The Commission is concerned that, through the anecdotal reports of its members and others in the disability community, many medical facilities, including doctors' offices and clinics, either are not accessible (including the parking lot right through to the examining table), or do not make an attempt to include disabled patients easily into the office milieu. As a result, the Commission developed a work group to address this problem, and educate those in the health care community as to the rights of patients with disabilities, and how to provide equal treatment opportunities for them.



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Along the same lines, the Commission has also receive many reports of public parking lots that do not meet Baltimore County code in regards to accessible parking. As of October 1, 2010, all parking lots in Maryland must confirm to with the requirements of the Maryland Accessibility Code. As with the situation with medical facilities, the Commission, through its Administrator, who is also the County's Deputy ADA Coordinator, will work to address this issue.

Finally, every three years the Commission partners with the Baltimore Sun to develop, publish, and distribute a Resource Guide for Individuals with Disabilities. In 2005, 2008, and 2011, the Commission has developed and distributed over 50,000 guides. The Resource Guide is also located on the Commission's web site. Since the response to the Resource Guide has been overwhelmingly positive, the Commission will continue to update the information contained in it for future editions.

### **Proposed Commission on Disabilities Projects**

In fiscal year 2014, the Commission proposes to fund the following Capital projects under the Community Development Block Grant program:

#### **Associated Catholic Charities/Gallagher Services**

**Grant Award: \$22,640**

Accessibility and maintenance renovations to the ACC/Gallagher Services Day Program building. Renovations will include: installing an ADA compliant handrail down the main hallway for clients with mobility problems; renovating one of the bathrooms to make it ADA compliant; and installing 2,000 square feet of rubber backed carpet squares in the main vocational room to make the floor softer and more easily cleaned.

#### **Emerge, Inc.**

**Grant Award: \$51,900**

Accessibility and maintenance renovations to one Alternative Living Unit. Renovations will include: renovating two bathrooms (widen doorways, replacement of showers, replace toilets to make them ADA accessible, replace the vanities, install safety grab bars and handrails, and replace flooring); and, renovating the kitchen (complete redesign to make space for accessibility and usability for clients with disabilities, including replacing broken appliances, installing a washer and drier, and removing a wall to widen the space).

#### **The IMAGE Center**

**Grant Award: \$57,005**

Housing Accessibility Modification Program (HAMP): The Commission has used CDBG funds for the past eight fiscal years to make accessibility renovations to the apartments rented by individuals with disabilities, since this group does not, in general, have the financial resources to make their homes accessible. This program has been highly successful, not only because it

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assists individuals with disabilities to live in the community, but also because it increases the number of accessible rental units in the County.

### **Jewish Community Services, Inc.**

**Grant Award: \$39,200**

Accessibility and maintenance renovations to one Alternative Living Unit. Renovations will include: installing a wheelchair ramp at the front door, and modifying one bathroom (equipping it with an accessible shower with flip-up seat; installing an ADA compliant toilet; improving the accessibility of the sinks, cabinets and switches; and, making the flooring and doorway easier to navigate for those with mobility problems.

### **Penn-Mar Organization, Inc.**

**Grant Award: \$100,005**

Accessibility and maintenance renovations to six Alternative Living Units. Renovations will include: ALU 1 – addition of a deck for better egress and remodeling the main bathroom for better accessibility; ALU 2 – remodeling the main bathroom for accessibility; ALU 3 – remodeling the existing laundry area as an accessible bathroom and using the existing powder room as a laundry area; ALU 4 – renovating and reinforcing the existing deck area and installing an access ramp; ALU 5 – constructing a wheelchair ramp from the garage into the residence; ALU 6 – installing a ceiling track system in the bathroom over the bathtub and constructing a ramp from the garage into the residence.

## ***Antipoverty Strategy***

Baltimore County is committed to improving the lives of all citizens by building a strong economy, creating a skilled workforce, broadening the tax base through increasing homeownership, increasing the availability and accessibility of affordable housing opportunities for all, fostering excellence in education, and providing community-based services to underserved populations that promote economic opportunity. These initiatives expand opportunities and enable people of low wealth to move out of poverty. These initiatives seek to invest in the human capital by creating opportunities that increase access to wealth, equity, and civic engagement.

The County has developed a multi-tiered anti-poverty strategy to address the needs of underserved people. The first tier includes emergency and short-term assistance to families and individuals in order to stave off poverty or to prevent a deeper slide into poverty. The second component is to prevent people from becoming impoverished by improving education and job skills and by expanding job opportunities. The third tier is to provide people of low wealth access to decent, safe, and affordable housing and the final tier is to ensure a suitable and sustainable living environment through reinvestment in the built environment and by utilizing sustainable practices that minimize negative impacts on the community.

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In FY 2013 the County will allocate up to 15% of its CDBG entitlement award plus program income derived from prior CDBG investment, the maximum percentage allowable by federal regulation, to nonprofit groups and public agencies providing direct services to low to moderate income residents. Nonprofit organizations that operate food pantries, youth services, employment training and counseling, daycare, provide emergency support and housing services, domestic violence programs, and homeless shelters, receive CDBG Program funds from Baltimore County. The County has also used CDBG funds to help renovate homeless shelters, centers for people with disabilities, Head Start and Day Care Centers, and other community centers.

Though the County's educational system is relatively strong, a small number of elementary schools in low-income and African American areas have low standardized test scores, high percentages of children receiving free and reduced meals being served, and high mobility rates. These combined indicators suggest a decline that must be halted in order to prepare youth for employment and success in the community. The County has implemented a number of programs that provide additional resources for children who need additional academic support. These programs include after-school programs, group learning centers for middle school students, dropout prevention programs, and mentoring support. Employers continually cite the presence of a poorly educated work force as a major detriment to business attraction and retention.

The County has also moved forward to address the needs of the unemployed, underemployed, and welfare recipients. Creating jobs for the poor, preparing them for their new jobs, and providing assistance so they can maintain their jobs will be a substantial responsibility of the government. In Baltimore County, the Department of Social Services' (DSS) has developed the Family Self Sufficiency Program to support clients in their move to self-sufficiency with job training, childcare assistance, and post employment support to help people retain their jobs. This part of the anti-poverty strategy has changed public assistance workers into self-sufficiency counselors, complementing and supplementing programs available through the Office of Economic Development.

Every able-bodied applicant for public assistance must also begin a job search. DSS links clients to a comprehensive range of public and private resources, including job readiness, basic education, GED Programs, employment counseling and training, and placement services. In addition, DSS works with clients to remove barriers to securing and maintaining employment. Clients have access to resources, including family social services, case management, referrals to mainstream resources, mental health, and substance abuse programs.

People with disabilities and people in poverty are not mutually exclusive groups. Studies have shown that nearly two-thirds of working age adults who experience poverty for 36 of the previous 48 months have one or more disabilities. Almost 43% of homeless individuals have some type of disability and about 40% of families experiencing poverty have one or more disabled family members. Among household headed by a person with a chronic and severe disability, food and housing consumption declines as much as 22% over time when compared with households headed by a non-disabled person. The County's Commission on Disabilities continues to address the needs of County citizens with disabilities by supporting independent living, job training and placement, promoting housing opportunities, removing architectural

barriers, supporting transportation improvements and accessibility, and the provision of various services to foster independence and self-sufficiency.

The County will continue to address poverty by focusing upon communities where many low-income people reside and expanding opportunities for low income households to areas of high opportunity. This requires improving the conditions in multifamily housing properties; expanding the availability and accessibility of affordable, safe, and sanitary housing particularly located in non racially/ethnically impacted areas of opportunity; providing access to and increasing the availability of human services programs, including recreational opportunities for youth and persons with disabilities and other members of protected classes; increasing the availability and accessibility of jobs; and enhancing job readiness. It will also require a strategy for sustaining any progress that is made in job development and creation and increased attention to the needs of children. The County will work with the Office of Economic Development's workforce development programs to increase the access of low income job seekers to their services which are strategically located around the County.

The County will also address its workforce development needs through its participation in the Baltimore Metropolitan Council's Sustainable Communities Initiative (SCI). The SCI has a number of committees that will focus on the inclusion of equity promoting strategies that incorporate housing equity, workforce development, and environmental equity in the Baltimore Metropolitan Area. Specifically, the Workforce Development Committee will focus on assessing the region's workforce skills gap to identify education, training, and apprenticeship needs that will better prepare the region's workforce to fill the jobs that are available and in demand in the region's employment centers.

### **Housing Opportunities for People with AIDS (HOPWA)**

HUD's Office of HIV/AIDS Housing administers the Housing Opportunities for Persons with HIV/AIDS (HOPWA) program and provides federal oversight to ensure that all programs and initiatives are responsive to the special needs of persons living with HIV/AIDS. Baltimore Homeless Services, Inc. serves as the grantee in the Baltimore Eligible Metropolitan Area (EMA) for HOPWA funds and Baltimore County Department of Health (BCDH) serves as the project sponsor for the HOPWA grant. Baltimore Homeless Services, Inc. provides technical assistance, site monitoring, and distribution of funds and processes all fiscal aspects of the grant for the EMA. HOPWA may be used for a wide range of housing, social services, program planning, and development costs. These services include, but are not limited to, the acquisition, rehabilitation, or new construction of housing units, costs for facility operations, rental assistance and short-term payments to prevent homelessness. HOPWA funds also may be used for health care, mental health services, chemical dependency treatment, nutritional services, case management, assistance with daily living, and other supportive services. ([www.hud.gov](http://www.hud.gov))

In Baltimore County, HOPWA funds are used primarily (82%) for Tenant-Based Rental Assistance (TBRA) Long-Term housing subsidies. A small portion (14%) is used for supportive services such as eviction prevention, utilities, or other needs not available under other funding streams.

### **Address priority unmet housing needs for the eligible population**

The primary goal of the HOPWA program is to assist HIV-positive Baltimore County residents who are in need of emergency and long-term housing to obtain permanent housing in order to enhance their ability to access and/or maintain primary medical care and continue to live independently.

According to a December, 2011 profile from the Center for Epidemiology and Evaluation of the Prevention and Health Promotion Administration, 2,645 Baltimore County residents were living with HIV. Of these 2,645, 67.6% were African American and 36% were female. BCDH's HOPWA program is within a larger program serving all eligible HIV-positive residents of Baltimore County. This program, the HIV Case Management Program, serves over 450 low-income families in Baltimore County. The need for safe, affordable and stable housing is often identified as a primary need for many of the program's clients, the majority of whom are under 250% of the federal poverty level. Approximately 50% of BCDH's HIV-positive clients have some type of housing subsidy. BCDH social workers and case managers work with eligible clients to develop a realistic and practical plan of care to maximize their ability to live independently in the community.

BCDH administers the HOPWA program and contracts the Department of Planning to manage the tenant-base rental assistance (TBRA) part of the grant. The HOPWA Program Supervisor at BCDH and HIV Case Management Program manager meet regularly with the Department of Planning staff to review policies and procedures, evaluate program outcomes, and determine potential barriers that may impact clients' ability to obtain and/or maintain their housing voucher.

During FY'13 the HOPWA program has provided housing vouchers to 97 beneficiaries. Per the instructions of the Grantee, the HOPWA program's wait list was closed this March. While clients are on the wait list they are still able to receive medical and supportive services through their case manager.

The HIV Case Management program works closely with all clients, including those on the wait list, in an effort to help them find alternative housing with family, friends, or in shelters until a voucher is available. A number of supportive services are available to persons living with HIV/AIDS ensuring that they receive health care, live independently in the community, and reduce their risk to homelessness. Each client is assigned to a case manager who helps him or her develop a plan of care that includes services needed to meet these objectives. Short-term housing assistance is often a part of these care plans and contributes to the stabilization of the client's housing and their ability to live independently in the community. Housing services are accompanied by an individualized housing plan with goals to achieve housing stability through treatment; employment and other assistance intended to reduce their risk of becoming homeless.

### **Maximize Existing Resources**

The HIV Case Management program's primary goal is to link clients to medical and/or social services that stabilize their health and allow them to function independently within the community. A key factor to ensuring a client's health is access to permanent safe, affordable

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housing. The staff works closely with the clients who are receiving rental assistance to ensure that their recertifications are completed annually. BCDH receives multiple funds to help clients with their unmet medical and psychosocial needs. Every effort is made to maximize these resources in a way that allows us to best help each and every individual in need.

Clients are assessed to determine their eligibility for all Ryan White Part A and B emergency and medical services, Maryland Energy Assistance Program (MEAP), unemployment benefits, disability benefits, food stamps, Medicaid, and other public entitlements that may help them balance their budget. Clients in need of emergency financial assistance for rent, utilities and/or food may be eligible to receive Ryan White funds to cover the need.

BCDH receives Ryan White Part A grant funds for emergency housing to prevent eviction, utility turn-offs, and assistance with emergency beds-nights at local transitional housing providers. Additionally, BCDH receives other Ryan White funds (see attachment A) to provide medical case management services, medication assistance, food and nutrition, transportation and other uncovered professional medical services (laboratory fees, eyeglasses and durable medical equipment).

Below is a complete list of all funds available to BCDH for the purpose of assisting HIV positive Baltimore County residents.

### **Baltimore County Department of Health, Bureau of Healthcare Access HIV Case Management Program Funding**

| <b>Funding Source</b>                                     | <b>Amount</b> | <b>Services Provided</b>  |
|---|---------------|---|
| Ryan White A – Case Management *                          | \$73,066      | Provides case management services to medically complex and/or fragile HIV/AIDS clients.                           |
| Ryan White A – Emergency Food Assistance                  | \$4,500       | Using these funds as the funds of last resort, clients are provided with a gift card for food from Mars or Giant. |
| Ryan White A – Housing Assistance*                        | \$55,258      | Provides emergency rental assistance and short-term (6 months max) payments for emergency housing.                |
| Ryan White A – Medical Transportation*                    | \$30,000      | Provides medical transportation services to eligible Baltimore County residents.                                  |
| Ryan White A – MAI Transportation*                        | \$12,183      | Provides medical transportation services to eligible Baltimore County residents.                                  |
| Ryan White A – Health Insurance Premium and Cost Sharing* | \$5,000       | Provide on-going medication and insurance premiums assistance to eligible Baltimore County residents.             |



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|  |             |  |
|--|-------------|--|
| Ryan White A – EFA*                                      | \$4,000     | Provides medication assistance to low-income clients. Using these funds as the funds of last resort assistance rendered for client professional visits.  |
| Ryan White B   | \$1,020,716 | Provides case management and client advocacy services. Also, outpatient medical care is provided to the client.  |
| Ryan White B – State Special Funds – HIV Case Management | \$69,438    | Provides assistance with health insurance applications.  |
| HOPWA  | \$1,014,280 | Provides housing and related services needs of low-income persons and their families living with HIV/AIDS in Baltimore County. This includes the salary of the HOPWA Grant Administrator, Tenant Based Rental Assistance/long-term housing assistance, support service assistance, and the Tenant-Based Rental Assistance Fee. |
| Expanded HIV Testing                                     | \$174,760   | Provides counseling and testing services in clinical settings.   |
| Prevention Services                                      | \$460,270   | Provides intensive group education, individualized support and prevention counseling via 6 population specific projects. Target population is incarcerated women that are high risk for becoming HIV infected. Testing and counseling using the SISTA curriculum is provided on-site.  |
| Partner Services   | \$185,000   | Provides notification, Counseling, Testing and Referrals (CTR) to infected persons and their partner for the purpose of linking them to healthcare.  |

\* The Ryan White Title I programs run on a different fiscal year. The fiscal year covered is March 1, 2013 to February 28, 2014.

### Specific HOPWA Objectives

|  |  |   |
|--|--|---|
| <b>Service Category: HOPWA</b>   | <b>Period Covered: July 1, 2013 to June 30, 2014</b> | <b>Prepared by: Phyllis A. Hall, LCSW-C</b> |
| <b><u>Problem Statement:</u></b> Baltimore County residents living with HIV/AIDS may experience barriers accessing and/or maintaining primary medical care and other supportive services without the availability of housing assistance.                               |  |   |
| <b><u>Goal:</u></b> To provide Long-term and emergency housing to Baltimore County residents living with HIV/AIDS to help them achieve housing stability, reduce their risk to homelessness, and improve access to primary medical care and other supportive services. |  |   |

| <b>Objectives</b>   | <b>Activities</b>   | <b>Evaluation Methods</b>  |
|---|---|--|
| 1. To provide long-term housing assistance to 90 clients case | <b>Responsible Staff: HOPWA Coordinator, Program Manager,</b> | Using the facility database, the program will retain identified baseline |

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|   |   |   |
|---|---|---|
| managed by BCDH, Bureau of Healthcare Access by June 30, 2014.  | <p><b>Case Manager.</b><br/>The HOPWA Program Supervisor will ensure that the clients referred by Case Management staff meet the criteria for HOPWA subsidized housing. Case Managers will work with clients to develop individualized housing plan to help the client achieve housing stability, reduce their risk of homelessness and improve access to primary medical care.</p>   | information and service activity for each case. HIV Case Management Program Manager as part of QA/QI, review individualized housing plans developed by the case management staff.   |
| 2.To provide STRMU assistance to 12 clients case managed by the Bureau of Healthcare Access by June 30, 2014.                           | <p><b>Responsible Staff: HOPWA Coordinator, Program Manager, Case Manager.</b><br/>The HOPWA Supervisor will ensure that the clients referred by Case Management staff meet the criteria for HOPWA short-term housing assistance and maintain fiscal responsibility. Program Manager will review client requests to ensure funds are used according to regulations. Case Managers will work with clients to develop individualized housing plan to help the client achieve housing stability, reduce their risk of homelessness and improve access to primary medical care.</p> | Using the facility database the program will provide statistical and fiscal reports regarding use of short-term housing assistance funds. The HOPWA Supervisor will generate statistical and fiscal reports as required by HUD. |
| 3.To provide supportive services to 8 clients case managed by the Bureau of Healthcare Access Case Management program by June 30, 2014. | <p><b>Responsible Staff: HOPWA Coordinator, Program Manager, Case Manager.</b> The HOPWA Supervisor will ensure that the clients referred by case management staff meet the criteria for HOPWA supportive services and will prepare statistical financial reports. Case Managers will work with clients to develop individualized housing plan to help the client achieve housing stability, reduce their risk of homelessness and improve access to primary medical care.</p>  | Using the facility database the program will provide statistical and fiscal reports regarding use of short-term housing assistance funds. The HOPWA Supervisor will generate statistical and fiscal reports as required by HUD. |

## **Monitoring Process**

For the last several years, Baltimore County has been incrementally building a stronger quality assurance system, to include a comprehensive monitoring strategy of all Federal formula entitlement funds, including CDBG, HOME, and ESG. To assure that there were mechanisms in place to enforce compliance with regulatory requirements and all other appropriate standards, grant and contract agreements detail the standards of accountability for sub-recipients and, in fact, standard templates were approved by the County Law Office to expedite grant/contract processing time. These agreements provide even more specific detail regarding regulatory requirements, e.g. Davis Bacon Act requirements, Scope of Work, and Outcome Performance Measurements and each agreement is further individualized to specify the national objective that the respective project is expected to meet and the documentation that must be collected and maintained to evidence national objective compliance.

