



# First Program Year Action Plan

The CPMP First Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

## SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted	Applicant Identifier	<b>Type of Submission</b>	
Date Received by state	State Identifier	<b>Application</b>	<b>Pre-application</b>
Date Received by HUD	Federal Identifier	<input type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
<b>Applicant Information</b>			
<b>The City of Frederick Maryland</b>		UOG Code MD240552Frederick	
City Hall		Organizational DUNS 19357650	
101 North Court Street		Organizational Unit	
Frederick	Maryland	Department	
ZIP 21701	Country U.S.A.	Division Dept Planning &Community Development	
<b>Employer Identification Number (EIN):</b>		County Frederick	
##-###-####		Program Year Start Date (MM/DD)	
<b>Applicant Type:</b>		<b>Specify Other Type if necessary:</b>	
Local Government: Township		Specify Other Type	
<b>Program Funding</b>		<b>U.S. Department of Housing and Urban Development</b>	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
<b>Community Development Block Grant</b>		14.218 Entitlement Grant	
CDBG Project Titles		Description of Areas Affected by CDBG Project(s) Citywide	
\$CDBG Grant Amount \$444,338	\$Additional HUD Grant(s) LeveragedHOME ESG FLHRP	Describe Md DHCD STAR loans HUD Continuum of Care Via Md DHCD	
\$Additional Federal Funds Leveraged estimate \$600,000	\$Additional State Funds Leveraged Rehab loans and lead grants estim,ate \$400,000		
\$Locally Leveraged Funds estimate \$150,000	\$Grantee Funds Leveraged		
\$Anticipated Program Income\$206,000	Other (Describe)		

Jurisdiction

Total Funds Leveraged for CDBG-based Project(s)			
<b>Home Investment Partnerships Program</b>		14.239 HOME	
HOME Project Titles N/A		Description of Areas Affected by HOME Project(s)	
\$HOME Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOME-based Project(s)			
<b>Housing Opportunities for People with AIDS</b>		14.241 HOPWA	
HOPWA Project Titles N/A		Description of Areas Affected by HOPWA Project(s)	
\$HOPWA Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
<b>Emergency Shelter Grants Program</b>		14.231 ESG	
ESG Project Titles N/A		Description of Areas Affected by ESG Project(s)	
\$ESG Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s)			
Congressional Districts of:		Is application subject to review by state Executive Order 12372 Process?	
6th	6th	<input type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on DATE
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input checked="" type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Program has not been selected by the state for review

Person to be contacted regarding this application		
Charles	W	Boyd
Director of Planning and Community Development	301-624-1248	301-694-1837
cboyd@cityoffrederick.com	www.cityoffrederick.com	Other Contact
Signature of Authorized Representative		Date Signed

# Narrative Responses

## GENERAL

### Executive Summary

The Executive Summary is optional, but encouraged. If you choose to complete it, please provide a brief overview that includes major initiatives and highlights that are proposed during the next year.

Program Year 1 Action Plan Executive Summary:

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 This document is the first Annual Action Plan prepared under the City of Frederick Consolidated Plan for 2005-2010. It includes the narratives required by HUD regulations in 24 CFR Part 91, certifications, and the tables that detail the 12 projects that are proposed for the use of \$737,338 in CDBG funding for 2005 Program Year.

### General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

Program Year 1 Action Plan General Questions response:

1. The geographic area covered by this Plan is the City of Frederick Maryland, an entitlement community receiving funds from HUD under the Community Development Block Grant program.
2. The recommendations for the geographic distribution of funds depend upon the nature of the specific activity or program. The following principles are reflected in the recommendations.

Direct homeownership programs to promote affordable housing opportunities should be available Citywide to those who meet income guidelines so as to maximize choice of living environment and housing style for new owners.

Owner occupied or special needs housing rehabilitation addresses a need for safe and sanitary housing based on the condition of structures. These programs are therefore undertaken Citywide. At this time there are not sufficient funds available to undertake a concerted neighborhood rehabilitation effort targeting an area or block with particularly high need.

