

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

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

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

Each year the City of Hagerstown submits a Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD). The purpose of the CAPER is to provide HUD, City Officials, and the general public an opportunity to review the activities undertaken utilizing Community Development Block Grant (CDBG) funds, to determine if the City is meeting the regulatory requirements of the CDBG program, and to evaluate the City's progress in meeting the goals established in its Five Year Consolidated Plan.

The national goals of the housing and community development programs covered by the Consolidated Plan and the Annual Action Plan are: to provide decent housing, to establish and maintain a suitable living environment, and to expand economic opportunities for every American, particularly for low-and-moderate income persons.

This CAPER provides details of the operation of the City of Hagerstown's CDBG program for the fiscal year beginning July 1, 2019 and ending June 30, 2020. The budget for this period was \$1,353,918 which included a CDBG entitlement grant of \$771,221, anticipated program income of \$273,727, and planned carry-over from previous entitlements of \$308,970. Expenditures for this period totaled \$1,230,946.73 of which all funding (100%) went to activities directly benefiting low-and-moderate income persons. This fiscal year was the third of the three year certification period, at the end of which at least seventy percent (70%) of the amount expended on projects must benefit low-and-moderate income persons. During this three year certification period the City expended ninety-three percent (93%) of funding on projects benefiting low-and-moderate income persons.

A portion of Hagerstown's CDBG program funding is received in the form of loan repayments, proceeds from the sale of rehabilitated houses, and other miscellaneous sources. This is referred to as program income. The program income received from these sources is combined with CDBG entitlement funds and is budgeted by the Mayor and City Council for program activities. During this reporting period, the City received \$312,542.79 in program income.

The City of Hagerstown's Community Development Block Grant program saw significant progress towards meeting the goals of the Consolidated Plan over FY 2019/2020. The goals and outcomes of the FY 2019/2020 Annual Action Plan were based on the five year strategy developed in the

Consolidated Plan. Each of the activities undertaken during the year have met one or more of the following high priority goals in the plan: housing rehabilitation, homeownership, public facilities, public services, accessibility and visitability, code enforcement, and general administration/coordination. The City did not hinder Consolidated Plan implementation by action or willful inaction. Aspects of the programming related to affordable housing objectives are discussed in detail later in this report.

The City of Hagerstown maintains its commitment to addressing the goals set forth in the Five Year Consolidated Plan. There were no identified barriers that resulted in a negative impact to the City with regard to fulfilling the strategies laid out in the FY 2016-2020 Consolidated Plan. It is anticipated that the goals and objectives listed in the plan were addressed.

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

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

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
AM-1 General Administration/Coordination	General Administration	CDBG: \$	Other	Other	1	1	100.00%	1	1	100.00%
CD-1 Public Facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	22900	5500	24.02%	9930	5500	55.39%
CD-2 Public Services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6825	14787	216.66%	6475	6378	98.50%

CD-2 Public Services	Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
CD-3 Deconcentration of Housing	Non-Housing Community Development	CDBG: \$	Rental units constructed	Household Housing Unit	0	0				
CD-3 Deconcentration of Housing	Non-Housing Community Development	CDBG: \$	Rental units rehabilitated	Household Housing Unit	0	0				
CD-3 Deconcentration of Housing	Non-Housing Community Development	CDBG: \$	Homeowner Housing Added	Household Housing Unit	0	0				
CD-3 Deconcentration of Housing	Non-Housing Community Development	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0				
CD-3 Deconcentration of Housing	Non-Housing Community Development	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	0	0				
CD-4 Neighborhood Revitalization	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		18000	0	0.00%
CD-4 Neighborhood Revitalization	Non-Housing Community Development	CDBG: \$	Brownfield acres remediated	Acre	0	0				
CD-4 Neighborhood Revitalization	Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	0	0				

CD-4 Neighborhood Revitalization	Non-Housing Community Development	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	0	0				
CD-5 Accessibility and Visitability	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	30000	25405	84.68%	9930	7405	74.57%
CD-6 Public Safety	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
CD-7 Code Enforcement	Non-Housing Community Development	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	2000	844	42.20%	400	243	60.75%
ED-1 Employment	Economic Development	CDBG: \$	Jobs created/retained	Jobs	0	0				
ED-2 Downtown Revitalization	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
ED-2 Downtown Revitalization	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	0	0				
ED-2 Downtown Revitalization	Non-Housing Community Development	CDBG: \$	Brownfield acres remediated	Acre	0	0				

ED-2 Downtown Revitalization	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	0	0				
ED-2 Downtown Revitalization	Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	0	0				
ED-3 Redevelopment	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	0	0				
ED-3 Redevelopment	Non-Housing Community Development	CDBG: \$	Brownfield acres remediated	Acre	0	0				
ED-4 Financial Support	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	3665				
ED-4 Financial Support	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	0	0				
ED-4 Financial Support	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	5	0	0.00%			
HO-1 Continuum of Care	Homeless	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0				
HO-1 Continuum of Care	Homeless	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0				

HO-1 Continuum of Care	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	0	0				
HO-1 Continuum of Care	Homeless	CDBG: \$	Housing for Homeless added	Household Housing Unit	0	0				
HO-2 Housing	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	0	0				
HO-2 Housing	Homeless	CDBG: \$	Housing for Homeless added	Household Housing Unit	0	0				
HS-1 Housing Rehabilitation	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	18	0	0.00%	4	0	0.00%
HS-1 Housing Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	75	49	65.33%	25	25	100.00%
HS-2 Homeownership	Affordable Housing	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	6		0	5	
HS-2 Homeownership	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0		0	0	
HS-2 Homeownership	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	37	17	45.95%	8	5	62.50%
HS-3 Fair Housing	Affordable Housing	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				

HS-4 Anti-Poverty	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	0	0				
HS-4 Anti-Poverty	Affordable Housing	CDBG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0				
SN-1 Housing	Non-Homeless Special Needs	CDBG: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0				
SN-1 Housing	Non-Homeless Special Needs	CDBG: \$	HIV/AIDS Housing Operations	Household Housing Unit	0	0				
SN-2 Social Services	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				

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

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

The City of Hagerstown's use of CDBG funds addressed the priorities and objectives outlined in the Consolidated Plan and the Annual Action Plan. Funding decisions were ranked consistently with the high priority activities identified. The following outlines the use of funds in FY 2019/2020:

- Funding in the amount of \$208,310.69 was spent on AM-1 General Administration/Coordination, a high priority goal. These funds supported the administration and management of the CDBG program.
- Funding in the amount of \$405,307.59 was spent on CD-1 Public Facilities, a high priority goal. These funds supported improvements to

two parks (Wheaton Park and Medal of Honor Triangle) in a historic low-and-moderate income neighborhood, improvements to Potterfield Pool, and sidewalk improvements at Carr and First Street.

- Funding in the amount of \$142,500.00 was spent on CD-2 Public Services, a high priority goal. These funds supported the Community Free Clinic, Girl's Inc. Supper Program, REACH Homeless Shelter, Senior Living Alternatives, Together with Families, and Washington County Community Action Council.
- Funding in the amount of \$308,843.13 was spent on CD-5 Accessibility and Visibility, a high priority goal. These funds supported the construction of sidewalks and handicap ramps in low-and-moderate income neighborhoods.
- Funding in the amount of \$28,449.71 was spent on CD-7 Code Enforcement, a high priority goal. These funds supported a part-time code inspector in low-and-moderate income neighborhoods.
- Funding in the amount of \$119,535.61 was spent on HS-1 Housing Rehabilitation, a high priority goal. These funds supported grants for emergency repairs to low-and-moderate income homeowners, grants to elderly low-and-moderate income homeowners to make needed repairs, single family low-and-moderate income homeowner rehabilitation loans, rental rehabilitation loans for improvements to low-and-moderate income unites, and rehabilitation costs associated with the city's homeownership program which purchases homes to rehab and sell to low-and-moderate income homeowners.
- Funding in the amount of \$18,000.00 was spent on HS-2 Homeownership, a high priority goal. These funds supported downpayment and closing cost assistance in the form of a deferred loan to low-and-moderate income homebuyers.

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

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

91.520(a)

	<b>CDBG</b>
White	367
Black or African American	120
Asian	13
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>500</b>
Hispanic	34
Not Hispanic	466

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

### Narrative

The City of Hagerstown does business in accordance with the Federal Fair Housing Act which prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions based on race, color, national origin, religion, sex, familial status, and mental or physical disability.

Actual distribution of resources was based on local priority and need identified through various programs' application process.

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

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,353,918	1,230,947

Table 3 - Resources Made Available

### Narrative

The budget for the CDBG program during FY 2019/2020 was \$1,353,918 which included a CDBG entitlement grant of \$771,221, anticipated program income of \$273,727, and planned carry-over from previous entitlements of \$308,970. Expenditures for this period actually totaled \$1,230,946.73. Excluding general administration and planning, the amount expended on projects was \$1,022,636.04 of which \$1,020,356.04 or 100% went to activities directly benefitting low-and-moderate income persons.

Total program expenditures for this program year fell short of the budgeted amount due to rehabilitation delays associated with various HS-1 activities.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	100	100	

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The City of Hagerstown does not have any target areas for investment. Distribution and location of resources are based on local priority and need. The majority of activities carried out in FY 2019/2020 were located in census tracts with minority populations at or above 15%. The attached maps show the geographic locations of activities by the area's percentage of low-and-moderate income residents and minority population.

## Leveraging

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

During the reporting period CDBG funding was utilized to assist with two projects on publicly owned land located at City Park and the Medal of Honor Triangle. Both of these projects enhanced the existing locations and provided various accessibility upgrades.

CDBG assisted activities leveraged \$738,803.00 in additional public and private resources as follows:

- Community Free Clinic: \$562,375.00
- Girl's Inc. of Washington County: \$41,123.00
- Habitat for Humanity of Washington County: \$3,000.00
- REACH Shelter: \$47,076.00
- Together with Families: \$22,589.00
- Washington County Community Action Council: \$62,640.00

Matching funds are not a requirement of the City of Hagerstown's CDBG program.

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

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	17	25
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>17</b>	<b>25</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	10	20
Number of households supported through Acquisition of Existing Units	7	5
<b>Total</b>	<b>17</b>	<b>25</b>

Table 6 – Number of Households Supported

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

Several affordable housing related projects began during this program year and are ongoing due to project timeline changes or planning/construction delays. Many of these delayed projects are subrecipient organizations working through contractor delays.

Attachment "Section 215" contains a chart which outlines the City's progress in providing affordable housing that meets the Section 215 definition of affordable housing. It compares actual

accomplishments with proposed goals during the program year. All City federally funded activities met the Section 215 definition of affordable housing. Section 215 refers to the HOME definition of affordable housing found in HUD's regulations for rental and homeownership housing. These regulations state that affordable rental housing is that which does not exceed the fair market rents in the area or which does not exceed thirty percent (30%) of household income for a household earning sixty-five percent (65%) of the area median income. The regulations also define affordable owner-occupied housing as that which has an initial purchase price that does not exceed ninety-five percent (95%) of the median purchase price for a competitive unit for the jurisdiction or has an estimated appraised value at acquisition that does not exceed this limit.

