

MEMORANDUM

April 22, 2019

TO: Planning, Housing, and Economic Development Committee

FROM: Linda McMillan, Senior Legislative Analyst *gome*

SUBJECT: **Worksession: FY20 Recommended Operating Budget**
Department of Housing and Community Affairs
(Does not include Housing Initiative Fund)

PURPOSE: Recommendations on Executive's Recommended DHCA Budget

Expected for this session:

Tim Goetzinger, Acting Director, Department of Housing and Community Affairs (DHCA)
Chris Anderson, Chief, DHCA Community Affairs Division
Stephanie Killian, Chief, DHCA Housing Division
Pofen Salem, Office of Management and Budget

The excerpt from the FY20 Recommended Budget for DHCA is attached at © 1-14.

Overview

For FY20, the County Executive is recommending \$58,574,829 in appropriations for the Department of Housing and Community Affairs' operating budget. This is a 13.6% increase from the FY19 Approved.

DHCA Expenditures by Fund	FY16 Approved	FY17 Approved	FY18 Approved	FY19 Approved	FY20 Rec	Change FY19-20
General Fund	5,554	5,979	7,538	7,519	8,206	9.1%
Grant Fund	7,398	7,378	8,242	8,455	9,074	7.3%
Montgomery Housing Initiative Fund	27,662	35,344	36,556	35,590	41,295	16.0%
TOTAL	40,614	48,701	52,336	51,564	58,575	13.6%

Budget History by Program Area

Department of Housing and Community Affairs in (\$000s)	FY16 Approved	FY17 Approved	FY18 Approved	FY19 Approved	FY20 Rec	Change FY19-20
Multi-Family Housing Programs	27,171	34,689	35,676	34,588	40,028	15.7%
Affordable (Single Family) Housing Programs	823	839	868	852	928	8.9%
Housing Code Enforcement	2,704	2,607	3,685	3,680	4,114	11.8%
Grants Administration - Federal	5,000	5,054	4,998	5,791	6,327	9.3%
Landlord-Tenant Mediation	1,061	1,072	1,048	1,064	1,429	34.3%
Neighborhood Revitalization	1,783	1,702	2,629	1,875	1,873	-0.1%
Licensing and Registration	440	365	414	443	457	3.2%
Housing Administration	344	415	637	628	498	-20.7%
Common Ownership Community Program	na	552	629	655	697	6.4%
Administration	1,288	1,406	1,753	1,989	2,224	11.8%
TOTAL	40,614	48,701	52,337	51,565	58,575	13.6%

In addition, \$1,155,281 is charged to other County departments/funds:

	FY19 \$	FY19 FTE	FY20 \$	FY20 FTE	Purpose
Permitting Services	123,982	1	128,302	1	Code Enforcement
Solid Waste	811,530	5.5	833,010	5.5	Code Enforcement
CIP	187,834	1.7	193,969	1.7	Community Development
TOTAL	1,123,346	8	1,155,281	8	

Department-wide Adjustments

The following table shows the department-wide adjustments. In general, these adjustments are included in the Multi-program Adjustments for each program.

	Dollars
FY20 Compensation Adjustment	304,987
Annualization of FY19 Personnel Costs	101,377
Retirement Adjustment	7,916
Motorpool Adjustment	29,709
TOTAL	443,989

CE Recommended Changes and Updates by Program Area

A. Multi-Family Housing

The Executive is recommending \$40,027,878 in funding for this program that creates and preserves affordable housing. Major funding is from the Housing Initiative Fund (HIF), the Federal HOME grant, Community Development Block Grant, and State grants. The budget notes that this program:

- Preserves existing affordable housing units,
- Constructs and acquires affordable housing units,
- Rehabilitates existing rental stock,
- Participates in housing or mixed-use development that will include affordable housing,
- Acquires land to produce affordable housing,
- Provides low-income rental housing assistance.

Marginal Changes noted in Budget Book and Multi-Program Adjustments

There are two marginal adjustments listed in the budget document, which the joint PHED and HHS Committee will have reviewed in the worksession on the see in the review of the HIF: (1) Affordable Housing Initiative loans and grants; and increase of \$3,380,752; and, (2) and adjustment to the Rental Assistance Program that reflects an increase in the Recordation Tax Premium revenues of \$2,121,420.

There are also Multi-program adjustments that result in a net reduction of (\$62,308).

Council staff recommendation: Approve funding for Multi-Family Housing Program as recommended.

B. Affordable (Single Family) Housing Programs

The Executive is recommending \$927,596 for this program that enforces the Moderately Price Dwelling Unit (MPDU) program, administers Workforce Housing agreements, creates and preserves affordable single-family housing units, administers weatherization programs and rehabilitation of group homes for special needs populations.

1. Funding for Two Un-funded Positions to Support Implementation of new MPDU Amendments (\$135,540 and 0FTEs)

Last year, the Council adopted legislation to update the Moderately Priced Dwelling Unit (MPDU) program. Some of the key changes are:

- Requiring 15% MPDUs in certain high-income planning areas (identified annually).
- Clarifying that the Council may establish a higher MPDU requirement through a master plan.
- Allowing MPDUs to be based on floor area (FAR) or a unit count in order to give flexibility to have a different mix of bedrooms (encouraging more MPDUs with two and three bedrooms).
- Updating the rules for alternative payment agreements.
- Requiring an affordable housing payment for certain developments with less than 20 units.
- Clarifying the bedroom mix requirement.

The fiscal impact statement for Bill 34-17, discussed the need for additional staffing in order to better monitor developments through the planning process, construction, offering, and resale. The ability to work with the developer of a multifamily building to design MPDUs based on total FAR is the most significant change in this respect. It was estimated that up to 3.5FTEs might be needed. The Executive is recommending funding for a two Program Specialists.

Council staff recommendation: Approve as recommended by the Executive.

2. Multi-Program Adjustments (-\$60,179) and 0.0FTEs

Multi-Program Adjustments include such things as compensation and benefit changes and changes due to turnover and reorganizations.

Council staff recommendation: Approve funding for Affordable Housing Programs as recommended.

Local Weatherization Program

The Executive's budget highlights a new local weatherization program. Later, under Federal programs, the Committee will see that the Department of Energy Weatherization Program has ended (\$300,000). DHCA has provided the following information on the new program. The Exelon funds are appropriated in Special Donations as they also fund services in DHHS and the Green Bank.

The new local weatherization program is funded by the Exelon award and more than offsets the DOE weatherization program. Funding for the new program is \$2.6M. Annual funding from DOE was approximately \$300,000.

The Montgomery County Homeowner Energy Efficiency program has approved 95 homes in the program through Q3 FY19 and expects to reach its annualized goal of 120 units this year. Please note that:

- 56 of the 95 jobs have been completed.
- Program expenditures are \$462,451.00 on 56 homes. The average cost per home is \$8.2k.
- 36 clients out of the 95 who are 62 years old or older. (38%).

The program reduces energy usage by replacing older eligible appliances. Below is a list of the following appliances that can be replaced if eligible:

- Heat Pump
- Installation of programmable thermostat
- Replacement of Electric Water Heater
- Replacement of Kitchen Dishwasher
- Replacement of Kitchen Refrigerator
- Washing machine
- Electric clothes Dryer
- Replacement of light bulbs with LED bulbs
- Installation of motion sensor light switches
- Installation of solar powered attic fan
- Installation of attic insulation
- Install a chimney fireplace balloon plug
- Replace vent register covers that do not open or close
- Homes with Gas can replace the following
- Replacement of Gas Furnace
- Replacement of Gas Water Heater
- Replacement of Gas clothes Dryer

C. Housing Code Enforcement

The Executive is recommending \$4,114,312 for this program which enforces Chapter 26 of the County Code by inspecting rental and condominium multi-family housing and single-family housing. Housing Code Enforcement responds to complaints undertakes concentrated code enforcement, and completes triennial inspections of multi-family buildings. The following table shows the number of code inspections completed.

Bill 19-15 made substantial changes to the Code Enforcement Program including an accelerated inspection program for all multi-family properties and required corrective plans for “troubled properties.” On April 1, 2019 the PHED Committee had an in-depth presentation on DHCA Code Enforcement.

In addition to the efforts to improve the inspection of and response to violations in multi-family housing, the Council is currently considering amendments to the Accessory Apartment program. Should these amendments result in an increase in the number of Accessory Apartments there will be additional inspections needed. Lastly, the Council has heard from residents about the need to improvement Code Enforcement for single-family home rentals. Currently, an inspection is not required for a rental single-family home as a part of the licensing process or on any regular basis (such as a triennial inspection). Inspections are complaint driven. Comments have also been received about the need for inspectors to be available after regular business hours when residents of single-family properties will be home, since unlike multi-family properties there is no landlord or property manager to allow access.

Area	507 square miles
Inspectors	30 FTEs *
Rental Units	101,000
Multifamily	70,000
Single Family	20,000
Other	11,000
Total Inspections FY19	24,689 Q1-Q3
Total Inspections FY18	32,211
Total Inspections FY17	28,577
Total Inspections FY16	25,656
Total Inspections FY15	26,166
Total Inspections FY14	25,575
Total Inspections FY13	24,232

Inspection data includes Takoma Park inspections and Montgomery County, which include triennial inspections, compliant inspections, re-inspections, court inspections, and other miscellaneous cases (FDA, HQS, RA, Solid Waste, etc.)

* 32 FTEs with FY20 Recommended Funding

Changes identified in the Budget:

**1. Funding for two vacant Housing Code Inspector Positions
\$145,450 and 0.0FTEs**

**2. Enhance Housing Code Inspections Delivery System and Routing
\$100,000 and 0.0 FTEs**

**3. Motor Pool Adjustment
\$29,709 and 0.0FTE**

The Executive is recommending funding for two currently vacant Code Enforcement Inspectors. These are positions that have been held vacant due to budget requirements in past years, they are not a part of the complement of new positions that was approved after enacting Bill 19-15. Funding for these two positions will mean that all positions can be filled. In addition to funding the new positions, DHCA has been making technology changes to better assign cases and to allow Inspectors to more efficiently enter violation data and have check lists to ensure that inspections are consistent from unit to unit. DHCA says that the new delivery system will improve customer service and tenant involvement.

- It will provide real-time updates to property managers and tenants, providing a window of time when the inspector will arrive on the property.
- This will allow tenants to have better information so they may be present during an inspection.
- The system will be designed to allow a tenant to log-in to the new website to more easily see what violations, if any, were found in their unit or other units on the property.

Lastly, there is a general motorpool adjustment related to these activities.

The approved complement for Code Enforcement is:

Manager III	1
Program Manager II	4
Program Manager I	1
Housing Code Inspectors	32
Office Services Coordinator	1
<u>Principal Administrative Aide</u>	<u>1</u>
Total	40

Council staff recommendation: Approve these increases as recommended by the Executive. Discuss additional staffing (next).

The Executive is increasing the licensing fee for each multi-family unit by \$3; from \$44 to \$47, and other from \$59 to \$62 for other Class 1 units. And increasing a Class 2 single family license from \$3 from \$101 to \$104. (Advertised regulation attached at © 15-16.) Revenue is expected to increase by \$321,420.

Council staff recommends the Committee request the Executive raise the licensing fees by an additional \$3 for all licenses, including Class 3 ADUs in order to fund three additional Housing Code Inspectors and provide some additional flexibility in order to later review the single-family inspection program. Changes in licensing fees must occur at the beginning of the fiscal year if the funds are to be available during the fiscal year, which is why staff is making this recommendation now. While not noted in the budget document, DHCA has told Council staff that the Executive’s budget has also proposes to change the policy that has been in place that allowed revenues in excess of expenditure to be an unrestricted General Fund resource. Thus, any revenue over expenditures from this recommendation will

remain in the account for DHCA use only. This restricted account is the same as the restricted account for the Common Ownership Community program that requires those revenues to only be used for costs associated with the program.

Council staff recommendation: Request Executive increase license fees by an additional \$3 for all license classes and approve 3 additional Code Enforcement Inspectors. Schedule worksession on single-family licensing and inspection after budget. Indicate that part of this discussion will be evening scheduling for inspections.

4. Multi-program Adjustments \$160,526 and 0.0 FTEs

Multi-Program Adjustments include such things as compensation and benefit changes and changes due to turnover and reorganizations.

Council staff recommendation: Approve as recommended.

D. Grants Administration – Federal Programs

The Executive is recommending funding of \$6,327,336 in this program area that provides management, oversight, and compliance with requirements for Community Development Block Grants (CDBG), the HOME Investment Partnership Grant (HOME), and the Emergency Solutions Grant (ESG). Staff administers contracts with Rockville, Takoma Park, and non-profit organizations that are awarded funding. The funding is contingent on Federal funds expected to be received and any contribution that can be made from loan repayments/investment income. For FY20, \$1 million from loan repayments is included in the overall amount available. The program is also adjusted for the elimination of Department of Energy weatherization funding (\$300,000).

1. Multi-Program Adjustments (\$82,954 and 0.0FTE)

Multi-program Adjustments include such things as compensation and benefit changes and changes due to turnover and reorganizations.

Council staff recommendation: Approve as recommended.

2. Action Plan for Projected Use of CDBG, HOME, and ESG

The Executive's plan for how CDBG, HOME, and ESG funds will be spent in FY19 is attached at © 17-22. The grants to non-profit organizations are awarded through a process that is managed by DHCA and requires a panel review. It is separate from the Executive or Council

Community Grants programs. The amounts provided are estimates and can change if final Federal awards are different.

	FY20 Recommended
Community Development Block Grant	
New Funds	4,637,289
Program Income	1,000,000
TOTAL	5,637,289

Uses by County Government	
Housing Acquisition and Preservation	1,841,289
Group Home Rehabilitation	600,000
Focused Neighborhood Assistance	945,000
Code Enforcement	250,000
Facility Planning	50,000
Administration	877,000
Fair Housing (HOME funding in FY15)	20,000
Contingency	100,000
Grants to Non-Profits	600,000
Subtotal	5,283,289
City of Takoma Park:	91,000
City of Rockville	263,000
Subtotal to Municipalities	354,000
TOTAL CDBG	5,637,289

HOME Program	2,935,285
Uses by County Government (including housing preservation/production and administration)	2,375,885
Operating Support to Community Housing Development Organizations	559,400

Emergency Solutions Grant (ESG)	374,421
Rapid Re-Housing and Rental Assistance	298,421
Homeless Management Information System	61,000
Emergency Shelter	15,000
TOTAL ACTION PLAN (FEDERAL FUNDS)	8,946,995

Council staff recommendation: Approve as recommended.