Public infrastructure enhancements should be targeted to those areas where the need is greatest – areas with over 51% low or moderate income residents.

Public facility improvements should be undertaken and new facilities located to effectively and efficiently serve the intended clientele and need not be exclusively within areas with over 51% low or moderate income residents. The needs of the clients and of the neighborhood must be balanced.

New transitional housing, affordable rental housing or an SRO should be considered appropriate in any location Citywide where there is available land appropriately zoned.

3A. With respect to the major obstacle (limited entitlement grant funding) the City plans to apply for additional funding for American Dream Down payment Initiative funds from Md DHCD or Affordable housing Program from the Home Loan Bank of Atlanta and apply jointly with Frederick Community College for a Community Outreach Partnership Center grant from HUD. The City will also support grant applications by others for projects that address Consolidated Plan needs or further specific objectives.

3B. With respect to the second obstacle (high growth pressure, high property costs) the City will continue to focus on the rehabilitation and redevelopment projects underway or planned - rehab of 527 North Market Street and adaptive reuse of 16 West 7<sup>th</sup> Street (former FOP lodge) and 108 West All Saints Street.

## **Managing the Process**

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process, by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.

3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 1 Action Plan Managing the Process response:

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1. The City of Frederick Department of Planning and Community Development is the lead agency responsible for the preparation of the Consolidated Plan. The Frederick Community Action Agency is the City department that provides a wide variety of services for low- income persons, including the homeless and persons in transition from homelessness. Much of the information in the Consolidated Plan with respect to these issues and concerns has been provided by FCAA.

2. The process for the preparation, review and comment and the adoption of the five year Consolidated Plan and each Annual Action Plan is set forth in the Citizen Participation Plan adopted by the Mayor and Board of Aldermen January 20th 2005. The process for the analysis of needs and preparation of a draft Strategic Plan began with a consultation questionnaire sent to 105 departments, agencies and organizations and the 12 the Neighborhood Advisory Councils. This questionnaire was also was posted on the City of Frederick web page in January 2005. In February and early March the Planning/Community Development Department and FCAA staff reviewed and analyzed questionnaire responses, other data and annual reports. There were one on one consultation meetings between Planning /Community Development staff and Department of Social Services, Frederick County Public Schools, Frederick Housing Authority, Frederick County Division of Citizen Services. A community needs assessment public meeting was held at the Community Action Agency on March 15th. In middle to late March the staff of the Department of Planning and Community Development synthesized this data to prepare the draft Strategic Plan objectives and targets which was made available for public review and comment on April 4, 2005.

The process for the development of the 2005 Action Plan began with a solicitation for proposals mailed to groups on the community contacts list and made available to the general public via a new paper legal notice and web a page posting in late February 2005. For all proposals for CDBG funding a mandatory pre proposal screening meeting was required. After all proposals were submitted there were two public meetings to review them (March 29 and 30) with City Staff and the ad hoc advisors making the decision on funding of the proposals.

3. During the 2005 Program Year the City will continue working through the established coordination mechanisms- Frederick County Coalition for the Homeless, Affordable Housing Council, Frederick County Health Dept Lead Hazard Task Force, Frederick County Human Services Coalition, we will continue staff to staff meetings to monitor progress of HOPE VI, and we will work cooperatively with Frederick Community College to establish a Community Outreach Partnership Center.

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## **Citizen Participation**

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

\*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 1 Action Plan Citizen Participation response:

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1. The Draft Consolidated Plan, including the Annual Action Plan, is prepared by the Planning/Community Development Department working in consultation with other City departments and the ad hoc advisors. During the Plan development phase the NAC's were contacted via email the general public via newspaper public notice and web page posting. These groups were was invited to complete the questionnaire on needs and priorities and to participate in the public meeting on the priority of needs (hearing March 15th at FCAA). The public was also invited to make recommendations concerning possible City initiatives or specific proposals for projects as a part of the Action Plan solicitation. The public is welcome to comment on any and all of the specific project proposals (meetings March 29 and 30th) submitted for CDBG funding. The draft plan is to be available for a full 30 days for review and written comment. The Mayor and Aldermen will hear formal public comment at a meeting mid way through the public comment period (April 21, 2005 )and prior to formal adoption (May 5, 2005).