In addition to revising grant and contract agreements, the County also requires that sub-recipients that provide direct services to the public develop policies and procedures defining (a) how individuals may grieve denial of service/s, the failure to provide service and/or the manner in which services are provided and (b) how they will be prepared for and respond to emergency situations, including any situation that necessitates an evacuation. The County also developed and implemented an incident reporting policy. The policy describes the types of incidents that each sub-recipient is required to document and review internally, as well as those that must be reported to external entities and the County. It includes specific time frames for reporting and investigating certain incidents. The desired outcome of the implementation of this policy is to raise awareness of problems, to instigate the development of corrective measures to address the identified problems and to minimize the potential for recurrence of similar events in the future. Uniform reporting of incidents also assists the County in identifying trends across programs, producing information that can trigger the development of system-wide preventive strategies.

The County also developed monitoring tools, based on sample survey forms provided by HUD and other funders, which are continually modified based on the experiences of program monitors during the prior fiscal year. The County also developed a client satisfaction survey, which has been utilized mainly in our homeless shelters. The conduct of these surveys has provided the County with much insight into the internal issue of some sub-recipients and, in some cases lead to the discovery of information that might not have otherwise been discovered. Having staff with exclusively fiscal responsibilities has also allowed the County to perform better fiscal monitoring of sub-recipients, to include better oversight of fiscal reporting as well as improved monitoring of internal accounting systems.

The County follows a standard sub-recipient monitoring protocol as follows:

### **Monitoring Preparation**

To prepare for monitoring visits, County staff reviews each sub-recipient's grant/contract application, including the approved project budget; grant/contract agreement; performance and fiscal reports as well as fund requests; correspondence and file notes; previous monitoring reports and audit reports, whenever audit reports exist.

### **Desk Reviews**

Each year, desk reviews are conducted on all formula-funded entitlement programs, as well as state and locally funded programs to assess levels of risk and inform the monitoring process. The County considers such things as the amount of funding received by the sub-recipient, the longevity of the relationship with the County and the sub-recipient's performance history in the context of the current and prior agreements with the County, the stability of the sub-recipient, the sub-recipient's record with regard to timeliness and accuracy of reporting, fiscal management ability, etc. From this review, the County can determine whether a sub-recipient is high, medium or low risk. This risk level largely influences how often a sub-recipient is monitored, in what sequence the County's sub-recipients will be monitored during a particular year and perhaps the intensity of each sub-recipient's monitoring inspection. The desk review may also inform the monitoring process to the extent that this review identifies areas or weakness or specific issues that require further investigation.

### **Site Reviews**

The County has a monitoring tool for each activity that is funded, with the understanding that the tool may be adapted to increase or decrease the intensity of the site review and/or to capture certain information, as indicated by the desk review and the various fund sources. The tool includes questions reflective of the following fund sources – CDBG, SHP, ESG, HOME, and our State funds. At a minimum, all grants are monitored according to the CDBG standards for sound financial managements and statistical reporting, with additional questions completed to reflect the particular needs of the other fund sources.

During a monitoring site visit, the County will:

- A. For any site that is frequented by the public, inspect the environment for health and safety violations;
- B. Review documentation to support national objective compliance;
- C. Test for compliance with 2-3 other regulatory requirements, including compliance with applicable citations in applicable OMB Circulars;
- D. Review sub-recipient policies and procedures, particularly those policies and procedures that govern eligibility for services, administration of services and service delivery and assess internal compliance with same.
- E. For programs that are required to maintain files for program participants, review files to assure that these records are kept current and are maintained in an orderly fashion in addition to reviewing the following for compliance with generally accepted standards of conduct and administrative requirements:
  - (1) Documentation of eligibility for service;
  - (2) Evidence of what service/s was/were provided;
  - (3) Evidence that program participants were made aware of all policies and procedures, such as disciplinary policies and grievance policies and procedures, that could affect their participation in the program and/or their ability to receive certain benefits;
  - (4) Evidence that service applicants/recipients provided the appropriate written approvals to allow the sub-recipient to secure or release certain information about them;

- (5) As appropriate, evidence that service recipients were afforded the opportunity to participate in the development of their service plans; and
  - (5) As appropriate, evidence that service recipients were aware of any documentation placed in their files by the sub-recipient regarding commissions of rule infractions, including disciplinary actions that were instituted, and/or other negative information about the service applicant/recipient could have a negative impact on the service applicant/recipient.
- F. Review documentation to evidence the sub-recipient's internal monitoring efforts during the project year to determine if there has been appropriate staff supervision and project oversight.
- G. Wherever applicable, conduct a client satisfaction survey.
- H. Assess fiscal management of the grant/contract, to include:
- (1) Reviewing accounting systems to assure that there are sound internal controls over purchases, cash disbursements and cash receipts, that there is appropriate segregation of duties and proper authorization and approvals of transactions;
  - (2) Reviewing documentation to determine if there is effective control over and accountability for all funds;
  - (3) Reviewing to determine if there is effective control over and accountability for all funds, property and other assets;
  - (4) Reviewing to determine if there has been accurate and complete disclosure of the financial status of the funded project, including all sources and application of funds;
  - (5) Reviewing the accounting system to determine if costs are properly allocated, i.e., if recorded expenditures on the general ledger are separated by funding source;
  - (6) Reviewing to determine if there are time-charging systems that allocate labor costs across program activities and fund sources and that these systems are in compliance with OMB Circular A-122;
  - (7) Reviewing to determine if the sub-recipient maintains proper supporting documentation for all transactions, estimates and calculations; and
  - (8) Reviewing all personnel documentation associated with those staff to be paid for with grant monies to ensure proper administrative oversight and fiscal accountability with grant requirements.

### **Exit Conferences, Monitoring Reports, Plans of Correction, and Follow-up**

Once the site review has been completed, the monitoring team conducts an exit conference with the sub-recipient principals to summarize the findings. At this conference, the sub-recipient will be afforded the opportunity to clarify any outstanding issues, correct any misunderstandings or misinterpretations of the monitors and, perhaps, provide additional documentation to support any contentions of the sub-recipient. If applicable, the sub-recipient may also at this time advise the monitoring team of any steps that the organization might already be taking to address areas of concern. If identified deficiencies are believed to have moderate or severe impact and/or are of repeated or widespread scope, the County may require immediate corrective action. Any verbal imposition of immediate corrective action will be followed with written documentation by the next County working day, signed by either the Department of Planning Director or her designee.

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If such serious deficiencies identified the need for immediate action, a full monitoring report will be issued within ten County working days.

Except for the serious circumstance described in the paragraph above, the County strives to issue a written report of the results of the monitoring review within forty-five to sixty days of the monitoring exit conference. In some situations, either before or after the full monitoring report has been issued, the County may require a follow-up conference with the appropriate representatives of the sub-recipient organization and the Director and/or the Grants Administrator of the Department of Planning. If, in fact, serious problems with sub-recipient management are identified or strongly suspected, the County may also involve the Board of Directors.

The County has developed a monitoring report template that provides for (a) a citation of each regulation, contractual requirement or other standards against which the sub-recipient was monitored, (2) a description of what was tested to assess compliance, (3) a summary of the findings, both favorable and unfavorable, and (3) a description of the directed and/or recommended strategy/strategies for addressing the identified weakness or deficiency, including whether a plan of correction needs to be prepared to address the problem and how long the sub-recipient will be allowed to correct the identified problem. The monitoring report will be issued with a cover letter identifying what actions the County may or will take based on the findings of the monitoring team and any subsequent discussions with the sub-recipient, pursuant to the options defined in the County's monitoring protocol and as set forth in all grant/contract agreements.

In most cases, findings are often administrative in nature and require a corrective action response from the sub-grantee within 30 days. Sub-grantees are instructed to explain in detail how the immediate problem(s) will be addressed and what systems, policies, procedures or other actions will be taken to assure that these problems will not continue or recur in the future. All plans of correction submitted to the County are reviewed by the appropriate members of the monitoring team, the Grants Administrator, Grants Management Specialist and, as indicated, the appropriate Program Coordinator and/or the Agency Budget Specialist. If the plan is unacceptable as submitted, the County may either request that the sub-recipient modify the plan or the County may impose certain revisions. The County will continue to work with the sub-grantee until an acceptable corrective action plan is achieved.

In the case where major health and safety violations are of concern or considerable administrative management issues warrant a more aggressive corrective action plan, the County may chose to involve the sub-grantee's board of directors as well. The County will request a response to the monitoring findings within a shorter time frame and may choose to copy the Board on all monitoring correspondence. Upon receipt of the corrective action plan from the sub-grantee, the County will review the plan to determine its acceptability in the same manner described in the preceding paragraph. Once the plan is acceptable to the County, the plan of correction will be returned to the Chief Executive Officer/Executive Director of the sub-recipient organization with a letter copied to the President of the Board of Directors, indicating approval of the plan, including any revisions or additional requirements of the County.



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If the County requires a more aggressive corrective action plan from a sub-grantee, the Grants Administrator and Grants Management Specialist will maintain primary oversight responsibility for follow-up activities. The timing, frequency and intensity of follow-up will be determined on a case-by-case basis. If, during the course of implementing the plan of correction a sub-recipient finds that it is unable to meet any of its obligations, which would include being unable to perform any action within the timeframe indicated, it will be incumbent upon the sub-recipient to submit a revised plan for the approval of the County. The revised plan must include an explanation of why the sub-recipient was unable to meet its obligation's. The appropriate County staff will review the revised plan and, if the revised plan is not acceptable, the County may negotiate a compromise with the sub-recipient or begin to impose progressive sanctions. Once a sub-recipient has completely executed its plan of correction to the satisfaction of the County, the County will send a letter to the sub-recipient indicating that all monitoring findings have been cleared.

### **Other**

In addition to conducting formal monitoring, the County will maintain vigilance over grant/contract-funded projects by:

- A. Tracking and approving expenses monthly to ensure costs are consistent with eligible activities. This actually serves as our first-line of desk review.
- B. Routinely tracking receipt of and reviewing routine performance and fiscal reports and following up on identified issues, especially with regard to meeting performance goals;
- C. Routinely reviewing incident reports and entering information about unusual incidents into a database for purposes of identifying trends within a sub-recipient organization and also across the service delivery system to determine if follow-up action, the development of preventative strategies and/or training/technical assistance is indicated;
- D. Convening all program, fiscal and administrative staff (and board members when appropriate), that have interactions with, have information about or otherwise have involvement with sub-recipients, to exchange information and develop coordinated strategies to address identified areas of concern at various points throughout the year.

## **HOME Monitoring Process**

### **Rental**

This section will detail the measures in which the Department of Planning will monitor rental projects for compliance with HOME, federal and local regulations and the process for rent adjustments.

#### **Annual Affordability Review (Rent Roll Review)**

The Department of Planning will request from the rental project rent, income and occupancy information on an annual basis. The rent roll from the previous year will be requested (usually

around the first quarter of the year) from each project to make sure that the project complies with the affordability requirements.

Annual rent and occupancy information is requested from each project in the form of a rent-roll chart and utility allowance report. The rent-roll chart summarizes each unit's rent and occupancy information into one form. The utility allowance report assists in the calculation of the tenant's utility allowance, which is needed to calculate the tenant's gross rent.

Owners must complete and submit the rent roll chart and utility allowance report within the designated time frame.

Each project's rent-roll is reviewed and evaluated for compliance with HOME rental affordability requirements by the following criteria:

- a. Income**  
Each tenant's income should fall within the applicable HOME income limits in order to be compliant with HOME regulations.
- b. Gross Rent**  
The calculated gross rent of the project's individual units must fall within the HOME rent limits in order to be compliant with HOME regulations.
- c. Number of LOW Rent Units**  
A project must have the correct number of "LOW" rent units to be compliant. Units are determined "LOW" if both the income and rent are within the current Low Income and Rent limits published by HUD.
- d. Utilities**  
The owner must submit project utility information with the rent roll.

Projects whose utilities are calculated using the standard utility chart (Allowances for Tenant-Furnished Utilities and Other Services / HUD Form 52667) must submit a utility allowance report along with their rent roll.

Owners who initially choose to submit a utility study to the Department of Planning prepared by a certified engineering firm, must provide to the Department of Planning a new utility study for their project every two years OR provide annually a unit utility consumption analysis from their gas and electric provider. A Utility Verification Form must be completed and signed by a representative from the gas and electric provider and included with the submitted unit utility usage analysis, in order for the analysis to be accepted by the Department of Planning.

### **Submittal of Rental Project Insurance Policy**

On an annual basis the owner of the HOME assisted rental unit must submit to the Department a copy of its most recent insurance policy. The insurance policy must name the " Baltimore

County, Maryland, acting by and through the Department of Planning" as mortgagee / loss payee.

### **Housing Quality Standards Inspections**

Housing Quality Standard (HQS) inspections verify the ongoing physical quality of the total project, its units, and common areas. The project must meet the codes of Section 8 Housing Quality Standards and the federal requirements for lead paint.

HQS Inspections are scheduled for rental projects annually or every two or three years depending on the number of units. Once a date is scheduled with an inspector, the owner or manager must give prior notice of the inspection to the tenants - notifying all tenants living in HOME assisted units of the inspection date and time in writing. This notice must be forwarded to the Department of Planning as well.

#### **a. Attachments**

- HQS Informational Sheet

### **Verification Inspections**

Verification Inspections verify the documentation of the information (individual tenant files) submitted by the owners for the Annual Affordability Review, the project's compliance with the other HOME, local and federal regulations and the project's record keeping.

Verification Inspections are scheduled for rental projects annually or every two or three years depending on the number of units. The Department of Planning inspects the program and tenant files of the rental project for the following:

#### **a. Individual Tenant Files**

The individual tenant files are examined to verify the documentation of the reported information submitted for the Annual Affordability Review.

DEPARTMENT OF PLANNING examines a sample number of tenant files to determine if the individual tenant file has the appropriate documentation of the following:

- |         |   |
|---------|---|
| Lease:  | - Signed, dated, and the expiration date listed,<br>- Lease addendum attached,  |
| Rent:   | - Subsidy documentation and amount,<br>- Contract rent listed on lease and amount,<br>- Rent within program limits,   |
| Income: | - Evidence that income was verified by the source<br>documentation method, type, date verified, and amount,<br>- Household size, race and gender documentation, |

- Income within program limits.

**b. The Project as a Whole**

The following documents will also be inspected. The owner must not only provide copies of this documentation but also have knowledge of the process pertaining to the required documents.

- Written Selection Policy,
- Waiting List,
- An acceptable lease document with the attached HOME addendum,
- Evidence of Fair Housing,
- An Affirmative Marketing Plan,
- Evidence of the correct method of determining annual income,
- Evidence of approved rent adjustments according to the written agreements.

For projects placed in Temporary Non Compliance due to over income tenants, the following must be provided:

- Evidence that over income tenants pay as rent the lesser of the amount payable by the tenant under State or local law or 30 percent of the family's adjusted income (HOME Final Rule paragraph 92.252(i)(2)).
- Evidence that future vacancies are filled in accordance to HOME rental income and rent requirements in order to correct the non-compliance.

**Rent Adjustments (Rent Increases)**

Rental projects have an opportunity to increase HOME rents. All increases in HOME rents must be pre-approved by the HOME office.

Only those projects that have complied and were in compliance with the most recent Annual Affordability Review (Rent Roll) and have submitted their Rental Insurance Policy will be eligible to request an increase.

Once the Department of Planning transmits the updated rent information to all project owners and property managers, owners have 2 months or 60 days from the receipt of the new rents to decide if they want to request an increase and submit the necessary information. Requests for rent increases are reviewed and approved on a case-by-case basis.

If there is an approved increase for rent, owners must provide tenants with at least a 60-day written notice prior to the increase. New rents are taken into effect only at lease renewal or with the issue of a new lease (new tenant).

Please Note: Whenever there is a change in the tenant's rent (i.e. rent adjustment), there should either be a new lease or an addendum to the lease signed by the tenant. The new lease or addendum should state the new or adjusted rent.

After the annual review of HOME projects, the Department of Planning notifies owners regarding the status of compliance. If a project is found in non-compliance, the Owner is notified and given 30 days to get into compliance or provide a reasonable plan to bring the project into compliance within a specified period of time. Failure to bring the project into compliance will result in a termination of the HOME agreement and when appropriate, the Department of Planning will recapture the HOME funds in accordance with the HOME Recapture and Resale provisions.

### **Homeownership**

Homeownership projects receiving HOME funds are subject to monitoring for the period of affordability. While households receiving HOME assistance to purchase a home must meet the appropriate income requirements at the time of assistance, they are not required to maintain income eligibility throughout the period of affordability. However, the Department of Planning monitors to ensure that the household maintains the HOME assisted homeownership unit as its principal residence throughout the period of affordability. Upon providing HOME assistance to the homebuyer, the Department of Planning binds the homeowner in a agreement that specifies the period of affordability and restricts the homebuyer's ability to sell, refinance, or transfer title on a HOME-assisted homeownership unit through deed restriction. In the event any of the aforementioned actions happen, the Department of Planning will recapture the funds according to the HOME regulations and in accordance with written agreement.

Periodically, the Department of Planning will send HOME-assisted homeowners a response card to determine if the HOME-assisted unit is still being occupied as the household's principal residence. The Department of Planning may also use other means, including site inspections to determine if the household is still maintaining the unit as its principal residence. Failure of the household to maintain the unit as its principal residence will result in a recapture of the HOME funds.