Actual accomplishments for FY 2019/2020 were above target with actual households existing exceeding the target goal by eight (8) households. This year's accomplishment data for each activity laid out in the Annual Action Plan were also on target. CDBG funds were used for eligible housing activities such as homeowner repair programs and direct financial assistance to help eligible homebuyers with closing costs and downpayment assistance.

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

In the current Annual Action Plan, additional subrecipients have been added to undertake rehabilitation of low-and-moderate income owner-occupied housing units. Future Annual Action Plans will be adjusted based on outcomes, resources, and staffing to ensure the City of Hagerstown is working to meet the goals and priorities in the Consolidated Plan.

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

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	4	0
Low-income	12	0
Moderate-income	9	0
<b>Total</b>	<b>25</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

The City processes applications for the Maryland Housing Rehabilitation Program (MHRP) and assists owner-occupants and developers with affordable housing rehabilitation loans. MHRP loans can be used for alterations to provide handicap accessibility. Hagerstown Homeownership Program provides accessible homes for buyers with special needs. Commission on Aging Home Repair Grants also provide disabled elderly homeowners with needed repairs to improve accessibility and liveability of homes.

The City of Hagerstown also continues to work with low-to-moderate income households to assure that access to affordable housing is fostered and maintained and that low-to-moderate homeowners have access to funding for rehabilitation of properties. To this end, the City has developed the Single-Family Homeownership program which makes rehabilitated single-family homes available for purchase to low-to-moderate income households. 100% of the units sold under this program go to low-to-moderate income persons.

Additionally the City of Hagerstown administers an emergency repair grant program and residential rehabilitation loan program; to address rehabilitation cost burden for low-to-moderate income homeowners. As well as a residential rental rehabilitation loan program that provides low interest loans to rental property owners to increase stock of rental housing available for low-to-moderate income renters.

For those paying more than fifty percent (50%) of their income for housing, for substandard housing, and for the homeless, the following activities addressed some of their needs:

- The Community Free Clinic offers free routine medical offerings and specialized healthcare services to the working poor and those without health benefits including the homeless.
- The Hagerstown Housing Authority (HHA) offers housing vouchers.
- Families who own their homes could obtain affordable (and sometimes deferred) rehabilitation loans from the City of Hagerstown.
- Investors were encouraged to apply for and utilized Maryland Rehabilitation Loans administered by the City for improvements to rental properties.

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

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

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

The City did not award any FY 2019/2020 CDBG funds for the provision of homeless prevention services. Funding expended for homeless programs through the McKinney-Vento Homeless Assistance Act totaled \$541,109 for the following projects: MD-512-S+C Washington County 25 Units - \$289,563.00 (Mental Health Authority); MD-512-PSH for Individuals \$190,080.00 (Potomac Case Management Services); MD-512-PSH for Families - \$34,466.00; and MD-512-HMIS \$27,000.00.

The Washington County Homeless Coalition, which acts as the governing body of the local Continuum of Care, and participating providers held outreach events targeting unsheltered persons to assess needs and connect people to needed services. These events target a broad range of the population and were held several times during the year (even in light of the COVID-19 pandemic). Participating agencies also ran outreach programs targeting homeless persons who were not sheltered with case management and other services. During these outreach events emphasis is placed on connecting homeless households with basic and essential services such as identification documentation procurement, health insurance enrollment, legal expungement services, and/or food or shelter provisions.

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

Continuum of Care (CoC) providers actively work to address the emergency shelter and transitional housing needs of homeless persons in Hagerstown. REACH of Washington County, Washington County Community Action Council, St. John's Shelter, Salvation Army, and others provided an array of emergency shelter and case management services throughout the program year. In 2015, the CoC adopted county-wide written standards to ensure the provision of baseline services to all households entering the homeless services network. During this reporting period, the CoC also created a CoC-wide grievance policy to help provide additional remediation options for homeless clients who feel they are receiving inadequate care from local homelessness services providers.

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

CoC members identified risk factors for becoming homeless for the first time by fact-finding with case management and prevention assistance providers and by analyzing data collected via the HMIS system and via additional survey questions on the annual Point In Time count tool. Identified risk factors include life events such as major illness, loss of job, death in the family or other change to family structure, victimization through domestic or sexual violence, substance abuse, criminal activity or history, foster care placement history, and/or a mental health change.

CoC members have implemented strategies to intensify case management and other service supports when risk factors are identified. Through the coordinated assessment process, the CoC implements a standardized diversion program and streamlines the process for accessing prevention assistance. Additionally, the local community has sought to increase housing and employment options for households at risk by proactively eliminating barriers to those resources. One specific example is the launch of a legal expungement program, supported by Horizon Goodwill, to have qualified criminal records expunged.

CoC members have also built relationships with landlords, the public schools administration, local government, foundations, and housing assistance providers to provide flexibility in addressing the needs of households at risk of becoming homeless. CoC service providers will continue to work on building housing options for households with barriers to housing such as criminal history and/or extremely-low-to-no income through collaborative grant applications and programming.

Moreover, CoC members actively coordinate discharge plans with our foster care, health care, mental health care, and correctional facilities partners to ensure institutionalized persons that have resided in each system of care for longer than ninety (90) days are not discharged into homelessness.

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

To reduce the length of time households remain homeless, especially for the chronically homeless, families with children, veterans and their families, and unaccompanied youth, CoC members have strategically increased rapid rehousing options in the CoC by leveraging ESG and HSP funding with other temporary housing subsidy programs. These programs have been fully implemented.

CoC members will continue to track and record the length of time households remain homeless through the HMIS system. Through this system, the CoC created baseline length of time (LOT) data for the FY 2015 service year and continue to compare system-wide and agency-specific LOT data on a semi-annual basis. CoC leadership has educated local service providers on federal length of stay targets and each shelter will create a length of stay and utilization goal. Between FY 2019-2020 the City of Hagerstown

saw our data move from 164 days to 122 days, a 42 day or 25% decrease for clients accessing emergency shelter services.

Through an expanded shelter coordinators' meeting, the implementation of a chronically homeless by name list, partnerships with local housing authorities, and the identification of chronically homeless individuals and families via the coordinated assessment tool, those individuals and families with the longest lengths of time homeless will be prioritized for rapid rehousing, transitional housing, or permanent supportive housing.

Through the HMIS system, CoC members have identified that program participants who exited emergency shelter (ES), transitional housing (TH), and permanent supportive housing (PSH) to permanent housing had a 0% rate of return to homelessness from 6 to 12 months between FY 2019/2020. This is a substantial decrease when compared to a 32% rate of return in FY 2016/2017.

To continue to minimize the number of households that return to homelessness, CoC members emphasize case management that assists participants in building natural supports, social skills, daily living skills, and budgeting acumen. Through continued monitoring, case management services are able to be intensified when potential or new risk factors are identified. Case management services will support homeless families and individuals and facilitate access to affordable housing units.

During FY 2019/2020 the City provided public service funding to REACH homeless shelter to implement their "Bridge to Change" program. The goal of the program is to provide homeless individuals with work experience and case management so that they can transition to other employment and permanent housing situations. Selected individuals receive wages to help clean up public areas throughout the City of Hagerstown.

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

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

During Fiscal Year 2019/2020, the Hagerstown Housing Authority (HHA) received \$2,410,230.00 under HUD's FY2019 Capital Fund Program (CFP). On April 16, 2020, the Housing Authority received a FY 2019/2020 CFP grant award in the amount of \$2,579,718.00.

Each CFP budget includes line items for architectural and engineering fees and costs, HC modifications, appliance replacements, miscellaneous site improvements which include but are not limited to new sidewalks, tree trimming/removal/replacement, asphalt work, and lawn improvements. Miscellaneous dwelling improvements are also installed and/or upgraded in various communities on an as needed basis throughout the program year.

The below miscellaneous extraordinary maintenance and upgrades were either completed, ongoing, or as needed during FY 2019/2020 and include:

- Noland redevelopment line items funded to CFP 518 for Phase 1;
- Elevator upgrades at Walnut Towers and Potomac Towers are completed as needed;
- New LED 60 and 100 watt light bulbs were installed in dwelling units at Walnut Towers (150 total units) and Potomac Towers (326 total units);
- Exterior caulking and storm door upgrades at Parkside Homes is being evaluated and planned;
- Miscellaneous upgrades per PNA and Energy Audit at sites, dwelling units, and non-dwelling units;
- Roof replacement at Noland Village continues as needed;
- Boiler, water heaters, chiller upgrades are completed as needed;
- Replacement of vehicles for use by community mechanics are completed as needed;
- New gas line service connections completed at Frederick Manor;
- Partial window upgrades at Gateway Crossing continues as needed;
- New security cameras were installed at Walnut Towers;
- Exterior caulking and exterior light fixtures at Frederick Manor are being evaluated;
- New furnaces at Parkside Homes, Frederick Manor, and Douglass Court are completed as needed;
- CFP 518 participation in RAD McCleary Hill - Phase 1;
- Exterior sealant replacement at Potomac Towers is in progress;
- Roof replacement at Potomac Towers was completed; and,
- Roof replacement at Walnut Towers is being evaluated.

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

The Family Self-Sufficiency (FSS) Program provides individual case management services for eligible

public housing residents and others with Housing Choice Voucher assistance. Participants' goals include education, job training and placement, budgeting and finance, credit repair, home and/or vehicle purchase, and other topics.

To match the needs of the residents with a service provider, the Housing Authority meets quarterly with partnering agencies. During this quarterly meeting, an agency is highlighted providing the attendees details of the agency. A roundtable is also conducted to provide all agencies the opportunity to share new services or upcoming events.

The Housing Authority's Resident Services Department continues to perform post occupancy home visits and provides information and referrals to community resources to new and existing residents. Through local resources, the Housing Authority offers first-time homebuyers seminars throughout the year, and began offering a HVC Homeownership Program in 2020.

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

The Hagerstown Housing Authority has been rated as a "high performer" by HUD. It is not designated as "troubled" by HUD.

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

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

The City of Hagerstown maintains its commitment to removing barriers to affordable housing and affirmatively furthering fair housing in our community. In recent years the City has adopted zoning amendments to enable construction of smaller affordable homes by lowering the required lot size. The City has also adopted the latest edition of model codes that are in keeping with the Fair Housing Act as amended, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973 as amended.

The City will continue to review policies, ordinances, and codes to ensure that any negative effects of public policies that might serve as barriers to affordable housing are removed or ameliorated.

