



The City of
Clustered Spires

Community Development Block Grant

2016

Annual Action Plan

July 1, 2016 – June 30, 2017

Department of Planning

Division of Community Development

Joseph A. Adkins, AICP

Deputy Director



For Public Review and Comment March 4, 2016 to April 5, 2016
City Hall _____ Municipal Office Annex _____

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

RESOLUTION No. 16-

**A RESOLUTION FOR THE PURPOSE OF APPROVING THE COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) ANNUAL ACTION PLAN FOR PROGRAM YEAR 2016**

WHEREAS, the City of Frederick (City), Maryland receives an annual Community Development Block Grant (CDBG) award directly from the US Department of Housing and Urban Development (HUD); and

WHEREAS, on May 7, 2015 the Mayor and the Board of Aldermen adopted the City of Frederick's Consolidated Plan 2015-2019 which assessed community needs and developed a Five-Year Strategic Plan in order to address those needs; and

WHEREAS, as an entitlement community, the City must prepare and submit an Annual Action Plan detailing the activities to be undertaken to address the goals and objectives outlined in the Consolidated Plan; and

WHEREAS, the objectives outlined in the Five Year Strategic Plan will be implemented annually using all available resources including CDBG and municipal funds; and

WHEREAS, for Federal Fiscal Year 2016 the City will receive a CDBG award to carry out activities that meet one of three National Objectives, as described by HUD; and

WHEREAS, the City has adhered to the public participation requirements set forth in the Citizen Participation Plan in the development of the 2016 Annual Action Plan.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Board of Aldermen of the City of Frederick, Maryland do hereby approve and adopt the 2016 Annual Action Plan;

BE IT FURTHER RESOLVED that the Deputy Director for Planning is authorized to submit this plan to the US Department of Housing and Urban Development for their review and approval.

APPROVED and ADOPTED this _____ day of April , 2016.

Witness:

Randy McClement, Mayor

Reviewed and Approved for Legal Sufficiency:

Legal Department

Executive Summary

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

1. Introduction

The City of Frederick, Maryland is an entitlement community under the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant Program (CDBG). The City of Frederick has prepared its 2016 Annual Action Plan. This is second year of the plan which outlines the projects and activities designed to meet priority needs identified in the City's Consolidated Plan and tie into HUD's overarching objectives which are to provide decent housing, to provide suitable living environments and to provide economic opportunities, particularly for low to moderate income persons.

The City of Frederick has been awarded CDBG funds totaling \$366,697 for Grant Year 2016 (July 1, 2016 to June 30, 2017), with anticipated program income \$25,000 from loan repayments and property sales. There are no proceeds from Section 108 loan guarantees. The City's estimated percentage of CDBG funds that will be expended for low to moderate income persons is 100%; certification are for the years 2015, 2016 and 2017.

Activities to address a wide range of housing issues includes providing loans to first-time homebuyers for down payment and closing cost assistance and rehabilitation for residential properties will be undertaken. To better serve the greater number of beneficiaries, the City has elected to use the 2016 "uncapped" income limits. These limits are provided and approved by HUD for a limited number of grantees in the nation, of which the City of Frederick is eligible. The uncapped limits will be restricted to the homeownership activities – Sold on Frederick and Operation Rehab. Additionally, as permitted by HUD, a restricted portion of the grant funds will be expended for administrative (including fair housing) and planning costs as well as public services.

2. Summarize the objectives and outcomes identified in the Plan

Activity	Goal/Objective	Outcome	2016 Award
CDBG Planning & Admin	AM-1 Program Administration and Management	Administer CDBG Plan & Fair Housing	\$78,340
Homeownership Plan Delivery	HS-3 Program administration for loan program.	Housing Strategy	\$25,602
Sold on Frederick	HS-2 Affordable Housing Strategy	Provide assistance to (13)homeowners	\$130,000
Op Rehab	HS-1 Affordable Housing Strategy	Provide assistance to three (3) homeowners	\$30,000
HACE/CO Detectors	CD-3 Community Development Strategy	Provide carbon monoxide detectors for 201 units an five (5) LED lights	\$33,000
Way Station Rehab	SN-3 Special Needs Strategy	Rehab two (2) properties with windows and siding	\$36,000
FCAA	CD-3 Community Development Strategy	Case management	\$28,250
Religious Coalition	CD-3 Community Developments Strategy	Supportive Services	\$30,000
		Total	\$391,697

3. Evaluation of past performance

The City of Frederick strives to equitably allocate Community Development Block Grant (CDBG) funds to income eligible areas and persons throughout the City. The City has funded activities to meet its FY 2016 Annual Action Plan goals and objectives. Frederick's CDBG Program regularly meets the performance standards established by HUD. Each year the City prepares its Consolidated Annual Performance Report (CAPER) which summarizes the objectives it has addressed in achieving the goals and objectives of the City of Frederick.

Timeliness - The City takes great pride and works diligently in the administration of the program and with sub-recipients to maintain timely status in the disbursement of grant funds and met its test in 2015.

Timely funds disbursement - The City has a well-established financial management policy which governs the timely payment of expenditures and receipt of income/credits. Each month, DPCD staff receives a

detailed account activity report from the City's finance department from which the drawdown requests are made in IDIS. The account activity reports detail the expenditures for each activity in the previous month. From these reports, drawn down requests are entered into IDIS and approved by the 20th of each month.

4. Summary of Citizen Participation Process and consultation process

The City of Frederick, in compliance with the City's Citizen Participation Plan, advertised and held three (3) public meetings on the needs of the City of Frederick that provided residents with the opportunity to discuss the City's CDBG Program and to offer their suggestions on future CDBG program priorities.

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

Developing the Recommended Plan - The City uses an Ad Hoc Committee of advisors to assist in the review and recommendation of proposals for the grant year. As previously mentioned, in addition to social media, public notices are placed in the Frederick News Post on November 2, 2015 advertising to the public and potential applicants of the funding process, application guidelines and deadline to apply.

A "Draft Plan" was placed on display on the City's website at www.cityoffrederick.com under the Community Development Department section, and copies of the plan were available for review at the City Hall 101 N. Court Street, Frederick, MD 21701 and at the Municipal Office Annex 140 W. Patrick Street, Frederick, MD 21701, from March 4, 2016 until April 5, 2016 for review and comment.