## FY 2014 Proposed Projects

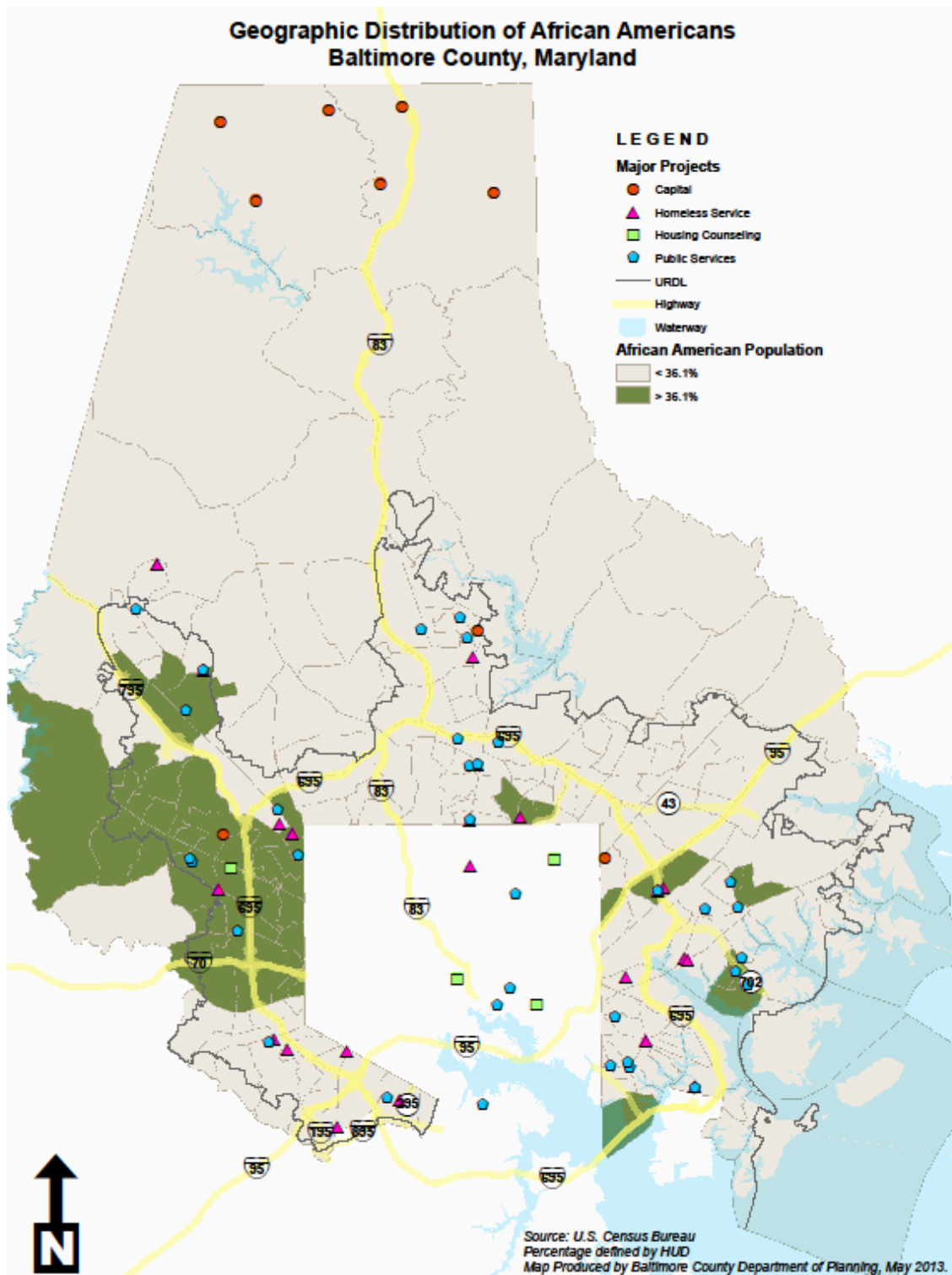
| Name   | CDBG     | OLD CDBG | HOME      | OLD HOME  | ESG       | OLD ESG | Entitlement Total |
|--|----------|----------|-----------|-----------|-----------|---------|-------------------|
| Abilities Network, Inc.- Promising Futures                               | \$15,000 | \$0      | \$0       | \$0       | \$0       | \$0     | \$15,000          |
| Academic Center for Excellence (ACE): Learning Together Program          | \$30,000 | \$0      | \$0       | \$0       | \$0       | \$0     | \$30,000          |
| Affordable Rental Housing Gap Financing                                  |          |          |           |           |           |         |                   |
| English Consul   |          |          | \$0       | \$350,000 |           |         |                   |
| Logan Field  |          |          | \$0       | \$500,000 |           |         |                   |
| Carole Johnson   |          |          | \$257,912 | \$42,088  |           |         |                   |
| Glen Manor   |          |          | \$400,000 | \$0       |           |         |                   |
| Hollins Place  | \$0      | \$0      | \$85,231  | \$0       | \$0       | \$0     | \$1,640,231       |
| Associated Catholic Charities: Gallagher Services                        | \$22,640 | \$0      | \$0       | \$0       | \$0       | \$0     | \$22,640          |
| Baltimore County Department of Health                                    | \$24,102 | \$0      | \$0       | \$0       | \$0       | \$0     | \$24,102          |
| Baltimore County Department of Social                                    | \$22,000 | \$0      | \$0       | \$0       | \$0       | \$0     | \$22,000          |
| Baltimore Neighborhoods, Inc.  | \$62,240 | \$41,252 | \$0       | \$0       | \$0       | \$0     | \$103,492         |
| CASA de Maryland, Inc.   | \$17,000 | \$0      | \$0       | \$0       | \$0       | \$0     | \$17,000          |
| CEFM Network   | \$22,433 | \$0      | \$0       | \$0       | \$0       | \$0     | \$22,433          |
| Commission on Disabilities   | \$46,141 | \$0      | \$0       | \$0       | \$0       | \$0     | \$46,141          |
| CHDO Operating Assistance  | \$0      | \$0      | \$50,000  | \$0       | \$0       | \$0     | \$50,000          |
| CHDO Set Aside   | \$0      | \$0      | \$241,582 | \$0       | \$0       | \$0     | \$241,582         |
| Churches for Streets of Hope   | \$0      | \$0      | \$0       | \$0       | \$26,950  | \$0     | \$26,950          |
| Creative Kids, Inc. – Cockeysville                                       | \$21,375 | \$0      | \$0       | \$0       | \$0       | \$0     | \$21,375          |
| Creative Kids, Inc. - Essex  | \$21,375 | \$0      | \$0       | \$0       | \$0       | \$0     | \$21,375          |
| Diversified Housing Development, Inc.                                    | \$70,000 | \$0      | \$50,000  | \$0       | \$0       | \$0     | \$120,000         |
| Dundalk Youth Services, Inc.   | \$23,513 | \$0      | \$0       | \$0       | \$0       | \$0     | \$23,513          |
| Emerge, Inc.- ALU  | \$51,900 | \$0      | \$0       | \$0       | \$0       | \$0     | \$51,900          |
| Episcopal Housing Corporation: N2N Rapid Rehousing                       | \$0      | \$0      | \$0       | \$0       | \$114,000 | \$0     | \$114,000         |
| Fair Housing – AI Coordinator  | \$5,000  | \$0      | \$0       | \$0       | \$0       | \$0     | \$5,000           |
| Family Crisis Center of Baltimore County, Inc. – Emergency Shelter       | \$45,405 | \$0      | \$0       | \$0       | \$35,580  | \$0     | \$80,985          |
| Family Crisis Center of Baltimore County, Inc. – Transitional Shelter    | \$22,000 | \$0      | \$0       | \$0       | \$0       | \$0     | \$22,000          |
| Family Crisis Center of Baltimore County, Inc. – Victim Advocate Program | \$16,000 | \$0      | \$0       | \$0       | \$0       | \$0     | \$16,000          |