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

Despite the City and service providers' efforts, a number of obstacles to meeting underserved needs were identified in the consolidated planning process. The following is a list of obstacles identified and the actions taken in this reporting period to address them:

- Continued population growth creating a housing shortage - the City of Hagerstown made funding available to property owners to enhance rental and homeowner housing to increase housing access for low-to-moderate income residents;
- Tight rental housing market and escalating rental rates for very-low-income residents - the City of Hagerstown made funding available to property owners to enhance rental and homeowner housing to increase housing access for low-to-moderate income residents.
- Imbalance in the ratio of homeowner to renter households - the City of Hagerstown made funding available for downpayment assistance programs and homeownership programs that increase the availability of homeownership opportunities for low-to-moderate income homeowners; and,
- Aging in Place - the City of Hagerstown made funding available for low-to-moderate income senior citizens to make repairs to their homes to aid them in aging in place.

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

Lead hazard evaluation and reduction activities have continued to be utilized on all State and Federally funded housing rehabilitation programs. Each of our rehabilitation programs are in compliance with the requirements of Title X, Section 1012 and 1013 of the Lead-Based Paint Hazard Reduction Act (24 CFR 35.105). The City has implemented the lead paint regulations into all rehabilitation programs as follows:

- Homeownership Program: since its inception in 1998, the City has made use of the Maryland State Lead Hazard Reduction Grant Program to offset the cost of lead related work in our Single Family Homeownership units (when eligible);
- Maryland Housing Rehabilitation Program (MHRP): all rehabilitation specifications were written to comply with the Federal Lead Paint Regulation Standards. The City offered the Maryland Lead Hazard Reduction Grant and Loan Program to qualified owners of residential owner-occupied and rental units; and,
- Maryland Lead Hazard Reduction Grant and Loan Program (LHRGLP): in addition to utilizing this program with our Single Family Homeownership Program, the City also works with owner occupied and owners of multi-family buildings to apply for assistance.

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

The City's anti-poverty strategy is based on attracting a range of businesses and supporting workforce development, including job training services for low-to-moderate income residents. The City also provides needed support services to targeted income residents. The following actions were taken to reduce the number of poverty level families:

- Recruitment and retention of businesses was carried out through the Department of Community and Economic Development (DCED);
- Job training was offered through the State of Maryland Job Center and Western Maryland Consortium;
- The City made CDBG funding available to a program that provides financial capacity training to low-to-moderate income residents; and,
- The DCED-run BuroBox Resource Center provided business resources and assistance to entrepreneurs and start up businesses.

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

The City of Hagerstown relies on outreach and engagement with community partners to overcome institutional gaps and enhance coordination. The City participates in communication among providers through involvement in local seminars and on boards and committees which further enhance the daily working relationship of those involved in the delivery system.

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

The Hagerstown Housing Authority meets the needs of public housing residents and helps to increase access to affordable housing. Other housing related agencies include Habitat for Humanity, Hagerstown Neighborhood Development Partnership, and various private sector parties with a vested interest in affordable housing goals. The City also participates with the Washington County Continuum of Care and the Homeless Coalition, both of which represent a broad range of government and private agencies, to

aid in gaps related to homelessness and other special needs.

During FY 2019/2020 the Public Service Review Committee made up of 2 citizens and 2 staff members ensured a commitment to bottom-up planning and enhanced coordination with those directly affected by the use of CDBG funds.

A Business and Community Development Finance Specialist ensures capacity to process CDBG, MHRP, and other departmental loans. They also ensure collaboration with private sector realtors and developers.

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

The City of Hagerstown is committed to affirmatively furthering fair housing choices in our community. During the reporting period action was taken to affirmatively further fair housing on the following impediments identified in the City's most recent analysis of impediments to fair housing choices that was completed in 2015:

- Impediment: Quality of rental housing versus affordability - the City continued to use CDBG funds to support loan programs that encourage landlords to make needed upgrades to their properties. The City also remained committed to enforcement of local codes and rental registration programs.
- Impediment: Continuing need for affordable housing for homeowners - the City of Hagerstown continued to use CDBG funds to support and encourage the acquisition, rehabilitation, and resale of existing housing units to become decent, safe, and affordable homeownership opportunities for low-to-moderate income buyers. CDBG funds also supported downpayment assistance programs which provide financial assistance to low-to-moderate income buyers. The City also continues to utilize CDBG funding to support programs that rehabilitate low-to-moderate income owner occupied housing.
- Impediment: Continuing need for accessible housing units - the City continued to use CDBG funds to support loan programs that encourage landlords to make needed upgrades to their properties, including handicap improvements. CDBG funds also supported a program to assist elderly homeowners to make accessibility improvements to their properties to allow those residents to remain in their homes.
- Impediment: Economic issues affect housing choices - the City actively engaged in cross-sector partnerships and program delivery to enhance the City's tax base. The City also supported programming that enhances entrepreneurship and small business development through loans and training. Ongoing work was done to promote and encourage economic development with local commercial and industrial firms to expand their operations and increase employment opportunities.

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

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

In order to ensure compliance with program requirements, subrecipients are required to provide proof that those receiving services meet income eligibility requirements. This is accomplished by requiring direct recipients to complete a self-certification form at the time of service. The self-certification forms provide information on family size, income, race, and head of household status. Additionally, invoices and time sheets (as applicable) are required to be provided prior to payment. Through the use of these forms and other documentation, the City was able to determine that each subrecipient met programmatic requirements.

### **Timeliness Test**

HUD regulations limit the amount of funds that an entitlement community may have in its line of credit with the US Treasury two months prior to the end of the fiscal year to 1.5 times its most recent CDBG grant. In FY 2019/2020 the City expended sufficient funds to meet both the Line of Credit (LOC) and LOC plus program income-on-hand tests.

### **National Objectives**

All of Hagerstown's CDBG activities met one of HUD's national objectives by either benefitting low-and-moderate income persons or through the elimination of slums and blight. The City also complied with the overall benefit certification.

Expenditures were also consistent with the following HUD national objectives and cap guidelines:

- Public Service Funding;
- Administration;
- Low-to-Moderate Income Benefit; and,
- Slum and Blight

### **Relocation and Displacement**

During FY 2019/2020 there were no activities that required notification or implementation of relocation or displacement requirements

### **Jobs**

During FY 2019/2020 no CDBG funds were allocated to any project where jobs were made available to

but not taken by low-and-moderate income persons.

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

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

The City of Hagerstown complied with all program and comprehensive planning requirements for the FY 2019/2020 CDBG program. Notices for the Housing and Community Development Needs and the Proposed Annual Action Plan for FY 2019/2020 public hearings were published in Section A of the Herald Mail newspaper as well as on the City's website.

Two public hearings were held for the FY 2019/2020 CDBG programs as follows:

- December 6, 2018 to obtain the views and comments of individuals and organizations concerning the City's housing and community development needs for the Annual Action Plan for FY 2019/2020; and,
- May 1, 2019 for public comments regarding the Annual Action Plan for FY 2019/2020. Action Plan documents were on public display (at three different locations in the City and online) for thirty days beginning April 17, 2019.

During the comment period for the FY 2019/2020 Annual Action Plan the only comments received occurred at the two public hearings. Copies of these comments have been included as an attachment (in the Citizen Participation Packet) and have been incorporated into the Annual Action Plan as appropriate and applicable.

A notice of public display for the Draft CAPER was also advertised in the local newspaper and on the City of Hagerstown's website on September 3, 2020 to obtain citizen comments. Public comments were accepted for 15 days and no comments were received during this period.

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

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

No changes occurred in the City's program objectives during this program year.

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

No

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

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

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

No changes occurred in the City's program objectives during this program year.

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

No

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

# **Attachment**

## **Financial Summary Grantee Performance Report**



**CITY OF HAGERSTOWN, MARYLAND  
CONSOLIDATED ANNUAL  
PERFORMANCE  
AND EVALUATION REPORT  
FY 2019/2020**

**Financial Summary Grantee Performance  
Report**

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**Financial Summary**  
**Grantee Performance Report**  
 Community Development Block Grant Program

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

OMB Approval No. 2506-0077 (Exp. 6/30/18)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2506-0077), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Do not send this form to the above address.

1. Name of Grantee City of Hagerstown	2. Grant Number B-19-MC-24-0012	3. Reporting Period From 7/01/2019 To 6/30/2020
--	------------------------------------	--

Part I: Summary of CDBG Resources			
1. Unexpended CDBG funds at end of previous reporting period (Balance from prior program years)			\$ 509,415.45
2. Entitlement Grant from form HUD-7062			\$ 771,221.00
3. Surplus Urban Renewal Funds			\$
4. Section 108 Guaranteed Loan Funds (Principal Amount)			\$
6. Program Income received by:			
a. Revolving Funds	\$	\$	
b. Other (Identify below. If more space is needed use an attachment)			
Loan Payments/Sale of Assets	\$ 312,542.79	\$	
	\$	\$	
c. Total Program Income (Sum of columns a and b)			\$ 312,542.79
8. Prior Period Adjustments (If column is a negative amount, enclose in brackets)			\$
7. Total CDBG Funds available for use during this reporting period (sum of lines 1 through 6)			\$ 1,593,179.24
Part II: Summary of CDBG Expenditures			
8. Total expenditures reported on Activity Summary, forms HUD-4849.2 & 4849.2A			\$ 1,228,666.73
9. Total expended for Planning & Administration, form HUD 4849.2		\$	208,310.69
10. Amount subject to Low/Mid Benefit Calculation (line 8 minus line 9)		\$	1,022,656.04
11. CDBG funds used for Section 108 principal & interest payments			\$
12. Total expenditures (line 8 plus line 11)			\$ 1,228,666.73
13. Unexpended balance (line 7 minus line 12)			\$ 364,512.51
Part III: Low/Mid Benefit This Reporting Period			
14. Total Low/Mid credit for multi-unit housing expenditures from form HUD-4849.2A			\$
15. Total from all other activities qualifying as low/mid expenditures from forms HUD-4849.2 and 4849.2A			\$ 1,022,656.04
16. Total (line 14 plus line 15)			\$ 1,022,656.04
17. Percent benefit to low/mid persons (line 16 divided by line 10 this reporting period)			100 %

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page ( 1 ) of ( 2 )

form HUD-4849.3 (8/83)  
 ref Handbook 6510.2

Part IV: Low/Mod Benefit for Multi-Year Certifications (Complete only if certification period includes prior years)			
Program years (PY) covered in certification	PY 2017	PY 2018	PY 2019
18. Cumulative net expenditures subject to program benefit calculation	\$ 3,105,151.74		
19. Cumulative expenditures benefiting low/mod persons	\$ 2,899,543.76		
20. Percent benefit to low/mod persons (line 19 divided by line 18)	93 %		
Part V: For Public Service (PS) Activities Only: Public Service Cap Calculation			
21. Total PS expenditures from column h, form HUD-4949.2A	\$ 142,500.00		
22. Total PS unliquidated obligations from column i, form HUD-4949.2A	\$		
23. Sum of line 21 and line 22	\$ 142,500.00		
24. Total PS unliquidated obligations reported at the end of the previous reporting period	\$		
25. Net obligations for public services (line 23 minus line 24)	\$ 142,500.00		
26. Amount of Program Income received in the preceding program year	\$ 374,542.79		
27. Entitlement Grant Amount (from line 2)	\$ 771,221.00		
28. Sum of line 26 and line 27	\$ 1,145,763.79		
29. Percent funds obligated for Public Service Activities (line 25 divided by line 28)	12.4 %		
Part VI: Planning and Program Administration Cap Calculation			
30. Amount subject to planning and administrative cap (grant amount from line 2 plus line 5c)	\$ 1,083,763.79		
31. Amount expended for Planning & Administration (from line 9 above)	\$ 208,310.69		
32. Percent funds expended (line 31 divided by line 30)	19.2 %		

### Instructions

**Name of Grantee:** Enter the grantee's name as shown on the approved Grant Agreement (form HUD-7082) for the most recently completed program year.