E. Landlord-Tenant Mediation

The Executive is recommending \$1,428,733 for this program that mediates and arbitrates disputes, provides information and technical assistance to all parties, takes legal action as necessary and refers unresolved complaints to the Commission on Landlord-Tenant Affairs.

1. Enhance funding for Renter's Alliance to Provide Information and Services to Tenants \$218,000 and 0.0FTEs

The Executive is recommending an increase of \$218,000 to the contract with the Renter's Alliance in FY20. The Renter's Alliance currently has a \$70,000 contract, making total funding to the organization \$288,000. The current scope of the contract includes tenant information services and workshops on tenant's rights. The current contract specifies that services are to be focused on 8 to 12 multi-family properties that are identified by DHCA to determine if they have tenant associations and to provide technical assistance on how to organize, how to conduct effective meetings, election of officers, and current relevant laws and processes. DHCA has said that much of the new services are similar but the scope is increased in the following key areas:

- Adding 30 rental properties (to total 38-42 properties):
 - Ascertain whether there is currently an existing tenant association. If not, provide certain TA
 - Attend several meetings of tenant associations, both existing and new, and provide attendance lists for these meetings.
 - Establish a public list of tenant associations with contact information so that groups can address common problems collaboratively.
 - Arrange for, and attend, at least one meeting of representatives of all the properties tenant associations to foster an awareness among the tenant associations of the existence of the other tenant associations, and to encourage the sharing of common information and goals between the various tenant associations.
- Adding "problem property" task force project to 3-6 properties identified by DHCA/Renters Alliance
 - Defined as having substantial and chronic code and landlord/tenant violations and complaints to implement a "Focused Rental Housing Task Force" (FRHTH) that includes:
 - Residents
 - Landlord/Property staff
 - Code
 - OLTA
 - Renters Alliance/relevant advocates
 - Area Director

The purpose of the FRHTH will be to work in a collaborative manner with key stakeholders to identify apartment complex issues, create and track a remediation plan, educate property staff and residents on how to resolve issues and disputes, and encourage productive communications between all parties.

- Adding two regional tenant rights / tenant advocacy events

In addition to the Renters Alliance, DHCA contracts with CASA de Maryland (\$250,000) to provide legal assistance to low-income tenants on housing related issues, education regarding tenant rights and responsibilities, door-to-door outreach to connect with low-income tenants and determine if they need assistance and to convene tenant committee at 4 complexes at sites throughout the County as proposed by CASA and approved by DHCA. The goal of the CASA contract is to improve living conditions and increase tenant's capacity to advocate for improved housing conditions.

Council staff recommendation: Approve as recommended. After the enhanced Renters Alliance services are in place, the Committee may want to return to this issue to understand better how the Renters Alliance and CASA are supporting each other in the Executive's efforts to increase tenant associations and enhance their ability to interact with Landlords to solve problems once they arise and to hear about the work of the Focused Rental Housing Task Force.

2. Add Tenant Advocacy Services **\$102,647 and 0.0FTE**

The Executive's is recommending shifting \$102,647 in operating expenses from Housing Administration to Landlord-Tenant services to hire a full-time Tenant Advocate to work within the Department.

Council staff recommendation: Approve as recommended.

3. Multi-Program Adjustments **\$44,545 and 0.0FTE**

Multi-Program adjustments include such things as compensation and benefit changes and changes due to turnover and reorganizations.

Council staff recommendation: Approve as recommended.

F. Neighborhood Revitalization

The Executive is recommending \$1,873,115 for this program that provides planning and implementation for neighborhood revitalization in targeted areas.

- 1. Shift two unfunded position to the Affordable Housing programs to support implementation of new MPDU amendments
\$0 and (2.0)FTEs**

This is the final budget shift for the two positions that will work to implement the MPDU amendments.

Council staff recommendation: Approve as recommended.

- 2. Multi-Program Adjustments
(\$1,966)**

Multi-Program adjustments include such things as compensation and benefit changes and changes due to turnover and reorganizations.

Council staff recommendation: Approve as recommended.

G. Licensing and Registration

The Executive is recommending \$442,765 for this program area that issues licenses to all rental housing and to common ownership communities (with the charge for this budgeted in the Common Ownership Community Program.)

- 1. Multi-Program Adjustments
\$14,100**

Multi-program Adjustments include such things as compensation and benefit changes and changes due to turnover and reorganizations.

Council staff recommendation: Approve as recommended.

Council Staff Recommendation - Add Program Specialist \$67,770 and 1.0FTE

As discussed in Code Enforcement, in addition to the enhanced Code Enforcement that is a part of Bill 19-15, the Council is considering changes to the Accessory Apartment rules and also has heard concerns and received requests regarding single-family home rentals. For both Accessory Apartment and single-family home rentals, one of the issues is compliance with

licensing, both when an owner applies properly but also looking at licensing compliance for unlicensed properties. Council staff believes that additional staff is needed in licensing for both of these issues and DHCA identified the need for additional staff in the potential fiscal impact of ZTA 19-01. While the fiscal impact statement requested more than this one position, it was based on a 50% increase in accessory apartments. As the Council has not yet acted on the ZTA, staff is not basing its recommendation on this assumption but rather on needs that have currently been identified.

Council staff recommendation: Add \$67,770 to the Reconciliation List to fund a Program Specialist for Licensing to increase staff capacity to address licensing compliance.

H. Housing Administration

The Executive is recommending \$498,159 for this program area that provides management to the Housing Division.

1. Increase Office Clerk from Part-time to Full-time \$14,500 and 0.25FTE

DHCA has determined that this increase is needed to provide additional administrative support.

Council staff recommendation: Approve as recommended.

2. Miscellaneous Operating Expenses (\$102,647) and 0.0 FTE

This is the reduced funding that is supporting the creation of a Tenant Advocate in the Department.

Council staff recommendation: Approve as recommended.

3. Multi-Program Adjustments (\$41,312) and 0.15FTE

Multi-program Adjustments include such things as compensation and benefit changes and changes due to turnover and reorganizations.

Council staff recommendation: Approve as recommended.

I. Administration

The Executive is recommending \$2,224,208 for this program area that provides administration and managerial support to the Department.

- 1. Reclassify Vacant Position to Deputy Director/Chief Operating Officer
Decrease Operating Cost to Offset Personnel Cost
\$93,190 (General Fund)
\$79,770 (HIF Funded)
(\$93,190) (General Fund)**

On March 19, 2019, the Council enacted Bill 3-19, Administration – Executive Branch – Non-Merit Positions. This bill approved several new non-merit positions including the Deputy Director for DHCA. The budget includes the funding needed.

Attached at © 23-27 is the Method 1 Executive Regulation that has been sent to the Council. Council staff is providing this today as an opportunity for the Committee to discuss the duties. The duties are relatively general but are focused on housing and not on the community development duties of DHCA. The regulation says that the person in this position will be the primary liaison to officials/staff at the Montgomery County Planning Board, Housing Opportunities Commission, Council of Governments, Maryland Department of Housing and Community Development, and other agencies of mutual concern. The qualifications focus on a degree in business administration, real estate, or closely related field.

Council staff recommendation: Approve funding as recommended. Council staff does not have a recommendation on the position description at this time, pending Committee discussion.

- 2. Enhance Tenant Landlord Outreach and Educational Activities
\$74,365 and 0.0FTE**

The Department is expecting to increase certain efforts that will be organized under this administration program, rather than in the Landlord-Tenant program. One example is an annual “Housing Fair” that was stopped several years ago for fiscal reasons. It provided an opportunity to introduce the community to DHCA and to County housing programs. DHCA is also planning to do quarterly “mini-fairs” so efforts will continue throughout the year.

Council staff recommendation: Approve as recommended.

3. Multi-Program Adjustments
\$80,697 and 0.15 FTEs

Multi-program Adjustments include such things as compensation and benefit changes and changes due to turnover and reorganizations.

Council staff recommendation: Approve as recommended.

J. Common Ownership Community (COC) Program

The Executive is recommending \$696,627 for this program that works to ensure fair and equitable relations between the governing bodies of common ownership communities and the individuals that live in them. It encourages the maintenance and improvement of housing. Activities include mediating and arbitrating disputes; providing technical information and technical assistance; taking legal action when necessary, including sending unresolved complaints to the Commission for Common Ownership Communities (CCOC).

The following table shows the budget allocation for the COC program from FY18 to FY20 recommended. There are no major changes recommended for the program. Because all revenues received must be used only for the COC program, there is a fund balance. Currently, without an increase in new revenue, the fund balance can sustain the program through FY25.

	FY18 Actual	FY19 Budget	FY20 Recommended
COC Program:			
Beginning Fund Balance	320,862	625,442	606,107
Revenue	713,045	715,000	725,725
Total Resources	1,033,907	1,340,442	1,331,832
Personnel Costs	319,173	431,162	466,060
Operating Costs	33,788	215,000	215,000
Indirect Costs	55,504	88,173	95,309
Total Expenses	408,465	734,335	776,369
Ending Fund Balance	625,442	606,107	555,463

The April 2019 monthly COC report is attached at © 28-39. The Commission on Common Ownership Communities receives these data reports. It provides information on the number of COC by area, specific budget and expenditure data, information on 311 calls, case activity, and case type.

Council staff recommendation: Approve as recommended.



Housing and Community Affairs

RECOMMENDED FY20 BUDGET
\$58,574,829

FULL TIME EQUIVALENTS
97.70

✱ **TIM GOETZINGER**, ACTING DIRECTOR

MISSION STATEMENT

The mission of the Department of Housing and Community Affairs (DHCA) is to prevent and correct problems that contribute to the physical decline of residential and commercial areas; ensure fair and equitable relations between landlords and tenants; increase the supply of affordable housing; and maintain existing housing in a safe and sanitary condition.

BUDGET OVERVIEW

The total recommended FY20 Operating Budget for the Department of Housing and Community Affairs is \$58,574,829, an increase of \$7,010,090 or 13.59 percent from the FY19 Approved Budget of \$51,564,739. Personnel Costs comprise 19.76 percent of the budget for 103 full-time position(s) and one part-time position(s), and a total of 97.70 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses and Debt Service account for the remaining 80.24 percent of the FY20 budget.

DHCA expects the total signed agreements for affordable housing projects through the Payment in lieu of Taxes (PILOT) program to abate \$18.2 million in taxes in FY20.

In addition, this department's Capital Improvements Program (CIP) requires Current Revenue funding.

COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following are emphasized:

- ❖ **A More Affordable and Welcoming Community**
- ❖ **A Greener County**
- ❖ **Effective, Sustainable Government**

DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable), with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY19 estimates reflect funding based on the FY19 Approved Budget. The FY20 and FY21 figures are performance targets based on the FY20 Recommended Budget and funding for comparable service levels in FY21.

INITIATIVES

- ★ Invest \$63.07 million in affordable housing, including an additional \$4.77M loan repayments reallocated in FY19 and \$17 million in FY20 for the Affordable Housing Acquisition and Preservation CIP project. This increases dedicated funding and provides for renovation of distressed housing, the acquisition and preservation of affordable housing units, creation of housing units for special needs residents, services to the "Building Neighborhoods to Call Home" and "Housing First," and creation of mixed-income housing.
- ★ Provide new resources to support tenant advocacy and eviction prevention, increase housing code staffing, provide outreach and education activities related to community policing and housing code enforcement workshops for tenants and landlords, and innovate code enforcement technology improvements to enhance and streamline the housing code inspections process.
- ★ Continue to protect lower-income residents of the Route 29/Castle Boulevard corridor from rent increases by working with nonprofits to identify and preserve at-risk, naturally-occurring affordable housing (NOAH) and actively engaging purchasers with Rental Agreements to preserve affordable rents.
- ★ Continue to actively underwrite affordable housing loans to preserve and produce affordable housing. Seven developments including two senior and five family projects, have already been identified for consideration. These developments would preserve or produce 1,500 total and 700 affordable units.
- ★ Expand neighborhood revitalization activities to additional low-moderate income areas throughout the County. Identify and study new possible residential and commercial target areas.
- ★ Modernize the Moderately Priced Dwelling Unit (MPDU) Program. Features will include a refreshed website, new MPDU Pricing Standards, better collaboration with partners, streamlined sale and resale offering procedures, and improved realtor compliance with sales requirements.
- ★ Collaborate with Health and Human Services (HHS), and the Housing Opportunities Commission (HOC) to provide rental assistance programs to the residents who need it the most. Approximately 3,300 households were assisted in FY19 and over 3,500 are projected to be assisted in FY20. A renewed focus will be on eviction prevention, including targeted assistance and financial literacy seminars in areas experiencing high evictions.
- ★ Manage funding from Federal grants (i.e., Community Development Block Grant - CDBG, the HOME Investment Partnership Grant, and the Emergency Solutions Grant), which provide funding for affordable housing, housing rehabilitation, commercial revitalization, focused neighborhood assistance, public services, and preventing homelessness.

ACCOMPLISHMENTS

- ☑ Closed 22 multifamily loans providing \$103.7M in county support which will preserve or produce 3,254 total units of which 1,982 units will be affordable. Investments included ten senior housing developments, nine multifamily housing developments for families, two special needs projects and one distressed community project.
- ☑ Launched the Montgomery County Homeowner Energy Efficiency Program. Administered by Habitat Metro Maryland, this program provides free energy efficiency upgrades to eligible residents.
- ☑ Continued providing downpayment and closing cost assistance through the Montgomery Homeownership Program. This partnership with the State helps to make the dream of homeownership a reality.
- ☑ Partnered with Department of Permitting Services and nonprofits to create a new "Design for Life" program providing visitability and accessibility grants for lower-income seniors and families.
- ☑ Awarded a State Community Legacy grant to help fund the Kimberly Place Balcony Replacement and Drainage Improvement project.
- ☑ Improved Common Ownership Community (COC) Program operations. Updated Decisions and Orders (D&O) manual and created a searchable database for all D&O's, rolled out new website, streamlined and automated the complaint process and updated the mandatory Director Training creating new training modules on insurance and risk management, compliance and legal obligations.
- ☑ Completed the first comprehensive revisions to the MPDU law and Executive Regulation since 2004.

INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- * Deployed a new Internet-facing affordable housing search application called 'Rental Guide.' The Rental Guide leverages the most recent web application development standards providing users with an intuitive and efficient interface. The application emphasizes speed, accuracy, and responsiveness.
- * Completed the Housing Inspection iOS app. The app is designed to speed the inspection process to support and integrate seamlessly with Code Enforcement's case management system.
- * Developed a new case management systems (CMS) for the Office of Landlord-Tenant Affairs and the Office of Common Ownership Communities (COC) providing a rich set of productivity-enhancing features, more robust data validation, an exhaustive collection of reports, and integration with other DHCA core systems such as Licensing and Registration and Code Enforcement.
- * Created a fully digitized COC program by utilizing the new COC CMS and new eReaders that are loaded with all applicable COC guides, training materials, laws and regulations. Monthly meeting packets and cases files are downloaded to the eReaders. This furthers the County's goal of promoting environmental and fiscal stewardship by reducing printing/production costs and ensuring that all members have everything needed in one place.
- * Committed to using cloud-based services in accordance to the County's own vision. The department is already leveraging the County's Azure file storage instance. DHCA-IT is also exploring Amazon Web Services (AWS) Elastic Cloud to support its application development activities.

COLLABORATION AND PARTNERSHIPS

* **Rental Assistance**

Utilize resources from the MHI fund to support rental assistance programs in DHCA, HHS, and the HOC. Over 3,500 households are projected to be assisted in FY20.

Partners

Department of Health and Human Services, Housing Opportunities Commission

* **State & Federal Agencies**

DHCA works closely with the Maryland Department of Housing and Community Development; the Maryland Department of Labor, Licensing, and Regulation; the Maryland-National Capital Park and Planning Commission; the U. S. Department of Housing and Urban Development; and other regulatory agencies regarding a variety of housing-related issues.

* **Agreement Between DEP (Solid Waste) and DHCA (Housing Code Enforcement)**

This agreement states that DHCA is responsible for the enforcement of laws, rules, and regulations governing storage of solid waste and recyclable materials located on residential property in Montgomery County, other than that which has been placed at the curb for collections. It is estimated that 150 tons of trash was removed as a result of the clean and lien program and the Alternative Community Service (ACS) concentrated neighborhood efforts of litter removal from bi-weekly collection of street debris in targeted neighborhoods and streets.

Partners

Department of Environmental Protection

* **Delegation of Enforcement Authority and MOU between DPS and DHCA**

Through this agreement, inspectors from either department can cite violations of either Chapter 26 or Chapter 59, eliminating the need for duplicative and unnecessary inspections. This is a more efficient use of staff resources and enhances customer service by minimizing the confusion inherent in requiring the involvement of both departments to resolve a single complaint.

Partners

Department of Permitting Services

* **Code Enforcement Task Force Initiative**

Participate in an informal Code Enforcement Task Force initiative established by the County Police, Community Policing Division to address severe violations requiring a joint effort to gain compliance.

Partners

Department of Police

*** Montgomery College, HHS, Community Partners**

Landlord Tenant Affairs worked with the Department's Senior Fellow to conduct workshops regarding seniors and their unique housing issues and to develop a course regarding management in senior buildings that is currently being taught at Montgomery College in Rockville, in partnership with Montgomery County HHS, Montgomery College, and our community partners.

Partners

Department of Health and Human Services, Montgomery College, Non-Profits

*** Health and Human Services**

The MPDU program is finalizing procedures with HHS to give priority for rental MPDUs to persons exiting homelessness, and is working to increase the number of nonprofit organizations signing MPDU master leases to serve lower income households.

Partners

Department of Health and Human Services

PROGRAM CONTACTS

Contact Tim Goetzinger of the Department of Housing and Community Affairs at 240.777.3728 or Pofen Salem of the Office of Management and Budget at 240.777.2773 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

*** Multi-Family Housing Programs**

This program creates and preserves affordable multi-family housing units. Loans are made to the HOC, nonprofit organizations, property owners, and for-profit developers. This program provides funding to:

- preserve existing affordable housing units;
- construct and acquire affordable housing units;
- rehabilitate existing rental housing stock;
- participate in housing or mixed-use developments that will include affordable housing;
- acquire land to produce affordable housing; and
- provide low-income rental housing assistance.

Major funding for these projects is provided from the Montgomery Housing Initiative Fund, the Federal HOME Grant, the Federal Community Development Block Grant, and State grants. The program emphasizes the leveraging of County funds with other public and private funds in undertaking these activities.

Program Performance Measures	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
Total affordable housing units preserved ¹	2,951	4,390	4,900	4,750	4,950
Total affordable housing units produced	1,724	1,525	1,616	1,538	1,277
Cost per unit of affordable housing units produced	24,127	33,603	33,536	28,118	25,425
Cost per unit of affordable housing units preserved	4,255	5,035	13,566	7,264	7,325

¹ Preservation increases projected in FY18-20 due to increases in MHI rental assistance funding.

FY20 Recommended Changes	Expenditures	FTEs
FY19 Approved	34,588,014	6.90

FY20 Recommended Changes	Expenditures	FTEs
Increase Cost: Affordable Housing Initiative	3,380,752	0.00
Re-align: Rental Assistance Program (Estimated Increase in Recordation Tax Premium Revenue)	2,121,420	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(62,308)	0.00
FY20 Recommended	40,027,878	6.90

☀ Affordable Housing Programs

This program creates and preserves affordable single-family housing units. It enforces Chapter 25A of the County Code to ensure that Moderately Priced Dwelling Units (MPDUs) are provided and monitored for resale control. The Code requires that 12.5 percent to 15.0 percent of an approved development of 20 dwelling units or more be MPDUs, depending on the amount of density bonus achieved. The housing units produced are marketed at controlled prices, which makes them affordable to moderate-income households. Additional single-family (SF) housing programs provide funding to replace and rehabilitate single-family housing units, and rehabilitate group homes (GH) for the special needs population. In addition, this program is responsible for the Work Force Housing Program.

Program Performance Measures	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
Number of housing units improved/rehabilitated ¹	7	3	120	120	120

¹ Projected increases beginning FY20 are the result operating a new local weatherization program.

FY20 Recommended Changes	Expenditures	FTEs
FY19 Approved	852,235	8.50
Enhance: Provide Funding to Support Two Unfunded Full-time Positions for Implementation of MPDU Amendments	135,540	2.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(60,179)	0.00
FY20 Recommended	927,596	10.50

☀ Housing Code Enforcement

This program enforces Chapter 26 of the County Code, *Housing Maintenance*, by inspecting rental condominiums, multi-family apartments, and single-family housing to ensure safe and sanitary conditions; Chapter 48, *Solid Wastes*; and Chapter 58, *Weeds*, the County's residential weeds and rubbish codes. Approximately 80 percent of the single-family inspections result from tenant and/or neighbor complaints; other inspections are the result of concentrated code enforcement efforts in specific areas. The multi-family inspections are based on a requirement for triennial inspections and in response to tenant and/or neighbor complaints. This program is supported by the collection of single-family and apartment/condominium licensing fees.

Program Performance Measures	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
Percent of cases that achieve voluntary compliance in code enforcement cases before a citation is written	96	96.5	96.5	96.5	96.5
Number of housing code enforcement repeat offenses: More than 2 cases in a 2 year period	109	84	90	85	80

FY20 Recommended Changes	Expenditures	FTEs
FY19 Approved	3,679,627	35.50
Enhance: Funding for Two Vacant Lapsed Housing Code Inspector Positions	144,450	0.00
Add: Enhance the Housing Code Inspections Delivery System and Routing	100,000	0.00
Increase Cost: Motor Pool Adjustment	29,709	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	160,526	0.00
FY20 Recommended	4,114,312	35.50

☀ Grants Administration - Federal Programs

Staff provides management and oversight to ensure compliance with all regulatory requirements for Federal funding awarded to Montgomery

5

County by the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant, the HOME Investment Partnership Grant, and the Emergency Solutions Grant programs. Funds from these programs support both operating activities and capital projects. Activities funded may include property acquisition, new construction, housing rehabilitation, commercial area revitalization, and handicapped accessibility improvements. Staff administers contracts with the cities of Rockville and Takoma Park, as well as nonprofit organizations awarded funding to provide a variety of public services involving assistance to low-income persons.

Program Performance Measures	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
Number of contracts awarded and monitored	40	42	42	42	42

FY20 Recommended Changes	Expenditures	FTEs
FY19 Approved	5,791,605	5.70
Add: Adjustment to Grant Amounts - Increased Loan Repayments	1,000,000	0.00
Add: Community Development Block Grant: CASA de Maryland, Inc. - Bilingual Volunteer Income Tax Assistance Program	45,000	0.00
Add: Community Development Block Grant: Legal Aid Bureau, Inc. - General Operating Support for Montgomery County Maryland Legal Aid	45,000	0.00
Add: Community Development Block Grant: Montgomery County Coalition for the Homeless, Inc. - Assessment Center Employment Specialist	45,000	0.00
Add: Community Development Block Grant: Montgomery Housing Partnership, Inc. - Long Branch Middle School Afterschool Program	45,000	0.00
Add: Community Development Block Grant: Per Scholas, Inc. - NCR IT Job Training	45,000	0.00
Add: Community Development Block Grant: The Ethiopian Community Center, Inc. - African Immigrant Workforce Development Program	45,000	0.00
Add: Community Development Block Grant: Interfaith Works, Inc. (IW) - Community Engagement and Volunteer Coordinator for IW's Clothing Center	44,503	0.00
Add: Community Development Block Grant: Latin American Youth Center, Inc. - Workforce Training for Re-entry Youth	44,452	0.00
Add: Community Development Block Grant: Interfaith Works, Inc. - Resource Coordinator for IW Connections	40,543	0.00
Add: Community Development Block Grant: Mobile Medical Care, Inc. - New Family Planning Options for Low-Income Women	37,500	0.00
Add: Community Development Block Grant: A Wider Circle, Inc. - Workforce Development Program	34,103	0.00
Add: Community Development Block Grant: NAMI Montgomery County (MD), Inc. - Mental Health Programs for Low-Income Latino Residents	30,000	0.00
Add: Community Development Block Grant: Boys & Girls Clubs of Greater Washington, Inc. - STEAM Program for Montgomery County Youth	26,696	0.00
Add: Community Development Block Grant: Community Ministries of Rockville, Inc. - REAP: Rockville Emergency Assistance Program	23,852	0.00
Add: Community Development Block Grant: Bethesda Cares - Housing Stabilization and Dynamic Retention	18,000	0.00
Add: Community Development Block Grant: The Shepherd's Table, Inc. - Food Services Program	15,351	0.00
Add: Community Development Block Grant: Horizons Greater Washington, Inc. - Horizons Academic Program	15,000	0.00
Decrease Cost: HOC Housing Quality Standard Inspections	(81,315)	0.00
Eliminate: DOE Weatherization Program	(300,000)	0.00
Decrease Cost: Adjustment for Individual Grants	(600,000)	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(82,954)	0.00
FY20 Recommended	6,327,336	5.70

☀ **Landlord-Tenant Mediation**

This program ensures fair and equitable relations between landlords and tenants and encourages the maintenance and improvement of housing. Activities including mediating and arbitrating disputes; providing information and technical assistance to all parties; and taking legal action as necessary, including referring unresolved complaints to the Montgomery County Commission on Landlord-Tenant Affairs.

Program Performance Measures	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
------------------------------	-------------	-------------	----------------	-------------	-------------

Program Performance Measures	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
Percent of landlord/tenant cases mediated successfully (not referred to the Commission)	98	99	98	98	98
Average length of time required to conciliate landlord/tenant disputes that do not go to the Landlord Tenant Commission: Single-family disputes (workdays)	50	50	50	50	50
Average length of time required to conciliate landlord/tenant disputes that do not go to the Landlord Tenant Commission: Multi-family disputes (workdays)	42	40	40	40	40

FY20 Recommended Changes	Expenditures	FTEs
FY19 Approved	1,063,541	8.00
Enhance: Fund the Renter's Alliance to Provide Information and Services to Tenants	218,000	0.00
Add: Tenant Advocacy Services	102,647	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	44,545	0.00
FY20 Recommended	1,428,733	8.00

☀ Neighborhood Revitalization

This program provides planning and implementation for neighborhood revitalization in targeted areas. Activities include commercial revitalization (physical and economic) in both local retail centers and central business districts as well as assistance to address other community concerns, including issues related to housing and public services. Primary funding for these activities is provided from the County's Capital Improvements Program and from other Federal and State funds, including Community Development Block Grants and State Community Legacy Grants.

FY20 Recommended Changes	Expenditures	FTEs
FY19 Approved	1,875,081	8.60
Shift: Two Unfunded Positions to be Funded by the MHI for Implementation of MPDU Amendments	0	(2.00)
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(1,966)	0.00
FY20 Recommended	1,873,115	6.60

☀ Licensing and Registration

This program issues licenses to all rental housing (apartments, condominiums, and single-family) and registers all housing units within common ownership communities.

Program Performance Measures	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
Number of rental licenses issued	101,810	103,831	105,600	107,475	109,100

FY20 Recommended Changes	Expenditures	FTEs
FY19 Approved	442,765	3.20
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	14,100	0.00
FY20 Recommended	456,865	3.20

Note(s): Expenses in the Licensing and Registration program related to Common Ownership Communities (COC) activities have been shifted to the COC program.

☀ Housing Administration

This program provides management and oversight to support activities within the housing division including single and multi-family housing programs, and landlord tenant mediation. This program was formerly included as part of Housing Development and Loan Programs.