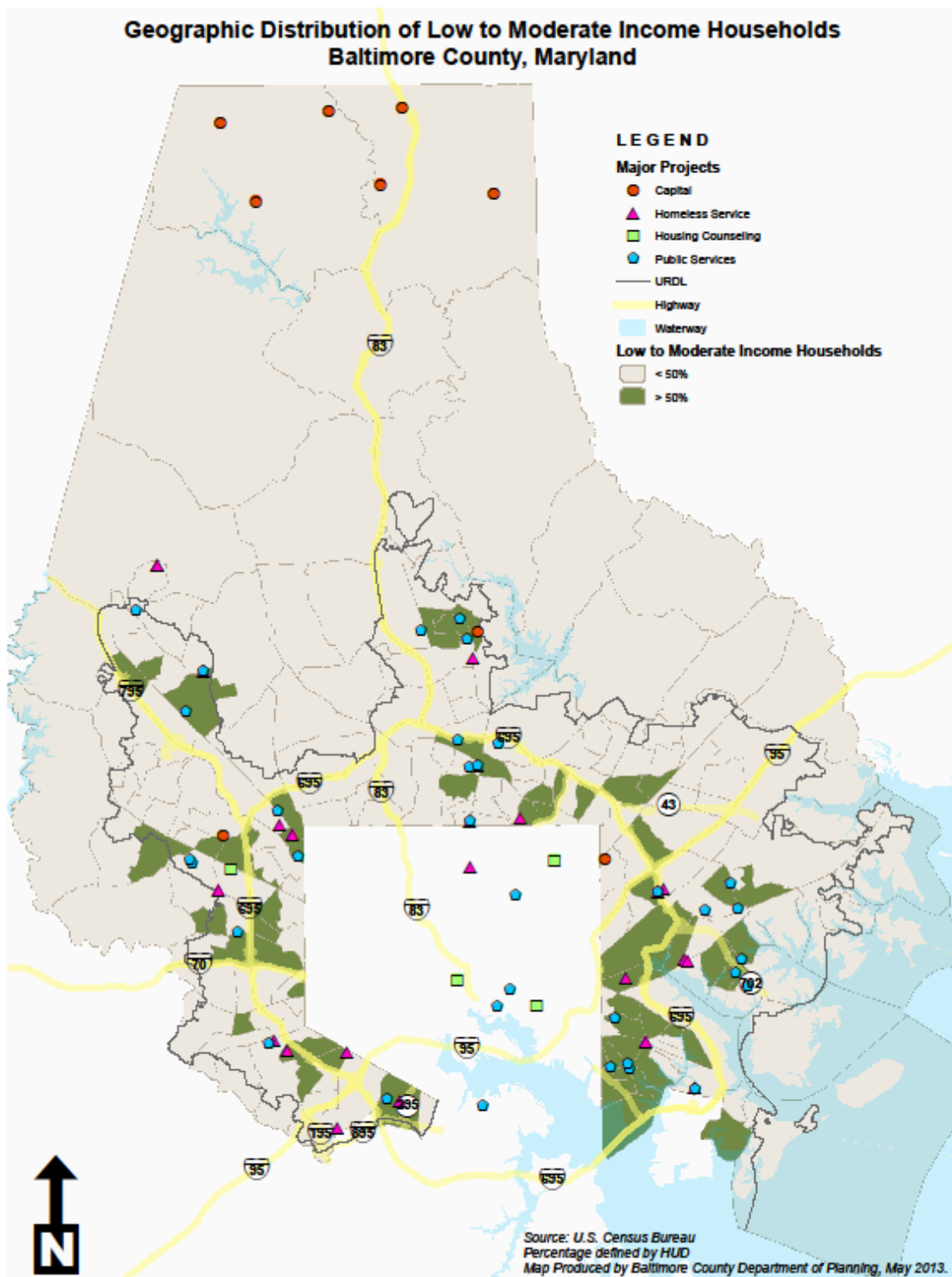


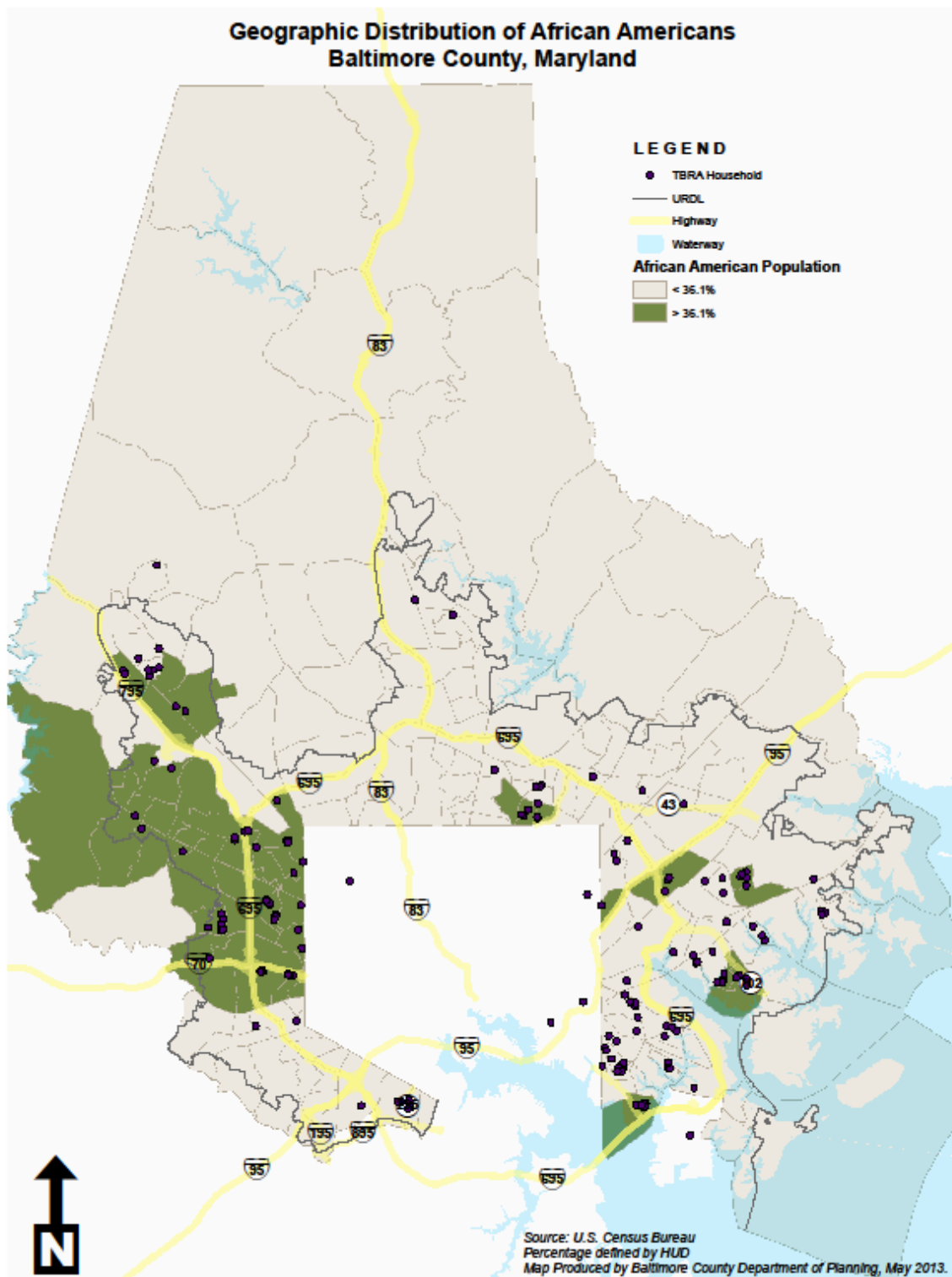
*One Year Action Plan FY 2014*

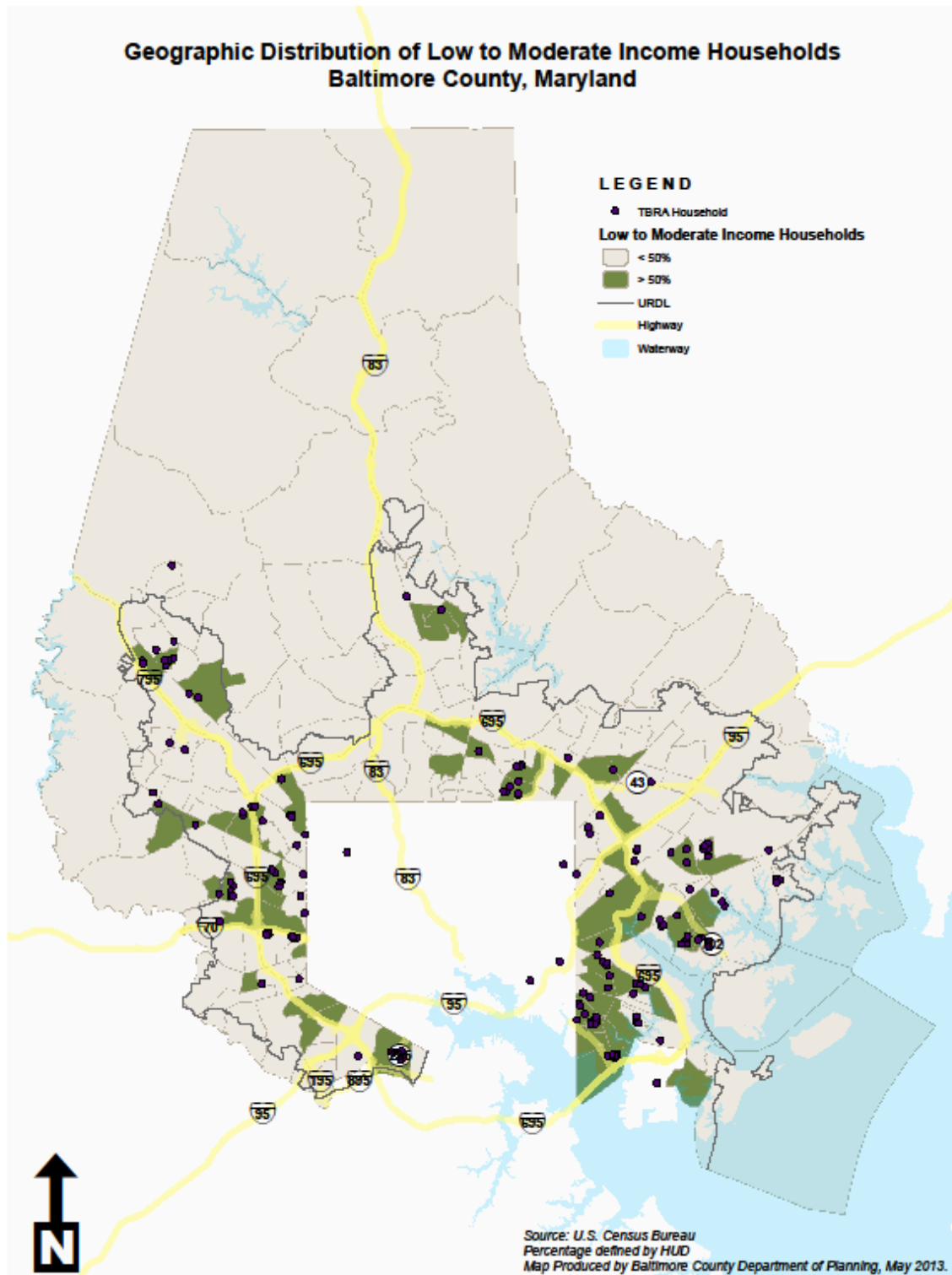
|  |             |           |           |     |          |          |             |
|--|-------------|-----------|-----------|-----|----------|----------|-------------|
| General Administration   | \$673,516   | \$0       | \$0       | \$0 | \$0      | \$0      | \$673,516   |
| Greater Baltimore Community Housing Resource Board               | \$12,760    | \$4,000   | \$0       | \$0 | \$0      | \$0      | \$16,760    |
| Harbel Housing Partnership                                       | \$90,000    | \$0       | \$40,000  | \$0 | \$0      | \$0      | \$130,000   |
| Heroes Helping Heroes  | \$22,364    | \$0       | \$0       | \$0 | \$0      | \$0      | \$22,364    |
| HOME Program Administration                                      | \$0         | \$0       | \$29,924  | \$0 | \$0      | \$0      | \$29,924    |
| House of Ruth of Maryland – Adelante Familia                     | \$25,650    | \$0       | \$0       | \$0 | \$0      | \$0      | \$25,650    |
| Housing Opportunities Rehabilitation Program                     | \$1,000,000 | \$0       | \$0       | \$0 | \$0      | \$0      | \$1,000,000 |
| Housing Services   | \$1,046,640 | \$0       | \$0       | \$0 | \$0      | \$0      | \$1,046,640 |
| INNterim Housing - INNterim House                                | \$87,067    | \$0       | \$0       | \$0 | \$0      | \$0      | \$87,067    |
| INNterim Housing- INNterim Gardens                               | \$40,000    | \$0       | \$0       | \$0 | \$0      | \$0      | \$40,000    |
| Jewish Community Services - ALU                                  | \$39,200    | \$0       | \$0       | \$0 | \$0      | \$0      | \$39,200    |
| Jewish Community Services  | \$22,108    | \$0       | \$0       | \$0 | \$0      | \$0      | \$22,108    |
| Lighthouse, Inc.   | \$13,276    | \$0       | \$0       | \$0 | \$0      | \$0      | \$13,276    |
| Multifamily Rehab – BRAC   | \$0         | \$156,000 | \$0       | \$0 | \$0      | \$0      | \$156,000   |
| Neighborhood Housing Services                                    | \$15,000    | \$0       | \$10,000  | \$0 | \$0      | \$0      | \$25,000    |
| Night of Peace Shelter, Inc.                                     | \$31,970    | \$0       | \$0       | \$0 | \$0      | \$0      | \$31,970    |
| Penn-Mar Organization, Inc                                       | \$100,005   | \$0       | \$0       | \$0 | \$0      | \$0      | \$100,005   |
| Prologue Inc.  | \$0         | \$0       | \$0       | \$0 | \$22,800 | \$0      | \$22,800    |
| Rebuilding Together Baltimore, Inc.                              | \$56,327    | \$0       | \$0       | \$0 | \$0      | \$0      | \$56,327    |
| Removal of Architectural Barriers                                | \$162,851   | \$0       | \$0       | \$0 | \$0      | \$0      | \$162,851   |
| St. Vincent de Paul: Front Door at Hannah More - Rapid Rehousing | \$0         | \$0       | \$0       | \$0 | \$64,335 | \$36,089 | \$100,424   |
| Settlement Expense Loan Program                                  | \$0         | \$0       | \$489,828 | \$0 | \$0      | \$0      | \$489,828   |
| Southeast CDC  | \$15,000    | \$0       | \$30,000  | \$0 | \$0      | \$0      | \$45,000    |
| The IMAGE Center: HAMP   | \$57,005    | \$0       | \$0       | \$0 | \$0      | \$0      | \$57,005    |
| Turnaround, Inc. – Trauma Therapy                                | \$16,000    | \$0       | \$0       | \$0 | \$0      | \$0      | \$16,000    |
| Turnaround, Inc. – Emergency Shelter                             | \$38,667    | \$0       | \$0       | \$0 | \$0      | \$0      | \$38,667    |
| YWCA Permanent Supportive Housing                                | \$41,090    | \$0       | \$0       | \$0 | \$0      | \$0      | \$41,090    |

## Maps of Proposed Projects









# Appendix



## **Summary of Citizen Comments on the Action Plan**

Baltimore County held two public hearings to provide for citizen input into projects included in the Action Plan. In addition to the public hearings, the County solicited comments via its website, a press release resulting in Patch distribution, paid advertising, and the Department of Planning newsletter. Written comments were received via email and/or hard copy submission between April 15 and May 15, 2013. The following summaries are a compilation of both verbal and written comments received and cover identified needs as well as areas in which Baltimore County will continue to develop additional ideas and strategies for the future. Comments received through May 15, 2013 helped shape the final version of the Plan and will continue to be reviewed and considered as deemed appropriate throughout the Action Plan period.

The first public hearing was held on December 14, 2012. A list of organizations attending can be found in the *Managing the Process* section of this Plan (page 11). The attendees expressed the following comments/desires regarding services to be provided in Baltimore County in Fiscal Year 2014.

Participants said the following:

- Support resources being spent throughout the County, but it would be a mistake to withdraw financial support from impoverished communities with existing stressors in favor of funding “opportunity areas.”
- Need for more funding for vulnerable populations.
- More wrap around services needed for homeless prevention and homeless services (mental health, addictions, workforce development).
- More case management needed along with more wrap around services.
- Need more accessible housing from private providers as HUD housing has stipulations around stability and sobriety. Housing vouchers can go unused because of inability to lease up. Also need more physically accessible housing with grab bars, ramp grants and more vouchers for integrated housing that is accessible. (More projects like Housing Accessibility Modification Program and Housing Rehabilitation Program.)
- Funds need to be designated for modifications to rental housing stock. Would like future RFP to prioritize modification funds for voucher holders with disabilities. Modifications should not be just capital, but include other accessibility modifications as required by tenant to make unit accessible.
- HUD’s movement away from funding shelters is harmful to domestic violence victims who need an immediate safe haven. Domestic violence victims have unique needs that must be met and programs designed to serve them must be responsive to their unique vulnerabilities. No housing vouchers have been available for this population. Safe appropriate housing is vital for this population.
- Want to see a loosening of County zoning regulations about 2 unrelated people living together.

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- Concerned that middle income foreclosure need is still there and putting people at-risk of homelessness. Concerned that middle class is shrinking in Baltimore County.
- Need more collaboration between private and public sectors with greater representation by affected County citizens and communities on decision making bodies.

The draft Action Plan was available on the County's website and in the public libraries. The public comment period for the Action Plan began April 15, 2013 and all oral and written comments submitted by May 15, 2013 are summarized in this document.

The second public hearing was held on May 1, 2013. Attendees included: Ann Lembo (Maryland Legal Aid), Hal Franklin (Baltimore County Department of Planning), Gloria Kelly (Fitch Avenue Community Association), Mike Bullis (The IMAGE Center), Jay Doyle (Baltimore County Department of Planning), Phyllis Hall (Baltimore County Department of Health), Gayle Hafner (citizen), Luciene Parsley (Maryland Disability Law Center), Susan Tannenbaum (Maryland Legal Aid), Gabriel Maier (Baltimore County Department of Planning), Sue Bull (Baltimore County Department of Planning), John Gontrum (Whiteford, Taylor, Preston), Paul Donghala (citizen), Anne Dalrymple (citizen), Diane Dressler (MCDD), Joanne Schneider (Baltimore County Commission on Disabilities), Cheryl Gottlieb (Maryland ADAPT), Corey Odol (Easter Seals), Barbara Donohoe (Baltimore County Department of Health), Jackie Cornish (Baltimore County Department of Planning), Lisa Coleman (Baltimore County Housing), Will Fields (Maryland ADAPT), Jennifer Miles (Maryland Department of Health and Mental Hygiene, Crosby King (Maryland ADAPT), Tiffany Hall (Maryland ADAPT), Shalonda Manuel (Coordinating Center), Regina Barnett (citizen), Colleen Mahony (Baltimore County Department of Planning), Elizabeth Glenn (Baltimore County Department of Planning), Andrea Van Arsdale (Baltimore County Department of Planning), Marsha Parham (Baltimore County Housing). No written comments were submitted at the time of the hearing.

Elizabeth Glenn, Deputy Director of the Baltimore County Department of Planning, called the hearing to order and explained the purpose of the meeting – to receive public comments on the County's Annual Action Plan and the County's Public Housing Plan. The Action Plan was funded with federal funds (CDBG, HOME, ESG) as well as some state and county sources. The upcoming cuts to these federal sources were reflected in the Action Plan, but despite these cuts the County proposed increases to fair housing efforts and was committed to continuing its efforts in public service grants to nonprofits, capital grants to remove architectural barriers, affordable housing rental opportunities and homeless services funding.

Marsha Parham, Baltimore County Housing Office, provided an overview of the County's Public Housing Plan stating that the County had streamlined the plan by concentrating on the portions of the plan that addressed the needs of participants – decent, safe, affordable housing, timely payments to landlord and increases in family self sufficiency.

Oral comments from the hearing are summarized below:

- Mike Bullis of The Image Center stated the county is to be commended on a Plan with laudable goals of increasing accessible housing, but thinks the Plan needs more

measurable goals. How many houses? Where will they be? Will they be rental housing? Plan should address specific numbers of units in decent neighborhoods. Mr. Bullis urged the County to require 10% of all units created be accessible to people with wheelchairs and available to population in need of affordable housing. The county was further urged to create accessible housing located near metro.

- Gayle Hefner echoed earlier comments and stated that her clients did not have the funding to pay market rate, had to wait forever for vouchers and then could not find apartments to take the vouchers. She stated the ideas included in the Action Plan were great, but wanted to see specific numbers identified in placing programs in opportunity areas. Specific numbers to achieve in the Plan will make it happen.
- Luciene Parsley, fair housing attorney with the Maryland Disability Law Center, believed the Annual Action Plan did not address the needs of people with disabilities, particularly the severe shortage of accessible apartments for large families and that when apartments become available they are not in high opportunity areas. The county was encouraged to increase funds for the HAMP program and to increase linkages with the Housing Office. The county needs measurable goals with regard to achieving affordable rental units for families and that 10% of units should be accessible. Ms. Parsley commended the Housing Plan for setting aside accessible units through the 811 program and noted that Baltimore County set aside more than any other county. The county was urged to increase the Fair Market Rent for units in high opportunity areas and target development in high opportunity areas. It was also pointed out that TDAP clients are at risk because they must face eviction or have a utility turn off notice before they can get help.
- Ann Dalrymple commented that the plan did not appear to help extremely low-income workers who are not disabled. The last report she viewed showed a deficit of 8,000 units in the County for extremely low-income workers and believed that funds to address this impediment should be included in the Action Plan. She also commented that the county needed to relax its green standards as that was going to increase building costs.
- Cheryl Gotlieb of Maryland ADAPT and On Our Own stated that while people may think that there are already people with disabilities living in high opportunity areas like TABCO or Virginia Towers. She said these housing experiences are isolated and not integrated in the community. Though some individuals with disabilities live in market rate housing, many live with parents or in group housing where they cannot run their own lives. Ms. Gotliebe made a plea for more integrated housing where college students, the elderly and disabled were more integrated and felt part of the community.
- Paul Dungahla spoke in support of low-income housing in high opportunity areas, but wanted to ensure that all new housing development in the county was required to have units of low income housing incorporated into them so low-income people are not isolated, but part of the community. Concern was expressed that the development community is continuing to move outside high density areas and endangering open space. Affordable housing should be part of any development near metro. He also commented that five projects supported in the Action Plan are not in high opportunity areas.
- Regina Barnett commented that her apartment is not handicapped accessible. The bathroom is not accessible and it is very hard to find accessible apartments.
- William Fields commented that it is very hard to live in a high rise as a disabled person. If the elevator is not operating, there is no alternative for a disabled individual. He has

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learned over the years that an individual needs to be part of a community, not just a resident of the community. He has seen too many disabled residents forced into nursing homes because they had no options in community.

- Tiffany Hall of Maryland ADAPT and On Our Own works with Cheryl Gotlieb wanted to share her story. She has a mental disability and moved out of her sister's house and into public housing. She said public housing can be like a ghetto. There are good people there, but there is violence and drugs too. She got a letter from MDQ asking if she wanted to move and eventually ended up getting an apartment in Towson. The steps are difficult for her, but she could deal with it. In her opinion, the government needs to stop placing people in the projects. They need to interview people before placing people in the projects. She enjoys her new apartment and has no plans to move any time soon.
- Gloria Kelly explained it has been her experience that low-income people have mental or physical disabilities and are not getting enough security income to pay rent and utilities. This leaves them in real poverty. She urged the government to do something when giving low cost housing and pair this assistance with gas and electric assistance as well. Utility costs are just too high for people in low cost housing to pay both rent and utilities.
- Joanne Schneider, a social science researcher and Catonsville resident, agreed that developers must put some portion of affordable housing units in their developments. She urged that the county not only think in terms of large developers, but of small rehab housing as well. She wondered if there were tax incentives or other ways the county could mandate that rehab of existing units also be encouraged to include affordable housing units as part of the rehabilitation.

Baltimore County Department of Planning received three written comments on the Action Plan. These comments were received on or before May 15, 2012:

- The following comment was submitted via email and the citizen did not provide their full name:

Is there anything you can do to reduce the costs that taxpayers pay to house many people through sec 8? It is being used and abused. As a realtor of many years I have come across many who want great high priced homes to live in. My most recent customer was a young girl who had 5 kids unmarried and going to college. She wanted a 5 bedroom home but said a bedroom would be ok if it had a lower level. She wanted white marsh individual home. I asked if she can afford the average rent price of \$2200-\$2500 for what she wanted and she said sect8 will pay market price. Isn't this a bit absurd? Too many people getting help and if they needed it would be ok but most don't. They have live in boyfriends/girlfriends. Drive nice cars and nice clothes and many work. Something wrong with this?

- Lauren Young and Yasmin Farahi of the The Maryland Disability Law Center submitted the following written comment:

Thank you for the opportunity to comment on the Baltimore County Department of Planning One-Year Action Plan for FY 2014. The Maryland Disability Law Center (MDLC) is Maryland's federally designated protection and advocacy organization for persons with disabilities in Maryland. MDLC works

to ensure that Marylanders with disabilities have the right to safe, decent, affordable, accessible, and integrated housing in the community of their choice. These written comments supplement and expand upon the verbal comments we offered at the public hearing on May 1, 2013.

MDLC is pleased that the draft Action Plan included language that indicates Baltimore County is committed to providing rental housing opportunities for persons with disabilities in areas of opportunity. However, the plan provides very little specificity about the way the County plans to address the need for affordable housing for persons with disabilities.

Approximately half of the County's voucher holders have disabilities and the need for accessible housing has recently been documented extensively in various reports including the recent Baltimore County Analysis of Impediments to Fair Housing Choice. In 2000, 12.3% of persons with disabilities in the County were living in poverty, compared to only 5.4% of persons without a disability.<sup>1</sup>

<sup>1</sup> "Analysis of Impediments to Fair Housing Choice, Baltimore Metropolitan Region, Baltimore County", Mullin & Lonergan Associates, Inc (October 2011) (Baltimore County) @ 17, *available at*

<http://resources.baltimorecountymd.gov/Documents/Planning/neighborhoodimprovement/aicounty111206.pdf>

With this severe need for affordable, accessible housing in mind, we respectfully offer the following areas of concern for your consideration.

**1. The Action Plan fails to identify the number of affordable, accessible units that will be made available in decent neighborhoods; and the Plan fails to identify the funds that will be used to support such development.**

The County does not commit to creating a certain number of accessible units or provide any details regarding the amount of money it will allocate to obtain affordable and affordable, accessible housing units. The County cannot be held accountable if it fails to establish an outcome measurement for its use of dollars and policies. A purpose of the Annual Action Plan is to demonstrate accountability to the public and the federal government for use of resources. The County should specify a minimum allocation of funds for development of affordable, accessible units and funding available for modification to existing rental units. The County should similarly identify the goals of its funding allocations by estimating the target number of accessible, affordable units to be available through housing development or modification. There should be a relationship between the Baltimore County Housing Office, voucher holders, and the HOME funded HAMP Program (Housing Assistance Modification Program) to address the lack of rental properties that provide accessible features and accept vouchers.

**2. The Action Plan acknowledges that the County will use HOME funds and Payments in Lieu of Taxes (PILOTS) to create rental housing for families and for persons with disabilities in areas of high opportunity, a proposal that we support. However, the Plan does not provide information about how much money will be allocated to obtain affordable and affordable, accessible housing and does not provide information about how many units the County intends to create.**

We suggest that 10% of all new or rehabilitated housing be created with accessibility features for people who use wheelchairs and for such housing to be affordable to people with extremely low incomes. Persons with disabilities in Baltimore County are more than twice as likely as persons without disabilities to be living in poverty, making the need for affordable, accessible units particularly severe. The fact that approximately 50% of voucher users in the County are families with disabilities reinforces the need for affordable and affordable, accessible housing. The County should provide details regarding the number of units to be created for families and for families who need accessible units. In addition, the actions that the County expects to take to achieve creation of such housing units must be described. MDLC urges the



County to make a priority the creation of housing that is affordable to families who are extremely low income.

**3. The recent Baltimore County Analysis of Impediments to Fair Housing Choice recommended the establishment of a mobility program to assist people in the voucher program in leasing units in areas of opportunity. The Action Plan should support efforts of the Baltimore County Housing Office to provide opportunities to voucher users to relocate and to locate into areas of opportunity.**

While establishment of a mobility program is not directly documented in the Housing Office's PHA Plan, the Plan addresses many components of such a program and intends to provide families who use vouchers with housing choice to live in areas of opportunity. Such efforts will need fiscal support available from other federal sources, such as CDBG funds, to pay for costs associated with tenancy such as moving costs, security deposits or application fees. The CON Plan should address how it is supporting efforts in the PHA Plan.

**4. The Action Plan does not address steps the County is taking to ensure that current housing developments include housing opportunities for low income persons with disabilities.**

There are several projects currently in development, including the Greenberg Gibbon's project, the Greenleigh at Crossroads, and 101 York Road, totaling well over 2000 units. The Plan should address how Baltimore County plans to obtain units of affordable, accessible housing in these developments and others being created in decent neighborhoods.

**5. The Action Plan discusses planned permanent supportive housing (PSH) projects, but these projects are being developed as Single Room Occupancy (SRO) buildings. While we commend the County for recognizing the need for PSH, it should embrace more integrated models of PSH.**

The Plan discusses plans for 2 PSH projects in Arbutus and Eastern Baltimore County, providing a total of 29 beds for women only. The creation of only SRO projects excludes families with children from being served in PSH in Baltimore County, and the County provides no explanation for why it has chosen a gender-restricted SRO model as its approach to the creation of PSH. We strongly urge the County to implement PSH models that create more integrated housing such that PSH units are scattered throughout the community in areas of opportunity.