**Grant Number:** Enter the grant number assigned by HUD to the Community Development Block Grant for the most recently completed program year.

**Period Covered:** Enter the beginning date and ending date for the most recently completed program year.

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form HUD-4949.3 (0493)  
ref Handbook 6510.2

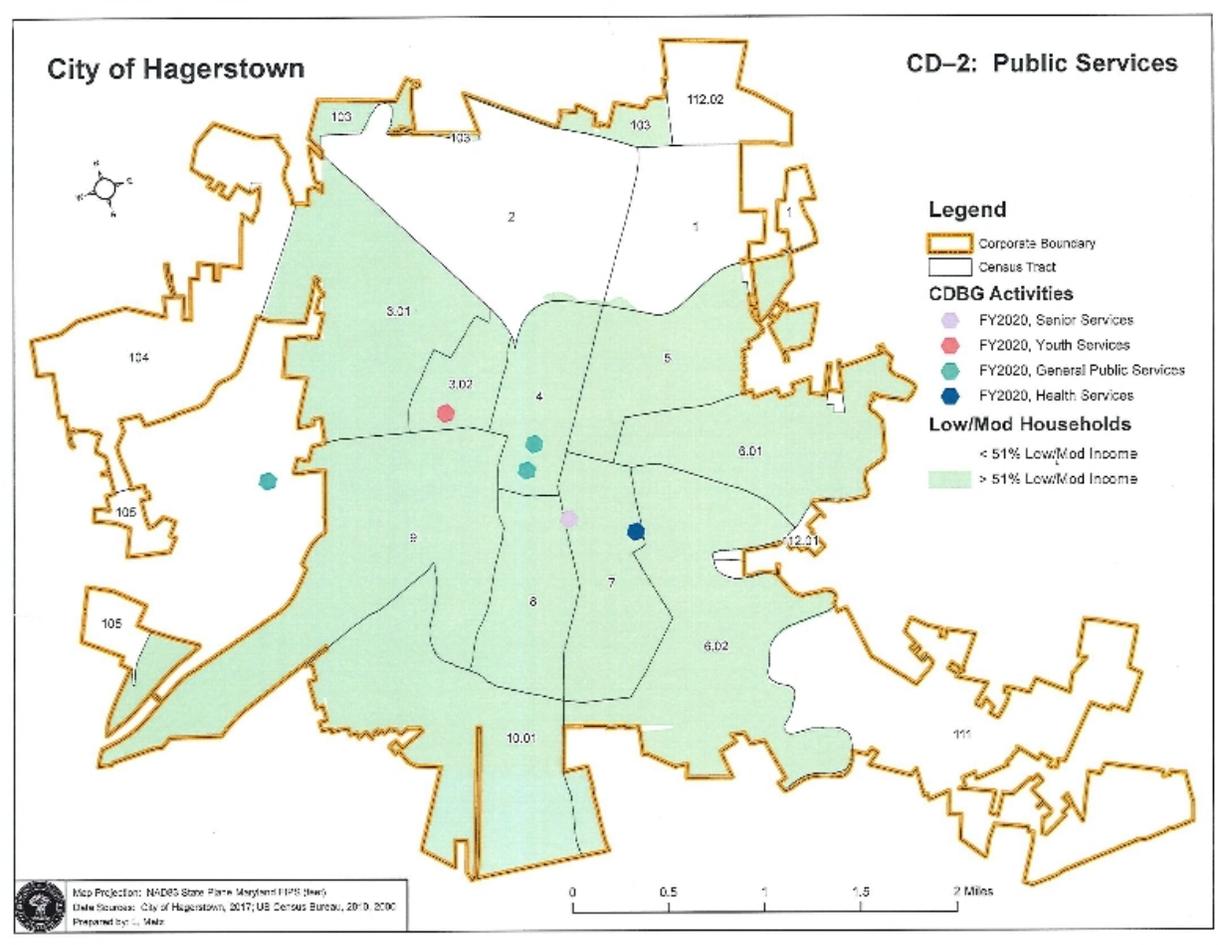
# Geographic Distribution of Resources Packet

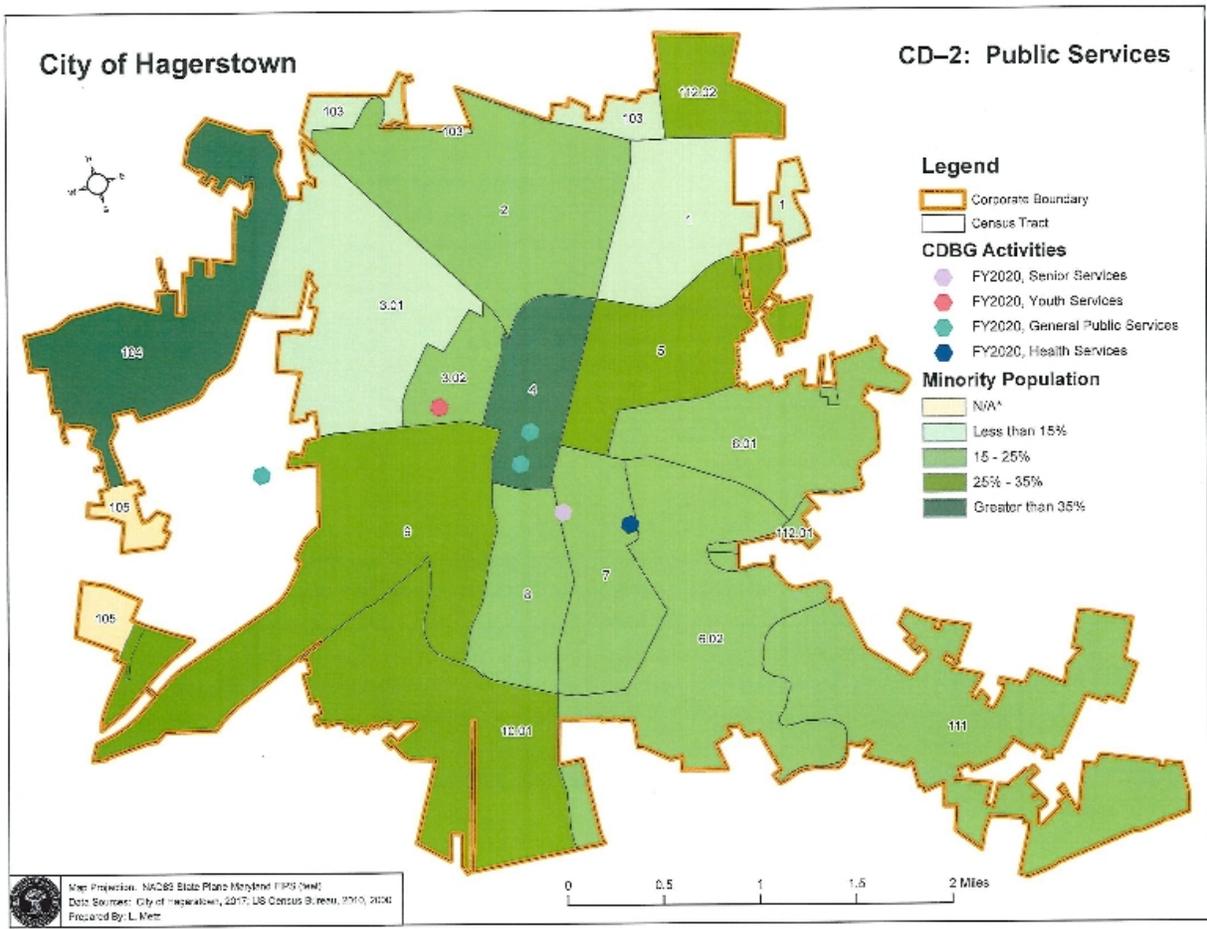


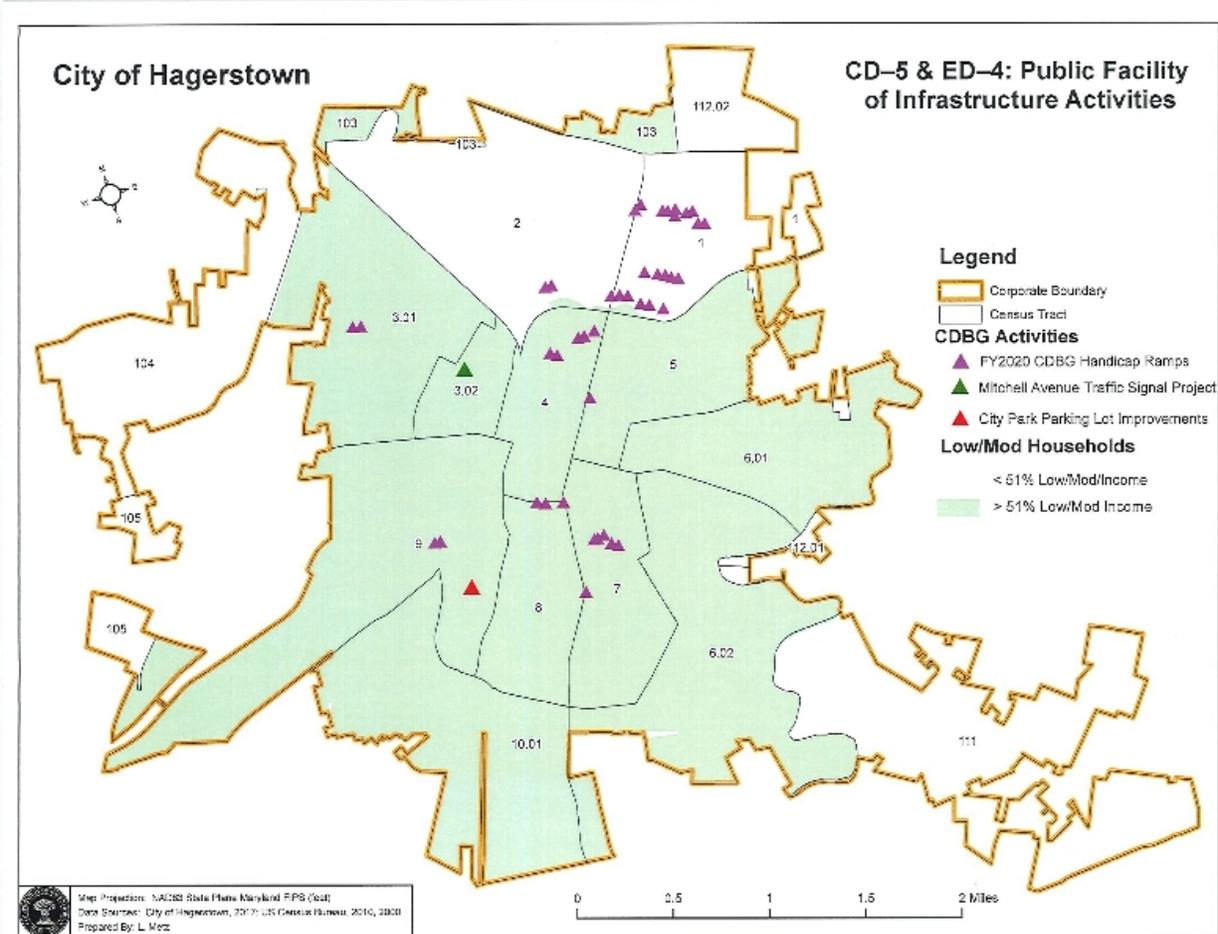
CITY OF HAGERSTOWN, MARYLAND  
CONSOLIDATED ANNUAL  
PERFORMANCE  
AND EVALUATION REPORT  
FY 2019/2020

