



**CITY OF HAGERSTOWN, MARYLAND
CONSOLIDATED ANNUAL
PERFORMANCE
AND EVALUATION REPORT
FFY 2021/2022**

**Consolidated Annual Performance
Evaluation Report FFY2022/FY2023**

DRAFT

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.

In accordance with the Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990, each year the City of Hagerstown prepares and submits a Consolidated Annual Performance and Evaluation Report (hereafter referred to as CAPER) to the U.S. Department of Housing and Urban Development (hereafter referred to as HUD) detailing various accomplishment data and summaries for the most recently completed fiscal year of the City's Community Development Block Grant (hereafter referred to as CDBG). This report is completed and submitted within ninety (90) days of the end of the City's fiscal year.

The purpose of the CAPER is to determine if the City is meeting the regulatory requirements of the CDBG program as well as to analyze the City's accomplishments towards improving housing, human services, and non-housing community development needs (as identified in the City's Five-Year Consolidated Plan). These goals include providing decent housing, establishing, and maintaining suitable living environments for residents, and to expand economic opportunities for every American, particularly for low-to-moderate income persons.

This CAPER covers details of the operation of the City of Hagerstown's CDBG program for the period beginning July 1, 2022 and ending June 30, 2023 (Local Fiscal Year 2023 and Federal Fiscal Year 2022).

The budget for this period was \$1,266,173 which included a CDBG entitlement grant of \$783,642, anticipated program income of \$220,125, and planned carry-over from previous entitlements of \$262,406. Actual expenditures for this period totaled \$1,143,359.54. This total includes \$1,021,391.60 in project expenditures, and \$121,967.94 in administration and planning expenditures. The actual program income (proceeds from loan repayments and other miscellaneous sources) for this period was \$84,877.48.

This fiscal year was the third of the three-year certification period in which at least seventy percent (70%) of the amount expended on all non-administrative projects must benefit low-to-moderate income persons. During this period one hundred percent (100%) of applicable funding went to activities directly benefiting low-to-moderate income persons.

The City of Hagerstown's CDBG program saw significant progress towards meeting the above goals of the Five Year Consolidated Plan during FFY 2021/2022 and the City did not hinder any Consolidated Plan goals through either failure of implementation or willful inaction. Each activity that was undertaken met one or more of the following high priority goals identified in the plan: housing rehabilitation, homeownership, public facilities, public services, accessibility and visitability, code enforcement, and general administration/coordination. Aspects of the programming related to affordable housing objectives will be discussed in more 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 any strategies outlined in the FFY 2020-2024 Consolidated Plan. It is anticipated that all the goals and objectives that were 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
AMS-1 General Administration/Coordination	Non-Housing Community Development	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	9		0	9	
AMS-1 General Administration/Coordination	Non-Housing Community Development	CDBG: \$	Other	Other	3	3	100.00%	2	0	0.00%
CDS-1 Public Facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	47500	81935	172.49%	9900	0	0.00%
CDS-1 Public Facilities	Non-Housing Community Development	CDBG: \$	Other	Other	10	0	0.00%			

CDS-2 Public Services	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	35				
CDS-2 Public Services	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	227775	4848	2.13%	3525	658	18.67%
CDS-2 Public Services	Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	32		0	32	
CDS-2 Public Services	Non-Housing Community Development	CDBG: \$	Other	Other	15	0	0.00%			
CDS-3 De-concentration of Housing	Non-Housing Community Development	CDBG: \$	Rental units constructed	Household Housing Unit	0	0				
CDS-3 De-concentration of Housing	Non-Housing Community Development	CDBG: \$	Rental units rehabilitated	Household Housing Unit	0	0				
CDS-3 De-concentration of Housing	Non-Housing Community Development	CDBG: \$	Homeowner Housing Added	Household Housing Unit	0	0				
CDS-3 De-concentration of Housing	Non-Housing Community Development	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0				

CDS-3 De-concentration of Housing	Non-Housing Community Development	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	0	0				
CDS-4 Neighborhood Revitalization	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	45000	55070	122.38%	9000	0	0.00%
CDS-4 Neighborhood Revitalization	Non-Housing Community Development	CDBG: \$	Other	Other	5	0	0.00%			
CDS-5 Accessibility and Visitability	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
CDS-6 Public Safety	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
CDS-7 Code Enforcement	Non-Housing Community Development	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	20000	676	3.38%	400	0	0.00%
EDS-1 Employment	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	0	0		75	0	0.00%
EDS-1 Employment	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	0	0				