**6. The Action Plan indicates that the County plans to provide \$200,000 in HOME funds for the Tenant Based Rental Assistance Program (TBRA), but does not provide specifics about how this program will bridge the gap to permanent housing for homeless individuals in the County.**

With the average wait to reach the top of the Housing Choice Voucher waiting list at approximately 7 years, the current time-limited rental assistance program is not effective in transitioning people in poverty to permanent housing. We recommend that the County spend its limited HOME resources on creating permanent affordable and accessible housing units.

**7. The Action Plan states that the County will work to remove barriers to the development of affordable housing in non-impacted neighborhoods, but it provides no specific plans or policy initiatives to accomplish this goal.**

The County should endorse policies such as inclusionary zoning and prohibition of discrimination based on source of income so that landlords cannot refuse to rent to people who use vouchers. These policies



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would further the counties stated goal of removing administrative barriers to the development of affordable housing in non-impacted neighborhoods.

- Carolyn Johnson and Ingrid Lofgren of the Homeless Persons Representation Project, Inc. submitted the following comments.

The Homeless Persons Representation Project (HPRP) submits the following comments on the Draft FY2014 Annual Action Plan. These comments mostly reiterate comments made in previous years on issues which we continue to be concerned about.

### **Baltimore County should embrace more integrated models of permanent supportive housing (PSH).**

The Annual Action Plan (Plan) discusses the existing and planned projects for PSH in Baltimore County. While the County should be commended for embracing the need for and the philosophy Of PSH, it is troubling that the only PSH projects being developed are Single Room Occupancy (SR)) buildings. According to the Plan, the County has one SRO for chronically homeless women in Arbutus, will be opening a 16-bed SRO for chronically homeless men in Eastern Baltimore County, and a third SRO is being developed in Turner Station. The Plan does not explain why SROs have been chosen as the sole model of PSH in Baltimore County and we have several concerns with this approach.

First, the creation of only SRO projects excludes families with children from being served in PSH in Baltimore County. While it may be appropriate to target limited PSH resources to the most vulnerable chronically homeless people, the federal HEARTH Act amended the definition of "chronically homeless" to include families. 42 U.S.C. § 11 360(2). Therefore, the County ought to be serving chronically homeless families as well as individuals in PSI-I by developing non-SRO models.

Second, two of the SROs mentioned in Plan are restricted to women-only or men-only. It is unclear why the County is taking this approach, but housing that is restricted to one gender likely violates the Federal Fair Housing Act's prohibition against sex discrimination in housing and recent HUD regulations requiring equal access to all HUD housing programs regard less of gender identity. *See* 24 C.F.R. §5 .403; §S70.3. It may be appropriate to physically separate genders for safety reasons in congregate living settings like homeless shelters. However, the same safety considerations do not necessarily exist in permanent housing and we strongly urge the County to review its PSH programs to ensure they are not unlawfully discriminating based on sex, gender identity, or other protected classes.

Third, the County's duty to affirmatively further fair housing extends to housing created for and serving homeless and formerly homeless individuals and families. We fully support the Plan's stated goal to provide "resources to homeless households to assist them in securing permanent affordable rental housing in neighborhoods of choice and in high opportunity areas." Plan at 3. However, it is unclear how this goal is actually being furthered with the creation of these SROs as they are not located in high opportunity areas. The County should be creating PSH units, like all other affordable rental housing, in a manner that furthers fair housing choice by siting these

units in high opportunity areas.

Finally, we strongly urge the County to implement PSH models that create more integrated housing such that PSH units are scattered throughout the community. Integrated PSH can be accomplished by using tenant-based or project-based funding to rent existing housing units, or by reserving a certain number or percentage of units in new LIHTC, HOME, CDBG or other federal, state, or locally funded projects. *See Integrated Supportive Housing: Creating a Community Housing Network*, Corporation for Supportive Housing, February 20 12, at [http://www.csh.org/wpcontent/uploads/2012/04/Doc\\_ISHCreatingACommunityHousingNetwork\\_403.pdf](http://www.csh.org/wpcontent/uploads/2012/04/Doc_ISHCreatingACommunityHousingNetwork_403.pdf).

**The County should prioritize permanent affordable rental housing over time-limited rental assistance**

The Plan states that the County will "continue to use HOME funds to provide Tenant Based Rental Assistance (TBRA) vouchers to low-income households that were once homeless or at risk of being homeless ." Plan at 17. The Plan further states that the County "will use \$350,000 in HOME funds for the completion of committed rental payments." Plan at 17. It is unclear from these statements what the County's plan is with respect to the TBRA program. The FY 2013 Plan allocated \$750,000 for the TBRA program, therefore, the Plan shows a reduction of \$400,000 to the TBRA program. However, it is not clear whether the reduction is the result of decreased HOME funds or whether the \$400,000 previously committed to TBRA is being reallocated to other purposes. We support reallocating HOME funds from TBRA to finance the creation of new permanent affordable and affordable, accessible rental units and urge the County to cease using HOME funds for any time-limited rental assistance in future years.

**The County needs to update its definitions of Chronically Homeless and Homeless Youth.**

As stated, *supra*, the HEARTH Act of 2009 amended the definition of chronically homeless as follows:

“(2) CHRONICALLY HOMELESS.--

“(A) IN GENERAL.--The term 'chronically homeless' means, with respect to an individual or **family**, that the individual or **family**--

“(i) is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter;

“(ii) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years; and

“(iii) has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.c. 15002)), post traumatic stress disorder, cognitive impairments resulting from a brain injury) or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions.

42 U.S.C § 11360(2) (emphasis added). However, the definition in the Plan continues to define

chronically homes only as "unaccompanied homeless individuals." Plan at 73 . The County needs to update its definition to reflect the changes in the HEARTH Act and its implementing regulations.

Similarly, the County needs to revise its definition of homeless youth which the Plan defines as an "[u]naccompanied person 17 years of age or younger who is in a living situation that can be described by terms 'sheltered' or 'unsheltered.'" Plan at 76. The age limit and living situation provisions of this definition are overly narrow. The McKinney Vento Homeless Assistance Act (McKinney Vento), as amended by the HEARTH Act, explicitly recognizes "unaccompanied homeless youth" as a category under which individuals may be considered homeless, *see* 42 U.S.C. § 11 302, and HUD now defines "youth" as "less than 25 years of age," 24 C.F.R 582.5.3 With respect to living situation, McKinney Vento defines "homeless children and youths" as "individuals who lack a fixed , regular, and adequate nighttime residence" and explicitly includes youth who are "doubled up." *See* 42 U.S.C. § 11 434a4

2 *See also* definition of chronically homeless in Emergency Shelter Grant Interim Rule.

3 The HUD final rule explains that " [b]y establishing youth as less than 25 years of age, it is HUD's hope that the programs authorized by the HEARTH Act amendments to the McKinney-Vento Act (42 U.S.C. 11301 *e/seq*), will be able to adequately and appropriately address the unique needs of transition-aged youth, including youth exiting foster care systems to become stable in permanent housing." In addition, HUD's definition of homeless youth now includes by reference definitions under the Runaway and Homeless Youth Act, I-lead Start Act, Violence Against Women Act, the Food and Nutrition Act, and Education for Home less Youth under McKinney Vento.

4 McKinney Vento provides that "homeless children and youths" includes "(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 1 1302(a)(2)(C) of this title); (iii ) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations,

Further, during the 20 13 legislative session, the Maryland General Assembly passed a bill that established a statewide Task Force to Study Housing and Supportive Services for Unaccompanied Homeless Youth. *See* I-LB. 823 (Md. 20 13). Consistent with the federal law described above, the legislature defined "unaccompanied homeless youth" for the purposes of the task force as "an individual who ( 1) is between the ages of 14 and 25 years; (2) lacks a fixed, regular, and adequate nighttime residence; and (3) is not in the physical

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custody of a parent or guardian." We urge the County to adopt a definition of homeless youth consistent with both McKinney Vento and the Task Force, and to consider the forthcoming recommendations of the Task Force as the County prepares future plans to address the needs of homeless youth.

Thank you for the opportunity to provide written comments on the Draft FY 20 14 Annual Action Plan and we appreciate your thoughtful consideration of these comments.

## **Substantial Amendment to the Consolidated Plan 2012 Action Plan for the Second Allocation of Emergency Solutions Grant (ESG) Funding**

A.

### **2. Consultation**

#### **Collaboration with Baltimore County Continuum of Care:**

The lead agency, Baltimore County Department of Planning, upon notice of a possible 2nd allocation of Emergency Solution Grant funds, informed the County CoC Decision-making body, the Homeless Roundtable, of the potential new funding.

The group met each month between December 2011 and April 2012 and reviewed the Federal Notice regarding new ESG funding, the Interim Rule on the Homeless Definition and the Federal Register Notice of the Federal Fiscal Year 2011 Substantial Amendment process for the 2nd allocation of ESG funding, including all requirements for the application. The group discussed potential funding opportunities for the new ESG funds and determined through vote, to use the funding for much needed rapid re-housing case management and financial assistance.

The Executive Committee along with the lead agency, Department of Planning, was designated to design the performance standards for activities funded by ESG and present those standards for approval to the Roundtable membership.

Additionally, the Data Management committee, Executive Committee and lead agency were designated to develop the funding, policies and procedures for the operation and administration of the Homeless Management Information System (HMIS).

The Homeless Roundtable membership is made up of homeless service providers, faith community leaders, concerned citizens, County agency representatives, community colleges, foundations, health institutions, and recipients of services. This body serves to consult with and direct the Lead Agency on funding and planning decisions for Emergency Solution Grant (ESG), Supportive Housing Program (SHP), and Shelter Plus Care (SPC) funds.

In an effort to collaboratively design and implement strategies and programs to address homeless service needs in Baltimore County, the Roundtable structure includes the following committees:

1. Executive Committee (membership is sub-committee chairs and members-at-large)
2. Housing Committee
3. Outreach/Prevention Committee
4. Coordinated Intake Committee
5. Rapid Re-housing Committee
6. Data Management/Point In Time (PIT) Committee

### **3. Citizen Participation:**

Upon completion of the draft Amendment to the Consolidated Plan, the public was notified, through publication in the Jeffersonian Newspaper, of its availability via the web. A 15-day comment period was provided, during which the Department of planning received oral and written comments. Copies were made available to the public at all local libraries and in the Department of Planning. A reasonable number of copies were made available, free-of-charge, at the request of citizens or groups. All comments will be considered and incorporated into the document where appropriate. A summary of all comments, with reasons provided for comments not incorporated, will be attached to this amendment.

### **4. Match**

Baltimore County Department of Planning will match the new ESG allocation of \$102,539 with a contribution of \$750,000 in HOME funds for tenant-based rental assistance, and \$40,069 in Supportive Housing Program (SHP) through the Department of Social Services Supplemental Assistance for Facilities that Assist the Homeless (SAFAH) program for case management services for families.

### **5. Proposed Activities:**

#### Rapid Re-housing – Rental Assistance:

**(Action Plan Priority:** Continue adding permanent and permanent supportive housing units for chronically and other homeless)

In an effort to maintain a standard of Decent Housing as outlined in the Federal Register Notice of Outcome Performance for Community Planning and Performance, a portion of the \$102,539 allocation will be used to provide security deposits and/or first month rent to 75 of 100 clients served. Overall rental assistance will be provided through funds from the Baltimore County Department of Planning HOME grant. A total amount in the sum of \$750,000 dollars will allow for rental assistance for up to a year to approximately 100 homeless individuals who are at or below 30% AMI. In order to assure stability, ESG funds will be utilized to cover 1st month rent, security deposits and fees when needed.

The performance measurement for Rapid-Re-housing:

Rental assistance will be to provide housing tenant-based rental assistance to 100 homeless individuals starting on July 1, 2012 and ending on June 30, 2014. A result will be stable housing for 35 individuals and 65 families.

#### Rapid-Re-housing – Housing and Stabilization services:

**(Action Plan Priority:** Continue adding permanent and permanent supportive housing units for chronically and other homeless)



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In an effort to meet the standard, Suitable Living Environment, \$45,000 of the ESG funds will be used for the salary of a Human Services Associate who will provide case management for 35 individuals of 100 clients receiving rental assistance. 65 clients will be provided case management through a partnership with Department of Social Services. Caseworkers from the DSS SAFAH program, a federally funded program that provides after care for clients housed after experiencing homelessness.

Through the Homeless Prevention and Rapid Re-housing (HPRP) Demonstration Project the Department of Planning and the Baltimore County CoC learned that case management is essential for the success of all clients receiving rental assistance. By the end of second year of the project, 46% of individuals remained housed as compared to 30% of those who did not receive case management in other tenant-based rental assistance programs.

Case management offered through DSS as well as Department of Planning will include consultation and evaluation to determine eligibility, assistance with housing search, home visits focused on development of goals and service plans, assistance with accessing mainstream resources, budget management training and re-certification.

Performance measurements will include:

1. 100% of enrolled clients will receive case management services, as it will be an on-going requirement for receiving rental assistance.
2. 100% of applicants will be assessed and determined to be most at-risk of remaining homeless using a pre-determined assessment tool.
3. 65% of enrolled clients will remain housed for 1 year.
4. 45% of employed clients will maintain employment.
5. 65% of enrolled clients will gain access to mainstream resources.
6. Number of sheltered and street homelessness will be reduced by 12%
7. Length of homelessness for 100 individuals will be reduced by 90 days

### **B. Funding Priorities**

Baltimore County's funding priority for the new ESG funds is focused on the need for more affordable housing for those facing poverty and homelessness. The demand for affordable housing in Baltimore County that is sustainable continues to increase. There are more than 24,000 households on the waiting list for Housing Choice Vouchers, Fair market rents have increased and this has contributed to an increase in the amount of Housing Assistance Payments in the Housing Choice Voucher program (formerly called Section 8 Program). As a result, people on the Housing Choice Voucher waiting list can anticipate an 8 to 9-year wait.

According to the 2011 Baltimore County Point-in-Time Census of the Homeless, loss of housing was the number one contributing factor to homelessness.

**How funding priorities will support the national priorities established in "Opening Doors: Federal Strategic Plan to Prevent and End Homelessness:"**

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### 1. Increase leadership, collaboration and civic engagement

Through increased collaboration with the Baltimore County Continuum of Care decision making body, the Homeless Roundtable, all documentation regarding the 2nd allocation of ESG funds, along with the new rule and change in the definition of homelessness was shared and discussed. The group discussed local priorities for housing and voted to focus efforts on rapid re-housing.

The leadership of the Homeless Roundtable Executive Committee, made up of committee chairs, vetted all recommendations on the spending of the 2nd allocation of ESG funds and made the final recommendation to focus efforts on rapid-re-housing.

Citizen participation was offered through the publishing of the draft amendment to the Baltimore County Consolidated plan as required by HUD. Citizen input was encouraged and all comments were addressed.

### 2. Increase access to stable and affordable housing

Through the use of \$750,000 in HOME funds, \$102,539 in ESG funds and \$40,069 in SHP funds, Baltimore County will provide 100 units of affordable housing to homeless individuals and families.

### 3. Increase economic security

Through intensive case management connected to the Department of Planning Rapid Re-Housing program, clients will access benefits and resources and strive to maintain all sources of income.

### 4. Improve Health and Stability

Once housed and receiving case management services, clients will become stabilized and better able to address health concerns and maintain a consistent level of medical care.

### 5. Retool the Homeless Crisis Response System

Due to collaboration with the Baltimore County Continuum of Care for this project, the Coordinated Intake sub-committee of the CoC has been working diligently on researching and designing a coordinated intake system for Baltimore County. Additionally, all shelters in Baltimore County are striving to increase intensive case management in order to rapidly re-house individuals. Shelter programs are partnering with organizations offering case management to determine appropriate service planning necessary to assist clients with housing and stability. The use of the HOME funds in conjunction with the 2nd allocation of ESG funds and Department of Social Services SHP funds will assist the shelter programs in succeeding through offering housing assistance.

C. Detailed Budget – See CFY 2012 Detailed Budget Table

D. Written standards for Provision of ESG Assistance

a. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant:

Policy: A caseworker will provide an initial assessment of all potential recipients of rental assistance. Eligibility is based on the applicant's present income or his/her potential to obtain sufficient income over a 12-month period. Total income must be at or below 30% of AMI. Income may include public benefits including SSI, SSDI, TCA, and Child Support. All applicants must be homeless at the time of application residing either in shelter, on the street, or under the new rule, homeless within 14 days, exiting an institution within 90 days, or a victim of domestic violence or sexual assault.

b. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention providers, other homeless assistance providers and mainstream service and housing providers:

Policy: The Baltimore County CoC Homeless Roundtable is comprised of 5 subcommittees that address each of the above noted areas. The committee membership is made up of representatives from all of the above-mentioned service areas. The committees are Housing, Mainstream Resources, Coordinated Intake, Outreach/Prevention and Data/PIT Management.

The Roundtable has created bi-laws for the group as a whole. Each committee has established a purpose statement, goals, and action steps for the coming year. Each committee meets monthly and is charged with designing and implementing new and improved practices in each area.

The Coordinated Intake Committee is focused on enhancing and further developing the coordination of services for the homeless among shelters, essential services, prevention providers, mainstream resources and housing providers. Currently, the Baltimore County Screening Unit is responsible for all screening, assessment and referrals of homeless individuals for shelter. Once referred, individual shelters conduct an intake, and case managers are assigned who work with residents to connect them to the above-mentioned services. Through the work of the committee, the Roundtable is working to establish an improved system of care that would include utilizing HMIS to determine eligibility through the newly created eligibility module. This data would then be used to connect clients to appropriate services immediately upon entering shelter ensuring faster access to case management, service planning, mainstream resources and housing.

c. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance:

Policy: All families and individuals will receive rapid re-housing assistance. Eligibility determination procedures are as follows:

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The Department of Planning Rapid Re-housing program offers case management and housing assistance to help participants move from homelessness to permanent housing. Housing assistance is offered for 12 months for eligible participants. To be eligible, participants must be eighteen years or older, have adequate income whether from employment or benefits, or be in job-training/education that is likely to result in self-sufficiency within 12 months. If in job training/education, the participant must also have a sufficient source of income to pay their portion of the rent and living expenses. All participants/tenants will be responsible for full payment of rent once assistance ends. All participants are required to receive case management for the full year of assistance, attend financial management and budgeting classes within the first 3 months of receiving assistance and if necessary, participate in the Department of Social Services workforce development program.

d. Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance:

Policy: Once the applicant is found eligible for the program, the level of rental assistance or subsidy will be determined based on the household income and the cost of the monthly rent. Applicants and the members of their household must provide the necessary documentation and verification to make that determination and have an ongoing obligation to update that information as their income or household make-up changes. Utility assistance will be provided on a limited basis due to a lack of sufficient funds.

e. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time:

Policy: The housing assistance offered through the ESG Rapid Re-housing program provides a maximum of 12 months of assistance to an eligible participant. The program is intended to help the participant transition to self-sufficiency with the ability to live independently and make full rental payments at the end of the 12 months when the assistance ends. The amount of assistance will not be adjusted over time.

f. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each participant may receive, such as maximum amount of assistance, maximum number of months the program participant receives assistance; or the maximum number of times the program participant may receive assistance:

Policy: All participants will receive housing stabilization and relocation services monthly through case management to include home visits and bi-annual re-certification conferences. All participants will be required to accept and participate in case management for the entire year of the Department of Planning Rapid Re-housing rental assistance program.