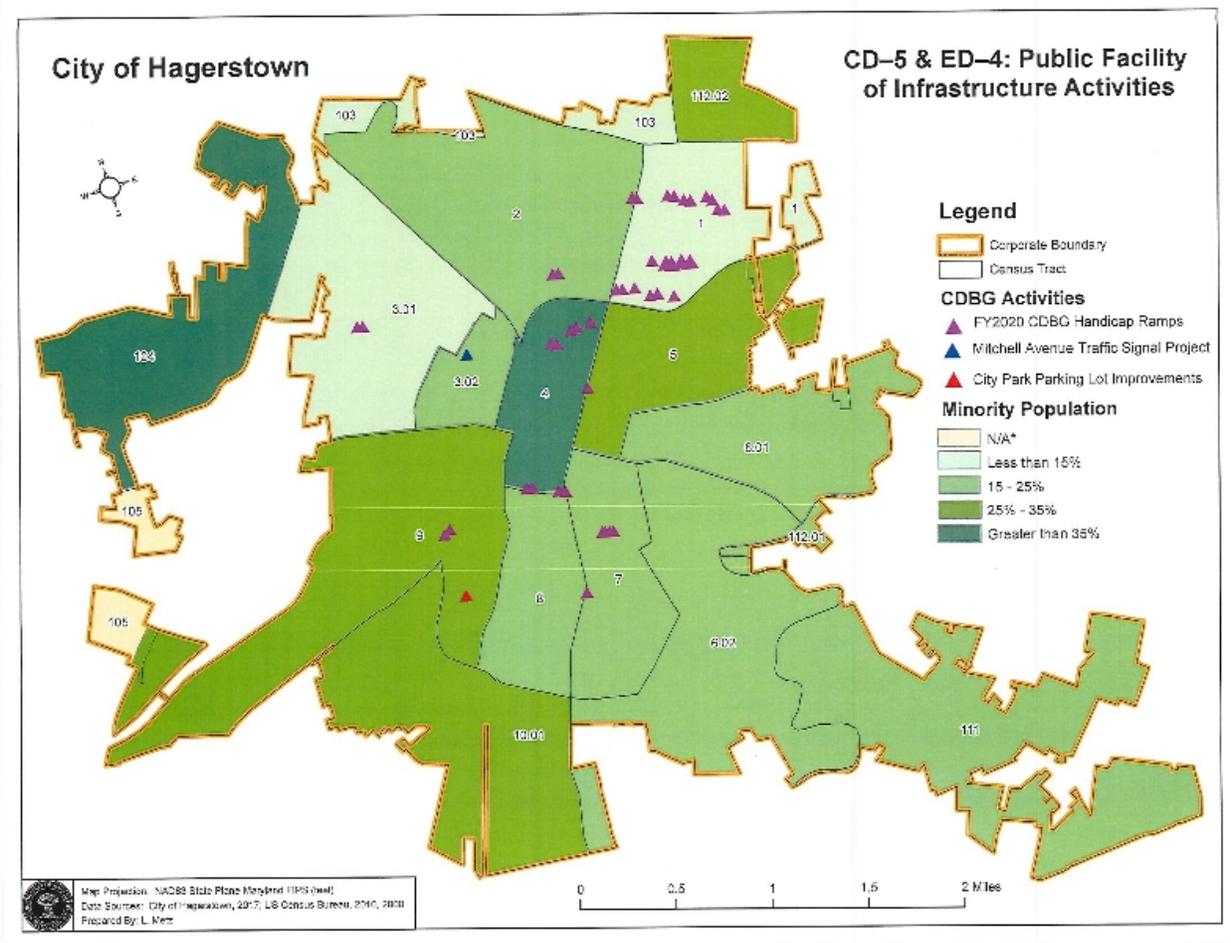
## Geographic Distribution of Resources- Maps

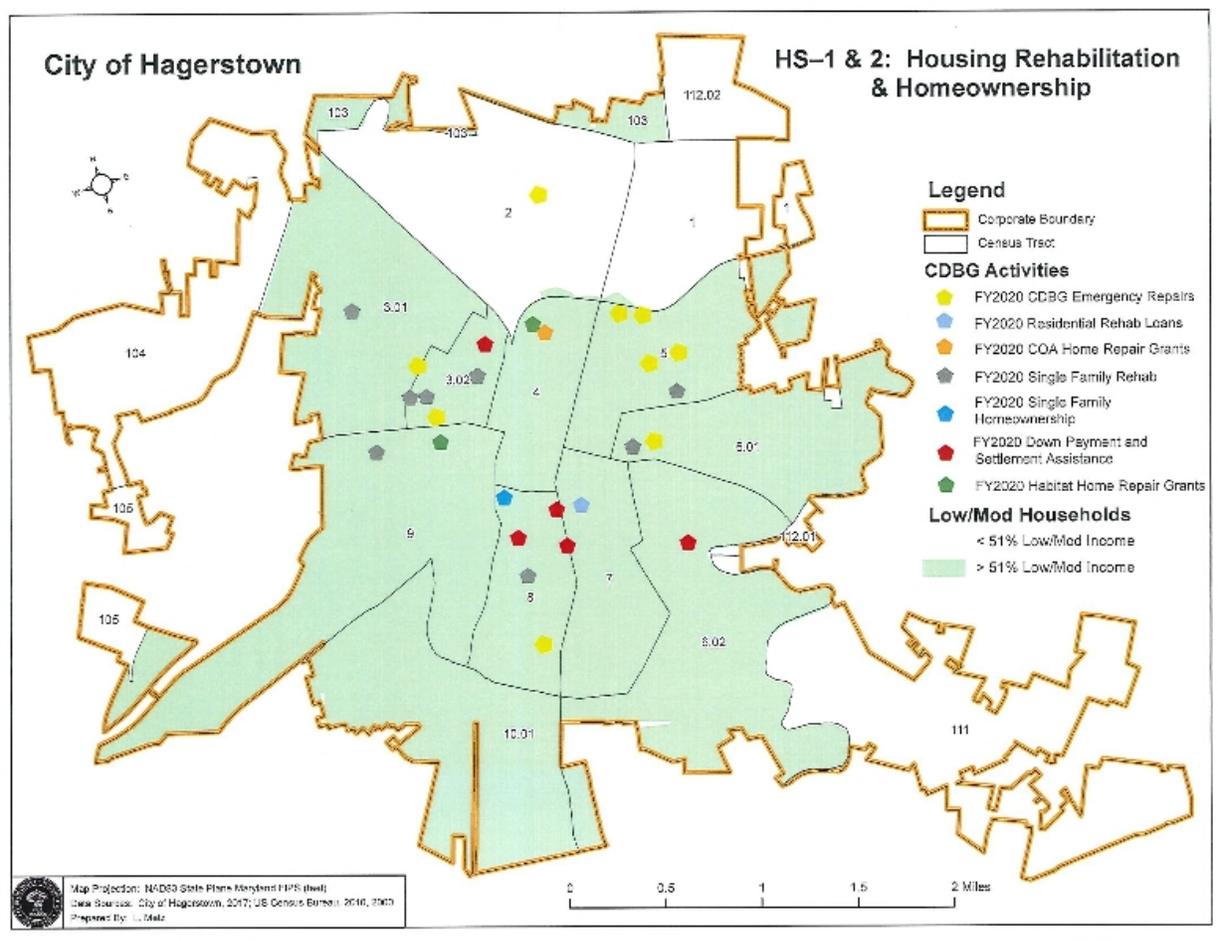
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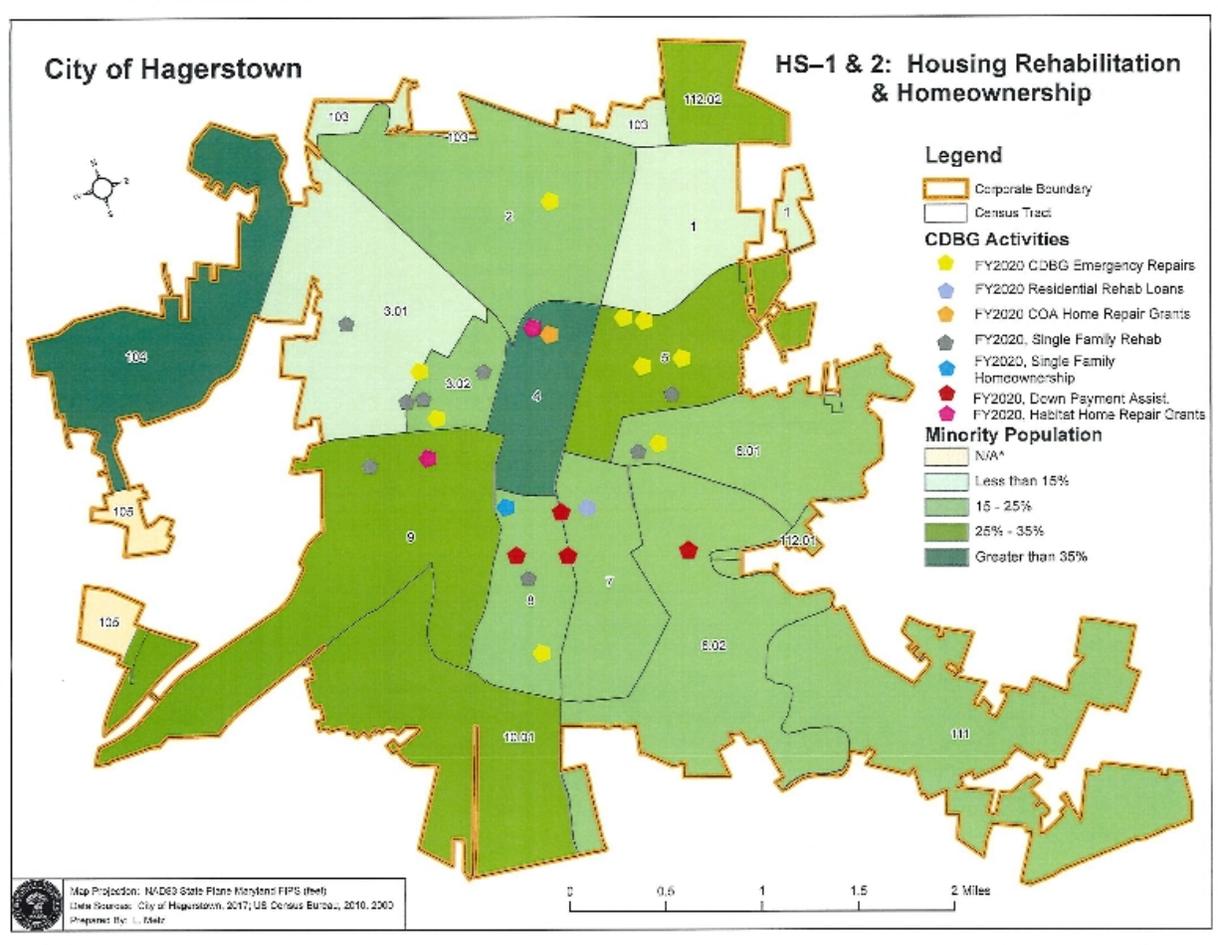