FY20 Recommended Changes	Expenditures	FTEs
FY19 Approved	627,618	3.55

FY20 Recommended Changes	Expenditures	FTEs
Increase Cost: Provide Funding for Conversion of an Office Clerk Position from Part-time to Full-time	14,500	0.25
Decrease Cost: Miscellaneous Operating Expenses	(102,647)	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(41,312)	0.15
FY20 Recommended	498,159	3.95

☼ Administration

This program provides overall direction, administration, and managerial support to the Department. Activities include budgeting, financial management, asset management, personnel management and administration, program oversight, training, automated systems management, and policy/program development and implementation.

FY20 Recommended Changes	Expenditures	FTEs
FY19 Approved	1,989,376	13.35
Increase Cost: Reclassify Vacant Position to Support Creation of the Deputy Director/Chief Operation Officer Position	93,190	(0.15)
Increase Cost: Reclassify Vacant Position to Support Creation of the Deputy Director/Chief Operation Officer Position	79,770	0.15
Add: Enhance Tenant-Landlord Outreach and Educational Activities	74,365	0.00
Decrease Cost: Operating Expenses to Offset Personnel Cost Increase	(93,190)	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	80,697	(0.15)
FY20 Recommended	2,224,208	13.20

☼ Common Ownership Community Program

This program ensures fair and equitable relations between the governing bodies of homeowner associations, condominium associations, and cooperatives, and the individuals living within these common ownership communities, and encourages the maintenance and improvement of housing. Activities include mediating and arbitrating disputes; providing information and technical assistance to all parties; and taking legal action as necessary, including referring unresolved complaints to the Montgomery County Commission on Common Ownership Communities.

Program Performance Measures	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
Percent of Commission on Common Ownership Communities (CCOC) cases resolved prior to a hearing ¹	77	45	50	55	60

¹ CCOC moved from the Office of Consumer Protection to the Department of Housing and Community Affairs in FY17.

FY20 Recommended Changes	Expenditures	FTEs
FY19 Approved	654,877	4.15
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	41,750	0.00
FY20 Recommended	696,627	4.15

Note(s): In FY19, DHCA charges staff oversight (\$85,185, 0.55 FTE) to the Common Ownership Community Program.

BUDGET SUMMARY

	Actual FY18	Budget FY19	Estimate FY19	Recommended FY20	%Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	4,472,999	4,593,905	4,642,076	5,016,935	9.2 %
Employee Benefits	1,601,091	1,665,449	1,611,599	1,837,291	10.3 %
County General Fund Personnel Costs	6,074,090	6,259,354	6,253,675	6,854,226	9.5 %

BUDGET SUMMARY

	Actual FY18	Budget FY19	Estimate FY19	Recommended FY20	% Chg Bud/Rec
Operating Expenses	840,756	1,260,056	1,172,014	1,351,519	7.3 %
Capital Outlay	5,155	0	0	0	—
County General Fund Expenditures	6,920,001	7,519,410	7,425,689	8,205,745	9.1 %
PERSONNEL					
Full-Time	101	102	102	103	1.0 %
Part-Time	3	2	2	1	-50.0 %
FTEs	59.25	59.25	59.25	59.65	0.7 %
REVENUES					
Board of Appeals Fees	4,875	9,000	9,000	6,000	-33.3 %
Common Ownership Community Fees	711,065	685,125	685,125	715,000	4.4 %
Landlord-Tenant Fees	5,794,643	6,418,250	6,418,250	6,054,130	-5.7 %
Miscellaneous Revenues	(16,465)	20,000	20,000	6,500	-67.5 %
Other Charges/Fees	7,203	104,300	104,300	75,600	-27.5 %
Other Fines/Forfeitures	29,145	40,000	40,000	40,000	—
Other Licenses/Permits	0	0	0	813,420	—
County General Fund Revenues	6,530,466	7,276,675	7,276,675	7,710,650	6.0 %

MONTGOMERY HOUSING INITIATIVE

EXPENDITURES

Salaries and Wages	1,438,848	1,513,163	1,564,293	1,711,562	13.1 %
Employee Benefits	468,656	522,722	471,592	617,001	18.0 %
Montgomery Housing Initiative Personnel Costs	1,907,504	2,035,885	2,035,885	2,328,563	14.4 %
Operating Expenses	36,997,699	33,553,905	35,421,360	38,966,297	16.1 %
Debt Service Other	59,021	0	56,750	0	—
Montgomery Housing Initiative Expenditures	38,964,224	35,589,790	37,513,995	41,294,860	16.0 %

PERSONNEL

Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	14.70	15.20	15.20	17.05	12.2 %

REVENUES

Asset Management Fee	34,842	70,200	70,200	70,200	—
Commitment Fee	0	200,000	200,000	200,000	—
Investment Income	2,841,976	3,010,190	2,595,950	2,765,250	-8.1 %
Loan Payments	1,515,876	2,375,000	2,375,000	2,700,000	13.7 %
MHI Transfer Tax	24	225,000	225,000	100,000	-55.6 %
Miscellaneous Revenues	6,433	75,006	75,006	75,006	—
MPDU Alternative Payments	0	0	0	360,000	—
MPDU Revenues	3,366,178	1,250,000	1,250,000	1,250,000	—
Other Financing Sources	16,021	56,750	56,750	56,750	—
Recordation Tax	12,936,278	14,246,142	16,170,347	16,367,562	14.9 %
Montgomery Housing Initiative Revenues	20,717,628	21,508,288	23,018,253	23,944,768	11.3 %

GRANT FUND - MCG

EXPENDITURES

Salaries and Wages	1,535,656	1,722,307	1,722,307	1,784,584	3.6 %
Employee Benefits	533,414	561,218	561,218	604,431	7.7 %
Grant Fund - MCG Personnel Costs	2,069,070	2,283,525	2,283,525	2,389,015	4.6 %
Operating Expenses	7,255,396	6,172,014	6,172,014	6,685,209	8.3 %
Grant Fund - MCG Expenditures	9,324,466	8,455,539	8,455,539	9,074,224	7.3 %

PERSONNEL

Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	23.00	23.00	23.00	21.00	-8.7 %

REVENUES

Federal Grants	7,278,096	6,816,697	6,816,697	6,816,697	—
Investment Income	395,471	0	0	0	—

BUDGET SUMMARY

	Actual FY18	Budget FY19	Estimate FY19	Recommended FY20	%Chg Bud/Rec
Loan Payments	793,490	1,000,000	1,000,000	2,000,000	100.0 %
Miscellaneous Revenues	54,140	0	0	0	—
Other Charges/Fees	480	0	0	0	—
Other Intergovernmental	180,301	338,842	338,842	257,527	-24.0 %
State Grants	37,425	300,000	300,000	0	-100.0 %
Grant Fund - MCG Revenues	8,739,403	8,455,539	8,455,539	9,074,224	7.3 %

DEPARTMENT TOTALS

Total Expenditures	55,208,691	51,564,739	53,395,223	58,574,829	13.6 %
Total Full-Time Positions	101	102	102	103	1.0 %
Total Part-Time Positions	3	2	2	1	-50.0 %
Total FTEs	96.95	97.45	97.45	97.70	0.3 %
Total Revenues	35,987,497	37,240,502	38,750,467	40,729,642	9.4 %

FY20 RECOMMENDED CHANGES

Expenditures FTEs

COUNTY GENERAL FUND

FY19 ORIGINAL APPROPRIATION **7,519,410 59.25**

Changes (with service impacts)

Enhance: Fund the Renter's Alliance to Provide Information and Services to Tenants [Landlord-Tenant Mediation]	218,000	0.00
Enhance: Funding for Two Vacant Lapsed Housing Code Inspector Positions [Housing Code Enforcement]	144,450	0.00
Add: Tenant Advocacy Services [Landlord-Tenant Mediation]	102,647	0.00
Add: Enhance the Housing Code Inspections Delivery System and Routing [Housing Code Enforcement]	100,000	0.00
Add: Enhance Tenant-Landlord Outreach and Educational Activities [Administration]	74,365	0.00

Other Adjustments (with no service impacts)

Increase Cost: FY20 Compensation Adjustment	244,159	0.00
Increase Cost: Annualization of FY19 Personnel Costs	96,512	0.00
Increase Cost: Reclassify Vacant Position to Support Creation of the Deputy Director/Chief Operation Officer Position [Administration]	79,770	0.15
Increase Cost: Motor Pool Adjustment [Housing Code Enforcement]	29,709	0.00
Increase Cost: Provide Funding for Conversion of an Office Clerk Position from Part-time to Full-time [Housing Administration]	14,500	0.25
Increase Cost: Retirement Adjustment	6,251	0.00
Decrease Cost: Savings from Turnover	(14,500)	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY19	(32,300)	0.00
Decrease Cost: Miscellaneous Operating Expenses [Housing Administration]	(102,647)	0.00
Decrease Cost: Lapse Position	(125,277)	0.00
Decrease Cost: Operating Expenses	(149,304)	0.00

FY20 RECOMMENDED **8,205,745 59.65**

MONTGOMERY HOUSING INITIATIVE

FY19 ORIGINAL APPROPRIATION **35,589,790 15.20**

Changes (with service impacts)

Enhance: Provide Funding to Support Two Unfunded Full-time Positions for Implementation of MPDU Amendments [Affordable Housing Programs]	135,540	2.00
--	---------	------

Other Adjustments (with no service impacts)

Increase Cost: Affordable Housing Initiative [Multi-Family Housing Programs]	3,380,752	0.00
Re-align: Rental Assistance Program (Estimated Increase in Recordation Tax Premium Revenue) [Multi-Family Housing Programs]	2,121,420	0.00
Increase Cost: Reclassify Vacant Position to Support Creation of the Deputy Director/Chief Operation Officer Position [Administration]	93,190	(0.15)
Increase Cost: FY20 Compensation Adjustment	60,828	0.00
Increase Cost: Annualization of FY19 Personnel Costs	4,865	0.00
Increase Cost: Retirement Adjustment	1,665	0.00
Decrease Cost: Operating Expenses to Offset Personnel Cost Increase [Administration]	(93,190)	0.00

FY20 RECOMMENDED CHANGES

Expenditures FTEs

FY20 RECOMMENDED

41,294,860 17.05

GRANT FUND - MCG

FY19 ORIGINAL APPROPRIATION

8,455,539 23.00

Federal/State Programs

Add: Adjustment to Grant Amounts - Increased Loan Repayments	1,000,000	0.00
Add: Community Development Block Grant: Montgomery County Coalition for the Homeless, Inc. - Assessment Center Employment Specialist	45,000	0.00
Add: Community Development Block Grant: Montgomery Housing Partnership, Inc. - Long Branch Middle School Afterschool Program	45,000	0.00
Add: Community Development Block Grant: Per Scholas, Inc. - NCR IT Job Training	45,000	0.00
Add: Community Development Block Grant: CASA de Maryland, Inc. - Bilingual Volunteer Income Tax Assistance Program	45,000	0.00
Add: Community Development Block Grant: The Ethiopian Community Center, Inc. - African Immigrant Workforce Development Program	45,000	0.00
Add: Community Development Block Grant: Legal Aid Bureau, Inc. - General Operating Support for Montgomery County Maryland Legal Aid	45,000	0.00
Add: Community Development Block Grant: Interfaith Works, Inc. (IW) - Community Engagement and Volunteer Coordinator for IW's Clothing Center	44,503	0.00
Add: Community Development Block Grant: Latin American Youth Center, Inc. - Workforce Training for Re-entry Youth	44,452	0.00
Add: Community Development Block Grant: Interfaith Works, Inc. - Resource Coordinator for IW Connections	40,543	0.00
Add: Community Development Block Grant: Mobile Medical Care, Inc. - New Family Planning Options for Low-Income Women	37,500	0.00
Add: Community Development Block Grant: A Wider Circle, Inc. - Workforce Development Program	34,103	0.00
Add: Community Development Block Grant: NAMI Montgomery County (MD), Inc. - Mental Health Programs for Low-Income Latino Residents	30,000	0.00
Add: Community Development Block Grant: Boys & Girls Clubs of Greater Washington, Inc. - STEAM Program for Montgomery County Youth	26,696	0.00
Add: Community Development Block Grant: Community Ministries of Rockville, Inc. - REAP: Rockville Emergency Assistance Program	23,852	0.00
Add: Community Development Block Grant: Bethesda Cares - Housing Stabilization and Dynamic Retention	18,000	0.00
Add: Community Development Block Grant: The Shepherd's Table, Inc. - Food Services Program	15,351	0.00
Add: Community Development Block Grant: Horizons Greater Washington, Inc. - Horizons Academic Program	15,000	0.00
Eliminate: DOE Weatherization Program	(300,000)	0.00
<u>Other Adjustments (with no service impacts)</u>		
Shift: Two Unfunded Positions to be Funded by the MHI for Implementation of MPDU Amendments [Neighborhood Revitalization]		0 (2.00)
Decrease Cost: HOC Housing Quality Standard Inspections [Grants Administration - Federal Programs]	(81,315)	0.00
Decrease Cost: Adjustment for Individual Grants [Grants Administration - Federal Programs]	(600,000)	0.00

FY20 RECOMMENDED

9,074,224 21.00

PROGRAM SUMMARY

Program Name	FY19 APPR Expenditures	FY19 APPR FTEs	FY20 REC Expenditures	FY20 REC FTEs
Multi-Family Housing Programs	34,588,014	6.90	40,027,878	6.90
Affordable Housing Programs	852,235	8.50	927,596	10.50
Housing Code Enforcement	3,679,627	35.50	4,114,312	35.50
Grants Administration - Federal Programs	5,791,605	5.70	6,327,336	5.70
Landlord-Tenant Mediation	1,063,541	8.00	1,428,733	8.00
Neighborhood Revitalization	1,875,081	8.60	1,873,115	6.60
Licensing and Registration	442,765	3.20	456,865	3.20
Housing Administration	627,618	3.55	498,159	3.95
Administration	1,989,376	13.35	2,224,208	13.20
Common Ownership Community Program	654,877	4.15	696,627	4.15
Total	51,564,739	97.45	58,574,829	97.70

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY19 Total\$	FY19 FTES	FY20 Total\$	FY20 FTES
COUNTY GENERAL FUND					
Permitting Services	Permitting Services	123,982	1.00	128,302	1.00
Solid Waste Services	Solid Waste Disposal	811,530	5.50	833,010	5.50
CIP	Capital Fund	187,834	1.70	193,969	1.70
Total		1,123,346	8.20	1,155,281	8.20