EDS-2 Downtown Revitalization	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	0	0				
EDS-2 Downtown Revitalization	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	0	0				
EDS-3 Redevelopment	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	0	0				
EDS-3 Redevelopment	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	0	0				
EDS-3 Redevelopment	Non-Housing Community Development	CDBG: \$	Other	Other	0	0				
EDS-4 Financial Support	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	0	0				
EDS-4 Financial Support	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	0	0				
HMS-1 Continuum of Care	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	0	0				
HMS-1 Continuum of Care	Homeless	CDBG: \$	Other	Other	0	0				
HMS-2 Housing	Homeless	CDBG: \$	Homelessness Prevention	Persons Assisted	0	0				

HS-1 Housing Rehabilitation	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	25	0	0.00%			
HS-1 Housing Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	75	33	44.00%	23	14	60.87%
HS-2 Homeownership	Affordable Housing	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	3		0	3	
HS-2 Homeownership	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	35	0	0.00%			
HS-2 Homeownership	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	0	12		7	3	42.86%
HS-3 Fair Housing	Affordable Housing	CDBG: \$	Other	Other	5	0	0.00%			
HS-4 Anti-Poverty	Affordable Housing	CDBG: \$	Other	Other	0	0				
SNS-1 Housing	Non-Homeless Special Needs	CDBG: \$	Other	Other	0	0				
SNS-2 Social Services	Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				

SNS-2 Social Services	Non-Homeless Special Needs	CDBG: \$	Other	Other	0	0				
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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 addresses the priorities and objectives outlined in both the Five Year Consolidated Plan and the Annual Action Plan for FFY 2022. Funding decisions were consistently made with deference to the identified high priority activities of housing rehabilitation, homeownership, public facilities, public services, accessibility and visitability, code enforcement, and general administration/coordination. The following briefly outlines how funds were used for each of these high priority activities during FFY 2021/2022:

- Funding in the amount of \$121,967.94 was spent on AMS-1 General Administration/Coordination. These funds supported the administration and management of the CDBG program.
- Funding in the amount of \$210,012.26 was spent on CDS-1 Public Facilities. These funds supported improvements to two parks (City Park and Wheaton Park), and construction of a new skate park in historic low-and-moderate income neighborhoods.
- Funding in the amount of \$130,319.18 was spent on CDS-2 Public Services. These funds supported Children in Need, the Community Free Clinic, Girls Inc. Supper Program, Horizon Goodwill, REACH Homeless Shelter, and Senior Living Alternatives.
- Funding in the amount of \$0.00 was spent on CDS-2 Public Services related to the COVID-19 pandemic. These funds supported the Commission on Aging and Horizon Goodwill, .
- Funding in the amount of \$184,174.20 was spent on CDS-4 Neighborhood Revitalization. These funds supported the construction of handicap ramps in low-and-moderate income neighborhoods within the City and the City Park.
- Funding in the amount of \$22,459.15 was spent on CDS-7 Code Enforcement. These funds supported a full-time code inspector in low-and-moderate income neighborhoods.
- Funding in the amount of \$342,010.50 was spent on HS-1 Housing Rehabilitation. 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, 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 \$17,500.00 was spent on HS-2 Homeownership. These funds supported down payment 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)

	CDBG
White	394
Black or African American	176
Asian	8
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	2
Total	580
Hispanic	14
Not Hispanic	566

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 is based on local priority and need as identified through various program application processes.

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	1,266,173	1,143,360

Table 3 - Resources Made Available

Narrative

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 specific target areas for investment. Instead, the distribution and location of resources are based on local priority and need (frequently determined by whoever applies to various programs offered through the program).

However, the majority of activities carried out in FFY 2021/2022 were located in census tracts with both minority populations at or above fifteen percent (15%) and total households identifying as low-to-moderate income at or above fifty-one percent (51%). 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 three projects on publicly owned land located at Funkhouser Park, Wheaton Park, and the Hagerstown Skate Park. All of these projects enhanced the existing locations and provided various accessibility upgrades.