5. Summary of public comments

The City did not receive any public comments on the proposed 2016 Annual Action Plan.

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

No comments were received.

7. Summary

No comments were received.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	FREDERICK	Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The administering lead agency and program administrator is the City of Frederick's Department of Community Development for the Community Development Block Grant (CDBG) program. Annually, through a competitive application process, the City awards CDBG grant funds to other public agencies and non-profit agencies to administer and undertake CDBG eligible activities.

Annual Action Plan Public Contact Information

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

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

1. Introduction

Each year, as a part of the CDBG application process, local agencies/organizations are invited to submit proposals for CDBG grant eligible activities and to participate in the consultation process through attending a public meeting.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City funds the housing program for Sold on Frederick for first time homebuyers, this program works in conjunction with Frederick County Housing and the Maryland Mortgage Program to leverage the initial upfront costs of homeownership. The City of Frederick works with Frederick Community Action Agency and The Religious Coalition in reducing homelessness. HOPWA funds for persons with AIDS are returned to the State for reallocation. The City has funded the Mental Health Association established in 1965 in the past few years with architectural design fees for phase I and phase II of their new building to greater serve the growing need for services. Service organizations that serve the developmentally disabled are The Arc of Frederick County (The Arc) and Community Living have been a goal and priority the Consolidated Plan and has received substantial funding in the past five years.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

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

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

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

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

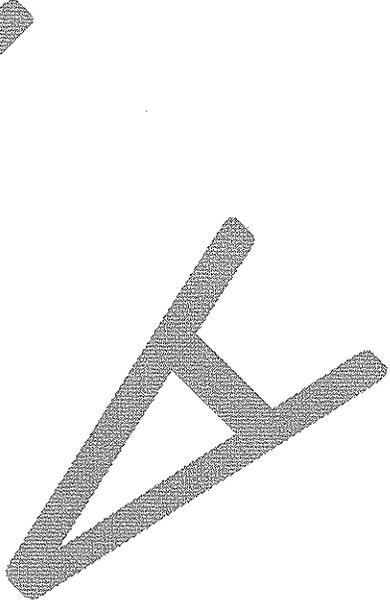
Table 2 – Agencies, groups, organizations who participated

1	<p>Agency/Group/Organization</p>	<p>Frederick Community Action Agency</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-homeless</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>FCAA provides annual information collected and entered into the HMIS system.</p>

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	FCAA	FCAA is the primary provider of housing & supportive services for the City's homeless and at risk population. The goals are complementary.

Table 3 – Other local / regional / federal planning efforts



AP-12 Participation – 91.105, 91.200(c)

- Summary of citizen participation process/Efforts made to broaden citizen participation**
Summarize citizen participation process and how it impacted goal-setting

The City of Frederick, in compliance with the City’s Citizen Participation Plan, advertised and held three (3) public meetings on the needs of the City of Frederick that provided residents with the opportunity to discuss the City’s CDBG Program and to offer their suggestions on future CDBG program priorities. The public hearings were advertised on the City’s website and in the local newspaper, the Frederick News Post. A “Draft Plan” was placed on display on the City’s website at www.cityoffrederick.com and copies of the plan were available at City Hall, 101 N. Court Street Frederick, MD 21701 and The Municipal Office Annex, 140 W. Patrick Street Frederick, MD 21701, from March 4, 2016 until April 5, 2016 for review and comment.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting- Feb. 3, 2016	Non-targeted/broad community	Proposal Presented			
2	Public Meeting- April 6, 2016	Non-targeted/broad community	Mayor & Board Workshop			
3	Public Meeting- April 21, 2016	Non-targeted/broad community	Mayor & Board Public Meeting			

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The City of Frederick annually receives an award from HUD as an entitlement community and anticipates program income of about \$25,000. These funds come from loan paybacks.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description	
			Annual Allocation \$	Program Income \$	Prior Year Resources \$			
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	366,697	25,000	0	391,697	925,000	
			Total:			\$		

Table 5 - Expected Resources – Priority Table

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

Other resources available to help Frederick address its housing and community development needs includes funds from Maryland Department of Housing and Community Development (DHCD), such as low interest mortgage loans (HOME funds), housing, rehabilitation money (Maryland Housing Rehabilitation Program -MHRP funds, Special Targeted Area Rehabilitation STAR). Program funds, lead paints reduction funds Lead

Hazard Paint Reduction Grant Program, first-time buyer settlement expenses and neighborhood revitalization program- Community Legacy and Neighborhood Partnership.

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

Not applicable.

DRAFT

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Table 6 – Goals Summary

Goal Descriptions

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

The City of Frederick's down payment and closing assistance program serving extremely low-income, low-income, and moderate-income persons anticipates providing thirteen (13) loans to assist in affordable housing.

The City will use the 2016 "uncapped" income limits as approved by HUD for a limited group of grantees.

AP-35 Projects – 91.220(d)

Introduction

The City of Frederick annually solicits the community for eligible projects that best serves the needs identified in the Consolidated Plan. This process of selecting annual projects includes public notice advertising the acceptance of applications, seminar on the use and responsibilities of CDBG funds, required pre submission meeting of proposal on meeting national objective and eligibility and public meeting. The public meeting is open to the public and the applicants present their projects or activities to the ad hoc committee for funding recommendation. Projects and activities recommended are then put into the draft action plan for public review and then are part of the City's workshop and public meeting process for Mayor and Board of Aldermen approval. The Plan is then given to the HUD Field Office for final review and approval.

#	Project Name
1	Way Station, Inc. Group Home Rehab
2	Housing Authority
3	FCAA
4	Religious Coalition
5	Program Administration
6	Homeownership Program Delivery
7	Sold on Frederick
8	Op Rehab

Table 8 – Project Information

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

The City of Frederick has allocated FY2016 CDBG funds to provide assistance with activities to meet the needs of the underserved residents. These activities meets HUD's criteria for benefitting low to moderate income households located in identified census tracts and/or block groups that are defined as low and moderate income areas of the City.