FUTURE FISCAL IMPACTS

CE RECOMMENDED (\$000S)

Title	FY20	FY21	FY22	FY23	FY24	FY25
COUNTY GENERAL FUND						
EXPENDITURES						
FY20 Recommended	8,206	8,206	8,206	8,206	8,206	8,206
No inflation or compensation change is included in outyear projections.						
Annualization of Positions Recommended in FY20	0	86	86	86	86	86
New positions in the FY20 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears.						
Elimination of One-Time Items Recommended in FY20	0	(9)	(9)	(9)	(9)	(9)
Items recommended for one-time funding in FY20, including personal laptops and mobile phones, will be eliminated from the base in the outyears.						
Labor Contracts	0	67	67	67	67	67
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	8,206	8,349	8,349	8,349	8,349	8,349

MONTGOMERY HOUSING INITIATIVE

EXPENDITURES

FY20 Recommended	41,295	41,295	41,295	41,295	41,295	41,295
No inflation or compensation change is included in outyear projections.						
Annualization of Positions Recommended in FY20	0	66	66	66	66	66
New positions in the FY20 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears.						
Elimination of One-Time Items Recommended in FY20	0	(24)	(24)	(24)	(24)	(24)
Items recommended for one-time funding in FY20, including (fill in major item names based on your Competition List), will be eliminated from the base in the outyears.						
Labor Contracts	0	11	11	11	11	11
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
Subtotal Expenditures	41,295	41,348	41,348	41,348	41,348	41,348

ANNUALIZATION OF PERSONNEL COSTS AND FTES

	FY20 Recommended		FY21 Annualized	
	Expenditures	FTES	Expenditures	FTES
Enhance Tenant-Landlord Outreach and Educational Activities	72,660	0.00	96,880	0.00
Reclassify Vacant Position to Support Creation of the Deputy Director/Chief Operation Officer Position	74,190	0.15	94,501	0.15
Reclassify Vacant Position to Support Creation of the Deputy Director/Chief Operation Officer Position	93,190	(0.15)	115,499	(0.15)
Funding for Two Vacant Lapsed Housing Code Inspector Positions	123,730	0.00	164,973	0.00
Provide Funding to Support Two Unfunded Full-time Positions for Implementation of MPDU Amendments	132,130	2.00	176,170	2.00
Total	495,900	2.00	648,023	2.00

FY20-25 PUBLIC SERVICES PROGRAM: FISCAL PLAN

Montgomery Housing Initiative

FISCAL PROJECTIONS	FY18 APPROVED	FY20 REC	FY21 PROJECTION	FY22 PROJECTION	FY23 PROJECTION	FY24 PROJECTION	FY25 PROJECTION
ASSUMPTIONS							
Indirect Cost Rate	18.23%	20.45%	20.45%	20.45%	20.45%	20.45%	20.45%
CPI (Fiscal Year)	2.0%	2.3%	2.5%	2.7%	2.7%	2.7%	2.7%
Investment Income Yield	1.7%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
BEGINNING FUND BALANCE	11,633,504	7,160,000	3,170,000	2,250,000	1,330,000	410,000	0
REVENUES							
Taxes	14,471,142	16,467,562	16,555,163	16,006,065	17,411,062	18,254,387	19,071,078
Charges For Services	70,200	70,200	71,976	73,919	75,915	77,965	80,070
Miscellaneous	6,966,946	7,407,000	7,407,000	7,407,000	7,407,000	7,407,000	7,407,000
Subtotal Revenues	21,508,288	23,944,768	24,034,145	24,387,989	24,893,983	25,739,368	26,558,162
INTERFUND TRANSFERS (Net Non-CIP)							
Transfers To Debt Service Fund	(9,501,610)	(9,823,700)	(11,921,700)	(11,918,400)	(11,918,500)	(11,922,900)	(11,918,800)
MHI Property Acquisition	(9,501,610)	(9,823,700)	(11,921,700)	(11,918,400)	(11,918,500)	(11,922,900)	(11,918,800)
Transfers To The General Fund	(371,142)	(476,191)	(479,328)	(479,328)	(479,328)	(479,328)	(479,328)
Indirect Costs	(371,142)	(476,191)	(479,328)	(479,328)	(479,328)	(479,328)	(479,328)
Transfers From The General Fund	22,703,644	25,342,876	25,342,876	25,342,876	25,342,876	25,342,876	25,342,876
From General Fund	22,703,644	25,342,876	25,342,876	25,342,876	25,342,876	25,342,876	25,342,876
Transfers From Special Fds: Non-Tax + ISF	0	0	1,875,000	0	0	0	0
From PLD Land Sale Proceeds	0	0	1,875,000	0	0	0	0
TOTAL RESOURCES	45,972,784	46,347,753	42,020,893	39,562,738	38,169,031	39,090,006	39,604,900
CIP CURRENT REVENUE APPROP.							
P&P OPER. BUDGET APPROP/ EXP'S.	0	0	0	0	0	0	0
Operating Budget	(3,507,307)	(3,710,205)	(3,710,205)	(3,710,205)	(3,710,205)	(3,710,205)	(3,710,205)
Debt Service: Other (Non-Tax Funds only)	(56,750)	(56,750)	(56,750)	(56,750)	(56,750)	(56,750)	(56,750)
Labor Agreement	n/a	0	(11,040)	(11,040)	(11,040)	(11,040)	(11,040)
Annualizations and One-Time	n/a	n/a	(42,270)	(42,270)	(42,270)	(42,270)	(42,270)
Rental Assistance Program (RAP)	(14,246,142)	(16,367,562)	(16,455,163)	(16,606,065)	(17,311,062)	(18,154,387)	(18,971,078)
Falkland Chase 5 yr	(562,000)	0	0	0	0	0	0
Burnt Mills 10 yr	(267,000)	(267,000)	(267,000)	(267,000)	(267,000)	(267,000)	0
Housing First	(8,369,080)	(8,369,080)	(8,369,080)	(8,369,080)	(8,369,080)	(8,369,080)	(8,369,080)
Neighborhoods to Call Home	(1,181,340)	(1,181,340)	(1,181,340)	(1,181,340)	(1,181,340)	(1,181,340)	(1,181,340)
Special Needs and Nonprofit Housing	(2,380,510)	(2,380,510)	(2,380,510)	(2,380,510)	(2,380,510)	(2,380,510)	(2,380,510)
100,000 Homes	(437,120)	(437,120)	(437,120)	(437,120)	(437,120)	(437,120)	(437,120)
Zero: 2016	(900,000)	(900,000)	(900,000)	(900,000)	(900,000)	(900,000)	(900,000)
Affordable Housing initiative	(3,682,481)	(7,826,233)	(5,307,515)	(3,437,768)	(3,439,054)	(3,437,304)	(3,445,509)
Subtotal P&P Oper Budget Approp / Exp's	(35,589,790)	(41,294,860)	(39,118,953)	(37,599,796)	(38,166,091)	(38,947,066)	(39,504,900)
OTHER CLAIMS ON FUND BALANCE	(6,292,994)	(1,882,893)	(652,940)	(652,940)	(652,940)	(142,940)	0
TOTAL USE OF RESOURCES	(41,882,784)	(43,177,753)	(39,770,963)	(38,252,738)	(38,759,031)	(39,090,006)	(39,504,900)
YEAR END FUND BALANCE	4,090,000	3,170,000	2,250,000	1,330,000	410,000	0	0
Affordable Housing and Acquisition and Preservation CIP Project #P760100	(22,000,000)	(17,000,000)	(9,797,061)	(13,248,739)	(2,947,242)	(3,019,482)	(3,142,982)
TOTAL INVESTMENT IN AFFORDABLE HOUSING (MHI Fund + CIP Project)	(63,892,784)	(60,177,753)	(48,478,054)	(51,501,477)	(41,706,273)	(42,109,488)	(42,647,892)

Assumptions:

- A total of \$63.07 million will be invested in affordable housing, including expenditures of \$41.3 million reflected in this fund, as well as an additional \$4.77 million loan repayments reallocated in FY19 and \$17 million in FY20 for the Affordable Housing Acquisition and Preservation CIP Projects #760100. The CIP includes the issuance of \$15.56 million of debt and \$1.44 million in estimated loan repayments in FY20. The funding provides a continued high level of support for renovation of distressed housing, the acquisition and preservation of affordable housing units, creation of housing units for special needs residents and mixed-income housing, and a variety of services for permanent supportive housing and community development.
- Montgomery County Council Resolution #15-110 provides for an allocation from the General Fund to the Montgomery Housing Initiative fund (MHI) of the equivalent to 2.5 percent of actual General Fund property taxes from two years prior to the upcoming fiscal year for the purpose of maintaining and expanding the supply of affordable housing. However, the actual transfer from the General Fund will be determined each year based on the availability of resources.

Notes:

- These projections are based on the Executive's Recommended budget and include the revenue and resource assumptions of that budget. The projected future expenditures, revenues, and fund balances may vary based on changes not assumed here to fee or tax rates.
- The Executive recommends an additional \$2.64 million to be transferred from the General Fund to the MHI fund, compared to the FY19 amount. A combination totaling \$25.34 million transferred from the General Fund, MPDU alternative payments, and one-time funding from HIF reserves will exceed the 2.5% policy goal.

Affordable Housing Support Summary						
Funding Sources	Total County Resources (FY08 - FY19)	10-Yr Average (FY10-FY19)	FY20 CE Recomm Budget	Increased Funding (FY20 vs. 10-Yr Average)	Projected Creation/Prevention of Affordable Housing (FY20)	Notes
Operating Budget Expenditures						
DHCA - MHI Operating Budget	322,548,863	26,575,044	41,293,021	14,717,977		
DHCA - MHI Debt Service (interest only)	27,883,864	2,788,386	4,173,700	1,385,314		
HHS - Housing Programs (General Fund)	110,777,417	11,077,742	13,115,387	2,037,645	2,000	Clients served
HOC - Non-Departmental Account	73,510,777	6,163,885	6,921,654	757,769		
Total Operating Budget		46,605,057	66,503,762	18,898,705		
Affordable Housing Acquisition and Preservation Project (CIP)						
MHI						
HIF Revolving Loan Program		11,593,100	15,558,000			
Loan Repayment Proceeds (actual)		5,354,951	1,441,000			
G.O. Bonds						
Recordation Tax Premium						
DHCA - Affordable Housing Acquisition and Preservation Project (CIP)	203,795,507	17,629,551	17,000,000	(629,551)	5,564	Including MHI & CIP
DHCA - Payment in Lieu of Taxes (Non-HOC PILOTs)	134,223,830	11,982,383	18,162,389	6,180,007	300	In support of operating cost for Non-profits and senior housing
DHCA - Payment in Lieu of Taxes (HOC PILOTs)	106,033,032	9,073,362	10,690,837	1,617,475	50	
DGS - Discounted Land Value	37,823,483	9,455,871	-	-		Units captured in DHCA
Total Affordable Housing Support	1,016,596,568	158,299,331	193,860,750	44,965,341	7,914	

Note: As transmitted in the Biennial FY19-24 CIP, the Executive's budget recommendations include reallocating \$4.77 million loan repayments in FY19 for the Affordable Housing Acquisition and Preservation CIP project.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Annual Apartment License – Class 1 and Class 2		Number 16-19
Originating Department Department of Housing and Community Affairs		Effective Date July 1, 2019

Montgomery County Regulation on:

ESTABLISHMENT OF ANNUAL RENTAL FACILITY LICENSE FEES FOR PROCESSING CLASS 1 AND CLASS 2 APARTMENT LICENSES

Issued By: County Executive
Regulation No. 16-19
COMCOR NO. 29-20

Authority: Code Section 29-20
Supersedes: Expedited Bill 17-17
Method (3) Code Section 2A-15
Register: Volume 36, Issue 4
Comment Deadline: May 1, 2019

Effective Date: July 1, 2019

SUMMARY: The proposed regulation revises the annual license fee charged per dwelling unit for Class 1 and Class 2 rental housing licenses.

ADDRESSES: Additional information and copies of the regulation are available from Tim Goetzinger, Acting Director, Department of Housing and Community Affairs, 1401 Rockville Pike, 4th Floor, Rockville, Maryland 20852 (240-777-3728).



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Annual Apartment License – Class 1 and Class 2	Number 16-19
Originating Department Department of Housing and Community Affairs	Effective Date July 1, 2019

COMCOR 29.20.01.02 Fees.

(a) The annual license fees for rental dwelling units are hereby established as follows:

- (1) For a Class 1 multi-family rental facility license [~~\$44.00~~] \$47.00 per dwelling unit in an apartment complex or an accessory apartment approved by special exception and [~~\$59.00~~] \$62.00 per dwelling unit for all others. (condominium + picky back townhomes)
- (2) For a Class 2 single-family rental facility license [~~\$101.00~~] \$104.00 per dwelling unit.

Current Class 3 Accessory Apt
\$101
no change proposed

Approved:

Marc Elrich
County Executive

Date _____

Approved as to Form and Legality

By: [Signature]

Date: 3-13-19

ACTION PLAN
Projected use of Funds for CDBG, HOME and ESG
July 1, 2019 – June 30, 2020

Assuming same funding level as FY19

Community Development Block Grant (CDBG)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) **\$5,637,289**

The county expects to receive \$4,637,289 in CDBG funds for County Fiscal Year 2020, and with anticipated program income of \$1,000,000, an estimated total of \$5,637,289 in CDBG funds will be available for the following activities.

PROJECTS ADMINISTERED BY COUNTY GOVERNMENT

Department of Housing and Community Affairs (DHCA) **\$4,631,003**

Housing Acquisition and Preservation **\$1,841,289**

Funds will be used for affordable housing activities. Eligible activities include loans to assist in the purchase of existing properties for use as housing affordable to low- and moderate-income residents and funds for housing rehabilitation to enable low and moderate income owners of single-family homes and owners of multi-family properties occupied by low- and moderate-income tenants to eliminate code violations and make other necessary improvements, including accessibility and energy conservation improvements. Assistance may be provided for public housing modernization and for group home acquisition. An estimated 74 units will be created, preserved, or improved.