### **D. Making Sub-Awards**

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No sub-awards will be made. The 2nd Allocation of ESG funds will remain with the Baltimore County Department of Planning.

### **E. Homeless Participation Requirement:**

The membership of the Baltimore County Homeless Roundtable 10-year planning Mainstream Resources subcommittee included one recipient of service. Unfortunately, this member passed away in the Fall of 2011. This committee has been charged with developing a plan to improve access to mainstream resources for those experiencing homelessness in Baltimore County.

In an effort to focus directly on receiving input on the use of ESG funds, as recommended, Baltimore County Department of Planning, in collaboration with The CoC Homeless Roundtable and Baltimore County Communities for the Homeless, is developing a consumer advisory board that will serve as an advisory committee to the Roundtable. A first meeting of 30 individuals experiencing homelessness as well as those who were previously homeless and at-risk of homelessness, took place on March 9, 2012. The purpose the meeting was two-fold. Participants were given the opportunity to provide feedback on the progress of the County's 10-year plan to end homelessness as well as plans to utilize new funding, such as ESG, to offer Rapid Re-housing. Additionally, the group adopted a plan to begin a Consumer Advisory Council. Draft guidelines were reviewed and an agreement was made to move forward with the development of the Council. Participants agreed that members would be added to the membership of the CoC Roundtable as well as Baltimore County Communities for the Homeless in order to provide meaningful and necessary input into decisions regarding funding and programming of homeless services throughout Baltimore County.

### **F. Performance Standards:**

After careful review of performance standards for housing programs throughout the county, including HPRP Rapid Re-housing, the following performance standards are proposed for the Department of Planning Rapid Re-housing Program to be offered through the 2012 2nd allocation of ESG:

#### Provision of Services:

100% of enrolled clients will receive case management services, as it will be a requirement for receiving rental assistance.

#### Determination of Risk:

100% of applicants will be assessed and determined to be most at-risk of remaining homeless using a pre-determined assessment tool.

#### Length of Stay:

65% of enrolled clients will remain housed for 1 year.

#### Employment:

45% of employed clients will maintain employment.

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### Access to Mainstream Resources:

65% of enrolled clients will gain access to mainstream resources.

### Homelessness Reduction:

Number of sheltered and street homelessness will be reduced by 12%

### Reduction of Homeless Length of Stay:

Length of homelessness for 100 individuals will be reduced by 90 days

### **Optional Changes:**

#### 1. Centralized or Coordinated Assessment System

The Coordinated Intake Committee is focused on enhancing and further developing the coordination of services for the homeless among shelters, essential services, prevention providers, mainstream resources and housing providers. Currently, the Baltimore County Screening Unit is responsible for all screening, assessment and referrals of homeless individuals for shelter. Once referred, individual shelters conduct an intake, and case managers are assigned who work with residents to connect them to the above-mentioned services. Through the work of the committee, the Roundtable is working to establish an improved system of care that would include utilizing HMIS to determine eligibility through the newly created eligibility module. Screening and intake workers would enter all pertinent data related to the previous services provided to the client. This data would then be used to connect clients to appropriate services immediately upon entering shelter ensuring faster mainstream resources and housing.

#### 2. Monitoring

With clearly communicated expectations and requirements and monthly financial and programmatic reporting in place, the County will look to HUD and the CoC Roundtable to monitor and support the Department of Planning Rapid Re-housing program as funded to identify deficiencies and provide corrective measures to assess, improve, reinforce, or augment program performance. The emphasis will be on prevention, detection, and correction of deficiencies in the management and administration of federal funds. Monitoring procedures are in place and have been updated to address the new program requirements as outlined in the Federal Register date, December 5, 2011, Homeless Emergency Assistance and Rapid Transition to Housing: Emergency Solutions Grants program and Consolidated Plan Conforming Amendments. The procedures focus on compliance with contractual and regulatory obligations, soundness of internal management controls, eligibility of activities, program income sources and usages, and adequacy of administrative and financial systems. Monitoring goals include ensuring compliance with all regulations governing administrative, financial, and programmatic operations; achievement of performance objectives.



## **2014 Action Plan - Emergency Solutions Grant (ESG) Funding**

### **ESG Program Specific Requirements – FY ‘14**

1. Standard policies and procedures for evaluating individuals’ and families’ eligibility for assistance under Emergency Solutions Grant:

Policy: A caseworker or staff will provide an initial assessment of all potential recipients receiving services under ESG. Eligibility is based on the applicant’s present income or his/her potential to obtain sufficient income over a 12-month period. Income may include public benefits including SSI, SSDI, TCA, and Child Support. For those applicants receiving homeless assistance, applicants must be homeless at the time of application residing either in shelter, on the street, or under the new rule, homeless within 14 days, exiting an institution within 90 days, or a victim of domestic violence or sexual assault.

2. Standards for targeting and providing essential services related to street outreach:

Prologue, Inc. provides Street Outreach services to those experiencing homelessness Baltimore County. Referrals for such services are received by the Department of Social Services Screening unit; Department of Planning; homeless shelters and mental health service providers. Once identified and located, outreach workers meet clients where they are living, develop rapport, assess needs and assist clients in accessing mainstream resources and housing options.

3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters and transitional housing programs assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations; and individuals who have the highest barriers to housing and are likely to be homeless the longest:

All clients entering shelter and transitional housing are referred through Baltimore County Department of Social Services Homeless Screening Unit. Once assessed, referrals are made. During the assessment process, an attempt to divert clients away from shelter through referrals to housing programs and mainstream resources as well assistance with connection to family and friends, are made.

Discharge from shelters and transitional housing programs vary throughout the County. Shelter stay ranges from 3-6 months in length and up to two years for transitional. This policy has changed recently in order to comply with upcoming HEARTH regulations regarding length of stay in shelter. Shelter staff and caseworkers meet monthly with all clients to determine needs and prioritize those clients most in need of housing.

Baltimore County shelters and transitional housing programs maintain policies including rules and regulations in order to ensure the safety of all clients including special populations and individuals with the highest barriers to housing.

4. Policies and procedures for assessing, prioritizing and reassessing individuals and families needs for essential services related to emergency shelter:

All shelter residents receive case management services to assess current needs and develop a service plan. This plan details goals for the client including access to mainstream resources and benefits, employment, health care, and housing. Case workers meet with clients at least monthly to determine progress and reassess goals. Client success is prioritized based on completion of goals.

5. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention providers, other homeless assistance providers and mainstream service and housing providers:

Policy: The Baltimore County CoC Homeless Roundtable is comprised of 5 subcommittees that address each of the above noted areas. The committee membership is made up of representatives from all of the above-mentioned service areas. The committees are Housing, Mainstream Resources, Coordinated Intake, Outreach/Prevention and Data/PIT Management.

The Roundtable has created bi-laws for the group as a whole. Each committee has established a purpose statement, goals, and action steps for the coming year. Each committee meets monthly and is charged with designing and implementing new and improved practices in each area.

In an effort to collaboratively design and implement strategies and programs to address homeless service needs in Baltimore County, the Roundtable structure includes the following committees:

1. Executive Committee (membership is made up of sub-committee chairs and members-at-large)
2. Housing Committee
3. Outreach/Prevention Committee
4. Coordinated Intake Committee
5. Rapid Re-housing Committee
6. Data Management/PIT Committee

The Homeless Roundtable membership is made up of homeless service providers, faith community leaders, concerned citizens, County agency representatives, community colleges, foundations, health institutions, and recipients of services. This body serves to consult with and direct the Lead Agency on funding and planning decisions for Emergency Solution Grant (ESG), Supportive Housing Program (SHP), and Shelter Plus Care (SPC) funds.

6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance:

Policy: Both homeless prevention and rapid re-housing program are offered. Upon initial screening and assessment of clients through funded non-profits, Department of Social Services and The Department of Planning, a determination is made to provide either homeless prevention in the form of financial assistance to avoid eviction, assistance with utility arrears, assist with first months rent, or rapid re-housing assistance in the form of tenant-based rental assistance for one year. Homeless prevention eligibility requires a formal notice of eviction or utility cut off notice as well as proof of income. To be eligible for rapid re-housing, participants must be eighteen years or older, have adequate income whether from employment or benefits, or be in job-training/education that is likely to result in self-sufficiency within 12 months. If in job training/education, the participant must also have a sufficient source of income to pay their portion of the rent and living expenses. All participants/tenants will be responsible for full payment of rent once assistance ends. All participants are required to receive case management for the full year of assistance, attend financial management and budgeting classes within the first 3 months of receiving assistance and if necessary, participate in the Department of Social Services workforce development program

7. Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid re-housing assistance:

Policy: Once the applicant is found eligible for a service, the level of assistance or subsidy as well as additional expenses such as utility costs, will be determined based on the household income and the cost of the monthly rent. Applicants and the members of their household must provide the necessary documentation and verification to make that determination and have an ongoing obligation to update that information as their income or household make-up changes.

8. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time:

Policy: Rental assistance offered through the ESG provides either a maximum of 12 months of assistance to an eligible participant or one-time assistance to avoid eviction. Assistance is intended to help the participant sustain current housing by addressing rental arrears or transition to self-sufficiency with the ability to live independently and make full rental payments at the end of 12 months when long-term rental assistance ends. The amount of assistance will be adjusted only in the case of income changes.

9. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the

homelessness prevention or rapid re-housing assistance that each participant may receive, such as maximum amount of assistance, maximum number of months the program participant receives assistance; or the maximum number of times the program participant may receive assistance:

Policy: Homeless Prevention determination. All participants will receive initial housing stabilization and relocation services in the form of assessment and goal planning. Prevention assistance is limited to one-time per year and ranges from \$250-1,000. Clients receiving rapid re-housing are required to engage in monthly case management to include home visits and bi-annual re-certification conferences for the duration of the one year of rapid re-housing assistance.

10. Centralized or Coordinated Assessment System:

The Coordinated Assessment Committee of the Homeless Roundtable is focused on enhancing and further developing the coordination of services for the homeless among shelters, essential services, prevention providers, mainstream resources and housing providers. Currently, the Baltimore County Screening Unit is responsible for all screening, assessment and referrals of homeless individuals for shelter and transitional housing. Once referred, individual shelters conduct an intake, and case managers are assigned who work with residents to connect them to the above-mentioned services. Through the work of the committee, the Roundtable is working to establish an improved system of care that would include utilizing HMIS to determine eligibility through the newly created eligibility module. This data would then be used to connect clients to appropriate services immediately upon entering shelter ensuring faster access to case management, service planning, mainstream resources and housing.

11. Process for Making Sub-awards:

In partnership with the Baltimore County Homeless Roundtable, Baltimore County will use its existing processes for making sub-awards. At minimum, all interested parties must develop a scope of work and complete the Baltimore County Application for Financial Assistance. Applications will be reviewed by a review committee comprised of members who are not associated with any of the applicant organizations. Review committees will consist of County staff and private citizens. Review committees will make a first round of recommended awards to the Department of Planning. Approved award recommendations will be sent to the Baltimore County Grants Review Committee and then the Baltimore County Council for final approval.

12. Homeless Participation:

Baltimore County Department of Planning, in collaboration with The CoC Homeless Roundtable and Baltimore County Communities for the Homeless, has developed a 15-member consumer advisory board that serves as an advisory committee to the Roundtable. Comprised of formerly homeless and/or currently homeless individuals, the consumer advisory board provides feedback on the progress of the County's 10-year plan

to end homelessness as well as plans to utilize new funding, such as ESG, to offer Rapid Rehousing. The board adopted a new structure for the Consumer Advisory Council and is moving towards establishing formal chairs/co-chairs of the Advisory Council.

13. Performance Standards:

The following performance standards are proposed for the Department of Planning ESG funded programs:

Provision of Services:

75% of enrolled clients will receive case management services, as it will be a requirement for receiving rental assistance.

Determination of Risk:

100% of applicants will be assessed and determined to be most at-risk of homelessness and remaining homeless using a pre-determined assessment tool.

Length of Stay:

65% of enrolled clients will remain housed for 1 year.

Employment:

45% of employed clients will maintain employment.

Access to Mainstream Resources:

65% of enrolled clients will gain access to mainstream resources.

Homelessness Reduction:

Number of sheltered and street homelessness will be reduced by 12%

Reduction of Homeless Length of Stay:

Length of homelessness for 100 individuals will be reduced by 90 days

14. Consultation with the Continuum of Care

The lead agency, Baltimore County Department of Planning, upon notice of Emergency Solution Grant fund availability, informs the County CoC Decision-making body, the Homeless Roundtable, of the new funding. The group meets monthly. As needed, the group reviews funding opportunities and makes decisions about funding allocations. The Executive Committee along with the lead agency, Department of Planning, was designated to design the performance standards for activities funded by ESG and present those standards for approval to the Roundtable membership. Additionally, the Data Management committee, Executive Committee and lead agency develop the funding, policies and procedures for the operation and the Homeless Management Information System (HMIS).

## **Glossary**

**Affordable Housing.** Affordable housing is generally defined as housing where the occupant is paying no more than 30 percent of gross income for gross housing costs, including utility costs.

**AIDS and Related Diseases.** The disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

**Alcohol/Other Drug Addiction.** A serious and persistent alcohol or other drug addition that significantly limits a person's ability to live independently.

**Area of Low-Income Concentration.** Areas identified by census block groups where at least 39% of the households have an income that is less than 80% of the area median income as defined by the 1990 U.S. Census.

**Area of Minority Concentration.** Areas identified by census tracts where at least 40% of the population who reside within the census tract are identified as minority households as defined by the U.S. Census.

**Assisted Household or Persons.** For the purpose of identification of goals, an assisted household or person is one that during the period covered by the annual plan will receive benefits through the Federal funds, either alone or in conjunction with the investment of other public or private funds. The program funds providing the benefit(s) may be from any funding year or combined funding years. A renter is benefited if the person takes occupancy of affordable housing that is newly acquired, newly rehabilitated or newly constructed, and/or receives rental assistance through new budget authority. An existing homeowner is benefited during the year if the home's rehabilitation is completed. A first-time homebuyer is benefited if a home is purchased during the year. A homeless person is benefited during the year if the person becomes an occupant of transitional or permanent housing. A non-homeless person with special needs is considered as being benefited, however, only if the provision of supportive service is linked to the acquisition, rehabilitation, or new construction of a housing unit and/or the provision of rental assistance during the year. Households or persons who will benefit from more than one program activity must be counted only once. To be included in the goals, the housing unit must, at a minimum, satisfy the HUD Section 8 Housing Quality Standards (see 24 CFR section 882.109).

**Chronically Homeless.** Chronically homeless refers to an individual or a family who is homeless and lives or resides in a place not meant for human habitation, a safe haven or in an emergency shelter and has either been homeless in one of those places continuously for at least one year or on at least four separate occasions in the last three years. Additionally, the individual or, in the case of families, the adult head of household or minor head of household if no adult is present, must have a disabling condition, including a diagnosable substance use disorder, serious mental illness, developmental disability, post traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of two or more of those conditions.



**Committed.** Generally means there has been a legally binding commitment of funds to a specific project to undertake specific activities.

**Community Conservation Areas.** Areas in which over 90% of the County's population live and which are largely built out and have a "well established physical and social structure" that should be maintained. Protecting and strengthening these communities is one of the major goals of the 1989-2000 Baltimore County Master Plan, which also identifies and describes a set of "Growth Management" areas that range from Urban Centers to Agricultural Preservation Areas. All land in the County falls into one of these non-overlapping categories.

**Consolidated Plan.** The Consolidated Plan is the document that is submitted to HUD that serves as the comprehensive housing affordability strategy, community development plan, and submissions for funding under any of the Community Planning and Development formula grant programs.

**Cost Burden Greater Than 30%.** The extent to which, gross housing costs, including utility costs, exceed 30 percent of gross income, based on data published by the U.S. Census Bureau.

**Cost Burden Greater Than 50% (Severe Cost Burden).** The extent to which, gross housing costs, including utility costs, exceed 50 percent of gross income, based on data published by the U.S. Census Bureau.

**Disabling Condition.** For the purposes of chronic homelessness, a disabling condition is a diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living.

**Disabled Household.** A household composed of one or more persons at least one of whom is an adult (a person of at least 18 years of age) who has a disability. A person shall be considered to have a disability if the person is determined to have a physical, mental or emotional impairment that: (1) is expected to be of long-continued and indefinite duration, (2) substantially impeded his or her ability to live independently, and (3) is of such a nature that the ability could be improved by more suitable housing conditions. A person shall also be considered to have a disability if he or she has a developmental disability as defined in the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001-6006). The term also includes the surviving member or members of any household described in the first sentence of this paragraph who were living in an assisted unit with the deceased member of the household at the time of his or her death.

**Economic Independence and Self-Sufficiency Programs.** Programs undertaken by Public Housing Agencies (PHAs) to promote economic independence and self-sufficiency for participating families. Such programs may include Project Self-Sufficiency and Operation Bootstrap programs that originated under earlier Section 8 rental certificate and rental voucher initiatives, as well as the Family Self-Sufficiency program. In addition, PHAs may operate

locally developed programs or conduct a variety of special projects designed to promote economic independence and self-sufficiency.

**Elderly Household.** For HUD rental programs, a one or two person household in which the head of the household or spouse is at least 62 years of age.

**Elderly Person.** A person who is at least 62 years of age.

**Existing Homeowner.** An owner-occupant of residential property who holds legal title to the property and who uses the property as his/her principal residence.

**Extremely Low-Income Households.** Household whose income is between 0 and 30 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger households, except that HUD may establish income ceilings higher or lower than 30 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low household incomes.