Projects

AP-38 Projects Summary Project Summary Information

Table 9 – Project Summary

1	Project Name	Way Station, Inc. Group Home Rehab
	Target Area	City of Frederick
	Goals Supported	SN-3
	Needs Addressed	Non-Homeless Special Needs /Low/Moderate Income Housing
	Funding	\$39,000
	Description	Funds will be used for the replacement windows and siding.
	Target Date	May 30, 2017
	Estimate the number and type of families that will benefit from the proposed activities	The estimated number of persons is approximately eight (8) at a given time and approximately sixty (60) persons annually. Those served are very low to low income with special needs.
	Location Description	1625 Shookstown Road and 199 Greenway Drive, Frederick, Maryland.
	Planned Activities	Replacement of windows and siding on two residential properties serving special needs persons.
2	Project Name	Housing Authority of The City of Frederick
	Target Area	Public Housing at Lucas Village, Lincoln and Carver Apartments.
	Goals Supported	CD-3 Community Development Strategy

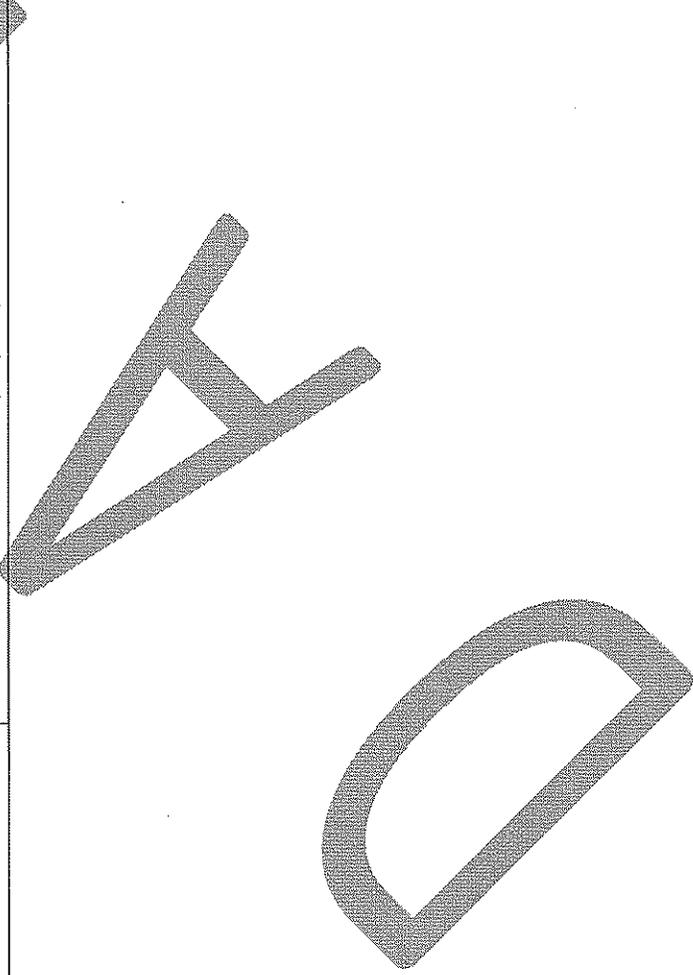
Needs Addressed	Community Development Strategy
Funding	CDBG: \$33,000
Description	Funds will be used for the installation of carbon monoxide/smoke detectors in all units at Carver & Lincoln apartments and Lucas Village. Five (5) light poles will be replaced with LED lights at Madison Street.
Target Date	5/30/2017
Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 589 very low and low income persons living in public housing will benefit from this project.
Location Description	This project will be undertaken: <ul style="list-style-type: none"> • Carver Apartments – 201 Madison Street • Lincoln Apartments – 200 Phebus Avenue • Lucas Village - 155 Pennsylvania Avenue
Planned Activities	The activity to be undertaken will be to install hardwired carbon monoxide/smoke detectors in every unit located in the three public housing facilities and install high efficiency LED lights on the street light poles.
3 Project Name	FCAA
Target Area	100 S. Market Street
Goals Supported	HO-1
Needs Addressed	Homeless Strategy
Funding	CDBG: \$28,500
Description	Provide case management services to homeless persons, families and severely disabled persons at the transitional shelter apartments and Housing First program.
Target Date	5/30/2017

<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>It is estimated that 125 very low income persons who are homeless will benefit from this activity.</p>
<p>Location Description</p>	<p>This activity will be undertaken at 200 S. Market Street, Frederick, Maryland 21701.</p>
<p>Planned Activities</p>	<p>Provide supportive services including case management, transportation, job readiness, financial literacy, primary health care, respite care services, and referrals for substance abuse and mental health treatment.</p>
<p>Project Name</p>	<p>Religious Coalition</p>
<p>Target Area</p>	<p>27 De Grange Street Frederick, MD 21701</p>
<p>Goals Supported</p>	<p>HO-1</p>
<p>Needs Addressed</p>	<p>Homeless Strategy</p>
<p>Funding</p>	<p>CDBG: \$30,000</p>
<p>Description</p>	<p>Provide supportive services to homeless single men and women and families including case management, eviction prevention and affordable housing.</p>
<p>Target Date</p>	<p>5/30/2017</p>
<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>It is estimated that approximately 585 very low and low income homeless or soon to be homeless persons will benefit from this activity.</p>
<p>Location Description</p>	<p>This activity will be provided at the Alan P. Linton Emergency Shelter, the Family Emergency Shelter and the Homeless Prevention Program located at 27 De Grange Street, Frederick, MD 21701.</p>
<p>Planned Activities</p>	<p>The planned activities include eviction prevention counseling, case management supportive services, assist in obtaining affordable housing, financial literacy and referrals for medical and financial needs.</p>

5	Project Name Target Area Goals Supported Needs Addressed Funding Description Target Date Estimate the number and type of families that will benefit from the proposed activities	Program Administration Citywide Low- Moderate Income AM-1 Administration, Planning & Management Strategy CDBG: \$78,340 This is activity is for the planning and administration of administering the CDBG program including fair housing. 6/30/2017 This activity will benefit the entire City of Frederick.
6	Location Description Planned Activities Project Name Target Area Goals Supported Needs Addressed Funding Description Target Date Estimate the number and type of families that will benefit from the proposed activities	City wide. To provide administration and oversight of the City of Frederick's CDBG program. Homeownership Program Delivery Citywide HS-3 Housing Strategy CDBG: \$25,062 To provide program management and oversight of the City's CDBG program. 5/30/2017 This activity will benefit the entire City of Frederick and the information will be shown for these activities in 2016-03 and 2016-04.