Group Home Rehabilitation **\$600,000**

Funds will be used to assist nonprofit providers in rehabilitating group homes occupied by lower-income, special needs persons to eliminate code violations and make other necessary improvements, including accessibility and energy conservation improvements. An estimated 15 homes will be improved.

Focused Neighborhood Assistance **\$945,000**

The Focused Neighborhood Assistance (FNA) program provides financial and technical assistance to select affordable neighborhoods to improve the quality of life, safety and welfare of residents. Design projects are currently underway for Grover's Forge, Center Stage, Walker's Choice and The Hamptons neighborhoods of Montgomery Village and the Montclair Manor community in Silver Spring. These communities will benefit from site improvements and new lighting throughout their neighborhoods. Construction projects are currently active for physical improvements in The Kimberly Place Condominiums. DHCA anticipates 78 households will directly benefit from home improvements and 632 households will benefit from common area improvements in their neighborhoods.

Code Enforcement **\$250,000**

Funds will be used to partially cover costs incurred for code enforcement efforts in low-and moderate income areas. Approximately 740 cases / households will be processed.

The Ethiopian Community Center, Inc.	\$45,000
“African Immigrant Workforce Development Program”	
Provides employment training and placement assistance for African immigrant workers. Estimated to benefit 80 people.	
Horizons Greater Washington, Inc.	\$15,000
“Horizons Academic Program”	
Provides round-trip bus transportation for our students from their local community center to the program site in Bethesda, MD. Estimated to benefit 122 students.	
Interfaith Works, Inc.	\$44,503
“Community Engagement & Volunteer Coordinator for IW's Clothing Center”	
Recruit and develop the volunteer and donor partnerships needed to sustain the program. Estimated to benefit 14,000 clients.	
Interfaith Works, Inc.	\$40,543
“Resource Coordinator for IW Connections”	
Provide staff at the IW Clothing Center to connect as many of the 14,000 individuals that use the facility each year to much needed emergency and utility support and resource assistance and connections. Estimated to benefit 750 clients.	
Latin American Youth Center, Inc.	\$44,452
“Workforce Training for Reentry Youth”	
Provides a Reentry Case Manager to work with youth exiting the criminal/juvenile justice system in LAYC/MMYC’s Conservation Corps and Steps to Success programs to assist in reintegrating back into society including an aggressive job search; and find local business for employment. Estimated to benefit 35 clients.	
Legal Aid Bureau, Inc.	\$45,000
“General Operating Support for Montgomery County Maryland Legal Aid”	
Provides full-time staff attorney to provide free civil legal services for low-income Montgomery County residents. Estimated to benefit 120 clients.	
Mobile Medical Care, Inc.	\$37,500
“New Family Planning Options for Low-Income Women”	
Expands family planning options within the applicant's current healthcare services for low-income, uninsured Montgomery County women. Estimated to benefit 60 clients.	
Montgomery County Coalition For The Homeless, Inc.	\$45,000
“Assessment Center Employment Specialist”	
Provides an Employment Specialist at the Back to Work program at the emergency shelter for men experiencing homelessness. Estimated to benefit 120 clients.	
Montgomery Housing Partnership, Inc.	\$45,000
“Long Branch Middle School Afterschool Program”	
Provides a middle school after-school program to include literacy and math instruction, as well as enrichment activities. Estimated to benefit 240 clients.	
NAMI Montgomery County (MD), Inc.	\$30,000

“Mental Health Programs for Low-income Latino Residents”

Provides free mental health support groups, presentations and classes in Spanish for local Latino individuals impacted by mental illness. Estimated to benefit 324 clients.

Per Scholas, Inc. \$45,000

“NCR IT Job Training”

Enrolls Montgomery County residents in IT Job training, connects them to jobs that are immediately available and provides ongoing support throughout the process. Estimated to benefit 50 clients.

The Shepherd's Table, Inc. \$15,351

“Food Services Program”

Pays a portion of salaries for two Chefs in a program that provides free meals to the homeless. Estimated to benefit 2,700 clients.

PROJECTS ADMINISTERED BY MUNICIPALITIES \$354,000

CITY OF TAKOMA PARK \$91,000

Neighborhood Improvement Initiative

Funds will be used for installation and construction of various public infrastructure improvements, including but not limited to lighting, trash and recycling enclosures, stormwater management, landscaping, fencing, pavement, and sidewalk improvements in the vicinity of Houston Court in Ward 5. This project will serve an estimated 2,215 people.

CITY OF ROCKVILLE \$263,000

Rockville Single Family Rehabilitation Program \$72,536

The City of Rockville will assist single-family homeowners with home repairs. An estimated four households are expected to benefit.

Cornerstone Montgomery, Inc. \$129,870

Purchase and install emergency generator, make plumbing repairs, and address flooding issues at 2 Taft Court, the only year-round emergency shelter for women in Montgomery County. An estimated 4,212 people are expected to benefit.

Housing Unlimited, Inc. \$23,394

Make repairs to a special needs group home serving five individuals at Mannakee Street. An estimated five people are expected to benefit.

Rockville Housing Enterprises (RHE) \$37,200

Replace the roofs on six units at the David Scull property. An estimated 6 households are expected to benefit.

SUMMARY OF EXPECTED BENEFIT FROM CDBG PROJECTS

Persons	1,543
Households	26,297

HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)

HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)

\$2,932,285

The HOME grant is designed to increase housing choices for low-income households through rental and home ownership programs, in cooperation with public, private and nonprofit organizations. During the coming year, it is anticipated that the County will receive \$1,932,285 in funding for HOME projects, and together with anticipated program income of \$1,000,000, an estimated total of \$2,932,285 in HOME funds will be available. Funds will generally be made available in the form of low-interest loans and other subsidies, and units assisted may be both rental and owner-occupied.

PROJECTS ADMINISTERED BY COUNTY GOVERNMENT

Department of Housing and Community Affairs (DHCA)

Housing Production and Preservation

\$2,375,885

Funds will be used for the construction, acquisition, and / or rehabilitation of housing (both multi- and single-family units). DHCA may work with the private sector, non-profits and / or the Montgomery County Housing Opportunities Commission (HOC) in implementing this program. This is estimated to produce or preserve 47 units.

Community Housing Development Organizations (CHDOs)

\$295,000

Housing Production

The project will fund the housing development activities of CHDOs. This represents the federally mandated fifteen percent of the HOME allocation. Up to 10 percent of this total (\$20,000) may be used for project-specific technical assistance, site control, and seed money loans. It is anticipated that one to three organizations will use these funds for acquisition, construction, or renovation of rental housing for persons with low-incomes. This is estimated to produce or preserve 6 units.

PROJECTS ADMINISTERED BY NONPROFITS AND OTHER PUBLIC AGENCIES

CHDO Operating Assistance

\$68,400

Funds will be used to partially cover the administrative costs of qualified CHDOs: Montgomery Housing Partnership (MHP) and Housing Unlimited, Inc. (HUI). MHP will receive \$50,000 and HUI will receive \$18,400. By regulation, only CHDOs using HOME funds to own, sponsor, or develop affordable housing are eligible for operating support. This operating support cannot exceed 50 percent of a CHDO's operating budget in any fiscal year or \$50,000 annually, whichever is greater.

ADMINISTRATION

\$196,000

The fund will be used to cover the county's expenses associated with operating the HOME Program. Administrative expenses cannot exceed 10% of the entitlement amount.

SUMMARY OF EXPECTED BENEFIT FROM HOME PROJECTS

Units	47
CHDOs	2

EMERGENCY SOLUTIONS GRANT (ESG)

EMERGENCY SOLUTIONS GRANT (ESG)

\$374,421

The ESG Program enables the county to assist persons who are homeless. For County FY2019, it is anticipated that the County will receive \$374,421 in ESG funding. Funds are used in conjunction with the Continuum of Care homeless assistance system and will be administered by the county's Department of Health and Human Services.

Rapid Re-Housing

\$298,421

Housing Stabilization and Relocation Services – \$125,000 - will be available to assist homeless households locate, obtain and retain housing. Funds will be used for case management services, and security deposits to assist approximately 25 homeless households move into permanent housing. Eligible singles and families include those living in temporary shelter, in a place not meant for human habitation or other places described in Category I of the homeless definition issued by HUD.

Rental Assistance - \$173,421 will be used to provide up to 12 months of medium term rental assistance to help homeless households obtain and retain permanent housing. Assistance will be provided to households that meet the criteria for Category I of the homeless definition issued by HUD upon program admission. Approximately 25 households will be served.

Homeless Management Information System (HMIS)

\$61,000

Funds will be used to partially fund an HMIS dedicated support specialist, licensing fees, data quality activities, training and other costs necessary to support the Montgomery County Continuum of Care's Homeless Management Information System. This CoC-wide database is used to track client services and provides valuable data to support planning activities.

Emergency Shelter

\$15,000

Funds will be used for Shelter operations including motel vouchers, maintenance, furnishings, and supplies necessary for operation of emergency shelter. An estimated 150 people will benefit.

SUMMARY OF EXPECTED BENEFIT FROM ESG PROJECTS

Persons	150
Households	25



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject - Position Description for Deputy Director, Department of Housing and Community Affairs	Number 3-19
Originating Department Office of Human Resources	Effective Date

Montgomery County Regulation on

POSITION DESCRIPTION – DEPUTY DIRECTOR, DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Issued by: County Executive
Regulation No. 3-19

Authority: Montgomery County Code (2014) Section 1A-104(b)(2)

Supersedes: None

Council Review: Method (1) under Code Section 2A-15

Register Vol. 36 No. 2

Effective Date:

Comment Deadline: March 3, 2019

Summary: This regulation establishes the position description for Deputy Director, Department of Housing and Community Affairs, a non-merit position.

Staff contact: Kimberly Williams, Office of Human Resources
(240) 777-5198

Address: Office of Human Resources
Executive Office Building
101 Monroe Street, Fifth Floor
Rockville, Maryland 20850

Background: Montgomery County Code § 1A-104(b)(2) requires that certain positions in the Executive Branch designated by law as non-merit must be supported by a position description established by executive regulation under method (1).

DEPUTY DIRECTOR, DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

DEFINITION OF CLASS:

This is an appointed, non-merit position in the County Government. This executive-level position reports to the Director, Department of Housing and Community Affairs (DHCA) and has full authority and accountability in the absence of the Director. The Deputy Director supports the Director in planning, developing, implementing, and evaluating policies, program, and special projects. The incumbent also addresses and resolves complex



MONTGOMERY COUNTY EXECUTIVE REGULATION

Office of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject - Position Description for Deputy Director, Department of Housing and Community Affairs	Number 3-19
Originating Department Office of Human Resources	Effective Date

issues related to affordable, workforce, and market-rate housing with County, State, regional, and federal officials/managers as well as with private for-profit and not-for-profit sector and community/civic association leaders.

MAJOR DUTIES:

Incumbents perform a variety of complex duties. The distinguishing characteristics of this classification include responsibility for implementing affordable housing, the loan, grant, and other programs, and coordinating such efforts with other County, State, regional, and federal officials/managers and/or private agencies.

EXAMPLES OF DUTIES: (Illustrative Only)

- Develops the departmental work program and develops responsive and fiscally sound policies which impact public, private, and community interests related to the County's housing programs;
- Develops and promotes fair and affordable housing, tenant rights, and healthy living conditions and helps to preserve and produce affordable workforce and market-rate housing.
- Works with Director, Division Chiefs, and senior managers in planning and developing strategic, long-range policies; in establishing long and short terms goals and objectives; in implementing innovative programs and initiatives; and in determining organizational and financial resources required to meet objectives;
- Examines numerous diverse, complex, and politically-sensitive issues and problems related to housing and works with departmental and other County/outside stakeholders toward their resolution;
- Leads and/or works with task forces and advisory committees; analyzes recommendations / findings; informs/advises the Director and other officials of issues, strategies, and findings; implements recommendations; evaluates outcomes, etc.
- Serves as the primary liaison to officials/staff at the Montgomery County Planning Board, MNCPPC, the Housing Opportunities Commission (HOC), Council of Governments (COG), State of Maryland Department of Housing and Community Development, and other agencies on all matters of mutual concern;
- Serves as the Director's personal representative in meetings with and in making oral and written presentations before appointed and elected officials, community organizations, private sector business associations, and officials of both regulatory and non-regulatory local, State, and federal government agencies;
- Testifies before the County Council and Planning Board; participates in their committees regarding legislation and issues affecting departmental policies and procedures;
- Serves as liaison between the department and communities; manages community relations and outreach activities;



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject - Position Description for Deputy Director, Department of Housing and Community Affairs	Number 3-19
Originating Department Office of Human Resources	Effective Date

- Oversees administration/management of major departmental contracts;
- Monitors and evaluates housing development programs to ensure the program meets all federal and local regulations, guidelines, and reporting requirements.
- Oversees the management of public and privately funded grants from award to close out; and responsible for tracking project budgets, funding accounts, and program income.
- Participates in developing the department's Operating and Capital Improvement Budgets;
- Provides oversight on modernization and development projects to include preparation of scope of services and participation in the selection process for developers or contractors.
- Manages/oversees the day-to-day real estate activities related to the acquisition and development of affordable, workforce, and market rate housing; coordinates development activities from planning to occupancy.
- Conducts and/or directs the efforts of consultants/contractors in carrying out evaluations and/or management studies of departmental programs; creates program evaluation criteria; assesses findings; proposes new approaches and/or modifications to Director;
- Coordinates the development of analytical and transactional tasks to include but not limited to market research, project budgets, sources and uses, draw schedules, proformas, and project schedules.
- Handles special projects, reports, and activities;
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Experience: Ten (10) years of progressively responsible experience in public housing, affordable housing, or real estate redevelopment environment; three (3) of which were in a supervisory or executive capacity; or the equivalent combination of education and experience which meet the minimum qualifications requirement.

Education: Bachelor's degree from an accredited college or university with emphasis in Business Administration, Real Estate or closely related field.