2. Representatives from serval advocacy groups attended the public meeting on needs/ priorities at FCAA on March 15th. Additional comments are expected as specific project proposals are discussed (March 29 and 30th) and after a draft plan is available for comment (April 4, 2005).

3. The needs assessment questionnaire mailing list was expanded greatly this time around and included several new groups that were not in existence when the 2000-2005 Plan was developed including Centro De Familia in an effort to better serve the Hispanic community. More advocacy groups serving a wider spectrum of special needs groups were included when compared to our prior planning efforts. The City web page and email notification of Neighborhood Advisory Councils has been employed in recent years for Action Plan notice and was also employed for this year's expanded effort to update the Consolidated Plan Needs Assessment /Strategic Plan. The Action Plan solicitation letter and web announcement made specific reference to HUD regulations encouraging participation by Faith-based /Community-based organizations. The Center for Christian Destiny and Religious Coalition for Emergency Human Needs have been on the the Action Plan community contacts mailing list for several years now.

4. At this time there have not been written comments submitted on Consolidated Plan or Action Plan recommendations.

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## **Institutional Structure**

1. Describe actions that will take place during the next year to develop institutional structure.

Program Year 1 Action Plan Institutional Structure response:

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1. The City of Frederick is an entitlement Community receiving HUD CDBG funding and as such has the responsibility of preparing this community wide Consolidated Plan even though there are many whose actions will implement the Plan. The implementing entities include departments and agencies from Federal, State, and County government and private concerns such as for profit companies, financial institutions, and not for profit organizations and advocacy groups.

Frederick City government provides some services and facilities directly - primarily via the Community Action Agency and Community Action Youth Services, but also via the Recreation, Public Works Departments, and CDBG funded rehabilitation and homeownership programs of the Planning and Community Development Department. For the most part rental assistance, emergency shelter, public assistance, job training, and many other services for low income persons and special populations are provided by Frederick County Department of Social Services, Health Department, Division of Citizen Services, the Frederick Housing Authority, and of course non-profits. The City Chief Operations Officer for Citizen Services and Director of the Community Action Agency are the primary staff persons who participate in partnership with these other entities to bring about coordination and efficiency in the provision of services. City staff are active in the community wide efforts to coordinate action -for example FCAA staff is active in the Frederick County Coalition for the Homeless and the One Stop Partnership for Job training and employment, Planning and Community Development staff represent the City on the City/County Affordable Housing Council. The City often provides Consolidated Plan compatibility letters or support resolutions for groups seeking grants for projects or programs that will realize Plan objectives. There are cooperative activities with

community partners -the following are just a few examples Housing Authority HOPE VI project, Neighborhood Advisory Councils neighborhood cleanups, Downtown Frederick Partnership East End Parking Feasibility Study, new Sagner/PAL Center by the Police Activities League, Carroll Creek Rotary Club, Housing authority, and City. A City/Frederick Community College joint effort is in the planning stages to secure a competitive grant for a Community Outreach Partnership Center. These partnerships may be long lasting or shorter term for a specific project or initiative.

2. This institutional structure has the strength of not duplicating services that are already provided by other levels of government or community based organizations. Facility or service gaps generally come to light via the coordination mechanisms noted above and are via direct interaction with the Neighborhood Advisory Councils.

3. Public housing is provided by the Housing Authority of the City of Frederick (328 rental units and 620 Section 8 vouchers) and the Frederick County Housing Department (151 Section 8 vouchers Countywide). The Authority is an independent entity however Board of Commissioners are appointed by the Mayor. The Authority Board of Commissioners exercises control over staffing, contracting and procurement, and grant administration. The City of Frederick is the responsible entity for purposes of HUD mandated environmental review and as such has taken the lead on the 2005-2009 five year Capital Grants Program the recent HOPE VI environmental clearances. The Authority Executive Director, HOPE VI staff and developers meet weekly with the City's Chief Operations Officer for Citizen Services and other City staff to keep communication channels open during the major redevelopment, Taney/Hansen HOPE VI. Frederick's CDBG program has assisted the Authority with funding for several projects, most recently CDBG funded rehab of scattered site houses. FCAA staff provide the Authority with client services such as renter education classes for new Section 8 participants.