	Location Description	City wide.
	Planned Activities	To provide administration and oversight of the City of Frederick's Homeownership and Rehab programs.
7	Project Name	Sold on Frederick
	Target Area	City wide.
	Goals Supported	HS-3
	Needs Addressed	Housing Strategy
	Funding	CDBG: \$130,000
	Description	This program provides down payment and closing cost to low to moderate first time homebuyers in the City of Frederick.
	Target Date	5/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated to provide assistance to thirteen(13) low to moderate families to purchase an owner occupied single family home.
	Location Description	City wide.
	Planned Activities	Community Development will provide loans to families who are income eligible to provide closing cost/down payment assistance for homebuyers.
8	Project Name	Op Rehab
	Target Area	City wide.
	Goals Supported	HS-1
	Needs Addressed	Housing Strategy
	Funding	CDBG: \$30,000

	Description	The City will assist low to moderate income owner occupied homes with loans to rehabilitate their property.
	Target Date	5/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	This activity will have a city wide benefit.
	Location Description	To be determined -city wide.
	Planned Activities	Funds will be used to assist three (3) low to moderate income owner occupied homes with loans to rehabilitate their property.



AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Frederick will provide CDBG funds to activities principally benefitting low to moderate income persons throughout the City. Funding is not directed to any geographic targeted area but based on high priority needs consistent with the 2015-2019 Consolidated Plan. Activities are not designated by area benefit but are successful based on community needs.

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

Geographic Distribution

Target Area	Percentage of Funds
City of Frederick	100

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Funding of activities is based upon eligibility of the activity, meeting a national objective and demonstrates evidence of need in the community. Goals identified in 2015-2019 Consolidated Plan designated with as high priority with number of beneficiaries served including the organization's ability to carry out the activity/project in a timely manner with stated outcomes.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Frederick will utilize its CDBG funds to rehabilitate existing affordable housing units and to provide down payment/closing cost assistance to facilitate affordable housing.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	5
Special-Needs	0
Total	5

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	5
Acquisition of Existing Units	0
Total	5

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion:

In this year's action plan, the City Operation Rehab program has allocated funds to assist three (3) properties for residential rehabilitation and will assist two (2) Way Station group homes for rehabilitation.

AP-60 Public Housing – 91.220(h)

Introduction

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

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

The City of Frederick has awarded \$33,000 in funds to the Housing Authority for public housing scattered sites energy efficiency rehabilitation.

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

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

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

The HACF is not designated as troubled by HUD and is performing satisfactorily in accordance with HUD guidelines and standards.

Discussion

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

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

Introduction

The City of Frederick is committed to assist the agencies that provide services for the homeless and special needs persons.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Frederick's one year goal and actions is award increased the award of public service funds for case management serving homeless persons and families at the Religious Coalition and Frederick Community Action Agency (FCAA) in the ongoing effort to reduce and ending homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

Frederick Community Action Agency is hopes to expanding its permanent supportive housing programs to open up beds at the emergency shelter and transitional shelter locations.

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

Frederick County Coalition for the Homeless Continuum of Care provides supportive services to homeless persons to enable them to make the transition from homelessness to offer forms of permanent housing. They have found the first year after homelessness is the most important time period for supportive services to be made available to achieve the highest possible levels of success.

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

The Maryland Department of Health & Mental Hygiene (DHMH) provides referral services and case management to persons being discharged from such institutions to ensure that those persons receive supportive services they need. FCAA also provides referral services and information on affordable

housing options in the City in an effort to avoid becoming homeless.

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total – see discussion below.

Discussion:

The City of Frederick's HOPWA award is given to the State of Maryland's Department of Mental Health and Hygiene who accepts administration of this program.

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

Introduction

A variety of barriers exist which make increasing the affordable housing stock in the City of Frederick difficult, factors such as low wages not keeping pace with the overall cost of living, federal programs not matching the need, and high rents.

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

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

Discussion

The City of Frederick is committed to removing or reducing barrier to the development of affordable housing whenever possible throughout the City. A variety of actions include, among others, to reduce the cost of housing to make it affordable. To achieve this goal, the City has allocated PY 2016 CDBG funds for the following activities to affirmatively further fair and affordable housing:

- 2016-01 Planning, Administration & Fair Housing – The City of Frederick annually produces the Fair Housing Conference to promote education and awareness to real estate professionals in the month of April. Additionally, they are active participants in the promotion and administration of the Maryland Association of Realtors Fair Housing contest for students ranging from kindergarten to eighth grade. Art work is chosen on how best the fair housing theme was conveyed.
- 2016-03 Sold on Frederick II – Down payment and closing cost assistance for low to moderated income persons for the purchase of single family owner occupied home.

AP-85 Other Actions – 91.220(k)

Introduction

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

Actions planned to address obstacles to meeting underserved needs

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

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

Actions planned to foster and maintain affordable housing

The City of Frederick will fund the following affordable housing projects with 2016 CDBG funds:

2016-03 Sold on Frederick II - Down Payment and Closing Cost Assistance Loans will be available city wide - \$130,000

2016-04 Operation Rehab.- Loan Assistance to primary residential owner occupied single family homes in need of rehabilitation to correct violation, health or safety issue - \$30,000

Actions planned to reduce lead-based paint hazards

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

Actions planned to reduce the number of poverty-level families

Approximately 11.2% of the City of Frederick's resident's live in poverty which is greater than the State of Maryland where 9.6% live in poverty. Female headed households with children are greatly affected at 22.6%. The goal of the City is to assist other agencies and organizations to reduce the extent of poverty.