## Section 215 Narrative



**CITY OF HAGERSTOWN, MARYLAND  
CONSOLIDATED ANNUAL  
PERFORMANCE  
AND EVALUATION REPORT  
FY 2019/2020**

## Section 215 Narrative

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Section 215 Narrative and Chart

The following table shows the City's progress in providing affordable housing that meets the Section 215 definition of affordable housing. It compares actual accomplishments with proposed goals during the program year. All City federally funded activities met the Section 215 definition of affordable housing. Section 215 refers to the HOME definition of affordable housing found in HUD's regulations for rental and homeownership housing. These regulations state that affordable rental housing is that which does not exceed the fair market rents in the area, or which does not exceed 30 percent of household income for a household earning 65 percent of the area median income. The regulations also define affordable owner-occupied housing as that which has an initial purchase price that does not exceed 95 percent of the median purchase price for a comparable unit for the jurisdiction, or has an estimated appraised value at acquisition that does not exceed this limit.

Number of Persons Served	CDBG Actual
Number of extremely low-income renter households	0
Number of extremely low-income owner households	3
Number of low-income renter households	0
Number of low-income owner households	9
Number of moderate-income renter households	0
Number of moderate-income owner households	8
Number of middle-income persons served	0
Number of homeless persons served	0
<b>Total</b>	<b>20</b>

Actual accomplishments for the FY 19/20 were reasonably on target with expected goals for the period. This year accomplishment data for each activity laid out in the annual action plan is reasonably on target or exceeded. CDBG funds were used for eligible housing activities such as homeowner repair and direct financial assistance to help eligible homebuyers with closing cost and down payment assistance.

# Citizen Participation Documentation



## CITY OF HAGERSTOWN, MARYLAND CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FY 2019/2020

### Citizen Participation Documentation

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The City of Hagerstown provided several avenues for citizen participation during the FY 2019/2020 for the CDBG program. Attached are notices published in the Herald Mail newspaper advertising two public hearings and the public display period for the draft FY 2020 Action Plan. The public notice was also posted on the City of Hagerstown's website.

During FY 2019/2020 the only comments that were received regarding the CDBG program, the FY 2020 Action Plan, or any Action Plan Amendments occurred during the two public hearings held in December 2018 and May 2019. These comments are included in this packet and have been incorporated into any CDBG planning document as appropriate and applicable.



**-Affidavit-**

P.O. Box 439, 100 Summit Avenue  
Hagerstown, MD 21740  
301-733-5131

It is hereby certified by the undersigned that the Herald-Mail is a daily newspaper of general circulation, printed in the English language and published in the City of Hagerstown in said County and State; and that the attached order, notice, publication or advertisement of

COMMUNITY & ECONOMIC DEVELOPMENT  
14 N POTOMAC ST STE 200A  
CITY OF HAGERSTOWN

was duly published as noted.

<p><b>Account #:</b> 125131</p> <p><b>Contact:</b> LAUREN METZ</p> <p><b>Telephone:</b> (301) 733-8577 <b>Fax:</b></p>	<p><b>Run Dates:</b> Herald Mail: 11/14/18; HM Online: 11/14/18.</p>
<p><b>Ad ID:</b> 570498</p> <p><b>Start:</b> 11/14/18 <b>Stop:</b> 11/14/18</p> <p><b>Total Cost:</b> \$180.52 <b># of Lines:</b> 101 <b>Total Depth:</b> 12.611 <b># of Inserts:</b> <b>Ad Class:</b> 7400 <b>Phone #</b> <b>Email:</b> rstraley@herald-mail.com</p>	

*Robin R. Straley*  
*HM Legals*

**PUBLIC HEARING NOTICE  
CITY OF HAGERSTOWN,  
MARYLAND  
COMMUNITY  
DEVELOPMENT BLOCK  
GRANT PROGRAM**

Notice is hereby given that the City of Hagerstown, Maryland will hold a public hearing on Thursday, December 5, 2019 at 6:00 PM, at Washington County Library, Hagerstown Branch, Community Rooms 182, 100 South Potomac Street, Hagerstown, MD 21740. The Library is accessible to persons with physical disabilities. If special arrangements need to be made to accommodate residents in order for them to participate in the public hearing, please call Mr. Jonathan Kerns, Community Development Manager, City of Hagerstown, at (301) 793-8577 to make those arrangements, or for the hearing impaired call TDD (301) 797-6817.

The purpose of this public hearing is to gather information on Community Development Needs for the City's Annual Action Plan for FY 2020, which the City must submit to the U.S. Department of Housing and Urban Development in order to receive Community Development Block Grant (CDBG) Entitlement Funds.

Applications for non-profit organizations seeking funding will be available on the City of Hagerstown's website ([www.hagerstownmd.org](http://www.hagerstownmd.org)) or for pick up at the Department of Community and Economic Development, 14 N. Potomac Street, Suite 200A, Hagerstown, MD 21740 on or before Monday, December 3, 2019. Applications will be available for interested parties at the Needs Hearing. In order to be considered for funding, applications must be submitted by January 11, 2020.

Based on last fiscal year's allocation, the City of Hagerstown anticipates that it will receive an estimated CDBG entitlement grant in the amount of approximately \$600,000 for FY 2020. These funding levels are contingent upon the final approval of the Federal Budget for FY 2020. In order to receive those funds, the City of Hagerstown must prepare a One Year Annual Action Plan for the use of the CDBG funds. At least 75% of the CDBG funds must benefit low- and moderate-income persons living in the City of Hagerstown. In preparing its CDBG application the City intends to afford citizens, local agencies, and interested parties the opportunity to become involved in the planning process.

All interested citizens are encouraged to attend this public hearing and they will be given the opportunity to present oral or written testimony concerning the needs of the City of Hagerstown for the CDBG program. Written comments will be accepted until January 11, 2020 and may be addressed to Mr. Jonathan Kerns, Community Development Manager, City of Hagerstown, 14 N. Potomac Street, Suite 200A, Hagerstown, MD 21740.

Bob Brushley,  
Mayor of the City of Hagerstown

Enlarged

**PUBLIC HEARING NOTICE  
CITY OF HAGERSTOWN,  
MIDDLE  
COMMUNITY  
DEVELOPMENT BLOCK  
GRANT PROGRAM**

Notice is hereby given that the City of Hagerstown, Maryland will hold a public hearing at Thursday, December 8, 2016 at 10:00 PM, at Washington County Library, Upperlevel Branch, Community Room 115, 400 South William Street, Hagerstown, MD 21740. The hearing is accessible to persons with physical disabilities. If special arrangements need to be made to accommodate attendees in order for them to participate in the public hearing, please call the Planning Director, Community Development Manager, City of Hagerstown, at (301) 724-2577 to make those arrangements, or for the hearing materials call (301) 724-2577.

The purpose of this public hearing is to gather information on Community Development needs for the City's Annual Action Plan for FY 2018, which the City will submit to the U.S. Department of Housing and Urban Development in order to receive Community Development Block Grant (CDBG) Treatment Funds.

Applications for this program are online and applications will be available on the City of Hagerstown's website ([www.hagerstownmd.gov](http://www.hagerstownmd.gov)) and at the pick up at the Department of Community and Economic Development, 44 N. Federal Street, Suite 200A, Hagerstown, MD 21740 on or before Monday, December 8, 2016. Applications will be available for interested parties at the Public Hearing. In order to be considered for funding, applications must be submitted by January 11, 2018.

Based on the local year's allocation, the City of Hagerstown anticipates FY 18 will receive an estimated CDBG development fund in the amount of approximately \$200,000 for FY 2018. These funding levels are dependent upon the full receipt of the Federal Budget for FY 2018. In order to receive these funds, the City of Hagerstown must apply to the U.S. Dept. of Housing and Urban Development for the use of the CDBG funds. At least 75% of the CDBG funds must be used for low and moderate income populations living in the City of Hagerstown. In applying for CDBG assistance the City intends to fund classes, food agencies, and interested parties the opportunity to become involved in funding by process.

All interested citizens are encouraged to attend the public hearing and they will be given the opportunity to present oral or written testimony concerning the needs of the City of Hagerstown for the CDBG program. Written comments will be accepted until January 11, 2018 and may be accessed to the Community Grant, Community Development Manager, City of Hagerstown, 30 N. Federal Street, Suite 200A, Hagerstown, MD 21740.

Bob Stuebing  
Mayor of the City of Hagerstown

**Needs Hearing for FY 2019-2020 CDBG Action Plan  
December 6, 2018 – 5:30 p.m.  
Washington County Free Library, Hagerstown, MD**

Organizations Represented: Community Free Clinic, Doleman Black Heritage Museum, Senior Living Alternatives (Holly Place), the ARC of Washington County, Washington County Commission on Aging, REACH of Washington County, Habitat for Humanity, Hagerstown Neighborhood Development Partnership

Jonathan Kerns, Community Development Manager – Opening

- Expressed appreciation for attendance and the opportunity to better assess community needs.
- Provided brief outline of CDBG guidelines and timeline of events.
- Reviewed overall CDBG budget, anticipated grant amount, and the amount typically allocated towards Public Services.
- Advised applicants of goal to spend funds within fiscal year granted and encouraged those interested in applying to contact the DCED office to discuss specific project needs.
- Q&A Session
- Invited attendees to introduce themselves and provide comments on their organization.