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## Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Program Year 1 Action Plan Monitoring response:

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### Monitoring of Subrecipients

The Department of Community Development plans to to monitor targets of assistance in the 2005 Program year. It is our goal to monitor a project with two months of closeout. Monitoring for program compliance is based upon the checklist provided to us by the Baltimore Office. The staff also relies upon the HUD publication "Playing by the Rules " August 1993 for guidance on monitoring for labor relations, financial record keeping and procurement and particularly compliance with HUD regulations for minority business outreach.

### Monitoring of Program Performance

The annual CAPER provides the opportunity to assess its progress in meeting the goals and objectives set forth in the Consolidated Plan. Staff of both the Planning Department and Frederick Community Action Agency will consider appropriate course corrections if the goals and objectives are not being met.

Table 2a in the CPMP Tool will provide a chart of our progress against the five year goals we have set for ourselves.

The City of Frederick in the future will investigate the institution of a performance management system such as suggested in CPD-03-09.

Monitoring Long-term compliance with Hosing Codes

Currently, Livability Code compliance is the responsibility of the Code Enforcement Division of the Department of Planning. There has been discussion in the past about beginning a rental property registry and inspection program.

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### **Lead-based Paint**

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families.

Program Year 1 Action Plan Lead-based Paint response:

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During 2005 the Dept of Community Development will continue to work with the Health Department Lead Hazard Task Force to promote awareness of lead hazards. Ensure that all CDBG and MD DHCH STAR/MHRP owner occupied rehabilitations will include interim controls or abatement as needed continue to administer the State Lead Hazard Loan /Grant program assisting rental owners and non- profits. During 2005 FCAA will continue to administer the Federal Lead Hazard Reduction Grant Program focusing of homes with children.

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## **HOUSING**

### **Specific Housing Objectives**

\*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 1 Action Plan Specific Objectives response:

Housing Priority #1A. Rehabilitation of owner occupied housing for the very low to moderate income homeowner. Citywide.

Specific Objectives 2005

\*CDBG "Operation Rehab" by Planning Community Development - 6 units.

\*Md DHCD funded Lead Hazard Reduction / STAR rehabs by Dept of Community Development - 8 units.

\*CDBG funded Water Conservation Program operated by FCAA - 200 units/year.

\* FCAA/Maryland Affordable Housing Council rehabilitations - 20 units/year.

\* FCAA / Weatherizations - 5 units/year (city).

\*FCAA/ Federal Lead Hazard Reduction program - 25 units/year (city ).

Housing Priority #1B. Rehabilitation of rental and transitional housing for the very low to low income homeowner. Citywide.

Specific Objectives 2005

\*Md DHCD funded Lead Hazard Reduction / STAR rehabs by Dept of Community Development - 6 units.

Housing Priority #2. Direct homeownership assistance such as Sold on Fredrick II or other similar programs to assist very low to moderate-income persons with the purchase of affordable housing for owner occupancy. Citywide.

Specific Objectives 2005

\*CDBG Sold on Frederick II second mortgages - 5 in year one.

\*CDBG Settlement Grants for Housing Authority clients - 5 in 2005.

Housing Priority #3. City acquisition of blighted property for rehabilitation and resale to low to moderate owner occupants. Citywide.

Specific Objectives 2005--Use resale proceeds from 114 Ice Street for rehab of 527 N Market St, sell 527 N Market St , use proceeds for acquisition of fifth property, location to be determined.

Priority #4A. New rental housing affordable for persons of very low or low income. Citywide however it is important that affordable units be located within a mixed income project so as to not negatively impact the neighborhood.

Specific Objectives2005--Housing Authority HOPE VI replacement units will be under development but none to be completed.

Housing Priority #4B. New housing affordable for purchase by persons of very low or low income. Citywide.