**Family.** See definition in 24 CFR 812.2 (The National Affordable Housing Act definition required to be used in the CHAS rule differs from the Census definition). The Bureau of Census defines a family as a householder (head of household) and one or more other persons living in the same household who are related by birth, marriage or adoption. The term "household" is used in combination with the term "related" in the CHAS instructions, such as for Table 2, when compatibility with the Census definition of family (for reports and data available from the Census based upon that definition) is dictated (See also "Homeless Family").

**Family Self-Sufficiency (FSS) Program.** A program enacted by Section 554 of the National Affordable Housing Act which directs Public Housing Agencies (PHAs) and Indian Housing Authorities (IHAs) to use Section 8 assistance under the rental certificate and rental voucher programs, together with public and private resources, to provide supportive services, to enable participating families to achieve economic independence and self-sufficiency.

**First-Time Homebuyer.** An individual or family who has not owned a home during the three-year period preceding the HUD-assisted purchase of a home that must be used as the principal residence of the homebuyer, except that any individual who is a displaced homemaker (as defined in 24 CFR 92) or a single parent (as defined in 24 CFR 92) may not be excluded from consideration as a first-time homebuyer on the basis that the individual, while a homemaker or married, owned a home with his or her spouse or resided in a home owned by the spouse.

**FmHA.** The Farmers Home Administration, or programs it administers.

**For Rent.** Year round housing units, which are vacant, and offered/available for rent (U.S. Census definition).

**For Sale.** Year round housing units that are vacant and offered/available for sale only (U.S. Census definition).

**Frail Elderly.** An elderly person who is unable to perform at least 3 activities of daily living (i.e., eating, dressing, bathing, grooming, and household management activities). (See 24 CFR 889.105.)

**Group Quarters.** Facilities providing living quarters that are not classified as housing units (U.S. Census definition). Examples include prisons, nursing homes, dormitories, military barracks, and shelters.

**Hoarding.** An irrational need to accumulate unnecessary objects that adversely affects quality of life.

**HOME.** The HOME Investment Partnerships Program, which is authorized by Title II of the National Affordable Housing Act.

**Homeless Family.** Family that includes at least one parent or guardian and one child under the age of 18, a homeless pregnant woman, or a homeless person in the process of securing legal custody of a person under the age of 18.

**Homeless Individual.** An unaccompanied youth (17 years or younger) or an adult (18 years or older) without children.

**Homeless Children and Youth.** Unaccompanied person less than 25 years of age who lacks a fixed, regular, and adequate nighttime residence, including those who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.

**Household.** One or more persons occupying a housing unit (U.S. Census definition). See also "Family".

**Housing Problems.** Households with housing problems include those that: (1) occupy units meeting the definition of Physical Defects; (2) meet the definition of overcrowded; and (3) meet the definition of cost burden greater than 30%.

**Housing Unit.** An occupied or vacant house, apartment, or a single room (SRO housing) that is intended as separate living quarters (U.S. Census definition).

**HUD.** The U.S. Department of Housing and Urban Development

**Institutions/Institutional.** Group quarters for persons under care or custody (U.S. Census definition).

**Large Related.** A household of 5 or more persons, which includes at least one person, related to the householder by blood, marriage or adoption.

**Lead-Based Paint Hazard.** Any condition that causes exposure to lead from lead-contaminated dust, lead-contaminated soil, lead-contaminated paint that is deteriorated or present in accessible

surfaces, friction surfaces, or impact surfaces that would result in adverse human health effects as established by the appropriate Federal agency (Residential Lead-Based Paint Hazard Reduction Act of 1992 definition).

**LEED. The Leadership in Energy and Environmental Design (LEED)** Green Building Rating System, developed by the U.S. Green Building Council, provides a suite of standards for environmentally sustainable construction. LEED certification is obtained after submitting an application documenting compliance with the requirements of the rating system as well as paying registration and certification fees. Certification is granted solely by the Green Building Council responsible for issuing the LEED system used on the project. Different LEED versions have varied scoring systems based on a set of required "prerequisites" and a variety of "credits" in the six major categories. In LEED for Homes there are 136 possible points and buildings can qualify for four levels of certification:

- **Certified** – 45+ points
- **Silver** – 60+ points
- **Gold** – 75+ points
- **Platinum** – 90 + points

**LIHTC.** Low-Income Housing Tax Credit (Federal definition).

**Low-Income.** Households whose incomes are between 30% and 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 50% of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or due to unusually high or low family incomes. (This term corresponds to low- and moderate-income households in the CDBG Program.)

NOTE: HUD income limits are updated annually and are available from local HUD offices.

**Moderate Income.** Households whose incomes are between 50% and 80% of the median income for the area, as determined by HUD, with adjustments for smaller or larger families, except that HUD may establish income ceilings higher or lower than 80% of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or due to unusually high or low family incomes. (This definition is different than that used for the CDBG Program.)

**Modest Housing.** As provided annually by the U.S. Department of Housing and Urban Development, HOME financing eligibility limits that define 95% of the median purchase price for an area and the maximum amount a unit can cost and still be considered modest and affordable housing. As of January 1, 2007, HUD set that limit for a one-unit home in Baltimore County at \$362,790. A first-time homebuyer utilizing HOME funds for closing cost assistance, down-payment or mortgage write-down assistance towards the purchase of a home in Baltimore County, must purchase a home that costs less than this designated amount. The purchase price of the home is recorded in each individual case file.

**Non-Elderly Household.** A household, which does not meet the definition of an Elderly Household, as defined above.

**Non-Homeless Persons with Special Needs.** Includes elderly persons, frail elderly persons, persons with AIDS, disabled families, and families participating in organized programs to achieve economic self-sufficiency.

**Non-Institutional.** Group quarters for persons not under care or custody (U.S. Census definition).

**Occupied Housing Unit.** A housing unit that is the usual place of residence of the occupant(s).

**Other Household.** A household of one or more persons that does not meet the definition of a Small Related Household, Large Related Household or Elderly Household.

**Other Income.** Households whose incomes exceed 80% of the median income for the area, as determined by the Secretary and with adjustments for smaller and larger families.

**Other Low-Income.** Households whose incomes are between 51% and 80% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80% of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or due to unusually high or low family incomes. (This term corresponds to "moderate-income" in the CDBG Program.)

**Other Vacant.** Vacant Year Round Housing Units that are not For Rent or For Sale. This category could include Vacant Awaiting Occupancy or Held.

**Overcrowded.** A housing unit containing more than one person per room (U.S. Census definition).

**Owner.** A household that owns the housing unit it occupies (U.S. Census definition).

**Physical Defects.** A housing unit lacking a complete kitchen or bathroom (U.S. Census definition).

**Primary Housing Activity.** A means of providing or producing affordable housing - such as rental assistance, production, rehabilitation or acquisition - that will be allocated significant resources and/or pursued intensively to address a particular housing need. (See also, "Secondary Housing Activity")

**Project-Based (Rental) Assistance.** Rental assistance provided for a project and not to a specific tenant. Tenants receiving project-based rental assistance give up the right to that assistance upon moving from the project.

**Public Housing CIAP.** Public Housing Comprehensive Improvement Assistance Program.

**Public Housing MROP.** Public Housing Major Reconstruction of Obsolete Projects.

**Rent Burden Greater Than 30% (Cost Burden).** The extent to which gross rents, including utilities, exceed 30% of gross income, based on data published by the U.S. Census Bureau.

**Rent Burden Greater Than 50% (Severe Cost Burden).** The extent to which gross rents, including utilities, exceed 50% of gross income, based on data published by the U.S. Census Bureau.

**Rental Assistance.** Rental assistance payments provided as either project-based rental assistance or tenant-based rental assistance.

**Renter.** A household that rents the housing unit it occupies, including units rented for cash and units occupied without cash payment or rent (U.S. Census definition).

**Renter Occupied Unit.** Any occupied housing unit that is not owner occupied, including units rented for cash and those occupied without payment of cash rent.

**Secondary Housing Activity.** A means of providing or producing affordable housing - such as rental assistance, production, rehabilitation or acquisition - that will receive fewer resources and less emphasis than Primary Housing Activities to address a particular housing need. (See also, "Primary Housing Activity")

**Section 215.** Section 215 of Title II of the National Affordable Housing Act. Section 215 defines "affordable" housing projects under the HOME program.

**Service Needs.** The particular services identified for special needs populations, which typically may include transportation, personal care, housekeeping, counseling, meals, case management, personal emergency response, and other services to prevent premature institutionalization and assist individuals to continue living independently.

**Severe Cost Burden.** See "Cost Burden Greater Than 50%."

**Severe Mental Illness.** A serious and persistent mental or emotional impairment that significantly limits a person's ability to live independently.

**Sheltered.** Families and persons whose primary nighttime residence is a supervised publicly or privately operated shelter, including emergency shelters, transitional housing for the homeless, domestic violence shelters, residential shelters for runaway and homeless youth, and any hotel/motel/apartment voucher arrangement paid because the person is homeless. This term does not include persons living doubled up or in overcrowded or substandard conventional housing. A facility that offers permanent housing is not a shelter, and its residents are not homeless.

**Small Related.** A household of two to four persons that includes at least one person related to the householder by birth, marriage, or adoption.



**Substandard Condition and not Suitable for Rehabilitation.** Dwelling units that are in such poor condition as to be neither structurally nor financially feasible for rehabilitation.

**Substandard Condition but Suitable for Rehabilitation.** Dwelling units that do not meet standard conditions but are both financially and structurally feasible for rehabilitation. This does not include units that require only cosmetic work, correction of minor livability problems, or maintenance work.

**Substantial Amendment.** A major change in an approved housing strategy. It involves a change to the five-year strategy, which may be occasioned by a decision to undertake activities or programs inconsistent with that strategy.

**Substantial Rehabilitation.** Rehabilitation of residential property at an average cost for the project in excess of \$25,000 per dwelling unit.

**Supportive Housing.** Housing, including Housing Units and Group Quarters that has a supportive environment and includes a planned service component.

**Supportive Service Need in FSS Plan.** The plan that Public Housing Authorities administering a Family Self-Sufficiency program are required to develop to identify the services they will provide to participating families and the source of funding for those services. The supportive services may include child care; transportation; remedial education or education for completion of secondary or post secondary schooling; job training, preparation and counseling; substance abuse treatment and counseling; training in homemaking and parenting skills; money and household management; counseling in homeownership; job development, placement and follow-up assistance after placement; and other appropriate services.

**Supportive Services.** Services provided to residents of supportive housing for the purpose of facilitating the independence of residents. Some examples are case management, medical or psychological counseling, supervision, childcare, transportation, and job training.

**Sustainability.** Meeting the needs of the present without compromising the ability of current and future generations to meet their own needs.

**Sustainable or Green Housing.** Housing that is *market-competitive* that can *blend in to the neighborhood*. The housing must be *affordable to the householder*. Affordability must also continue throughout the expected life of the tenancy. Housing quality and housing affordability must continue over the housing's expected useful life (typically 30-50+ years). Utilization of energy efficiency, water conservation, improvement of indoor air quality, usage of materials with low volatile organic compounds, stormwater management techniques that reduce run-off, and usage of landscaping that requires less fertilizers and infrequent watering.

**Tenant-Based Rental Assistance.** A form of temporary (up to 24 months) rental assistance in which the assisted tenant may move from a dwelling unit with a right to continued assistance. The assistance is provided for the tenant, not for the project.

**Total Vacant Housing Units.** Unoccupied, Year Round Housing Units (U.S. Census definition).

**Unsheltered.** Families and individuals whose primary nighttime residence is a public or private place not designed for or ordinarily used as, a regular sleeping accommodation for human beings (e.g., streets, parks, and alleys).

**Vacant Awaiting Occupancy or Held.** Vacant Year Round Housing Units that have been rented or sold and are currently awaiting occupancy, and vacant Year Round Housing Units that are held by owners or renters for occasional use (U.S. Census definition).

**Vacant Housing Unit.** Unoccupied Year Round Housing Units that are available or intended for occupancy at any time during the year.

**Very Low-Income.** Households whose incomes do not exceed 30% of the median area income for the area, as determined by HUD, with adjustments for smaller and larger families, and for areas with unusually high- or low-incomes or where needed because of prevailing construction costs or fair market rents. (This term corresponds to “low-income households” in the CDBG Program.)

**Visitability.** Changing home construction practices so that virtually all new homes--whether or not designated for residents who currently have disabilities--offer a few specific features that make the home easier for people who develop a mobility impairment to live in and visit.

**Worst-Case Needs.** Unassisted, very low-income renter households who pay more than half of their income for rent and live in seriously substandard housing or have been involuntarily displaced (includes homeless people).

**Year Round Housing Units.** Occupied and Vacant Housing Units intended for year round use (U.S. Census definition). Housing units for seasonal or migratory use are excluded.

## Minority Concentration in Baltimore County, Maryland

Concentration of Minority Population, Baltimore County, Maryland

| Regional Planning District | Census Tract 2010 | % Minority | % Black |
|----------------------------|-------------------|------------|---------|
| Arbutus                    | 4301.01           | 51.50%     | 34.04%  |
| Cockeysville/Timonium      | 4085.06           | 52.95%     | 35.02%  |
| Cockeysville/Timonium      | 4085.07           | 52.48%     | 24.47%  |
| Dundalk                    | 4213              | 78.72%     | 71.60%  |
| Essex                      | 4505.03           | 65.36%     | 55.74%  |
| Essex                      | 4505.04           | 68.50%     | 60.53%  |
| Essex                      | 4511              | 52.68%     | 45.77%  |
| Lochearn                   | 4012              | 77.03%     | 70.40%  |
| Lochearn                   | 4023.02           | 92.55%     | 86.49%  |
| Lochearn                   | 4023.03           | 91.52%     | 85.90%  |
| Lochearn                   | 4023.04           | 95.71%     | 91.51%  |
| Lochearn                   | 4023.05           | 81.23%     | 77.59%  |
| Lochearn                   | 4023.06           | 92.29%     | 85.44%  |
| Lochearn                   | 4023.07           | 91.51%     | 84.79%  |
| Lochearn                   | 4024.03           | 94.04%     | 90.67%  |
| Lochearn                   | 4024.04           | 95.78%     | 91.19%  |
| Lochearn                   | 4024.05           | 86.98%     | 78.39%  |
| Lochearn                   | 4024.06           | 92.74%     | 85.10%  |
| Lochearn                   | 4024.07           | 74.76%     | 67.32%  |
| Middle River               | 4514.01           | 67.25%     | 44.94%  |
| Middle River               | 4514.02           | 51.30%     | 37.97%  |
| Overlea                    | 4409              | 54.53%     | 44.69%  |
| Overlea                    | 4410              | 79.12%     | 73.90%  |
| Pikesville                 | 4034.02           | 51.44%     | 43.52%  |
| Randallstown               | 4025.03           | 87.16%     | 82.38%  |
| Randallstown               | 4025.04           | 87.62%     | 82.40%  |
| Randallstown               | 4025.05           | 93.08%     | 87.77%  |
| Randallstown               | 4025.06           | 87.52%     | 80.60%  |
| Randallstown               | 4025.09           | 74.64%     | 61.77%  |
| Randallstown               | 4026.02           | 83.81%     | 76.53%  |
| Randallstown               | 4026.03           | 81.09%     | 74.19%  |
| Randallstown               | 4026.04           | 87.21%     | 81.60%  |
| Randallstown               | 4031              | 69.46%     | 65.07%  |
| Randallstown               | 4032.01           | 89.63%     | 84.04%  |
| Randallstown               | 4032.02           | 91.52%     | 87.62%  |
| Randallstown               | 4033              | 51.82%     | 40.11%  |
| Randallstown               | 4924.01           | 83.33%     | 75.02%  |
| Randallstown               | 4924.02           | 63.06%     | 49.94%  |
| Reisterstown               | 4041.02           | 51.27%     | 36.38%  |
| Reisterstown               | 4042.01           | 56.64%     | 38.74%  |
| Reisterstown               | 4042.02           | 67.23%     | 48.85%  |
| Reisterstown               | 4044.03           | 54.66%     | 39.44%  |
| Rossville                  | 4407.01           | 61.32%     | 43.55%  |
| Rossville                  | 4408              | 50.44%     | 28.62%  |
| Security                   | 4011.01           | 77.68%     | 65.85%  |
| Security                   | 4011.02           | 83.68%     | 71.00%  |
| Security                   | 4013.01           | 78.00%     | 71.01%  |
| Security                   | 4013.02           | 85.06%     | 81.17%  |
| Security                   | 4015.04           | 63.50%     | 40.52%  |
| Security                   | 4015.05           | 65.73%     | 44.99%  |
| Security                   | 4015.06           | 85.96%     | 71.30%  |
| Security                   | 4015.07           | 84.03%     | 57.96%  |
| Towson                     | 4914.01           | 88.85%     | 82.96%  |
| Towson                     | 4914.02           | 65.59%     | 59.49%  |

Source:  
2000  
Census

Source: U.S. Census Bureau, Summary File 1, May 2012.