Licenses, Registrations, Certifications, or Special Requirements: None

KNOWLEDGE, SKILLS, AND ABILITIES:

Advanced knowledge of:



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject - Position Description for Deputy Director, Department of Housing and Community Affairs	Number 3-19
Originating Department Office of Human Resources	Effective Date

- Principles, practices, and techniques of planning, formulating, analyzing, and implementing management and programmatic policies and strategies.
- Long- and short-range strategic planning and evaluation techniques and methods, and ability to look to the future with a broad perspective.
- Principles and practices of housing, community planning, and urban development, including zoning ordinances, master and sector plan development, land use, etc.
- Local, State, and federal laws, regulations, and programs affecting affordable, workforce, and market-rate development activities.
- Functions and activities of the local government, bi-county, State, and federal agencies that deal with Montgomery County.
- Contract development, administration, and monitoring; budget/fiscal control; procurement; human resources; etc.
- Federal, State, local and County applicable laws, rules, regulations and guidelines.

Skill in:

- Identifying, analyzing, and evaluating information concerning highly complex and often politically-sensitive housing issues.
- Manage numerous responsibilities, set priorities, anticipate problems, develop contingency plans, and monitor achievement of broad program goals/objectives.
- Working effectively with task forces, advisory groups, and panels comprised of a diverse range of stakeholders; to grasp and synthesize key issues; and to implement recommendations/findings.
- Interpersonal relations and ability to establish and maintain effective working relationships with elected/appointed officials, managers and supervisors, other governmental staff, civic and community leaders and groups, and representatives of the private business sector.
- Negotiating agreements which accommodate the conflicting interests and viewpoints of numerous groups and organizations.
- Managing staff, allocating resources, and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements, and proposals.
- Developing and monitoring programs and related budgets.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Problem-solving and decision-making.



MONTGOMERY COUNTY EXECUTIVE REGULATION

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject - Position Description for Deputy Director, Department of Housing and Community Affairs	Number 3-19
Originating Department Office of Human Resources	Effective Date

Ability to:

- Cooperate with and fully support the goals and objectives of intra and interagency programs and activities.
- Effectively representing the organization on policy matters and controversial questions and to deal tactfully and equitably with a diverse range of people.
- Communicating clearly, concisely, and effectively, both orally and in writing.
- Ability to attend meetings and/or perform assignments at locations outside of the office.
- Manage, motivate, train, develop, and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks, and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- Research, compile, analyze, interpret, and prepare a variety of memorandums or reports.

MEDICAL EXAM PROTOCOL: Medical History Review.

Approved:

Marc Elrich, County Executive

Date

APPROVED AS TO FORM AND LEGALITY
OFFICE OF THE COUNTY ATTORNEY

BY: *[Signature]*
DATE: 1/11/15

2019

Department of Housing and Community Affairs

COC PROGRAM MONTHLY REPORT
TIM GOETZINGER, ACTING DIRECTOR



HOUSING AND COMMUNITY AFFAIRS | 1401 Rockville Pike, 4th Floor; Rockville, MD 20852

28

Contents

Program Description	1
List of Registered COCs	1
Financial Reports	3
Revenue	3
Expenditures	4
Public Services Program (PSP) Budget	5
MC311 Service Request Details	6
Month to Date	6
Fiscal Year to Date.....	6
COC Website	7
Activity Status Reports	8
Monthly and Annual Case Summaries	8
Monthly Trends.....	8
FY19 Cases by Case Type, Status and Case List.....	9

Program Description

The Common Ownership Community Program ensures fair and equitable relations between the governing bodies of homeowner associations, condominium associations, and cooperatives, and the individuals living within these common ownership communities, and encourages the maintenance and improvement of housing. Activities include mediating and arbitrating disputes; providing information and technical assistance to all parties; and taking legal action as necessary, including referring unresolved complaints to the Montgomery County Commission on Common Ownership Communities.

List of Registered COCs

Common Ownership Communities (COC) are required to provide the Department of Housing and Community Affairs (DHCA) with its elected leadership and managing agents every year (Montgomery County Code Sec. 10B 7(a)(1)). Every attempt is made to ensure the accuracy and reliability of the COC information on this website. However, this information is provided as a convenience "as is" without any guarantee of the accuracy, content, completeness or reliability of the information contained. It is the responsibility of the COC to ensure the accuracy of the information and official representatives may make updates by going to the [DHCA COC Registration website](https://apps.montgomerycountymd.gov/DHCA-Licensing/COC/List) or contacting DHCA at 240-777-0311.

This list is updated in real time and is available at <https://apps.montgomerycountymd.gov/DHCA-Licensing/COC/List>

City	Communities	Units
ASHTON	9	536
BELTSVILLE	1	89
BETHESDA	79	8,328
BOYDS	11	1,542
BROOKEVILLE	11	885
BURTONSVILLE	25	3,658
CABIN JOHN	4	205
CHEVY CHASE	22	3,148
CLARKSBURG	39	5,751
DAMASCUS	23	1,684
DARNESTOWN	9	942
DERWOOD	8	438
GAITHERSBURG	92	12,725
GERMANTOWN	127	23,650
KENSINGTON	16	714
LAUREL	2	49
LAYTONSVILLE	12	464
MONTGOMERY VILLAGE	16	7,840

NORTH BETHESDA	9	1,482
NORTH POTOMAC	28	3,724
OLNEY	42	7,972
Poolesville	1	17
POTOMAC	70	5,625
ROCKVILLE	139	19,167
SANDY SPRING	6	167
SILVER SPRING	253	27,507
SPENCERVILLE	2	40
TAKOMA PARK	20	644
WHEATON	6	324
Grand Total	1,082	139,317

For historical context in the May 2018 COC report (the first such monthly report), DHCA reported 1,064 registered communities comprising 138,491 units. This represents a year-over-year increase of 18 registered communities and 826 additional units.

Financial Reports

Revenue

Account Name	Orig Budget	Latest Budget	YTD Actual Amt	Variance	%Received
	(685,125)	(685,125)	(693,826)	8,701	101.27
Office of Common Ownership Community Registration Fees	(680,125)	(680,125)	(680,036)	(89)	99.99
Common Ownership Community - User Fees	(5,000)	(5,000)	(13,790)	8,790	275.80

Expenditures

Account	Latest Budget	YTD Actual Amt	YTD Encumb Amt	YTD Total Exp	Remaining Balance	Rem%
Personnel Costs Total	439,877	285,078	-	285,078	234,799	53.38
50010 - Full Time Salaries	339,662	137,834	-	137,834	201,828	59.42
50016 - Personal Leave Days	-	2,141	-	2,141	(2,141)	-100.00
50110 - Annual Leave Pay	-	4,106	-	4,106	(4,106)	-100.00
50112 - Sick Leave Pay	-	4,695	-	4,695	(4,695)	-100.00
50116 - Compensatory Leave Pay	-	5,609	-	5,609	(5,609)	-100.00
50120 - Administrative Leave Pay	-	1,684	-	1,684	(1,684)	-100.00
50124 - Lump Sum Leave Pay (Annual/Compensatory/Paid Time)	-	250	-	250	(250)	-100.00
50324 - Overtime	-	763	-	763	(763)	-100.00
5A001 - Salaries and Wages Total	339,662	157,882	-	157,882	182,580	53.75
51002 - Social Security- FICA	20,354	11,684	-	11,684	8,670	42.60
51004 - Social Security- FICA Medicaid	4,925	-	-	-	4,925	100.00
5A002 - Social Security Total	25,279	11,684	-	11,684	13,595	53.78
52002 - Group Insurance	51,207	22,777	-	22,777	28,430	55.52
5A003 - Group Insurance Total	51,207	22,777	-	22,777	28,430	55.52
53016 - RSP (Retirement Savings Plan)	9,640	927	-	927	8,713	90.38
53018 - ERS (Employee Retirement Plan)	6,741	5,291	-	5,291	1,450	21.51
53020 - GRIP (Guaranteed Retirement Income Plan)	7,348	7,317	-	7,317	31	0.43
5A004 - Retirement Total	23,729	13,535	-	13,535	10,194	42.96
Operating Expenses Total	215,000	105,661	58,499	164,160	50,840	23.65
60018 - Professional Computer	30,000	20,000	-	20,000	10,000	33.33
60026 - Professional Educational/Training	80,000	-	-	-	80,000	100.00
60062 - Management Consulting	35,000	-	-	-	35,000	100.00
60106 - Financial Advisor Services	35,000	-	-	-	35,000	100.00
60168 - Temporary Office Clerical	-	40,350	58,027	98,376	(98,376)	-100.00
60426 - Preparation Of Transcripts/Recorders	-	2,131	-	2,131	(2,131)	-100.00
60530 - Other Professional Services	-	21,750	-	21,750	(21,750)	-100.00
6A001 - Contract and Services Total	180,000	84,231	58,027	142,257	37,743	20.97
61926 - Building Or Space Rentals/Leases	-	520	-	520	(520)	-100.00
6A003 - Rental Leases Total	-	520	-	520	(520)	-100.00
62010 - General Office Supplies	1,500	3,131	472	3,603	(2,103)	-140.23
62016 - Computer Supplies	1,000	-	-	-	1,000	100.00
62018 - Computer Equipment - Non Capitalized	2,500	-	-	-	2,500	100.00
62020 - Computer Software	-	264	-	264	(264)	-100.00
62022 - Paper & Supplies For Copiers	150	-	-	-	150	100.00
6A004 - Office Supplies/Equipment-Not Capitalized Total	5,150	3,395	472	3,867	1,283	24.91
63020 - Office Machines/Copier Leases	-	905	-	905	(905)	-100.00
63022 - Other Central Duplicating Services - Printing	1,500	3,972	-	3,972	(2,472)	-164.77
6A013 - Printing - Central Duplicating Services Total	1,500	4,877	-	4,877	(3,377)	-225.12
63200 - Central Duplicating - Postage - Bulk	2,500	2,935	-	2,935	(435)	-17.41
6A015 - Mail - Central Duplicating Services Total	2,500	2,935	-	2,935	(435)	-17.41
63604 - Cellular Phone Line Charges	-	332	-	332	(332)	-100.00
6A018 - Phones/Telecommunication Services Total	-	332	-	332	(332)	-100.00
64010 - Metropolitan Area Travel	250	-	-	-	250	100.00
6A021 - Travel Total	250	-	-	-	250	100.00
64120 - Other Education	500	-	-	-	500	100.00
6A022 - Training and Education Total	500	-	-	-	500	100.00
64208 - Other Dues	400	-	-	-	400	100.00
6A023 - Memberships and Dues Total	400	-	-	-	400	100.00
64402 - Professional Meetings Hosted	-	100	-	100	(100)	-100.00
64408 - Meetings: Meals/Snacks/Refreshments	-	957	-	957	(957)	-100.00
64410 - Meeting Room Rentals	-	7,940	-	7,940	(7,940)	-100.00
6A025 - Special County Functions Total	-	8,997	-	8,997	(8,997)	-100.00
64502 - Boards - Meals/Snacks/Refreshments	-	40	-	40	(40)	-100.00
64506 - Other Board/Commission/Committee Expenditures	-	248	-	248	(248)	-100.00
6A026 - Boards/Committees/Commissions Total	-	288	-	288	(288)	-100.00
69038 - Transcripts	14,000	85	-	85	13,915	99.39
69999 - Other Miscellaneous Operating Expenses	10,700	-	-	-	10,700	100.00
6A099 - Miscellaneous Operating Expenses Total	24,700	85	-	85	24,615	99.66
Total	654,877	310,739	58,499	369,237	285,640	43.62

Public Services Program (PSP) Budget

Effective FY17, all COC Program revenues are used exclusively for COC Program expenditures. All revenues remain within the program. To ensure a proper accounting of year-over-year resources, DHCA prepares a PSP Budget with the Office of Management and Budget. A PSP budget is a 6-year budget that projects certain expenditures and revenues based on certain assumptions. The purpose of the projection is to present a clear illustration of the program's long-term financial viability.

The PSP budget is presented here. Per the budget, the program will continue to be viable for the long run. Although in year six there is a projected deficit, the underlying assumption is full expenditure in each fiscal year. The reality is that in outyears there will be either less expenditures or more revenue that will cover the deficit in FY26. If there is not, DHCA would consider adjusting COC fees to cover the deficit.

Note that budget figures are based on the "original budget" (County Council approved budget). Budget figures may be adjusted after Q1 during a PO liquidation and carryover process or after Q2 and Q3 estimates. DHCA provides budget to expenditure data on the "latest budget" which may result in slight discrepancies when comparing the annual expenditure budget to the PSP budget.

Montgomery County Department of Housing and Community Affairs												
Common Ownership Community Program												
Public Service Program Budget												
	7-Nov-18											
	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
	Actual	Actual	Actual	Actual	Budget	Request	Projection	Projection	Projection	Projection	Projection	Projection
Beginning Fund Balance	415,722	421,282	705,688	320,662	625,442	606,107	595,463	493,250	416,733	331,144	229,679	113,499
Revenue	415,722	421,282	705,688	1,033,907	1,340,442	1,331,932	1,292,074	1,240,910	1,177,608	1,101,402	1,011,491	907,039
Total	831,444	842,564	1,411,376	1,354,569	1,980,884	1,938,039	1,887,148	1,741,820	1,614,346	1,432,804	1,241,170	1,010,538
Personal Costs	259,673	299,707	271,155	319,173	431,162	466,060	484,702	504,090	524,254	545,224	567,033	589,715
Operating Costs	17,003	48,384	66,517	33,788	215,000	215,000	215,000	215,000	215,000	215,000	215,000	215,000
Indirect Costs	45,157	52,119	47,154	55,504	88,173	95,309	99,122	103,087	107,210	111,498	115,958	120,597
Total	321,833	400,210	384,826	408,465	734,335	776,369	798,824	822,177	846,464	871,723	897,992	925,311
Ending Fund Balance	93,890	21,072	320,862	625,442	606,107	555,463	493,250	416,733	331,144	229,679	113,499	(18,273)
Assumptions												
Revenue Increases @ 1.5%												
Increase from 3.6 to 4.15FTs Beginning FY19												
PC increases @ 4.0%; OE stays at \$185K												
Indirect cost rate = 17.39% of personal costs through FY18; 20.45% thereafter												
For FY19, the County's proposed indirect cost rate has been calculated based on fund types: 23.62 percent for the General Fund "General County Rate" and 20.45 percent for Non-Tax Supported Special Funds and Other Tax Supported Special Funds "County Grant Rate".												