Specific Objectives 2005--Housing Authority HOPE VI replacement units will be under development but none to be completed.

Housing Priority #5. Development of Single Room Occupancy (SRO) housing serving primarily very low-income individuals. Citywide locations should be considered provided they are appropriately zoned.

Specific Objectives 2005 --At this time there are no specific projects proposed for this anticipated need.

2. The anticipated source of funding for the various specific objectives is shown above. The HOPE VI projects will include both the HOPEVI grant funds and developer funding that comes private and public sources such as the MD Housing Bond Financing, Low Income Housing Tax Credits. The above estimate does not of course include the many funds available to individuals for affordable housing ownership (Md CDA loans, FHA loan guarantees, etc.). It is fully anticipated that individuals, developers and organizations will be seeking funding via competitive grants and will take advantage of preservation tax credits and other incentives to buy, develop, or improve housing during the five year planning period. This is certainly encouraged but cannot be forecast.

## Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Program Year 1 Action Plan Public Housing Strategy response:

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1. CDBG funds are available for an Ownership Settlement Grant to Authority homeownership program "graduates ". Staff to staff meetings on a weekly basis provide the opportunity to discuss areas of mutual concern as well as monitor the progress of HOPE VI. It is expected that the Authority will seek grant funding to provide resident services and the City has always supported those requests.

2. The Frederick Housing Authority is not designated as a troubled agency. The City of Frederick has provided CDBG funding for enhancements to Authority communities over the years but in 2005 no CDBG funds are programed directly for Authority capital projects.  
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## **Barriers to Affordable Housing**

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Program Year 1 Action Plan Barriers to Affordable Housing response:

During the 2005 Program Year the City will be working under a new Land Management Code (adoption expected in April 2006) that will include new zoning provisions and development options that developers or owners can employ to produce or rehabilitate housing more efficiently and hopefully at a more affordable price.

The Comprehensive Plan recommendation to investigate a MPDU (Moderately Priced Dwelling Unit) ordinance will be undertaken during the year. Also the results of the Affordable Housing Council Housing Study will be available for City and County officials to consider for implementation.

## **HOME/ American Dream Down payment Initiative (ADDI)**

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
  - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
  - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
  - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
  - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
  - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
  - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.

4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
  - a. Describe the planned use of the ADDI funds.
  - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
  - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 1 Action Plan HOME/ADDI response:

The City of Frederick is not a HOME Participating Jurisdiction and so will not be a recipient of ADDI funds directly but rather will apply for ADDI funds from the State of Maryland DHCD.

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## HOMELESS

### **Specific Homeless Prevention Elements**

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.

2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 1 Action Plan Special Needs response:

1. The City of Frederick will continue to work within the Frederick County Coalition for the Homeless Continuum of Care (COC) which has been a very successful vehicle for addressing homelessness and the priority needs of the homeless.
2. The Strategy to end chronic homelessness is set forth in the 2004 COC Plan and includes:
  - Develop, expand, and operate housing first models that place the chronically homeless directly from the streets to permanent supportive housing with appropriate services.
  - Develop, expand, and operate transitional housing programs.
  - Develop, expand, and operate below market rate rental housing and minimize or reduce service expectations.
  - Develop, expand, and operate shelters and supportive housing that offer low demand or harm reduction conditions.
  - Develop, expand, and operate homeless outreach services.
3. The Frederick County Coalition for the Homeless is currently working on a ten-year plan to end homelessness in Frederick City and Frederick County.
4. Institutional Structure within which the City operates is the Frederick County Coalition for the Homeless a multi-agency and multi-organization with nearly fifty members. The FCCH is responsible for oversight of the COC.
5. At this time Frederick COC is developing a four-fold strategy for a discharge policy for persons leaving publicly funded institutions. That strategy will include the establishment of a planning committee, obtaining discharge policies from all institutions, meet with institution officials to identify measures to prevent or reduce homelessness and conduct an annual meeting with officials from institutions.

## Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 1 Action Plan ESG response:  
Not applicable for the City of Frederick.