Actions planned to develop institutional structure

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

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

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

DRAFT

Program Specific Requirements

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

Introduction

The City of Frederick will receive an annual allocation of CDGB funds in the amount of \$366,697.00 with an anticipated amount of program income of \$25,000 for FY 2016.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	25,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	25,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income .Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Discussion

One hundred (100%) percentage of CDBG funds to be used for activities will benefit low to moderate income persons. The overall benefit of a three year period of years 2015, 2016 and 2017 is 100% serving low to moderate income persons.

Attachments

- Certifications
- Maps – Project location, Minority Concentration, Low/Moderate Income Concentration
- Citizen Participation Plan & Public Notices
- Application for Federal Assistance
- Schedule for 2016 AAP Submission of Project Proposals and Approval

DATA

**Certification of Consistency
with the Consolidated Plan**

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Frederick County Coalition for the Homeless - City & County CoC

Project Name: See the attached project list

Location of the Project: See the attached project list

Name of the Federal
Program to which the
applicant is applying: HUD Continuum of Care

Name of
Certifying Jurisdiction: City of Frederick, Maryland

Certifying Official
of the Jurisdiction
Name: Joseph Adkins

Title: Deputy Director of the Department of Planning

Signature:  11/18/15

Date: 11/18/2015

Frederick County Coalition for the Homeless Frederick City & County Continuum of Care

November 17, 2015

Project List for Certificate of Consistency with the Consolidated Plan

City of Frederick / Frederick Community Action Agency
Frederick Transitional Apartments (Renewal application)
301 South Market Street, Frederick, Maryland 21701
Transitional Housing (3 units / 10 beds)

State of Maryland, Department of Health and Mental Hygiene
Behavioral Hygiene Administration
Continuum of Care Housing Program (Renewal application)
Scattered-Site Permanent Supportive Housing (16 units)

Friends for Neighborhood Progress, Inc.
100 South Market Street, Frederick, Maryland 21701 (office)
Housing First Program (1 renewal application)
Scattered-Site Permanent Supportive Housing (6 units / 8 beds)

Advocates for Homeless Families, Inc.
Ice Street and Patrick Street Transitional Housing (Renewal application)
Frederick, Maryland 21701

Friends for Neighborhood Progress, Inc.
100 South Market Street, Frederick, Maryland 21701 (office)
Housing First Program (1 renewal application)
Scattered-Site Permanent Supportive Housing (2 units / 2 beds)

City of Frederick / Frederick Community Action Agency
Frederick Transitional Shelter (Renewal application)
100 South Market Street, Frederick, Maryland 21701
Transitional Housing (12 units / 31 beds)

State of Maryland, Department of Health and Mental Hygiene
Behavioral Hygiene Administration
Continuum of Care Housing Program (1 renewal application)
Scattered-Site Permanent Supportive Housing (3 units / 3 beds)

Friends for Neighborhood Progress, Inc.
Housing First Program (1 new application / 8 unit with 8 beds)
Scattered-Site Permanent Supportive Housing

City of Frederick/Frederick Community Action Agency
CoC Planning Project
To assist in the coordination and planning of CoC and homeless service activities

**Certification by State or Local
 Official of PHA Plans Consistency
 with the Consolidated Plan or
 State Consolidated Plan
 (All PHAs)**

U. S Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
 Consistency with the Consolidated Plan or State Consolidated Plan**

I, Joseph P. Adkins, the Deputy Director of Planning
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the
Housing Authority of the City of Frederick
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
 Impediments (AI) to Fair Housing Choice of the
City of Frederick
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
 Consolidated Plan and the AI.

The goals, objectives, and planned activities of the Housing Authority set forth in the PHA Plan support the
 primary goal of the Consolidated Plan to provide assistance to low- and moderate income households in the
 forms of affordable housing opportunities, suitable living environments and supportive services related to
 residential, financial and social stability.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Joseph P. Adkins	Deputy Director of Planning
Signature	Date
	1/12/16

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

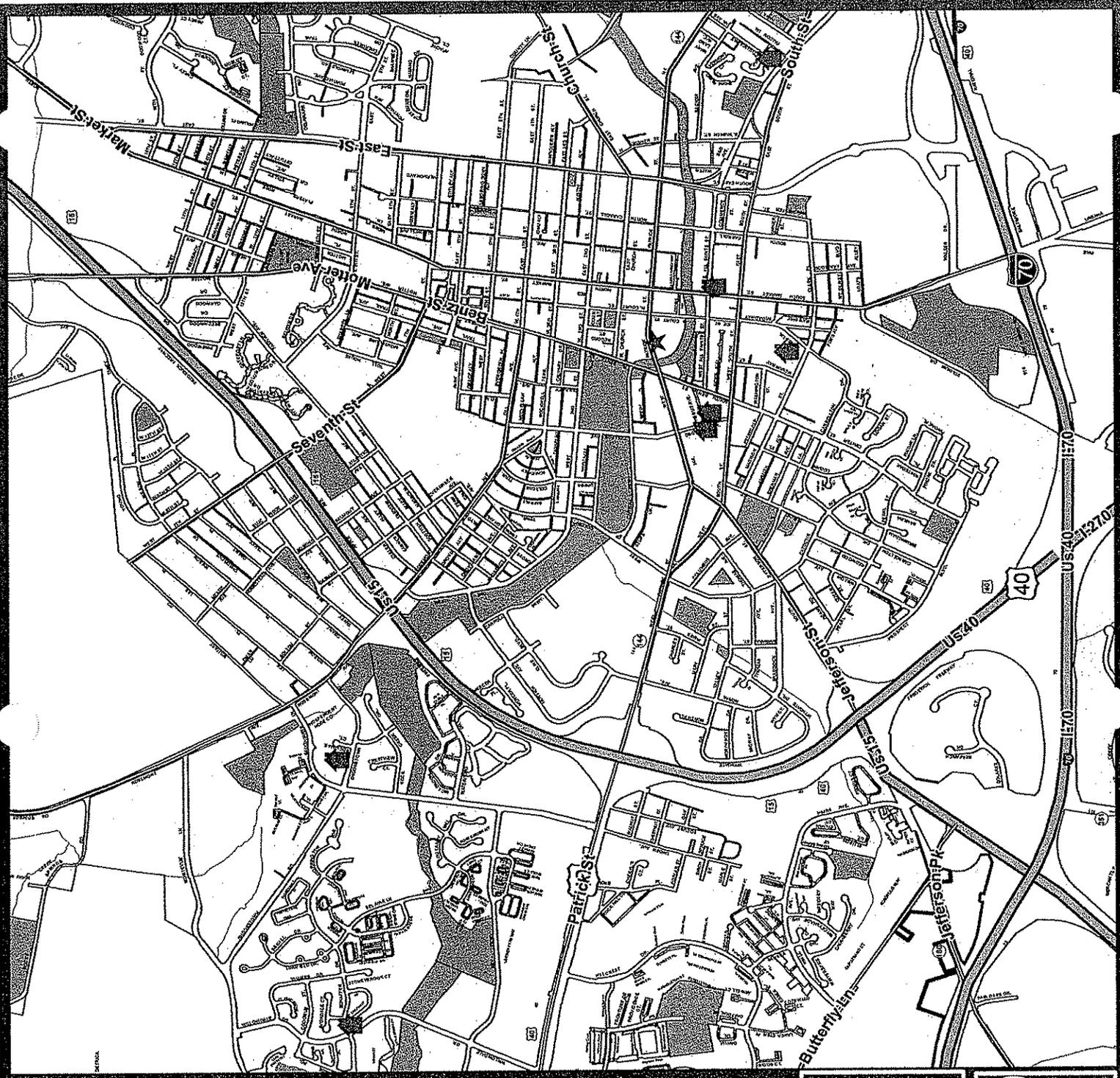
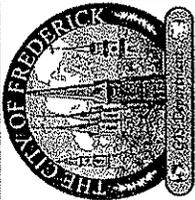
I, Joseph Adkins the Deputy Director of Planning certify that the Five Year and
Annual PHA Plan of the Housing Authority of the City of Frederick is consistent with the Consolidated Plan of
the City of Frederick prepared pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official