Attendees:

- Nicole Houser and Becca Burford, Community Free Clinic
  - The Community Free Clinic utilizes CDBG funding for laboratory testing for their chronic disease management program. This program is critical for their low income clientele.
  - Ms. Burford expressed her appreciation for previous CDBG funding awarded to the Community Free Clinic.
- Sue Hull, the ARC of Washington County
  - Ms. Hull advised that the ARC of Washington County recently became aware of the usage of CDBG funding for their program and were interested to learn more about the CDBG program as the organization begins a capital improvement campaign.
- Dana Jenkins and Jeannie Ashbury, REACH of Washington County
  - Ms. Jenkins advised that REACH actively works to help the homeless in Washington County both find housing options and provide supportive options. The organization is interested in applying for CDBG funding for the first time this cycle.
- Melanie Davis, Senior Living Alternatives/Holly Place
  - Holly Place utilizes CDBG funding to provide seniors living in the assisted living home supplemental meals and services. The home serves those who cannot afford commercial assisted living due to low, fixed incomes. Holly Place serves residents in a clean, safe and homelike environment which promotes independence and dignity.
  - Ms. Davis spoke about the success Holly Place has had in providing affordable housing and supportive services to its residents. She advised that Holly Place can accommodate fifteen residents at a time and the residence operates with a full waiting list for additional residency. She thanked city staff for their continued support of the programs and the facility.
- Jessica Scott and Amy Gulino, Habitat for Humanity
  - Habitat for Humanity utilizes CDBG funding to provide simple, decent, affordable housing for low-income Washington County residents through a combination of new construction, renovating existing inventory, and home repair. Through their "Brush with

- Kindness” program, Habitat for Humanity provides the foundation for stability and self-reliance to partner families.
    - o Ms. Gullino expressive their appreciation for the continued support of the CDBG program in funding the “Brush with Kindness” program.
  - Bradley Tritsch, Washington County Commission on Aging
    - o Washington County Commission on Aging serves the Washington County community by helping seniors with ongoing services and programs such as nutrition and wellness services, congregate nutrition sites, a senior center, guardianship, small-group home housing subsidies, Medicaid waiver, a senior health insurance program, benefits screening, ombudsman services, as well as various other programs. The Commission on Aging promotes quality aging by meeting the needs, protecting the rights and preserving the dignity of citizens.
    - o Mr. Tritsch expressed his thanks for the continued support of the CDBG program and the assistance of city staff in helping their senior homeowners. He is anticipating seeing an increase in total projects for the FY2019-2020 and the program could use additional funding to support this demand.
  - Morgan Plummer, Hagerstown Neighborhood Development Partnership Inc.
    - o Hagerstown Neighborhood Development Partnership, Inc. (HNDP) is improving community life in Hagerstown and Washington County, Maryland by opening doors to homeownership and by promoting fair and equal housing opportunities for all persons. They accomplish their mission through consumer education, community outreach, and information dissemination.
    - o Ms. Plummer expressed her thanks and appreciation to the City of Hagerstown for their continued support of the Homestore.
    - o Ms. Plummer advised that HNDP saw many of their first time homeowners sell their properties and return money into the program. But HNDP sees these home sales as a demonstration that homeowners in their program have been able to sustain equity and are able to move on to larger homes. HNDP has also recently updated their application process and anticipate the changes will make the program more accessible to homeowners and therefore allow the organization to better utilize their CDBG funding.
  - Alesia Parson and Tamara Doleman, Doleman Black Heritage Museum
    - o Ms. Doleman advised that the Doleman Black Heritage Museum has recently become aware of the potential of CDBG funding for their museum project and were attending the meeting to gather information as they move through the acquisition and rehabilitation process.
    - o Ms. Parson asked how the acquisition of real property is categorized by HUD and CDBG. Jonathan Kerns advised that in the case of the Doleman Black Heritage Museum the project would not be subjected to the cap requirements of Public Service. The project in question that DBHM is proposing would likely be classified as a Public Facility project with an area benefit.

Jonathan Kerns, Community Development Manager – Closing

- Expressed appreciation for the organizations that attended the public hearing and advised that groups be mindful of the application deadline. Attendees were also reminded to reach out to either Jonathan or Lauren Metz with any problems as early as possible to avoid a project not being funded.
- Attendees were reminded that the current Needs Application is available on the Citizen Participation page of the City’s website as a fillable PDF document.



**-Affidavit-**

P.O. Box 439, 100 Summit Avenue  
Hagerstown, MD 21740  
301-733-5131

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COMMUNITY & ECONOMIC DEVELOPMENT  
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CITY OF HAGERSTOWN

was duly published as noted.

<p>Account #: 125131</p> <p>Contact: LAUREN METZ</p> <p>Telephone: (301) 739-8577</p> <p>Fax:</p>	<p><b>Run Dates:</b> Herald Mail: 04/16/19; HM Online: 04/16/19.</p>
<p>Ad ID: 652394</p> <p>Start: 04/16/19</p> <p>Stop: 04/16/19</p> <p>Total Cost: \$211.60</p> <p># of Lines: 115</p> <p>Total Depth: 14.361</p> <p># of Inserts:</p> <p>Ad Class: 7350</p> <p>Phone #</p> <p>Email: rstraley@herald-mail.com</p>	

*Robin R. Straley*  
HM Legals

**NOTICE OF DISPLAY  
OF PLANS AND PUBLIC  
HEARING FOR  
COMMUNITY  
DEVELOPMENT  
BLOCK GRANT (CDBG),  
FY 2020 DRAFT  
ANNUAL PLAN – CITY OF  
HAGERSTOWN, MD**

Notice is hereby given that the City of Hagerstown, MD has prepared an Annual Action Plan for FY 2020 for its Community Development Block Grant (CDBG) program. In accordance with the regulations and requirements of the U.S. Department of Housing and Urban Development (HUD), these plans will be on public display for a period of 30 days beginning Wednesday, April 17, 2019 at the following locations:

- City of Hagerstown, Department of Community and Economic Development, 14 N. Potomac Street, Suite 200A, Hagerstown, MD 21740
- City of Hagerstown, City Clerk's Office, 2nd Floor of City Hall, 1 E. Franklin Street, Hagerstown, MD 21740
- Online at [www.hagerstown-md.org](http://www.hagerstown-md.org)
- Washington County Free Library, Hagerstown Branch, 100 S. Potomac Street, Hagerstown, MD 21740

These plans will be available for public inspection during normal business hours of operation. Written or verbal comments will be accepted until May 18, 2019 at which time these plans will be presented to City Council for approval. Written or oral comments may be directed to Mr. Jonathan Kerns, Community Development Manager, 14 N. Potomac Street, Suite 200A, Hagerstown, MD 21740 (301) 739-8577 ext. 134.

A public hearing will be held on Wednesday, May 1, 2019 at 5:30 p.m. in the Washington County Free Library, Hagerstown Branch, Community Room, 100 S. Potomac Street, Hagerstown, MD 21740. The purpose of the public hearing is to present the FY 2020 Annual Action Plan for the use of Community Development Block Grant (CDBG) funds. The Washington County Free Library is accessible to persons with physical disabilities. If special arrangements need to be made to accommodate residents in order for them to participate in the public hearing, please call Mr. Jonathan Kerns, Community Development Manager, at (301) 739-8577 ext. 134, to make those arrangements. The City intends to submit these documents to HUD on or before July 1, 2019.

The Proposed FY 2020 Annual Action Plan was prepared after conducting a public hearing on housing and community development needs and meetings with the City's staff and officials. The City estimates it will receive a grant in the amount of \$700,000 in FY 2020 CDBG funds and anticipates receiving \$23,727 in Program Income. The City also anticipates using \$314,000 in previous years' funds during this program year. Please note that due to ongoing federal budget processes, the final allocations could be higher or lower than the amounts used in the draft plan. The draft plan includes a contingency plan for adjusting activity funding levels if the final allocation differs from the estimated amount of \$700,000. Once HUD notifies the City of Hagerstown of its final allocation for FY2020, an update will be posted on the City of Hagerstown's website.

Mayor of the  
City of Hagerstown  
Hon. Robert E. Bruchey, II

Enlarged

**NOTICE OF DISPLAY  
OF PLANS AND PUBLIC  
HEARING FOR  
CONSIDERATION  
OF DEVELOPMENT  
PROJECTS AT  
ANNUAL PLAN - CITY OF  
HAGERSTOWN, MD**

Notice is hereby given that the City of Hagerstown, MD has prepared an Annual Development Plan for 2018. The City Council will consider the plan at a public hearing on July 11, 2018 at 7:00 PM in the City Council Chamber, 200 North Washington Street, Hagerstown, MD 21750.

- City of Hagerstown, Department of Community and Economic Development, 200 North Washington Street, Suite 2000, Hagerstown, MD 21750
- City of Hagerstown, City Clerk's Office, 200 North Washington Street, Suite 2000, Hagerstown, MD 21750
- Office of Development Administration
- Washington County Free Library, Hagerstown Branch, 200 North Washington Street, Hagerstown, MD 21750

Exemptions will be available for public hearing for a limited number of years of residential projects. Projects that are not exempt will be presented to City Council for approval. Projects that are not exempt may be directed to the American Planning Community Development Manager, 200 North Washington Street, Hagerstown, MD 21750 (202) 766-0777 ext. 204.

A public hearing will be held on Wednesday, July 11, 2018 at 7:00 PM in the Washington County Free Library, Hagerstown Branch, Community Room, 200 North Washington Street, Hagerstown, MD 21750. The purpose of the public hearing is to present the 2018 Annual Development Plan to the City of Hagerstown Development Board. The Washington County Free Library is available to support the public hearing. If you need a sign-in sheet or a sign-in sheet to be prepared to be made to accommodate visitors, it will be your responsibility to provide the sign-in sheet. The City of Hagerstown, Department of Community and Economic Development, 200 North Washington Street, Hagerstown, MD 21750, is available to assist you. Please contact the City Clerk's Office before July 5, 2018.

The Planning FY 2018 Annual Development Plan was prepared after conducting a public hearing on funding and community development projects. The City Council will receive a report on the results of the public hearing on July 11, 2018 at 7:00 PM in the City Council Chamber, 200 North Washington Street, Hagerstown, MD 21750. The City Council will also receive a report on the results of the public hearing on July 11, 2018 at 7:00 PM in the City Council Chamber, 200 North Washington Street, Hagerstown, MD 21750. The City Council will also receive a report on the results of the public hearing on July 11, 2018 at 7:00 PM in the City Council Chamber, 200 North Washington Street, Hagerstown, MD 21750.