34

MC311 Service Request Details

MC311 Customer Service Center is Montgomery County's source for non-emergency government information and services. You can reach MC311 by calling 311 in the County or 240-777-0311, 711 for MD Relay TTY, from anywhere, Monday - Friday 7 a.m. – 7 p.m. Use the links on this page, or follow us on twitter @311MC311.

Annually, DHCA responds to 25,000 – 35,000 services requests with the Housing Code Enforcement, Landlord Tenant Affairs and Licensing and Registration receiving approximately 10,000 requests annually.

Below is a summary of the service requests processed by Common Ownership Communities for the current month and fiscal year to date (July – Present).

Please note that this report includes activity for both February and March 2019 in the "Month to Date" chart below.

Month to Date

SLA	Topic	# of SRs	# of SRs meeting SLA	Avg +- Days	% of SRs meeting SLA
3	Request to Speak to a Commission on Common Ownership Communities (CCOC) Staff Member	122	122	-1.93	100.00%
1	CCOC Community Association Manual and Resource Guide	1	1	0.00	100.00%

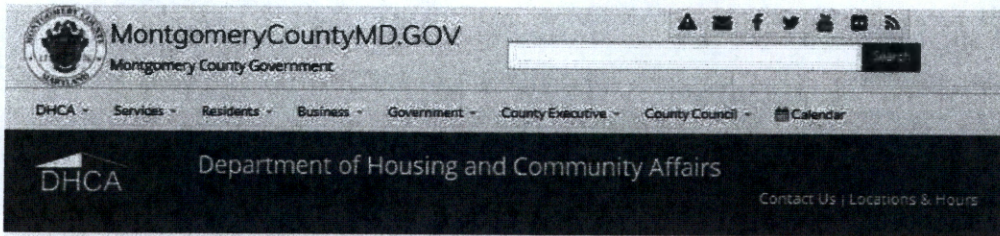
Fiscal Year to Date

SLA	Topic	# of SRs	# of SRs meeting SLA	Avg +- Days	% of SRs meeting SLA
3	Request to Speak to a Commission on Common Ownership Communities (CCOC) Staff Member	551	544	-1.82	98.73%
1	CCOC Community Association Manual and Resource Guide	1	1	0.00	100.00%
1	Condominium or Homeowners Association Complaints	8	8	0.00	100.00%

COC Website

The new COC website is now live. Thanks to Kathy Viney and Jacob Esterque for their work in updating and refreshing the look and feel of the website. The site can be accessed at the following web address:

<https://montgomerycountymd.gov/DHCA/housing/commonownership/index.html>



Office of Common Ownership Communities

The Office of Common Ownership Communities (OCOC) is committed to providing owners, tenants, residents, boards of directors, and management companies of self-governing residential communities with information, assistance, and impartial dispute resolution programs that:

- Improve the quality of life in the community.
- Strengthen the self-governing community structure, and
- Enhance the value of residential property in community associations.

The OCOC provides these services to the public with integrity, transparency, and a commitment to the highest ethical standards.



Board Member Training

Online training program for board members of common ownership communities. Provided by the OCOC.


[More Information](#)



Common Ownership Communities

What you should know about living in a condominium, cooperative, or homeowners' association.

[More Information](#)



Registration of COCs

All condominium, cooperative, and homeowners' associations must register with the County annually.


[More Information](#)



The Commission

Educates residents on good governance and resolves disputes between residents and their associations.


[More Information](#)



Community Information

Understanding "best practices" and proper procedure promotes good behavior, and reduces the number of disputes between residents and boards of directors.

[More Information](#)



Law Library

Use these links to view the laws and policies that govern COCs.


[More Information](#)



Filing a Complaint

Filing a complaint begins a legal process that can be complicated, time consuming, and costly; understand the process before completing and filing the form.

[More Information](#)



COC News and Upcoming Events

- DHCA Calendar
- DHCA Announcements

[More Information](#)

Activity Status Reports

The following reports demonstrate the volume of cases filed within a given timeframe and details the case status from filing through disposition. Note that most of these reports include details for a specific date range; however, "cases pending" include details that are aggregated (include all open cases in the COC Case Management System).

In FY18 through March 31, there were 74 cases filed and 5 closed. This compares to 59 filed in FY19 with 76 closed (and another 87 cases were closed through the database closeout initiative).

Monthly and Annual Case Summaries

Activity Summary Report

From 07/01/2018 to 03/31/2019.

By Date Range	Disputes filed:	59
	Disputes adjudicated at Public Hearing:	0
	Decisions issued:	113
	Formal mediation sessions:	0
Aggregate to Date	Cases pending:	40
	New cases	1
	Cases in process	19
	Cases in mediation stages	6
	Cases in default stages	7
	Cases to Commission	2
	Cases in hearing	5
By Date Range	Disputes closed:	165
	Settled by the parties:	12
	Settled in formal mediation:	23
	Settled after CCOC took jurisdiction:	6
	Resolved by CCOC ruling:	19
	Withdrawn:	12
	No jurisdiction	5

Activity Summary Report

From 02/01/2019 to 03/31/2019.

Disputes filed:	19
Disputes adjudicated at Public Hearing:	0
Decisions issued:	3
Formal mediation sessions:	0
Cases pending:	40
New cases	1
Cases in process	19
Cases in mediation stages	6
Cases in default stages	7
Cases to Commission	2
Cases in hearing	5
Cases appealed	0
Disputes closed:	15
Settled by the parties:	1
Settled in formal mediation:	7
Settled after CCOC took jurisdiction:	0
Resolved by CCOC ruling:	2
Withdrawn:	5
No jurisdiction	0

Monthly Trends

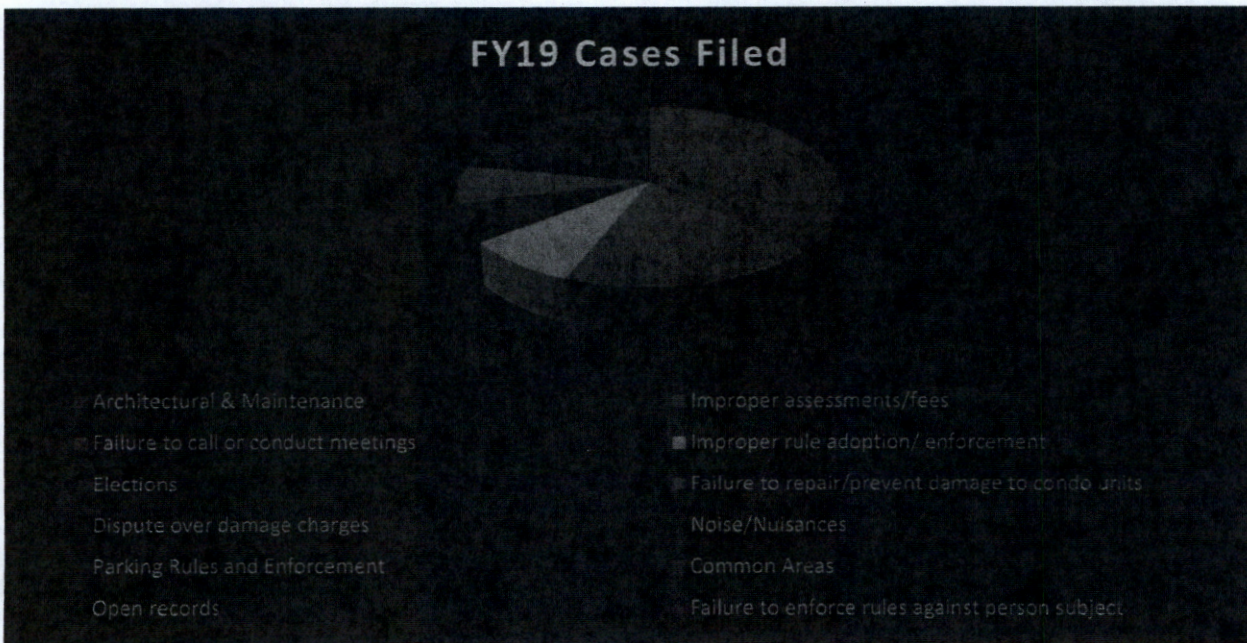
COC Case Inflow / Outflow	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total
Disputes filed:	6	7	4	6	4	8	5	4	15				59
Disputes adjudicated at Public Hearing:													0
Decisions issued:	5	4	2	3	89	4	3	2	1				113
Formal mediation sessions:													0
Disputes closed:	12	5	13	8	98	7	7	5	8				163
Settled by the parties:	1	1	5	2	2				1				12
Settled in formal mediation:	3		3	2	1	3	4	2	5				23
Settled after CCOC took jurisdiction:			3		2	1							6
Resolved by CCOC ruling:	6	2		1	3	3	2	2					19
Withdrawn:	1	2	2		2		2	3	2				14
No jurisdiction	1			3	1								5
Database Closeout Initiative						87							87

FY19 Cases by Case Type, Status and Case List

Like last fiscal year, the bulk of current year cases involve architectural and maintenance issues; however, governance issues continue to be the second most frequent issue (elections, meetings, fees, rules).

Case Type	Cases Filed
Architectural & Maintenance	22
Improper assessments/fees	6
Failure to call or conduct meetings	5
Improper rule adoption/ enforcement	5
Elections	4
Failure to repair/prevent damage to condo units	4
Dispute over damage charges	3
Noise/Nuisances	3
Parking Rules and Enforcement	3
Common Areas	2
Open records	1
Failure to enforce rules against person subject	1
Grand Total	59

Case Status	Cases Filed
Completed	29
In Process	17
Mediation	6
Commission	2
Default	2
Hearing	2
Appealed	1
Grand Total	59



Case Number	Case Name
2019-015	James J. Stevens, Jr. v. The Crest of Wickford Condominium
2019-041	George Strumpf v. The Forum Condominium
2019-029	Sandra Talley v. New Mark Commons Association, Inc.
2019-009	Yordan & Giovanna Silvera v Iverness Forest
2019-011	Churchill East Village v Jose Hernandez
2019-002	Sarah Austin v Villas at Willow Cove Condominium
2019-008	Falls Ridge HOA v Daniel Tan
2019-010	Churchill East Village v Kevin Low
2019-016	Stephen Murphy v Willow Cove Townhouse Condominium
2019-018	Autumn Breeze Condominium v. Hendrix Kiondo & Alencia Jenkins
2019-032	Krishnan & Nisha Rajam v. Seneca Park North HOA
2019-034	Sara Tenenbaum & Nicholas Love v. New Mark Commons HOA
2019-048	Longmead Crossing v. Janice Griffin
2019-022	Robert and Monica Patterson v. Vineyards Condominium
2019-004	Laura Hawley-Jarvis v Mutual 8 of Leisure World
2019-027	College Square Condominium, Inc. v. Satnam and Jit Gidda
2019-003	Emanuel Anagnostianos v Wintergate at Longmead
2019-012	Sheryl Katzman v Leisure World Community Corporation, et al.
2019-035	Dalles E. Valley, Jr. v. Tiers of Silver Spring
2019-037	Justin Temple v Rock Creek Overlook Home Owners Association, Inc.
2019-001	Erik Plence v Mutual 8
2019-013	Jane Utterback v. Wintergate at Longmead Condominium Association
2019-039	Kennebec Gardens Condominium v Tabi Farnell
2019-006	Dennis & Doris Eisen v Mutual 308 The Greens at Leisure World II
2019-026	Peterson v. Sedgwick Homes Association, Inc.
2019-007	Euphemia Agwe v Seneca Park North HOA
2019-017	Frank & Kim Luncheon v. Aurora Homeowners Association, Inc.
2019-023	Carol Emel v. Leisure World - Mutual 15
2019-031	Daniel Tsehaye v. Pipers Mill Crossing Homeowners Association
2019-030	Shirley & Joseph Miree v. Village at Town Center Condominium Association, Inc.
2019-025	Maria-Eugenia Angarita-Trolland v. Bristol Square Condominiums
2019-005	Marsea Gallagher v Hampshire Greens HOA
2019-033	Fox Chapel North Homes Association, Inc. v. Edwin Baldomar
2019-024	Dereje Gizaw v. Seneca Forest Community Association
2019-014	Kimya Hogarsh v. Wintergate at Longmead Condominium Association
2019-019	Diana Weinrich, et al. v. Tanterra HOA
2019-049	Longmead Crossing v. Jose-Luis Mendoza
2019-051	Longmead Crossing v. Oyinwa Alex-Okoh
2019-053	Longmead Crossing v. Manuel & Maria Cruz
2019-055	Longmead Crossing v. Miguel Rodriguez
2019-059	Shih Kwang Hsu v Normandy Hills Homeowner's Association
2019-047	Longmead Crossing v. Phu Cam Vuong
2019-050	Longmead Crossing v. Betatehem Tesfaye Dejen
2019-052	Longmead Crossing v. Young Min Lee
2019-056	Longmead Crossing v. Phillip & Gloria Furtado
2019-054	Ronald & Hae-Sun Krams v. Mutual 14
2019-043	Vaidic Align LLC v. Maple Springs Medical Center Condominium Association
2019-058	Natascha Milesi Ferretti v Willow Cove Townhouse Condominium
2019-057	Luz Torres v Top of the Park Condominium Association
2019-038	Heather Kenney v. Council of Unit Owners of Cherington Condominium
2019-045	Matthew Fioretti v. Greenfield Commons Condominiums
2019-046	Altayework Berhaneselassie & Billigine Senbet v Hill Top Condominium
2019-021	Jeffrey and Nancy Edelstein v. Kenwood Condominium Council of Unit Owners
2019-020	Ahmad Moghaddam v. The Forum Condominium
2019-036	Zachary & Laura Mason v. Americana Centre Condominium, Inc.
2019-040	Maria Segura v. Glen Way Gardens Condominium
2019-042	Plymouth Woods Condominium, Inc. v. Arthur Osgood, Sr.
2019-044	North Creek Villas Condominium Association v. Edward Feinstein
2019-028	George Theodory v. Kenwood Condominium