2016 Project Locations

- Admin_Off**
-  Project Locations
-  Administrative Office
-  Major Roads
-  Highways
-  Rivers and Lakes
-  Parks

101 N Court St.
Frederick, MD 21701
P: 301-600-6209
F: 301-600-2233
www.cityoffrederick.com




Miles

Note: This map is prepared solely for the purpose of illustrating the City of Frederick. It should be used for no other purpose. Data on this map was prepared from several original sources and is subject to change as source data changes. This map is not a legal document. Maps produced by the City of Frederick are not a legal document.

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

2. Type of Application:

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: The City of Frederick

* b. Employer/Taxpayer Identification Number (EIN/TIN):

52-6000789

* c. Organizational DUNS:

619357650000

d. Address:

* Street1: 140 W. Patrick Street

Street2:

* City:

Frederick

County/Parish:

* State:

MD: Maryland

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code: 21701

e. Organizational Unit:

Department Name:

The Department of Planning

Division Name:

Community Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Joseph

Middle Name:

* Last Name:

Adkins

Suffix:

Title: Deputy Director for Planning

Organizational Affiliation:

The City of Frederick

* Telephone Number: 301-600-1655

Fax Number: 301-600-1837

* Email: jadkins@cityoffrederick.com

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U. S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-218

CFDA Title:

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="366,697.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="25,000.00"/>
* g. TOTAL	<input type="text" value="391,697.00"/>

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

- Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

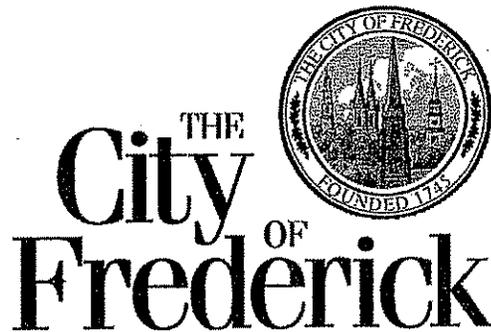
* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:



Citizen Participation Plan

*Prepared in accordance with the
HUD Consolidated Plan Rule @ 24 CFR Part 91 for the
Community Development Block Grant (CDBG) Program*

Mayor

Randy McClement

Board of Aldermen

Kelly M. Russell
President Pro Tem

Michael C. O'Connor

Philip Dacey

Joshua Bokee

Donna Kuzemchak

Deputy Director for Planning

Joseph A. Adkins, AICP

Division Manager of Community Development

Matt Davis, AICP

Citizen Participation Plan

This Citizen Participation Plan outlines the public participation process that will be used by the City of Frederick Maryland in the planning and implementation of housing and community development programs and activities included within a Consolidated Plan. This process is undertaken in accordance with U.S Department of Housing and Urban Development (HUD) regulations found in 24 CFR Part 91. It is an essential component of Frederick's Consolidated Plan. The programs included in the Consolidated Planning process are the U.S Department of Housing and Urban Development (HUD) Community Development Block Grant Program, other federal, state, local and private sector activities and programs addressing housing and community development needs within the City of Frederick.

The overall goal of community planning and development programs covered by HUD's consolidated planning rule in 24 CFR Part 91 is to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for low and moderate income persons. Citizens of Frederick are encouraged to participate in the development of housing and community development programs. This participation is of great use to the City in identifying needs, developing priorities and assessing the effectiveness of ongoing activities and programs.

Participation by low and moderate-income persons, residents of blighted areas, residents of predominantly low and moderate-income neighborhoods and of public housing, by minorities, by non-English speaking persons, and by persons with disabilities is especially encouraged. When the Planning and Community Development Department is notified that a significant number of non-English speaking persons are interested in participating in a community development meeting translation assistance will be provided.

The City of Frederick will provide citizens, public agencies, and other interested persons with reasonable and timely access to information and records relating to housing and community development plans and programs and the use of housing and community development funds. There will be open access to all meetings. Documents related to Frederick housing and community development programs will be made available to citizens upon request. Information will also be available to the public through, the City of Frederick web page, brochures, news media and will be available at City Hall.

Persons who have a concern or complaint on housing or community development programs should contact the City of Frederick Department of Planning and Community Development, 140 West Patrick Street, Frederick, MD. Phone 301-600-1499. Persons making telephone calls will be provided a verbal or written response as determined by the Department. Persons submitting written complaints will be provided written responses within 15 working days, where practicable.