## COMMUNITY DEVELOPMENT

### Community Development

\*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

\*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 1 Action Plan Community Development response:

#### 1. Community Services and Facilities Needs (Formerly Table 2B)

##### Anti-Crime Programs

Crime Awareness (05I) Medium

##### Economic Development

Rehab; Publicly or Privately Owned Commercial (14E) High  
 CI Land Acquisition/Disposition (17A) Medium  
 CI Infrastructure Development (17B) Medium  
 CI Building Acquisition, Construction, Re (17C) Medium  
 Other Commercial/Industrial Improvements (17D) Medium  
 ED Direct Financial Assistance to For-Pro (18A) Low  
 ED Technical Assistance (18B) Low  
 Micro-Enterprise Assistance (18C) High

##### Infrastructure

Flood Drain Improvements (03I) Medium  
 Water/Sewer Improvements (03J) Medium  
 Street Improvements (03K) High  
 Sidewalks (03L) High  
 Tree Planting (03N) High

## Jurisdiction

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Removal of Architectural Barriers (10)	High
Privately Owned Utilities (11)	Low
Public Facilities	
Public Facilities and Improvements (General) (03)	Medium
Handicapped Centers (03B)	High
Neighborhood Facilities (03E)	High
Parks, Recreational Facilities (03F)	High
Parking Facilities (03G)	Medium
Solid Waste Disposal Improvements (03H)	Low
Fire Stations/Equipment (03O)	Low
Health Facilities (03P)	High
Asbestos Removal (03R)	Medium
Clean-up of Contaminated Sites (04A)	Low
Interim Assistance (06)	Low
Non-Residential Historic Preservation (16B)	High
Community Services and Facilities Needs- continued	
Public Services	
Public Services (General) (05)	High
Handicapped Services (05B)	Medium
Legal Services (05C)	Medium
Transportation Services (05E)	Medium
Substance Abuse Services (05F)	High
Employment Training (05H)	Medium
Health Services (05M)	High
Mental Health Services (05O)	Medium
Screening for Lead-Based Paint/Lead Hazard (05P)	High
Senior Programs/Facilities	
Senior Centers (03A)	High
Senior Services (05A)	High
Youth Programs/Facilities	
Youth Centers (03D)	High
Child Care Centers (03M)	High
Abused and Neglected Children Facilities (03Q)	High
Youth Services (05D)	High
Child Care Services (05L)	High
Abused and Neglected Children Services (05N)	High
Other	
Urban Renewal Completion (07)	Low
CDBG Non-profit Organization Capacity Building (19C)	High
CDBG Assistance to Institutes of Higher Ed (19D)	Low
Repayments of Section 108 Loan Principal (19F)	None
Unprogrammed Funds (22)	None

4. The priority needs in the area of Non-Housing Community Development Objectives are :

Non-housing Community Development Priority #1. Improvements to public infrastructure such as streets sidewalks and alleys, parks, utilities, within areas of primarily low and moderate- income households are Frederick's highest priority non- housing community development need.

Short term Specific Objectives

\*Establish the Tax Increment Financing (TIF) improvement district for the planned North Market Street Rehabilitation (HOPE VI)

### Longer term Specific Objectives

\*Identify realistic and achievable projects for neighborhood enhancement relying on the Community Legacy Neighborhood plans and other resources such as the Downtown Frederick Partnership, Neighborhood Advisory Councils, and Capital Improvement Program.

Non-housing Community Development Priority # 2. Rehabilitation and/or the development of community facilities such as childcare, youth or seniors centers are Frederick's second highest priority non-housing community development need.

### Short term Specific Objectives

\*Complete phase II rehabilitation, sound baffles, at the CAYS Burck Street Youth Center - year 1.

\*Construct the planned multi purpose Community Center in conjunction with the North Market Street Rehabilitation (HOPE VI).

### Longer term Specific Objectives

\*Specific sites and partner organizations will be identified as opportunities arise and match funding is secured. The low to moderate income neighborhoods in the US 40 corridor on Frederick's west side have been identified as a area of particular need.