**Table 3A  
Summary of Specific Annual Objectives**

| <b>Obj #</b> | <b>Specific Objectives</b>   | <b>Sources of Funds</b>  | <b>Performance Indicators</b> | <b>Expected Number</b>  | <b>Outcome/ Objective*</b>   |
|--------------|--|--|-------------------------------|---|--|
|              | <b>Rental Housing Objectives</b>   |  |                               |   |  |
| DH           | Use federal, state, and local funds to preserve and create affordable rental housing for low -to-moderate-income persons including homeless and non-homeless special needs (including elderly and people with disabilities.) | CDBG, HOME, State funds, State Low Income Tax Credits, and Payments in Lieu of Taxes (PILOT's) | Housing Units                 | 200 / year during the Consolidated Plan period for a total of 1000 units across the five years. | Decent Housing/ Accessibility/A availability                                 |
|              | <b>Owner Housing Objectives</b>  |  |                               |   |  |
| DH           | Provide closing cost loans for low-to-moderate income first time homebuyers purchasing homes in the Community Conservation Areas.  | HOME, State funds for closing costs and downpayment assistance                                 | Housing Units                 | 80/year during Consolidated Plan period for a total of 400 units.                               | Decent Housing/ Accessibility, Availability, & Affordability                 |
| DH           | Provide funding for rehabilitation and emergency repairs to ensure a suitable living environment for low-to-moderate income owner occupants.   | CDBG   | Housing Units                 | 110/year during Consolidated Plan period for a total of 550 units.                              | Decent Housing Sustainability and Suitable Living Environment Sustainability |
| DH           | Support the availability and the affordability of homeownership opportunities for low- to moderate- income persons through strategic investment of HOME funds.   | HOME   | Housing Units                 | 5/year during Consolidated Plan period for a total of 25 units.                                 | Decent Housing/ Affordability  |
| DH           | Provide operating support to nonprofit agencies that provide homebuyers education and housing counseling services to low to moderate-income persons.   | CDBG, HOME   | Individuals Counseled         | 5718 /year during Consolidated Plan period for a total of 28,590.                               | Decent Housing Availability and Affordability                                |

*One Year Action Plan FY 2014*

|              | <b>Homeless Objectives</b>   |   |   |   |  |
|--------------|--|---|---|---|--|
| SL           | Use federal, state, and local funds to provide emergency shelter and transitional housing for homeless people.   | CDBG, ESG, State and County funds             | Homeless people with access to emergency shelter and/or transitional housing.             | 1583 people/year during Consolidated Plan period for a total of 7,915 people.     | Suitable Living Environment Accessibility  |
| SL           | Provide health and mental health screening and basic health care to individuals who are homeless   | CDBG, federal SHP, and state and county funds | Homeless people with access to health screening and basic health care.                    | 697 people /year for a total of 3485 people during the Consolidated Plan period.  | Suitable Living Environment Sustainability   |
| SL           | Provide access to supportive services for people who are homeless or at risk of being homeless – such as mental health counseling, case management, food services, substance abuse counseling. | ESG, CDBG, state and local funds              | Homeless people or those at risk of becoming homeless with access to supportive services. | 6, 151 people /year during Consolidated Plan period for a total of 30,755 people. | Suitable Living Environment Availability   |
| SL           | Provide access to housing for people who are homeless by providing funds for security deposits and first month's rent to permit a homeless family to move into its own apartment.              | ESG   | Households receiving funds to prevent homelessness.                                       | 22/year during Consolidated Plan period for a total of 110 people.                | Suitable Living Environment Affordability  |
| SL           | Provide access to supportive services for people who are homeless or at risk of being homeless by providing eviction prevention funds.   | ESG, ESG                                      | Households receiving eviction prevention funds to prevent homelessness.                   | 2,071/year during Consolidated Plan period for a total of 10,355 people.          | Suitable Living Environment Affordability  |
| S.L.<br>D.H. | Use federal and local funds for victims of domestic violence to ensure a suitable living environment and access to decent housing.   | CDBG, local funds                             | Individuals Served  | 300/year during Consolidated Plan period for a total of 1,500 people.             | Decent Housing and Suitable Living / Sustainability and Availability and Accessibility |

*One Year Action Plan FY 2014*

|      | <b>Special Needs Objectives</b>  |   |                                  |   |  |
|------|--|---|----------------------------------|---|--|
| DH   | Use federal, state, and local funds to preserve and create affordable housing for people with disabilities.  | CDBG, HOME, state and local funds         | Housing Units                    | 30/year during Consolidated Plan period for a total of 100 units. | Decent Housing Availability / Accessibility                              |
| DH   | Use federal, state and local fund to preserve owner-occupied housing for people with disabilities.   | CDBG, HOME, PILOTs, state and local funds | Housing Units                    | 5/year during Consolidated Plan period for a total of 25 units.   | Decent Housing Availability / Accessibility                              |
| D.H. | Use federal funds to make improvement and modifications to privately-owned rental housing to ensure accessible, affordable housing for people with disabilities. | CDBG                                      | Housing Units                    | 10/year during Consolidated Plan period for a total of 50 units.  | Decent Housing Availability/ Accessibility / Affordability               |
| D.H. | Use federal funds to provide for rehabilitation and emergency repairs for low income people with disabilities served in group homes.                             | CDBG                                      | Service Agency Owned Group Homes | 10/year during Consolidated Plan period for a total of 50 units.  | Decent Housing Availability / Accessibility                              |
| DH.  | Use federal, state, and local funds to preserve and create affordable rental housing for low-income elderly people.  | HOME, PILOTs                              | Housing units                    | 80/year during Consolidated Plan period for a total of 400 units. | Decent Housing Affordability   |
| DH   | Provide funding for rehabilitation and emergency repairs to low to moderate income elderly homeowners to ensure a suitable living environment.                   | CDBG                                      | Housing Units                    | 30/year during Consolidated Plan period for a total of 150 units. | Decent Housing Affordability, Suitable Living Environment Sustainability |
|      |  |   |                                  |   |  |



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|          |  |      |                                    |   |  |
|----------|--|------|------------------------------------|---|--|
|          | <b>Community Development Objectives</b>  |      |                                    |   |  |
| SL       | Use sustainable building materials and techniques in affordable housing projects to improve the suitability of the living environment, affordability of maintaining decent housing, and promote sustainability in the design and construction of affordable housing. | CDBG | A sustainable design plan.         | All Section 215 units   | Suitable Living Environment Sustainability                               |
| SL<br>DH | Provide operating assistance to Community Housing Development Organizations (CHDO) to increase capacity and sustainability of community-based housing development organizations.   | HOME | Number of CHDOs assisted.          | 2-3 CHDOS per year during the Consolidated Plan period.                   | Decent Housing Affordability, Suitable Living Environment Sustainability |
|          | <b>Infrastructure Objectives</b>   |      |                                    |   |  |
| SL       | Improving public infrastructure in low-to-moderate-income communities to ensure a suitable living environment.   | CDBG | Number of infrastructure projects. | 1 project/year during Consolidated Plan period for a total of 5 projects. | Suitable Living Environment/ Accessibility and Availability              |

*One Year Action Plan FY 2014*

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|--------|---|------------------------|---|--|--|
|        | <b>Services to Persons with Disabilities</b>  |                        |   |  |  |
| SL-1.4 | Increasing the accessibility of public access facilities and promoting a suitable living environment by removing architectural barriers in non-residential settings.  | CDBG                   | Increased number of people with disabilities with access to public facilities as a result of removing architectural barriers. | 50/year during Consolidated Plan period for a total of 250 people.             | Suitable Living Environment Accessibility/A availability     |
| SL-1.4 | Increasing the accessibility of public facilities and promoting a suitable living environment by removing architectural barriers in residential settings.   | CDBG                   | Increased number of people with disabilities with access to public facilities as a result of removing architectural barriers. | 50/year during Consolidated Plan period for a total of 250 people.             | Suitable Living Environment Accessibility/A availability     |
|        | <b>Public Facilities Objectives</b>   |                        |   |  |  |
| SL-1.5 | Maintaining the availability and accessibility to emergency and transitional housing for homeless people.   | CDBG, ESG, local funds | Number of homeless people with access to available emergency and shelter.   | 1461 people/year during Consolidated Plan period for a total of 7305 people.   | Suitable Living Environment Accessibility/A availability     |
|        | <b>Public Services Objectives</b>   |                        |   |  |  |
| SL-1.6 | Increasing accessibility and availability of public and private resources and public services to underserved populations, including immigrants, minorities, homeless and chronically homeless people, people with disabilities, people with special needs including elderly, and people living with HIV/AIDS. | CDBG, ESG              | Number of underserved people receiving public services and/or access to private resources.                                    | 8625 people/year during Consolidated Plan period for a total of 43,125 people. | Suitable Living Environment / Availability and Accessibility |
| SL-3.3 | Improving the suitability of the living environment by increasing community capacity and strengthening community-based organizations.   | CDBG                   | Number of community based organizations with access to technical  | 3-5 organizations/year during Consolidated Plan period for a total of 15-20    | Suitable Living Environment / Sustainability                 |

*One Year Action Plan FY 2014*

|        |  |                      |  |   |   |
|--------|--|----------------------|--|---|---|
|        |  |                      | assistance.  | organizations.  |   |
| SL-3.4 | Increasing the suitability of the living environment by expanding the capacity of faith-based institutions to deliver community-based services.  | CDBG and local funds | Provide access to funding for faith-based institutions.                                      | Fund 3-5 faith-based organization per year for a total of 15-20 faith-based agencies in Consolidated Plan period. | Suitable Living Environment / Sustainability                        |
| S.L.   | Use federal and local funds to provide substance abuse prevention and counseling services to ensure a suitable living environment.   | CDBG, local funds    | Individuals Served   | 580/year during the Consolidated Plan period for a total of 2900.   | Suitable Living / Sustainability and Availability and Accessibility |
| S.L.   | Use federal and local funds for victims of domestic violence to ensure a suitable living environment.  | CDBG, local funds    | Individuals Served   | 300 people/year for a total of 1500 during the Consolidated Plan period.  | Suitable Living / Sustainability and Availability and Accessibility |
| EO     | Increase the availability and accessibility of services that promote economic opportunities, including access to job training, adult basic education, classes in English for Speakers of Other Languages, and workforce development opportunities. | CDBG and local funds | Number of people with access to services that promote accessibility to economic opportunity. | 3037 people/year during Consolidated Plan period for a total of 15,185 people.                                    | Economic Opportunity Accessibility/A availability                   |
| EO     | Increase the accessibility and availability of public services and activities that promote economic opportunities for low and moderate income persons.   | CDBG and local funds | Number of public services available and accessible to low and moderate income people.        | 2836 people/year during Consolidated Plan period for a total of 14,180 people.                                    | Economic Opportunity Accessibility/A availability                   |
| EO     | Provide access to affordable childcare to increase access to economic opportunity.   | CDBG and local funds | Number of low income parents with access to affordable childcare.                            | 56 year during Consolidated Plan period for a total of 280 people.  | Economic Opportunity Affordability                                  |
| SL EO  | Use federal and local funds to provide access to afterschool/tutoring and  | CDBG                 | Individuals Served   | 2580 people/year during   | Suitable Living and Economic  |

*One Year Action Plan FY 2014*

|  |   |      |                                       |  |  |
|--|---|------|---------------------------------------|--|--|
|  | supportive services to low – to moderate income youth and their families for the purpose of ensuring a suitable living environment and future economic opportunity.                       |      |                                       | Consolidated Plan period for a total of 12,900 people.                                     | Opportunity / Availability and Accessibility / Sustainability                                  |
|  |   |      |                                       |  |  |
|  | <b>Other Objectives</b>   |      |                                       |  |  |
|  | Develop a regional fair housing plan based on recommendations from the Analysis of Impediments to Fair Housing Choice.  | CDBG | Plan Development                      |  | Suitable Living Environment  |
|  | Partner with fair housing education and advocacy groups, government agencies and neighboring jurisdictions to ferret out discriminatory practices and remove impediments to fair housing. | CDBG | Affirmatively Furthering Fair Housing |  | Suitable Living Environment  |
|  | Provide funding to qualified organizations for services or activities that reduce or eliminate barriers to fair housing choice in Baltimore County.                                       | CDBG | Organizations funded.                 | 2-5 organizations/year during Consolidated Plan period for a total of 10-25 organizations. | Decent Housing and Suitable Living Environment / Availability/ Accessibility and Affordability |

**\*Outcome/Objective Codes**

|                                    | <b>Availability/Accessibility</b> | <b>Affordability</b> | <b>Sustainability</b> |
|------------------------------------|-----------------------------------|----------------------|-----------------------|
| <b>Decent Housing</b>              | DH-1                              | DH-2                 | DH-3                  |
| <b>Suitable Living Environment</b> | SL-1                              | SL-2                 | SL-3                  |
| <b>Economic Opportunity</b>        | EO-1                              | EO-2                 | EO-3                  |

**Table 3B**  
**ANNUAL AFFORDABLE HOUSING COMPLETION GOALS**

| Grantee Name: Baltimore County<br>Program Year: 2014               | Expected Annual # of Units To Be Completed | Actual Annual # of Units Completed | Resources used during the period |      |                          |                          |
|--|--|------------------------------------|----------------------------------|------|--------------------------|--------------------------|
|  |  |                                    | CDBG                             | HOME | ESG                      | HOPWA                    |
| <b>BENEFICIARY GOALS</b>   | <b>(Sec. 215 Only)</b>                     |                                    |                                  |      |                          |                          |
| Homeless households  | 65   |                                    | <input type="checkbox"/>         | X    | <input type="checkbox"/> | <input type="checkbox"/> |
| Non-homeless households  | 233  |                                    | X                                | X    | <input type="checkbox"/> | <input type="checkbox"/> |
| Special needs households   | 75   |                                    | X                                | X    | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Total Sec. 215 Beneficiaries*</b>                               | 373  |                                    | X                                | X    | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>RENTAL GOALS</b>  | <b>(Sec. 215 Only)</b>                     |                                    |                                  |      |                          |                          |
| Acquisition of existing units                                      | 25   |                                    | <input type="checkbox"/>         | X    |                          | <input type="checkbox"/> |
| Production of new units  | 100  |                                    | <input type="checkbox"/>         | X    |                          | <input type="checkbox"/> |
| Rehabilitation of existing units                                   | 10   |                                    | <input type="checkbox"/>         | X    | <input type="checkbox"/> | <input type="checkbox"/> |
| Rental Assistance  | 65   |                                    | <input type="checkbox"/>         | X    |                          | <input type="checkbox"/> |
| <b>Total Sec. 215 Affordable Rental</b>                            | 200  |                                    | <input type="checkbox"/>         | X    | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>HOME OWNER GOALS</b>  | <b>(Sec. 215 Only)</b>                     |                                    |                                  |      |                          |                          |
| Acquisition of existing units                                      | 5  |                                    | <input type="checkbox"/>         | X    |                          |                          |
| Production of new units  | 3  |                                    | <input type="checkbox"/>         | X    |                          |                          |
| Rehabilitation of existing units                                   | 85   |                                    | X                                | X    |                          |                          |
| Homebuyer Assistance   | 80   |                                    | <input type="checkbox"/>         | X    |                          | <input type="checkbox"/> |
| <b>Total Sec. 215 Affordable Owner</b>                             | 173  |                                    | X                                | X    | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>COMBINED RENTAL/OWNER GOALS</b>                                 | <b>(Sec. 215 Only)</b>                     |                                    |                                  |      |                          |                          |
| Acquisition of existing units                                      | 30   |                                    | <input type="checkbox"/>         | X    |                          | <input type="checkbox"/> |
| Production of new units  | 103  |                                    | <input type="checkbox"/>         | X    |                          | <input type="checkbox"/> |
| Rehabilitation of existing units                                   | 95   |                                    | X                                | X    | <input type="checkbox"/> | <input type="checkbox"/> |
| Rental Assistance  | 65   |                                    | <input type="checkbox"/>         | X    |                          | <input type="checkbox"/> |
| Homebuyer Assistance   | 80   |                                    | <input type="checkbox"/>         | X    |                          | <input type="checkbox"/> |
| <b>Combined Total Sec. 215 Goals*</b>                              | 373  |                                    | X                                | X    | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>OVERALL HOUSING GOALS (Sec. 215 / Other Affordable Housing)</b> |  |                                    |                                  |      |                          |                          |
| Annual Rental Housing Goal   | 200  |                                    | X                                | X    | <input type="checkbox"/> | <input type="checkbox"/> |
| Annual Owner Housing Goal  | 173  |                                    | X                                | X    | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Total Overall Housing Goal</b>                                  | 373  |                                    | X                                | X    | <input type="checkbox"/> | <input type="checkbox"/> |

## Certifications



### CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

**This certification does not apply.**  
**X This certification is applicable.**

### NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
  - a. Abide by the terms of the statement; and



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- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

- ❖ No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- ❖ If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- ❖ It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

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**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

---

Signature/Authorized Official

Date

6/11/2013

Andrea Van Arsdale

Name

Director, Department of Planning

Title

105 W. Chesapeake Ave, Suite 101

Address

Towson, Maryland 21204

City/State/Zip

410.887.3317

Telephone Number

**This certification does not apply.**  
**X This certification is applicable.**

### **Specific CDBG Certifications**

The Entitlement Community certifies that:

**Citizen Participation --** It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan --** Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan --** It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds --** It has complied with the following criteria:

- ❖ **Maximum Feasible Priority -** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
- ❖ **Overall Benefit -** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2013, 2014, 2015, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
- ❖ **Special Assessments -** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted

## ***One Year Action Plan FY 2014***

with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force --** It has adopted and is enforcing:

- ❖ A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
- ❖ A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws --** The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint --** Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

**Compliance with Laws --** It will comply with applicable laws.

---

Signature/Authorized Official

Date

6/11/2013

Andrea Van Arsdale

Name

Director, Department of Planning

Title

105 W. Chesapeake Ave, Suite 101

Address

Towson, Maryland 21204

City/State/Zip

410.887.3317

Telephone Number

**X This certification does not apply.**  
**This certification is applicable.**

**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature/Authorized Official

Date

6/11/2013

Andrea Van Arsdale

Name

Director, Department of Planning

Title

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Address

Towson, Maryland 21204

City/State/Zip

410.887.3317

Telephone Number

**This certification does not apply.**

**X This certification is applicable.**

### **ESG Certifications**

I, Andrea Van Arsdale, Director of the Baltimore County Department of Planning, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51.

I further certify that the local government will comply with:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services ( including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 *CFR* 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.



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**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction's consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

---

Signature/Authorized Official

Date

6/11/2013

Andrea Van Arsdale

Name

Director, Department of Planning

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Towson, Maryland 21204

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410.887.3317

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**This certification does not apply.**  
**X This certification is applicable.**

### **Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance --** If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs --** it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance --** before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

---

Signature/Authorized Official

Date

6/11/2013

Andrea Van Arsdale

Name

Director, Department of Planning

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Towson, Maryland 21204

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Telephone Number

**X This certification does not apply.**  
**This certification is applicable.**

### **HOPWA Certifications**

The HOPWA grantee certifies that:

**Activities --** Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building --** Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

---

Signature/Authorized Official

Date

6/11/2013

Andrea Van Arsdale

Name

Director, Department of Planning

Title

105 W. Chesapeake Ave, Suite 201

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Towson, MD 21204

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410.887.3317

Telephone Number

**This certification does not apply.**  
**X This certification is applicable.**

## **APPENDIX TO CERTIFICATIONS**

### **Instructions Concerning Lobbying and Drug-Free Workplace Requirements**

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **Drug-Free Workplace Certification**

3. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
  - ❖ The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
  - ❖ Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
  - ❖ Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
  - ❖ If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
4. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code)  
Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

5.

| Place Name | Street | City | County | State | Zip |
|------------|--------|------|--------|-------|-----|
|------------|--------|------|--------|-------|-----|

## One Year Action Plan FY 2014

|                        |                                  |        |           |    |       |
|------------------------|----------------------------------|--------|-----------|----|-------|
| Department of Planning | 105 W. Chesapeake Ave, Suite 201 | Towson | Baltimore | MD | 21204 |
|------------------------|----------------------------------|--------|-----------|----|-------|

- ❖ Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:
  - ❖ All "direct charge" employees;
  - ❖ all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
    - a. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

1. Analysis of Impediments to Fair Housing
2. Citizen Participation Plan
3. Anti-displacement and Relocation Plan

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Signature/Authorized Official

Date

6/11/2013

Andrea Van Arsdale

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Title

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