Plan Development

The City's Department of Planning - Community Development Division will be the lead agency for developing Frederick's Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER).

The process for the development of the five-year Consolidated Plan shall be as follows:

- The Department will consult with appropriate City, County and State departments and agencies and with housing, community development and human services organizations, neighborhood organizations and the public at large to compile the background data, to assess and prioritize needs and to develop a Strategic Plan element including specific objectives.
- The Department may obtain the required information by mail and or e-mail survey, interviews with departments and agencies and organizations working in housing and community development and will hold at least one public hearing to seek input on housing and community development needs and possible activities and programs for the planning period. Notice of date time and place of the meeting will be given in a newspaper of general circulation within the City at least two weeks prior to the meeting date.
- Before The City of Frederick adopts a Consolidated Plan or Annual Action Plan, it will make available to citizens, public agencies and other interested parties, information which includes the estimated amount of

funds the City expects to receive and the range of community development and affordable housing activities that may be undertaken, including the amount that will benefit very low- and low-income persons. This information will be included in the proposed Consolidated Plan. Information will also be included regarding the City's plans to minimize displacement of persons and to assist any person(s) displaced. Citizens and organizations will be invited to submit specific proposals for review by the Department for inclusion in the Action Plan

- The Department will provide technical assistance to groups that are representative of persons of low and moderate income in developing proposals for funding. The level of assistance to be determined by the Department based on available staff resources. This assistance will not guarantee the provision of funds to the groups.
- The Department shall be responsible for determining if a proposal for an activity is eligible for inclusion in the Annual Action Plan in light of 1) the criteria for meeting a National Objective of the CDBG Program, 2) eligibility requirements for activities under HUD regulations, and 3) the specific objectives of the Consolidated Plan.
- The Department will be responsible for evaluating proposals considered for inclusion in the Annual Action Plan and may employ ad hoc advisors consisting of persons knowledgeable of housing and community development programs to assist in this evaluation of proposals. The public will be given an opportunity to make comments to the Department and ad hoc advisors on all proposed projects and programs at one or more public meetings for that purpose. Notice of the date, time and place of the meeting(s) shall be given in a newspaper of general circulation within the City at least two weeks prior to the meeting(s) date.
- The Department will propose an Annual Action Plan with funding levels for projects and programs and recommend that plan to the Mayor and Aldermen. Public notice will be given that the plan is available for review and comment no less than 30 days prior to adoption. The notice will summarize the contents and purposes of the plan, locations where the plan is available for review, and how to obtain a copy of the proposed plan. The recommended Plan will be available to persons interested in housing and community development, made available at City Hall, on the City's website, and distributed by other available methods.

Mayor and Board of Aldermen Adoption

Prior to the adoption of a five-year Consolidated Plan, Annual Action Plan, and/or substantial amendment, there will be a 30-day period for public comments. The Mayor and Board of Aldermen will hold a public hearing on the proposed plan/amendment during this comment period. After the 30-day comment period, the Mayor and Board of Aldermen will consider any comments or views of its citizens received in writing, or orally at the public hearings on the Consolidated Plan, Action Plan, or substantial amendment. The City will attach to the final submission of the Consolidated Plan, Annual Action Plan, or substantial amendment a summary of these comments or views, and a summary of any comments or views not accepted and the reasons why.

Plan Amendments

The City of Frederick may amend its Consolidated Plan as the need arises. Any substantial amendments to the Consolidated Plan or Action Plan will provide for a 30-day public comment period. Citizens will be provided with reasonable notice and an opportunity to comment on the proposed amendment.

Notice of the proposed amendment, a summary of its contents, the instructions on how to receive a copy of the amendment, and the final date for submission of written comments will be published in a newspaper of general circulation within the City at least 30 days prior to the Mayor and Board of Aldermen meeting at which the change will be considered. Copies of the proposed amendments will be made available at City

Hall, on the City's website, and distributed by other available methods.

The following criteria will be used to determine whether a change is substantial enough to warrant an amendment to the Consolidated Plan or Action Plan:

- **New Activity** – a previously unidentified activity (based on HUD's Matrix Code system) will receive funding allocation to undertake an activity allowed under the program rules and regulations.
- **Change in Activity** – Using the IDIS HUD Matrix Code, if the allocation of funding requires a change from one numeric code to another numeric code to undertake an activity allowed under the program rules and regulations.
 - An example would be moving funds between 03A (Senior Center) to 16A (Historic Preservation) would require an amendment to the Consolidate Plan.
- **Change in Activity Location** – Unless identified in the Action Plan as a citywide activity, a new or different specific activity location has been identified different than an activity location that has been previously identified in the plan.
- **Cancellation of a Funding Allocation** - funding for a previously identified activity, program or project is canceled as originally stated in the plan.
- **Change in Funding Allocation** - an identified activity requires an increase or decrease in funding which exceeds fifty (50) percent of the original funding allocation.
- **Emergency Action Plan Amendments** - It may be necessary to amend the Action Plan in response to emergencies. Notice of proposed emergency changes will be published in the newspaper at least 7 days prior to the Mayor and Board of Aldermen meeting at which the change will be considered.

The Mayor and Board of Aldermen will review and comment on all proposed substantial changes. Notice of proposed substantial changes will be distributed to the news media, distributed to persons interested in housing and community development, and published in a newspaper of general circulation within the City at least 30 days prior to the Mayor and Board of Aldermen meeting at which the change will be considered. The Mayor and Board of Aldermen will consider all comments on the proposed change prior to taking action. The Mayor and Board of Aldermen may make the proposed change, reject the proposed change, or make a modified change. An explanation will be made available for public review of written comments and other public comments not accepted by the Mayor and Board of Aldermen.

Performance Reports

The Department will be responsible for preparing all reports on the programs and activities including the Consolidated Annual Performance and Evaluation Report (CAPER).

Prior to submitting the CAPER (annual performance report) to HUD, copies will be available for public comment and distributed to the Mayor and Board of Aldermen. Notice of the availability of the report will be published in a newspaper of general circulation within the City at least 15 prior to days the Board of Aldermen conducting a public hearing on the CAPER.