Non-housing Community Development Priority # 3 Providing assistance to micro enterprises in the form of training, counseling, and access to capital (direct loan or loan guarantee programs) is Frederick's third highest priority non-housing community development need. Citywide.

### Short term Specific Objectives

\* Continue to promote the CDBG funded Microenterprise Loan Program - year 1.

\*Set up a business development education and mentoring program for micro enterprises and or those planning to start a microenterprise - year 1.

### Longer term Specific Objectives

\*Secure additional funding for microenterprise programs via competitive grants from US Treasury (CDFI Program), Small Business Administration, Federal Home Loan Bank of Atlanta, or other sources.

Non-housing Community Development Priority #4. Expanded access to services particularly job training and skills development programs via a Community Outreach Partnership Center is Frederick's fourth highest non-housing community development need. Citywide.

Short term and longer term Specific Objectives

\*Undertake a cooperative effort with Frederick Community College to develop a Community Outreach Partnership Center that will focus on Economic Empowerment and Neighborhood Revitalization and Community Organization. HUD COPC grant funding is to be applied for in year 1. Implementation in years 2- 5.

Non-housing Community Development Priority #5. Historic preservation and adaptive reuse of non- residential property for neighborhood serving job creation is Frederick's fifth highest non- housing community development priority.

Short term and longer term Specific Objectives

\*At this time there are no specific projects or programs proposed. However opportunities to realize this priority will themselves in the future. Each will be evaluated on its merits but as a general rule emphasis should be placed on areas of primarily low and moderate-income households.

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## **Antipoverty Strategy**

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 1 Action Plan Antipoverty Strategy response:

Frederick County, Maryland is fortunate to have a wide-range of governmental, private non-profit, and faith-based organizations that together have established a seamless service delivery system targeted to addressing the needs of lower-income individuals and families. Major service providers include the Frederick County Department of Social Services, the Frederick County Health Department, the Frederick County Division of Citizen Services, and the Frederick Community Action Agency.

During 2005 the City will continue the programs for the Community Action Agency our " front line agency " working for poverty reduction. City staff will continue working with other agencies within established coordination mechanisms. Frederick City and Frederick Community College plan to submit a grant application to HUD for a Community Outreach Partnership Center.

## **NON-HOMELESS SPECIAL NEEDS HOUSING**

### **Non-homeless Special Needs (91.220 (c) and (e))**

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.

2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 1 Action Plan Specific Objectives response:

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1. Special Needs Populations Priority #1 The rehabilitation and or development of affordable housing, particularly transitional housing with supportive services are Frederick's highest priority special populations housing need. Citywide.

#### Specific Objectives

\*Assist private non profits to rehabilitate and remove lead hazards within transitional housing working with the Md DHCD lead grant and STAR/ MHRP, water conservation and or weatherization or FLHRP - 3 during the year.

2. CDBG funds will be used to complete Phase II of the Community Action / Youth Services Burck Street center.

Way Station Inc has secured HUD Section 811 funding for a acquisition for rehabilitation on West South Street. CDBG funding for rehabilitation is also proposed for that project.

At this time the City is not aware of other major funding earmarked for new projects.

### **Housing Opportunities for People with AIDS**

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on the accomplishments under the annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.

6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.
8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 1 Action Plan HOPWA response:

Frederick City is not a HOPWA grantee. HOPWA funding is administered by the Frederick County Department of Social Services and Frederick Housing Authority.

### **Specific HOPWA Objectives**

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 1 Specific HOPWA Objectives response:

The dollar amount of HOPWA funding is \$70,000 and covers 6 vouchers. The Maryland AIDS Administration has indicated that funding will be cut in 2005.

### **Other Narrative**

Include any Action Plan information that was not covered by a narrative in any other section.

It is difficult to estimate the racial/ethnic composition of future participants in programs which are open and available to all who are income eligible. However, in the past, 50% of Sold on Frederick II program participants were minority households and it is reasonable to expect a similar percentage in the future. Therefore, during the five year Consolidated Plan program period, we anticipate assisting 12 (out of 25 total) minority households with ownership programs.