Mayor of the  
City of Hagerstown  
Hon. Robert C. Buckley, II

**Needs Hearing for FY 2019-2020 CDBG Action Plan**  
**May 1, 2019 – 5:30 p.m.**  
**Washington County Free Library, Hagerstown, MD**

Jonathan Kerns – Opening

- Expressed appreciation for attendance and the opportunity to better assess community needs.
- Provided brief outline of CDBG guidelines and timeline of events.
- Reviewed overall CDBG budget, FY 2020 grant amount, and the amount typically allocated towards Public Services.
  - The CDBG budget is included as part of the City's annual budget. This budget is scheduled to be introduced on Tuesday, May 14, 2019 and approved on Tuesday, May 21, 2019. A Public Hearing for the budget will be held on Tuesday, May 7, 2019.
  - The CDBG Action Plan will be approved on Tuesday, May 28, 2019 by Mayor and City Council.
- Advised applicants of goal to spend funds within fiscal year granted and encouraged those interested in applying to contact him to discuss specific project needs.
- Q&A Session
- Invited attendees to introduce themselves and provide comments on their organization.

Attendees:

- Melanie Davis – Senior Living Alternatives
  - Senior Living Alternatives is an assisted living home that provides aging-in place assisted living to low income elderly members of the community. In the past CDBG funding for this program has provided meals and snacks to low-to-moderate income elderly residents of Holly Place and North Holly Place.
  - Ms. Davis thanked the City staff for their continued support of their programming. The facility currently is at full capacity with 15 residents and there are 30 additional individuals on a waitlist. Without the funding the facility wouldn't be able to maintain their current capacity.
- Nicole Houser – Community Free Clinic
  - The Community Free Clinic utilizes CDBG funding for laboratory testing for their chronic disease management program. This program is critical for their low-income clientele.
  - Ms. Houser thanked City staff for their support of this program and the continued funding to assist their at-risk clients.



**-Affidavit-**

P.O. Box 439, 100 Summit Avenue  
Hagerstown, MD 21740  
301-733-5131

It is hereby certified by the undersigned that the Herald-Mail is a daily newspaper of general circulation, printed in the English language and published in the City of Hagerstown in said County and State; and that the attached order, notice, publication or advertisement of

COMMUNITY & ECONOMIC DEVELOPMENT  
14 N POTOMAC ST STE 200A  
CITY OF HAGERSTOWN

was duly published as noted.

<p>Account #: 125131</p> <p>Contact: LAUREN METZ</p> <p>Telephone: (301) 739-8577</p> <p>Fax:</p>	<p><b>Run Dates:</b> Herald Mail: 04/25/19; HM Online: 04/25/19.</p>
<p>Ad ID: 663926</p> <p>Start: 04/25/19</p> <p>Stop: 04/25/19</p> <p>Total Cost: \$147.18</p> <p># of Lines: 79</p> <p>Total Depth: 9.861</p> <p># of Inserts:</p> <p>Ad Class: 7350</p> <p>Phone #</p> <p>Email: rstraley@herald-mail.com</p>	

*Rubin S. Straley*  
*HM Legals*

**NOTICE OF COMMENT  
PERIOD EXTENSION  
FOR COMMUNITY  
DEVELOPMENT BLOCK  
GRANT (CDBG)  
FY 2020 DRAFT  
ANNUAL ACTION PLAN  
CITY OF HAGERSTOWN, MD**

Notice is hereby given that the City of Hagerstown, MD has prepared an Annual Action Plan for FY 2020 for its Community Development Block Grant (CDBG) Program. In accordance with the regulations and requirements of the U.S. Department of Housing and Urban Development (HUD), these plans were on display beginning April 17, 2018. The plans will continue to be on public display for a period of 30 days, beginning April 26, 2018 at the following locations:

- \* City of Hagerstown, Department of Community and Economic Development, 14 N. Potomac Street, Suite 200A, Hagerstown, MD 21740
- \* City of Hagerstown, City Clerk's Office, 2nd Floor of City Hall, 1 E. Franklin Street, Hagerstown, MD 21740
- \* Online at [www.hagerstownmd.org](http://www.hagerstownmd.org)
- \* Washington County Library, Hagerstown Branch, 100 S. Potomac Street, Hagerstown, MD 21740

These plans will be available for public inspection during normal business hours of operation. Written or verbal comments will be accepted until May 27, 2018 at which time these plans will be presented to City Council for approval. Comments may be directed to Mr. Jonathan Kerns, Community Development Manager, 14 N. Potomac Street, Suite 200A, Hagerstown, MD 21740, (301) 793-8577 Ext. 134.

The City intends to submit these documents to HUD on or before July 1, 2018.

The Proposed FY 2020 Annual Action Plan was prepared after conducting a public hearing on housing and community development needs and meetings with the City's staff and officials. The City has been notified that it will receive a grant in the amount of \$771,221 in FY 2020 CDBG funds and anticipates receiving \$275,727 in Program Income. The City also anticipates using \$305,970 in previous years' funds during this program year. The Action Plan on display has been updated to reflect this grant amount.

Mayor of the City of Hagerstown,  
Hon. Robert E. Bruchey, II

Enlarged

**NOTICE OF COMMENT  
PERIOD EXTENSION  
FOR COMMUNITY  
DEVELOPMENT BLOCK  
GRANT (CDBG)  
FY 2020 DRAFT  
ANNUAL ACTION PLAN  
CITY OF HAGERSTOWN, MD**

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- City of Hagerstown, Department of Community and Economic Development, 14 N. Potomac Street, Suite 200A, Hagerstown, MD 21740
- City of Hagerstown, City Clerk's Office, 2nd Floor of City Hall, 1 E. Franklin Street, Hagerstown, MD 21740
- Online at [www.hagerstownmd.org](http://www.hagerstownmd.org)
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These plans will be available for public inspection during normal business hours of operation. Written or verbal comments will be accepted until May 27, 2019 at which time these plans will be presented to City Council for approval. Comments may be directed to Mr. Jonathan Kems, Community Development Manager, 14 N. Potomac Street, Suite 200A, Hagerstown, MD 21740, (301) 739-8577 Ext. 184.

The City intends to submit these documents to HUD on or before July 1, 2019.

The Proposed FY 2020 Annual Action Plan was prepared after conducting a public hearing on housing and community development needs and meetings with the City's staff and officials. The City has been notified that it will receive a grant in the amount of \$771,221 in FY 2020 CDBG funds and anticipates receiving \$275,727 in Program Income. The City also anticipates using \$205,070 in previous years' funds during this program year. The Action Plan on display has been updated to reflect this grant amount.

Mayor of the City of Hagerstown,  
Hon. Robert E. Gruchey, II

# CAPER Citizen Participation Documentation



## CITY OF HAGERSTOWN, MARYLAND CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FY 2019/2020

### CAPER Citizen Participation and Comments

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The City of Hagerstown held a public comment period for the FY 2019/2020 CAPER from Wednesday, September 9, 2020 to Thursday, September 24, 2020. This public comment period was advertised through the Herald Mail newspaper and on the Citizen Participation section of the City of Hagerstown's website. Each notice was published in early September.

No comments were received during the public comment period.



**-Affidavit-**

P.O. Box 439, 100 Summit Avenue  
Hagerstown, MD 21740  
301-733-5131

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COMMUNITY & ECONOMIC DEVELOPMENT  
14 N POTOMAC ST STE 200A  
CITY OF HAGERSTOWN

was duly published as noted.

<p><i>Account #:</i> 125131</p> <p><i>Contact:</i> LAUREN METZ</p> <p><i>Telephone:</i> (301) 739-8577</p> <p><i>Fax:</i></p>	<p><b>Run Dates:</b> Herald Mail: 09/03/20; HM Online: 09/03/20.</p>
<p><i>Ad ID:</i> 880824</p> <p><i>Start:</i> 09/03/20 <i>Stop:</i> 09/03/20</p> <p><i>Total Cost:</i> \$119.27 <i># of Lines:</i> 66 <i>Total Depth:</i> 8.236 <i># of Inserts:</i> <i>Ad Class:</i> 7350 <i>Phone #:</i> <i>Email:</i> tcleaner@herald-mail.com</p>	

*Terri Deanel  
HM Legals*

**NOTICE OF PUBLIC  
DISPLAY & COMMENT  
PERIOD**

City of Hagerstown  
Community Development  
Block Grant (CDBG) Program  
Consolidated Annual  
Performance & Evaluation  
Report FY18/20  
(CAPER)

In accordance with Title I of the National Affordable Housing Act, the City of Hagerstown has prepared its consolidated reporting submission governing its performance applicable to the Community Development Block Grant program and progress in meeting consolidated plan priority needs and objectives. Copies of the Draft FY 2020 CAPER will be available for inspection from September 9, 2020 through September 24, 2020 at the City Clerk's office located on the 2nd floor of City Hall, 1 E. Franklin Street, Hagerstown, MD 21740 and the Department of Community and Economic Development, 14 N. Patomac Street Suite 200A, Hagerstown, MD 21740, or online at [www.hagerstownmd.org](http://www.hagerstownmd.org).

The City intends to submit the FY 2020 CAPER to the U. S. Department of Housing & Urban Development on or around September 25, 2020. Interested persons are encouraged to review and comment on the Draft CAPER. Written comments should be sent to the Department of Community and Economic Development and must be received by September 24, 2020. Individuals who want to review the Draft CAPER in an accessible format or who require special accommodations should contact the Department of Community and Economic Development at (301)799-6577, Ext. 111 or TDD (301)797-6517. Questions concerning the CAPER may be addressed to the Department of Community and Economic Development at the above telephone numbers.

Jonathan Kerns,  
Community Development  
Manager  
Department of Community  
and Economic Development



Incentives for Businesses

Incentives for Homeowners

Community Development Block Grant Program

Sponsorships

Home » Government » Department » Community and Economic Development » Funding » (HUD) CDBG Plans & Reports

Community Development Block Grant (CDBG)

Review Plans & Reports

In order to develop sustainable programming, the Department of Community and Economic Development relies on citizen participation. We provide citizens with the opportunity to review our Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER). The department also periodically posts Public Hearing notices and information on public services requests for funding.

Citizens are encouraged to comment or provide feedback on any document created for the CDBG program during open public comment periods. Please note that comments are accepted at any point during the program year, but comments outside the specific comment period may not be incorporated into any documents until the following program year.

All comments can be directed to Mr. Jonathan Kerns, Community Development Manager, at [jkerns@hagerstownmd.org](mailto:jkerns@hagerstownmd.org) or (301) 798-8577 ext. 194.

Current/Historical CDBG Planning Documents

Below are the most recent notices and planning documents for the City of Hagerstown's Community Development Block Grant.

CDBG Notices

- [Consolidated Annual Performance and Evaluation Report: Notice of Public Display and Comment Period Documents Opens for Public Comment](#)
- [Fiscal Year 2019/2020 Consolidated Annual Performance and Evaluation Report \(CAPER\)](#)