Each year the CDBG program awards funding to various non-profits in the community to provide specific public service activities. These organizations are considered to be subrecipients of the CDBG program. Subrecipients are not required to provide any matching funding to receive support through the CDBG program, however, in addition to the funding provided from the CDBG program several subrecipients leverage various public and private resources to provide extra resources for their agencies. During FFY 2022 program subrecipients leveraged \$668,350 in non-CDBG funding as follows:

- Community Free Clinic: \$332,500
- Girls Inc of Washington County: \$40,000
- Horizon Goodwill: \$561,000
- REACH Shelter: \$90,000
- Senior Living Alternatives: \$0
- Habitat for Humanity of Washington County: \$15,000
- Washington Co Commission on Aging: \$0
- Hagerstown Neighborhood Development Partnership: \$0

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	30	20
Number of Special-Needs households to be provided affordable housing units	0	0
Total	30	20

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	23	20
Number of households supported through Acquisition of Existing Units	7	0
Total	30	20

Table 6 – Number of Households Supported

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

Overall the City of Hagerstown's affordable housing related programs fell short of the anticipated goals for FFY 2021-2022. While the actual number of households assisted was slightly lower than target, all projects still assisted low-to-moderate income homeowners by providing eligible housing activities like home repair programs or through direct financial assistance in the form of funding for closing costs and downpayment assistance. The department has noted a recent increase in inquiries and applications for

these services as upticks in interest rates and housing shortages foster the need to remain in current residences.

Some delays in home repair programs were encountered during the program year due to staff turnover and the remaining effects from the COVID-19 pandemic. However, the City and subrecipient agencies were mostly able to overcome these problems to provide various services.

Discuss how these outcomes will impact future annual action plans.

In the current Annual Action Plan, additional funding has been disbursed to various subrecipients to undertake additional 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.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	4	0
Low-income	8	0
Moderate-income	8	0
Total	20	0

Table 7 – Number of Households Served

Narrative Information

The City of Hagerstown continues to work with low-to-moderate income households to assure access to affordable housing is fostered and maintained and that low-to-moderate income homeowners have access to funding for rehabilitation of properties. In order to achieve this goal, the City offers several programs targeted specifically at low-to-moderate income homeowners:

- An emergency repair grant program and a residential rehabilitation loan program (which has low interest rates and more flexibility than traditional avenues of financing) were developed to address the costs the rehabilitation for low-to-moderate income homeowners.
- A single-family homeownership program was created to rehabilitate formerly at-risk or blighted housing and make them available for purchase for low-to-moderate income households. To date, all units sold under this program have been sold to low-to-moderate income persons.

- City of Hagerstown staff also assists in the processing of applications for interested homeowners in the Maryland Housing Rehabilitation Program (MHRP). MHRP loans can be used for alterations to provide handicap accessibility in residential homes.

There are also several non-profit providers in the region that offer rehabilitative assistance to homeowners. The City of Hagerstown specifically provides CDBG funding to two agencies for such activities: Habitat for Humanity of Washington County and The Commission on Aging of Washington County. Both organizations provide low-to-moderate income homeowners with needed repairs to improve the accessibility and sustainability of various homes. The Commission on Aging specifically targets disabled and elderly homeowners in the area, while the Habitat for Humanity primarily works with low-to-moderate clientele. 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 FFY22 CDBG funds for the provision of homeless prevention services. Funding expended for homeless programs through the McKinney-Vento Homeless Assistance Act totaled \$519,030 for the following projects: MD-514-CoC Washington County 25 Units - \$294,498 (Mental Health Authority); MD-514-PSH for Individuals \$186,149 (Potomac Case Management Services); MD-512-PSH for Families - \$38,383; and MD-512-HMIS - \$0.

The Washington County Homeless Coalition, which acts as the governing body of the local Continuum of Care and is a member of the Balance of State MD 514 (consisting of a total of 9 counties), 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. 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, Horizon Goodwill Industries, Hope Mission 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.

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.