Prior to submitting the report to HUD, the Mayor and Board of Aldermen will consider any comments or views of its citizens received in writing, or orally at the public hearings on the annual performance report (CAPER). The City will attach to the final submission of the CAPER a summary of these comments or views.

RESOLUTION NO. [REDACTED]

**A RESOLUTION FOR THE PURPOSE OF ADOPTING THE CITY OF FREDERICK
CITIZEN PARTICIPATION PLAN FOR THE CONSOLIDATED PLAN 2015-2019**

WHEREAS, The City of Frederick is updating the Five-Year Consolidated Plan to provide decent housing, establish and maintain suitable living environments, and expand economic opportunities, particularly for the very low-income and low-income persons; and

WHEREAS, the participation of the citizens is essential to creating an effective Consolidated Plan that promotes the vision of the community; and

WHEREAS, in accordance with the U.S. Department of Housing and Urban Development (HUD) regulations found at 24 CFR Part 91, Section 105, the City has developed a Citizen Participation Plan to encourage the development of comprehensive, easy to understand information on the City's housing and community development needs; and

WHEREAS, the Citizen Participation Plan shall serve as a guide for outreach efforts, promoting civic involvement and building a sense of community; and

WHEREAS, the Citizen Participation Plan sets forth a review process to insure broad-based participation from citizens, affordable housing advocates, homeless service providers, and community development agencies on housing and community development initiatives, funding priorities, and program changes.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Board of Aldermen adopts the Citizen Participation Plan for the 2015-2019 Consolidated Plan.

APPROVED AND ADOPTED, the ____ day of _____, 2016

WITNESS

Randy McClement, MAYOR

Approved for Legal Sufficiency:

Legal Department

**THE CITY OF FREDERICK
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
2016 ANNUAL ACTION PLAN – REQUEST FOR PROPOSALS**

The City of Frederick Department of Planning will begin accepting project proposals for its 2016 Annual Action Plan on December 14, 2015, an element of the Consolidated Plan prepared pursuant to U.S. Department of Housing and Urban Development regulations. The 2016 Community Development Block Grant (CDBG) is expected to be approximately \$350,000 (in addition to an estimated \$25,000 in program income).

Deadline for Applications is 12:00 pm Wednesday, January 13, 2016.

Eligible organizations wishing to propose a project to be funded with CDBG funds are required to attend Basically CDBG on either Nov. 10th at 1:00pm or Nov 19th at 10:00 am at the Municipal Office Annex Building; 140 W. Patrick Street Frederick, MD 21701, please contact Eileen Barnhard, CDBG Program Administrator at 301-600-2842 to register and to receive a CDBG Application Form.

All proposed activities must meet the CDBG program National Objectives of benefiting low and moderate-income persons, eliminating blight or slums, or meeting urgent community needs. Projects must address a community need and meet objectives outlined in the Consolidated Plan 2015-2019.

Additional CDBG information and funding applications are also available on the City of Frederick's website at www.cityoffrederick.com.

Joseph Adkins, AICP
Deputy Director for Planning
November 2, 2015

**PUBLIC NOTICE
THE CITY OF FREDERICK
COMMUNITY
DEVELOPMENT BLOCK
GRANT (CDBG)
ANNUAL ACTION PLAN
FOR 2016**

The City of Frederick, Division of Community Development has prepared a Draft Annual Action Plan for Grant Year 2016 pursuant to U.S. Department of Housing and Urban Development (HUD), 24 CFR Part 91. The Annual Action Plan for 2016 describes the projects and activities to be undertaken with Community Development Block Grant (CDBG) funds during the grant year July 1, 2016 - June 30, 2017.

Copies of the Draft Annual Action Plan are available at City Hall, 101 N. Court Street, the Department of Planning, Municipal Office Annex, 140 West Patrick Street, and on the City's website at

www.cityoffrederick.com.

Written comments will be accepted until 10:00 AM on Tuesday, April 5, 2015.

Please send written comments to: Eileen Barnhard, CDBG Program Administrator, Department of Planning at 140 West Patrick Street, Frederick, MD 21701.

The Mayor and Board of Aldermen will receive public comment on the Draft 2016 Annual Action Plan at their meeting on Wednesday, April 6, 2016 at 3:00 p.m. at City Hall. Final approval of the Plan is scheduled for the Thursday, April 21, 2016 Public Hearing meeting of the Mayor and Board of Aldermen at 7:00 p.m. at City Hall. All are welcome to attend and comment.

Joseph Adkins, AICP
Deputy Director of Planning
March 4, 2016

**Schedule for Submission of Project Proposals & Approval
2016 Annual Action Plan
2016 Grant Year (July 1, 2016 to June 30, 2017)**

November 2015

Request for Proposals published on Monday, November 2, 2015.

Basically CDBG – November 10th at 1:00 pm or November 19th at 10:00 am

Proposal Review consultation meetings are available in November on the following dates: 3rd, 4th, 12th, 18th, and 24th. Please call Eileen Barnhard at 301-600-2842 to schedule to confirm the date & time.

December 2015

Completed applications submission period opens December 14, 2015 until January 13, 2016 D

January 2016

Completed applications/proposals are due by 12 noon Wednesday, January 13, 2016.

February 2016

Wednesday February 3rd 6:00 PM - Municipal Office Annex

Ad Hoc Advisory Committee will hold public meeting at the Municipal Office Annex to review and hear public comments on all proposed activities and will recommend activities for 2016 Annual Action Plan. Recommended activities will be included in the Draft 2016 CDBG Annual Action Plan and project sponsors will be notified in writing of funding decisions.

March 2016

Draft 2016 CDBG Annual Action Plan will be available for 30-day public review and comment on or about Friday, March 4, 2016 through Monday, April 4, 2016.

CDBG staff completes the environmental review process and submits Request for Release of Funds to HUD

April 2016

Draft Annual Action Plan submitted to Mayor & Board of Aldermen to receive public comments at workshop on April 6, 2016 and public meeting on April 21, 2016.

May 2016

Annual Action Plan submitted to HUD for approval by May 16th.

July 2016

New CDBG grant year begins July 1, 2016

August/ September 2016

Late August/Early September 2016 CDBG Funds Released by HUD