When risk factors are identified CoC members have implemented several strategies to intensify case management and other support services. Through the coordinate assessment process, the CoC utilizes 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. This can best be seen in Horizon Goodwill's legal expungement program which works to have qualified criminal records expunged to assist residents seeking housing and employment opportunities.

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. The Point in Time count for Washington County in 2023 was 191. The most recent data available from the BoS saw the average length of stay move from 140 days to 106 days, a 34 day or 24% decrease for clients accessing emergency 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, BoS CoC members are able to identify the rate of return to homelessness (within 6 to 12 months) for program participants who exited emergency shelter (ES), transitional housing (TH), and permanent supportive housing (PSH) to permanent housing. In FY2022 the rate of return was 4%. The national median was 12% and the MD State median was 10%.

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.

Beginning in FFY 2018/2019 the City has 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 Federal Fiscal Year 2021/2022, the Hagerstown Housing Authority (HHA) received \$2,865,073.00 under HUD's FFY 2022 Capital Fund Program (CFP).

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 FFY 2021/2022 and include:

- Elevator upgrades at Potomac Towers as needed.
- New LED light bulbs replaced as needed.
- Miscellaneous upgrades per PNA and Energy Audit at sites, dwelling units, and non-dwelling units.
- Boiler, water heaters, chiller upgrades are completed as needed.
- Gas line connections as needed at Frederick Manor and Noland Village.
- Window upgraded at Gateway Crossing continues as needed.
- Security Cameras – various sites as needed.
- New furnaces in various sites – completed as needed.
- Walnut Towers – Deck / Rails.
- Potomac Towers – Sliding Glass Doors.
- Potomac Towers – Heat Riser.
- Potomac Towers – Door Locks.
- Potomac Towers – Ventilation System.
- CW Brooks – New Floor.
- CW Brooks – New Furniture
- Scattered Sites – Kitchen Cabinetry

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 down payment 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 reeducation 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:
CAPER 22

OMB Control No: 2506-0117 (exp. 09/30/2021)

- 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:

- Programs for the recruitment and retention of businesses were 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 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.

During FFY 2019/2020 the City updated the former Public Service Review Committee into the CDBG Citizen Advisory Committee. The new committee arrangement is comprised of five residents and two staff members. The goal of the committee is to introduce additional means of engagement into the CDBG program from those that are directly affected by the funding as well as to improve the program's

overall transparency.

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.

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 2020:

- Impediment: Fair Housing Education and Outreach - the City continues to promote fair access to housing for low-to-moderate income residents, minorities, and persons with disabilities.
- Impediment: Need for Decent, Safe, and Affordable Housing Options - the City continues to use CDBG funding 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 continue to support down payment assistance programs which provide financial support to low-to-moderate income homebuyers as well as programs by local non-profits that rehabilitate low-to-moderate income owner-occupied housing units.
- Impediment: Need for Senior Housing and Accessibility Improvements for the Elderly and Persons with Disabilities - the City continues to use CDBG funds to support programs that assist elderly homeowners in making accessibility improvements to their properties to allow these residents to age in place.

- Impediment: Economic Issues Affecting Housing Choice - the City actively engages in cross-sector partnerships and program delivery to enhance the City's tax base. The City also supports programming that enhances entrepreneurship and small business development through loans and training. Staff continue 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 submitted prior to payment. Through the use of these forms and other documentation, the City was able to determine that each subrecipient met programmatic requirements.

In relation to CBDG-CV, this program is monitored in the same way as the subrecipients described above.

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 FFY 2021/2022 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 FFY 2021/2022 there were no activities that required notification or implementation of relocation or displacement requirements.

Jobs

During FFY 2021/2022 no CDBG funds were allocated to any project where jobs were made available to but not taken by low-and-moderate income.

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

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

In accordance with the public notification requirements of the City's Citizen Participation Plan, notice of the availability of the draft CAPER was published in the local newspaper on September 12, 2023. The draft CAPER was made accessible and available for review and public comment on the City's website at <https://www.hagerstownmd.org/1175/CDBG-Plans-Reports>, and upon request from the Department of Community and Economic Development at 301-739-8577. The 15-day public comment period began on September 12, 2023 and ended on September 27, 2023.

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.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours	0				
Total Section 3 Worker Hours	0				
Total Targeted Section 3 Worker Hours	0				

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative