

# Executive Summary

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

### 1. Introduction

The Community Development Block Grant Program (CDBG), as its primary objective, utilizes funds for the development of viable urban communities. To receive CDBG formula funds from HUD, the City is required to prepare a five-year Consolidated Plan and one-year Action Plan that sets forth its plan to pursue goals for community planning and development programs, as well as housing programs. These goals are to include decent housing; a suitable living environment; and expanded economic opportunities, principally for low-to-moderate-income households.

Under this program, a jurisdiction's level of funding is based on a formula that examines population, extent of poverty, housing overcrowding, age of housing and population growth lag. The Consolidated Plan (Plan) is prepared in accordance with 24 CFR Part 91, and describes needs, resources, priorities, and proposed activities to be undertaken over the next five years, with an Action Plan submitted annually. Within 90 days of the end of the program year (June 30), a Consolidated Annual Performance Evaluation Report (CAPER) is due to HUD following a public comment period.

The City of Gaithersburg is currently an entitlement community (i.e., entitled to the funds based on factors previously identified), and receives CDBG funds directly from HUD upon approval of its one-year Action Plans and required five-year Consolidated Plan.

In its current year (Federal FY 25, City FY 26), the City was awarded \$526,482 in CDBG funds. HUD recently released the formula funding for the upcoming grant year (Federal FY 26, City FY 27) July 1, 2026, to June 30, 2027, and the City will be receiving \$476,657.00 for eligible projects. No other HUD formula funds come directly to the City of Gaithersburg.

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City developed the following objectives from information gathered during its needs assessment. This assessment includes a wide range of housing data, learning from past years' experiences, and information gathered from both the City of Gaithersburg's "Housing Element" and the Metropolitan Washington Council of Government's (MWCOC's) Fair Housing Plan. Both plans involved extensive public engagement processes, and this Action Plan has benefitted from this information.

Here are the City's main objectives and outcomes:

1. Increase the availability of affordable home ownership to low- and moderate-income residents.

Offer no-interest loans for first-time low-moderate-income buyers seeking to purchase in the City.

Consider non-financial ways to increase access to affordable ownership options such as providing information to acquire better financing and available options including condominiums and townhomes.

*More low- and moderate-income households will call the City of Gaithersburg home.*

2. Help low- and moderate-income owners to preserve, repair, and upgrade their existing homes.

Oversee a grant program to assist existing low-and moderate-income homeowners repair or improve their homes.

Low-and moderate-income homes will be repaired and upgraded; owners will see improved living conditions and see reduced energy costs.

3. Support seniors and persons with special needs.

Use CDBG funds to help homeowners wishing to add accessibility upgrades to their properties (through upgrades like entrance and exit ramps and bathroom and kitchen modifications).

Continue to implement the Affordable Housing Ordinance (zoning code) to require assisted living and memory care units including MPDUs although they do not meet the definition of "residential units."

Provide assistance to non-profit agencies that address the needs of persons generally presumed to be principally low- and moderate-income.

**Summarize the objectives and outcomes continued:**

*Seniors and persons with special needs will have their housing improved and will obtain services to help them achieve this outcome.*

4. Help tenants from being evicted from their homes and other persons who are facing becoming homeless.

Work collaboratively with the governmental and non-profit agencies serving renters and the homeless, including the Interagency Council on Homelessness (ICH) and the Continuum of Care (CoC) and other County non-profit and government agencies to ensure homeless and formerly homeless residents have access to stable, affordable housing, health services, and achieve self-sufficiency.

Continue to fund eviction prevention programs for extremely low- and low-income City residents facing homelessness.

Extremely low and low-income tenants will remain in their rental homes. Homeless households will obtain housing and services to help enable them to achieve a more stable and secure living environment.

5. Increase affordable housing throughout the City, especially in high-opportunity areas.

Work with developers to achieve affordable rental and for-sale homes in market-rate developments through the City's Moderately Priced Dwelling Unit (MPDU)/Workforce Housing Unit (WFHU) program.

Utilize local Housing Initiative Funds (HIF) and other financial resources to upgrade older market-rate multi-family housing in exchange for keeping rents affordable to low and moderate-income households and reducing tenant-paid utility costs by increasing energy efficiency.

Utilize HIF and other incentives to developers to provide more affordable housing in new construction.

Utilize City funds and HIF funds to purchase vacant, distressed, or underutilized properties to renovate for sale or lease to low-income qualified residents.

*Affordable homes – ownership and rental – will be available throughout the City including high opportunity areas.*

6. Improve the livability of neighborhoods.

Make infrastructure improvements to public facilities (including facilities for the homeless and formerly homeless persons), private non-profit and publicly or privately owned commercial or industrial buildings, including public-use spaces serving low-and moderate-income communities.

*Low-and moderate-income communities, including the homeless, will have access to improved public facilities.*

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

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The City typically spends its “public service” funds in a single project: emergency assistance to prevent evictions and housing assistance to very low- income households. The City has used CDBG Public Service Funds for the long-standing Emergency Rental Assistance program.

The City also funds a five-year contract with a local non-profit organization, Rebuilding Together Montgomery County, who administers a homeowner repair program for income-eligible homeowners. This is a grant program, and grants are offered to address a number of repairs, including, but not limited to:

- Accessibility modifications
- Energy efficiency upgrades
- Weatherization
- HVAC systems
- Plumbing and electrical repairs
- Roof repair

In FFY25, [#] of households were assisted, and a total of \$[xx,xxx] was expended on home improvements for low- and moderate-income households.

In FFY25, the City amended unspent funds to fund two additional projects: Livability of neighborhoods (Olde Towne sidewalk repair) and Transitional Housing repairs. The City intends to fund more neighborhood revitalization and community development projects in FFY26.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The City must provide citizens, public agencies, and other interested parties with a reasonable opportunity to examine the contents of and submit comments on the proposed Consolidated Plan, and any substantial amendments to the Plan; the comment period lasted 30 days, beginning on April 27, 2026, and ending on May 29, 2026.

- Convened [#] public meetings to obtain resident input and respond to questions regarding housing and community development needs and proposed activities (held during an afternoon and an evening meeting on [dates]). The City advertised the meetings on its website and corresponding social media, and in the Washington Post and El Tiempo newspapers (ADA accommodations were offered, as well as offering Spanish language translation).
- Placed the draft Action Plan at City Hall and Bohrer Park Activity Center.
- Placed the draft Action Plan on the City’s website and included an online survey to obtain written feedback.

- The Mayor and City Council announced the CDBG Public Meetings on April 20, 2026, during a Regular Mayor and City Council Session.

Gaithersburg also provided ongoing and regular opportunities for input. The City Council, which meets every two weeks in public session, encourages citizens to speak openly about their needs and interests. Public hearings are broadly advertised and interested persons are notified of matters before the Council. Moreover, Regulatory Boards, Commissions and Committees, comprised of City residents, have both staff and Council liaisons, providing great opportunities for public input.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The public comment period was open from April 27, 2026, and ending on May 29, 2026. Meetings will be held on May 4, 2026, at 7:00 PM at the Activity Center at Bohrer Park, and virtually on May 7, 2026, at 12:00 PM.

The City received the following comments and feedback from residents and other stakeholders concerning the draft FY26 Action Plan during the review period:

[summary of comments and feedback from residents]

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

All comments or views were accepted.

## **7. Summary**

The City is proud of its housing and community development progress that the federal CDBG funds, its own funds, funds from the County and State, and planning and resident and stakeholder participation has achieved. The City looks forward to continuing these collaborations with the community, stakeholders and partners to accomplish the goals and objectives described in more detail in the pages that follow below.

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

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

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

Agency Role	Name	Department/Agency
Lead Agency	GAITHERSBURG	
CDBG Administrator	GAITHERSBURG	CNHS Division of Housing & Community Development
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

### Narrative (optional)

Although the City receives federal HUD funding to address the needs of low- and moderate-income residents through the Community Development Block Grant allocation only, the Annual Action Plan process considers the needs of the community broadly, not just around housing needs, but also infrastructure and other public priority needs.

Montgomery County is the lead agency for other HUD entitlement programs, except for the State of Maryland, which administers the HOPWA program on behalf of the grantee.

In preparing this Plan, the City consulted with the Montgomery County Housing Authority (The Housing Opportunities Commission), the County Departments of Housing and Community Affairs (DHCA), Health and Human Services (DHHS), the Office of Human Rights (OHR), and other local agencies working with low-income and special needs populations in the City.

## **Consolidated Plan Public Contact Information**

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

### 1. Introduction

The City and Montgomery County have long-standing partnerships that benefit all of Gaithersburg residents, particularly low- and moderate-income residents. Gaithersburg staff work closely with the County, the public housing authority, and other governmental and nonprofit agencies to deliver best-practice services. This is true for combined efforts to support homeless residents and for homelessness prevention, where the County refers cases to the City for households facing eviction within the corporate City limits. Gaithersburg enhances services that its residents are entitled to through Montgomery County, although the City does fund certain programs that are not provided by the County.

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

As one of three municipalities in Montgomery County, Maryland (along with the cities of Rockville and Takoma Park), Gaithersburg participates with multiple agencies, non-profits, and other community partners. The Department of Community, Housing and Neighborhood Services (lead for CDBG and other grant funding) is represented on numerous committees, and other groups whose missions include addressing housing affordability, transportation, homelessness, fair housing, needs of persons with differing abilities, and other special needs populations. Those partners include (but are not limited to) the following agencies:

- Montgomery County Department of Health and Human Services (DHHS)/Shelter Services
- Montgomery County Department of Housing and Community Affairs (DHCA)
- Housing Opportunities Commission (HOC)
- Interfaith Works of Montgomery County
- Upper Montgomery Assistance Network (UMAN)
- Montgomery County Office of Human Rights
- Interagency Fair Housing Coordinating Committee
- Metropolitan Washington Council of Governments (COG)
- Montgomery County Interagency Commission on Homelessness (ICH)

Other ad hoc groups are also regularly convened to address relevant housing and community service needs.

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

The City is a long-time member of the County Continuum of Care Planning Group despite having lost HUD funding in 2016 for its Wells/Robertson House transitional housing facility. The City's Homeless Services Division Manager serves as the Agency Administrator (AA) and is on the AA Subcommittee. The Homeless Services Division staff attend quarterly meetings, comply with HMIS requirements and administer the County's HIP Program. The Homeless Services Division Manager leads the City's efforts on the annual Point-in-Time (PIT) Homeless Count and the Gaithersburg street homeless outreach team. In 2025, one thousand and ten (1510) individuals were counted throughout the County during the Point-in-Time count, which is a 32% increase from 2024.

The City's Housing and Community Development Manager attends the Interagency Commission on Homelessness (ICH). This Commission was created by the County Council in 2014. The Commission promotes a community-wide goal to end homelessness by developing a strategic plan and reviewing and monitoring programs that are components of the County's Continuum of Care (CoC).

In 2026, the ICH launched the 3-Year Strategic Plan to End Homelessness.

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

The City receives no ESG funds. Although no longer a HUD grantee through the CoC, the City complies with Homeless Management Information System (HMIS) data requirements in its Homeless Services programs.

The City receives no ESG funds from Montgomery County. The Homeless Management Information System (HMIS) is implemented within the single Continuum of Care for Montgomery County (MD-601). HMIS is a computerized data collection application that facilitates the collection of information on homeless individuals and families using residential or other homeless services and stores that data in an electronic format. The City complies with HMIS data requirements.

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

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Housing Opportunities Commission of Montgomery County
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Housing Choice Voucher
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City works closely with HOC on waiting list information; consultation with Resident Services on City families; and on the Hoarding Task Force.
2	<b>Agency/Group/Organization</b>	Interagency Fair Housing Coordinating Group
	<b>Agency/Group/Organization Type</b>	Office of Human Rights
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	
3	<b>Agency/Group/Organization</b>	MONTGOMERY COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Annual Point in Time (PIT) survey participation.
4	<b>Agency/Group/Organization</b>	Department of Housing and Community Affairs
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City shares program information and problem solves on several housing programs using federal CDBG including down payment assistance, home repair as well as the use of trust funds and zoning regulations (MPDU/WFHU) to increase affordable homes.
5	<b>Agency/Group/Organization</b>	MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Rental Housing Works, Community Legacy Grants, Sustainable Communities.
6	<b>Agency/Group/Organization</b>	Upper Montgomery Assistance Network (UMAN)
	<b>Agency/Group/Organization Type</b>	Services, including eviction prevention
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Coordination of services, particularly with students on Free and Reduced Means (FARMS.)

**Identify any Agency Types not consulted and provide rationale for not consulting**

N/A

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	N/A	N/A
Housing Element	City of Gaithersburg	CDBG programs were included in the "City Programs and Policy" section of the City's recent Housing Element. The City Programs section discusses the City's affordable housing programs, explores ways to preserve existing affordable housing and help people retain or access housing, and considers incentives to help create more affordable housing. Division of Housing staff were actively involved in the writing of the Housing Element, as an extension of the City's Master Plan.
Fair Housing Plan	Metropolitan Washington Council of Government (MWCOG)	State and local governments receiving funds from the U.S. Department of Housing and Urban Development (HUD) must submit a fair housing plan. Instead of creating separate plans, eight communities joined together and worked with Public Housing Authorities (PHAs) and others on a regional plan. The result is the Metropolitan Washington Regional Analysis of Impediments to Fair Housing Choice. The City of Gaithersburg was one of the eight communities, along with others from Metropolitan Washington.
3-Year Strategic Plan to End Homelessness	Interagency Council on Homelessness	Montgomery County believes that homelessness is a problem that can be solved. ICH's updated strategic plan is designed to ensure Montgomery County's priorities and assets are positioned to best meet the community need and guide the county's efforts from 2026 through 2028.
Consolidated Plan 2021 - 2025	Montgomery County	The Consolidated Plan serves as Montgomery County's application for CDBG, HOME and ESG funds for County Fiscal Years 2022 - 2026 (July 1, 2021, to June 30, 2026), and it identifies specific uses for these funding programs.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

## AP-12 Participation – 91.105, 91.200(c)

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

The City of Gaithersburg prepared its Citizen Participation Plan (CPP) in 2015 and amended it in 2020 to accommodate the acute and challenging conditions created by the pandemic (Covid-19). The CPP provided for and encouraged citizen participation in the Community Development Block Grant (CDBG) program. The CPP has been an essential element of the City's community development process and was developed to comply with the regulations and requirements of the CDBG program as administered by the Division of Housing and Community Development.

The City will make reasonable efforts to provide citizen participation during the community development process and throughout the planning, implementation, and assessment of all CDBG programs undertaken. Local officials make efforts to involve residents in all phases of the development, implementation and assessment of community development programs including, but not limited to, the following phases:

1. Identification and assessment of housing and community development needs; determination of CDBG projects and documentation; and the development of CDBG applications;
2. Changes and/or amendments to approved CDBG projects; and
3. Assessment of CDBG program performance.

All phases of the community development process will be conducted by local officials in an open manner. Gaithersburg residents are encouraged to participate at all levels and will be given access to program information during each phase of any CDBG program as outlined herein. Citizen participation in the community development process will be conducted on a community-wide basis and will actively involve the views and proposals of all residents, especially low- and moderate-income persons and residents of areas where CDBG activities are proposed or ongoing.

The City hosted 2 public meetings, conducted outreach through public notices in The Washington Post. The action plan draft was also available on the City's website and was shared directly with community stakeholders.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	The City hosted 2 public meetings. There were [#] attendees.			<a href="#">Webpage</a>
2	Newspaper Ad	Non-targeted/broad community	An ad was placed in the Washington Post on [date]. These posts were regarding the availability of the draft Annual Action Plan and the 2 public meetings.			

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### **Introduction**

In its current year (Federal FY 25, City FY 26), the City was awarded \$526,482 in CDBG funds. HUD recently released the formula funding for the upcoming grant year (Federal FY 26, City FY 27) July 1, 2026, to June 30, 2027, and Gaithersburg is projected to receive \$476,657.00 for eligible projects. No other HUD formula funds come directly to the City of Gaithersburg. The City does expect to receive approximately \$20,000.00 from

Program Income in FY25.

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	476,657.00	20,000.00	378,000.00	874,657	1,410,000.00	<ol style="list-style-type: none"> <li>1. Improvements to neighborhood livability</li> <li>2. Home upgrades and repairs</li> <li>3. Emergency rental assistance</li> <li>4. Administration</li> <li>5. Transitional Housing Renovations</li> <li>6. Non-Residential Historic Preservation</li> <li>7. Park Improvements</li> <li>8. Bus Shelters</li> </ol>

**Table 5 - Expected Resources – Priority Table**

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

There are no match requirements for the program. The City contributes local funds to the closing cost and down payment assistance program to augment HUD funds for eligible households and for buyers with incomes between 80 and 120 percent of AMI.

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

N/A

**Discussion**

The City does not currently allocate publicly owned land or property within Gaithersburg to address community needs. Generally, publicly owned land is used for parks or other community needs. For example, a park within the City was recently approved as a new MCPS school site within the City to address severe overcrowding at nearby elementary schools. However, a vacant parcel in Olde Towne was deeded to a private developer who will be providing mixed-income rental housing over commercial.

A current survey of open plots of land that is city owned were relatively too small to develop affordable housing. It was suggested by the Economic Development Division that those small plots may be a potential partnership with local nonprofits for a Community Land Trust. The City of Gaithersburg is investigating these possibilities further.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Repair Homes.	2023	2027	Affordable Housing Home Repairs - Energy efficiency, accessibility, and code compliance.	City Wide	Repair homes.	CDBG: \$260,000	Homeowner Housing Rehabilitated: 15 Household Housing Unit
2	Prevent eviction and homelessness	2023	2027	Eviction and Homelessness Prevention	City Wide	Prevent eviction and homelessness	CDBG: \$71,498.55	Homelessness Prevention: 15 Persons Assisted
3	Administration	2023	2027	Administration	City Wide	Increase availability of affordable home ownership Repair homes. Support seniors/persons with special needs. Prevent eviction and homelessness Fair Housing Activities Improve the livability of neighborhoods	CDBG: \$98,331.40	Other: 0 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Improve the livability of neighborhoods	2023	2027	Non-Housing Community Development	Olde Towne	Improve the livability of neighborhoods – sidewalk at train station, trash receptacles in Olde Towne.	CDBG: \$145,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: [#] Persons Assisted
5	Transitional Housing	2025	2027	Homelessness Prevention	City Wide	Renovations to transitional housing for adults experiencing homelessness.	CDBG: \$55,000	18 Homeless Persons Assisted
6	Non-Residential Historic Preservation	2026	2027	Non-Housing Community Development; Non-Residential Historic Preservation	Olde Towne	Rehabilitation of historic buildings for non-residential use – specifically replacing the duct work and the HVAC system at Community Museum, and design preparations for historic train station.	CDBG: \$109,827.05	Non-Residential Historic Preservation
7	Park Improvements	2026	2029	Parks, Recreational Facilities	Observatory Park	Design preparations for the restoration of the park pavilion.	CDBG: \$75,000	
8	Bus Shelters	2026	2027	Other Public Improvements	City Wide	Preserve two (2) bus shelters to serve low- and moderate-income households in high commuter areas.	CDBG: \$60,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: [#] Persons Assisted

Table 6 – Goals Summary

## Goal Descriptions

2	<b>Goal Name</b>	Repair Homes.
	<b>Goal Description</b>	Low- and moderate-income homes will be repaired and upgraded; owners will see improved living conditions and see reduced energy costs. <ul style="list-style-type: none"> <li>• Oversee a grant program to assist existing low- and moderate-income homeowners repairing or improving their homes.</li> </ul>
5	<b>Goal Name</b>	Prevent eviction and homelessness
	<b>Goal Description</b>	Work collaboratively with the Continuum of Care and other County non-profit and government agencies to ensure homeless and formerly homeless residents have access to stable, affordable housing, and health services, and achieve self-sufficiency. Continue to fund eviction prevention programs for extremely low-income City residents facing homelessness.
7	<b>Goal Name</b>	Administration
	<b>Goal Description</b>	Program staff costs.
8	<b>Goal Name</b>	Improve the livability of neighborhoods
	<b>Goal Description</b>	Improve the livability of neighborhoods – improve the sidewalk at the train station, replace trash receptacles throughout the Olde Towne neighborhood.
	<b>Goal Name</b>	Transitional Housing
	<b>Goal Description</b>	Renovations to transitional housing for adults experiencing homelessness.
	<b>Goal Name</b>	Non-Residential Historic Preservation
	<b>Goal Description</b>	Rehabilitation of historic buildings for non-residential use – specifically replacing the duct work and the HVAC system at Community Museum, and design preparations for historic train station.

	<b>Goal Name</b>	Park Improvements
	<b>Goal Description</b>	Design for the restoration of the park pavilion.
	<b>Goal Name</b>	Bus Shelters
	<b>Goal Description</b>	Preserve two (2) bus shelters to serve low- and moderate-income households in high commuter areas.

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

The Action Plan (AP) sets forth the annual (one-year goals) to address the affordable housing needs of low- and moderate-income households.

### Projects

#	Project Name
1	Homeowner Repair Program
2	Emergency Assistance
3	Livability of neighborhoods
4	Administration
5	Transitional Housing
6	Non-Residential Historic Preservation
7	Park Improvements
8	Bus Shelters

**Table 7 - Project Information**

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

For many low- and moderate-income households in this region, homeownership is often not possible. Since implementing the City’s Downpayment and Closing Cost Assistance program, more than 300 low- and moderate-income buyers have utilized City and HUD funds to assist with reasonable closing costs and down payment assistance. The program will continue to offer funding for current City residents, although no CDBG funds will be allocated this program year.

In Federal Fiscal Year 2026, there have been only three (3) loans distributed, which is a significant decrease from previous years. The number of loans in Fiscal Year 21 (FY21) was 34, FY22 was 37, FY23 was 13, and FY24 was 6. As one can see, there has been a steady decline over the last three years. Staff attribute the decrease to the rising home prices, high mortgage rates, and costly homeowners’ insurance rates.

As the City has unspent funds for downpayment assistance, the City is not planning to allocate any FFY26 funds to downpayment assistance.

For the Emergency Rental Assistance program, the City has seen a consistent need for rental assistance. Between July 1<sup>st</sup>, 2025, and April 1<sup>st</sup>, 2026, the City has prevented evictions for eleven (11) households.

Funding will remain consistent for the Emergency Assistance program.

In FY23, the City launched a Home Repair Program for low- and moderate-income households. The program intends to make homes more energy efficient and livable and address housing code violations. Priority upgrade and repair items include energy efficiency repairs and upgrades, HVAC repairs or replacements, minor code violations, accessibility enhancements, roof repairs, and window repairs or replacement. This program has proven to be successful, and a similar allocation will be made to sustain the Homeowner Repair Program.

Additionally, a portion of FFY25's allocation went towards a neighborhood improvement project, which included upgrading sidewalks in a low-moderate income neighborhood.

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	Homeowner Repair Program
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	Repair Homes.
	<b>Needs Addressed</b>	Repair homes.
	<b>Funding</b>	CDBG: \$260,000
	<b>Description</b>	Work with low- and moderate-income households to make homes more energy efficient and address housing code violations to ensure homes are safe and livable for low and moderate-income households.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15 households
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Homeowner Rehabilitation
2	<b>Project Name</b>	Emergency Assistance
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	Prevent eviction and homelessness
	<b>Needs Addressed</b>	Prevent eviction and homelessness
	<b>Funding</b>	CDBG: \$71,498.55
	<b>Description</b>	Keep Gaithersburg households in their homes, by helping pay up to 3 months of back rent and utilities.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The City predicts providing rental assistance to 20 individuals.
	<b>Location Description</b>	City Wide
	<b>Planned Activities</b>	Homeless Prevention
3	<b>Project Name</b>	Administration
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	Administration

	<b>Needs Addressed</b>	Repair homes. Prevent eviction and homelessness Improve the livability of neighborhoods Rehabilitation of historic buildings Other Public Improvements
	<b>Funding</b>	CDBG: \$98,331.40
	<b>Description</b>	Program staff costs
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	City wide
	<b>Planned Activities</b>	Program staff costs.
<b>4</b>	<b>Project Name</b>	Livability of neighborhoods
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	Improve the livability of neighborhoods
	<b>Needs Addressed</b>	Improve the livability of neighborhoods
	<b>Funding</b>	CDBG: \$145,000
	<b>Description</b>	Improve the livability of neighborhoods – sidewalk at train station, trash receptacles in Olde Towne.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Public Facilities and Improvement Activities in Low/Moderate Area Benefit (Olde Towne): 4,445 Persons Assisted (3,225 LMI).
	<b>Location Description</b>	Olde Towne
	<b>Planned Activities</b>	Public Facility and infrastructure improvements.
<b>5</b>	<b>Project Name</b>	Transitional Housing Improvements
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	L/M income limited clientele L/M income area benefit
	<b>Needs Addressed</b>	Repair homes. Prevent eviction and homelessness
	<b>Funding</b>	CDBG: \$55,000

	<b>Description</b>	Improve livability for City-owned housing transitional housing facilities
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	18 adults in transitional housing facilities for those experiencing homelessness
	<b>Location Description</b>	n/a
	<b>Planned Activities</b>	Pest Control, Renovations, Relocation (if needed)
<b>6</b>	<b>Project Name</b>	Non-Residential Historic Preservation
	<b>Target Area</b>	Olde Towne
	<b>Goals Supported</b>	Non-Residential Historic Preservation
	<b>Needs Addressed</b>	Rehabilitation of historic building
	<b>Funding</b>	CDBG: \$109,827.05
	<b>Description</b>	Rehabilitation of historic buildings for non-residential use – specifically replacing the duct work and the HVAC system at Community Museum, and design preparations for historic train station.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Olde Towne
	<b>Planned Activities</b>	Community Museum renovations and design for historic train station
<b>7</b>	<b>Project Name</b>	Park Improvements
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	Public Facilities and Improvements
	<b>Needs Addressed</b>	Park Improvements
	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	Restoration of Park Pavilion Design
	<b>Target Date</b>	6/30/2027

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Observatory Park
	<b>Planned Activities</b>	Restoration of Park Pavilion Design
<b>8</b>	<b>Project Name</b>	Bus Shelters
	<b>Target Area</b>	City Wide
	<b>Goals Supported</b>	Other Public Improvements
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$60,000
	<b>Description</b>	Preserve two (2) bus shelters to serve low- and moderate-income households in high commuter areas.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	L/M income neighborhood in high commuter areas
	<b>Planned Activities</b>	Preserve bus shelters

## AP-50 Geographic Distribution – 91.220(f)

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

The City's CDBG funded programs will be available throughout the City for eligible residents.

#### Geographic Distribution

Target Area	Percentage of Funds
City Wide	[#%]

Table 8 - Geographic Distribution

#### Rationale for the priorities for allocating investments geographically

The City is committed to being a welcoming community, and encourages its residents to live in opportunity areas with good schools, near public transit, etc. Therefore, we use our CDBG funds throughout the entire City. All housing programs are not located to any single census tract or neighborhood, yet the Community Development investments are specifically focusing on Olde Towne, as a part of a larger City project. The Olde Towne neighborhood is home to many low- and moderate-income residents.

#### Discussion

The Mayor and Council have strongly supported the policy that City CDBG funds – and all affordable housing funds – be distributed throughout the City so as to disperse affordable housing throughout the City and not concentrate in any specific areas. The City also uses its public service funds city wide so that households with Housing Choice Vouchers have access to the funds.

The City has long been a community where Interstate 270 (I-270) has been the dividing line between the affluent west side and the more low-moderate income areas on the eastern side of I-270. For this reason, City leaders now require affordable housing throughout the City.

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

The City’s public service funds are directed to extremely low-income households facing homelessness. City resources are combined with CDBG and other local funds to prevent evictions. In terms of affordable housing a minimum of fifteen households are expected to benefit from the programs.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	15
Special-Needs	0
Total	15

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	15
Acquisition of Existing Units	0
Total	15

**Table 10 - One Year Goals for Affordable Housing by Support Type**

### Discussion

CDBG public service funds are directed to housing stabilization. In addition to eviction prevention and rental assistance, the City offers free financial counseling through the Financial Empowerment Center, which is available to Gaithersburg residents.

Funds may also be used for utility assistance. Additionally, funds can be used for emergency relocation assistance, such as security deposits. This is an allowable expense under the City’s Emergency Assistance program.

## AP-60 Public Housing – 91.220(h)

### **Introduction**

There are no public housing units in the City. Forest Oak Towers, an age-restricted high-rise rental property in Gaithersburg, is a project-based Section 8 property. The Housing Opportunities Commission of Montgomery County (HOC) formed an LLC, which owns and manages the property.

There are two Low Income Housing Tax Credit Programs (LIHTC) operating in the City: Fields of Gaithersburg and The Crossings in Olde Towne Gaithersburg.

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

N/A

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

The City encourages all of HOC's residents living or working in the City to consider homeownership and works directly with the County and public housing authority on MPDU acquisition and downpayment assistance deferred loans for eligible first-time homebuyers.

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

N/A

### **Discussion**

See above.

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

### **Introduction**

For nearly 20 years, the City received HUD funds to support its transitional housing program at Wells/Robertson House. At any given time, this award-winning program houses up to fourteen (14) formerly homeless adults in recovery. Despite the loss of \$130,000 per year in 2016, the City has retained the program in its entirety, a testament to Gaithersburg's commitment to its most susceptible residents.

In 2023, a Memorandum of Understanding (MOU) between the City's Wells/Robertson House and Mary's Center for Maternal and Child Care, Inc. was signed. Mary's Center is a community health center with an integrated model of health care, education, and social services. Mary's Center's contract with the City is specifically geared toward outreach for unsheltered individuals. Additionally, the City has partnered with Tree of Hope Organization, a Peer organization that helps the community self-direct to a new way of life through one-on-one peer services. Tree of Hope is actively working with the City's street outreach team.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

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

The City of Gaithersburg's Homeless Services Division one-year goals and actions for reducing and ending homelessness through Street Outreach and Transitional Housing.

Street Outreach: Provide homeless assistance/outreach services to approximately forty (40) individuals in the next year. Of those engaged:

- Thirty percent (30%) will engage in some type of ongoing case management
- Twenty percent (20%) will apply for benefits for which they are entitled that they are entitled.
- Twenty percent (20%) will participate in physical or behavioral health services.
- Twenty percent (20%) will obtain either shelter, transitional or permanent housing.

Transitional Housing: Wells/Robertson and DeSellum Transitional Housing will provide services to approximately 25 individuals who are identified as being homeless and in recovery from Substance Use Disorder.

- Eighty-five percent (85%) of clients exiting Transitional Housing will exit to permanent and

permanent supportive housing.

Gaithersburg works closely with Montgomery County - and through the Interagency Commission on Homelessness, the governing body for the Continuum of Care. The elimination of homeless is the signature goal of this body. Montgomery County is prioritizing working to end homelessness for chronically homeless persons.

The City's Homeless Services Division Manager leads a street outreach team. Comprised of experienced staff, the team encourages street homeless persons to seek housing first. As mentioned above, the City's Homeless Division plans to provide homeless assistance/outreach services to approximately 40 individuals in the next year. Of those engaged:

- Thirty percent (30%) will engage in some type of ongoing case management;
- Twenty percent (20%) will apply for benefits for which they are entitled that they are entitled;
- Twenty percent (20%) will participate in physical or behavioral health services;
- Twenty percent (20%) will obtain either shelter, transitional or permanent housing.

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

The City works collaboratively with Montgomery County on emergency shelter and transitional housing for City residents, living currently in the City or former residents who now live in shelter elsewhere in the county. It provides grant funds to year-round programs and winter shelters for single adults and families. As a long-term member of the Continuum of Care and a voting member of the Inter Agency Commission on Homelessness, the City participates in decision making and funding for programs Countywide.

Eviction prevention has long been a priority for the City, and in addition to the CDBG funded program, the City uses local funds for other eviction prevention activities.

In 2023, a Memorandum of Understanding (MOU) between the City's Wells/Robertson House and Mary's Center for Maternal and Child Care, Inc. was signed. Mary's Center is a community health center with an integrated model of health care, education, and social services. Mary's Center's contract with the City is specifically geared toward outreach for unsheltered individuals. Additionally, the City has partnered with Tree of Hope Organization, a Peer organization that helps the community self-direct to a new way of life through one-on-one peer services. Tree of Hope is actively working with the City's street outreach team.

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

**and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

See discussion below.

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

See discussion below.

## **Discussion**

The Interagency Commission on Homelessness (ICH), of which the City participates, was established in 2014. As the Governing Board for the Continuum of Care, its charge is to develop and implement a Strategic Plan and to monitor programs that are components of the COC. The Commission's mission includes: promoting a community-wide goal to end and prevent homelessness; develop and implement a strategic plan' education the community about homelessness; promote partnerships to improve the County's ability to prevent and end homelessness, monitor programs that are components of the CoC; make recommendations to the County Executive and County Council to improve the CoC; and establish procedures for effective coordination of the CoC.

The City of Gaithersburg plays a major role in the Continuum of Care to best support homeless persons in the City. The City is active with outreach for engagement for those in the City, as well as the upper part of Montgomery County. The City participates in the unsheltered count, and the annual Point-in-Time Count. The City of Gaithersburg provides transitional shelter for those in recovery with two programs, Wells/Robertson and DeSillum. Lastly, the City provides support for permanent supportive housing for those receiving Housing Initiative Program rental subsidy. The City of Gaithersburg is connected to the County's Continuum of Care from engagement to housing.

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

### Introduction:

Governments receiving funds from the U.S. Department of Housing and Urban Development (HUD) must submit a fair housing plan. The Metropolitan Washington Council of Governments (MWCOCG) published the Metropolitan Washington Regional Fair Housing Plan in 2023.

MWCOCG's community engagement activities found that 83.6% of those who completed surveys said 'safe, affordable housing was hard to find' throughout the region.

In Fiscal Year 2023, the City adopted the Housing Element of the City's Master Plan. Additionally, Retool Gaithersburg, which comprehensively revised Chapter 24 of the City Code, Zoning, through an 18-month process and initiative, is a way the city is helping to address Zoning issues affecting the development of affordable housing.

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

According to MWCOCG's Regional Fair Housing Plan, there are a number of identified solutions to accessing affordable, fair housing. The top three identified solutions are:

1. More program and staff with various cultures with differing language competencies
2. Access to homes for people with differing abilities
3. Access to housing grants.

The City of Gaithersburg has made significant progress in improving services for people with limited English proficiency by:

- Adding a language translation feature to every page of its website;
- Hiring bilingual staff in the Community Services Division; and
- Requiring multilingual outreach for all Community Services grant contracts.

The City has added a Fair Housing/Impediments Analysis component to the webpage.

As noted elsewhere, Gaithersburg is also working hard to improve access to affordable ownership housing through its closing cost and down payment assistance program. MWCOCG has identified a number of housing goals to increase homeownership for low- and moderate-income members of protected classes. MWCOCG provided strategies, many of which the City intends to pursue, many of which were included in the City's updated Housing Element, which was adopted by the Mayor and City

Council in September 2023. Those strategies include:

- Support innovative approaches specifically designed to increase homeownership opportunities.
- Support policies and practices that will increase the supply of affordable homeownership housing units.
- Ensure that affordable housing is set aside in new developments.
- Increase housing affordability through mortgage write-downs, down payments and closing cost assistance, special purpose credit programs, and other affordable homeownership subsidies; and
- Support first-time homebuyers by expanding financial literacy programs, homeownership counseling, and homebuyer education.

In FY23, the City worked on expanding the CDBG program by launching a home repair program for low-to moderate-homeowners, which works to support current homeowners with protected characteristics. As identified by MWCOG, the strategies to best support current homeowners include:

- Increase funding for repair, rehabilitation, and renovation programs and products;
- Expand programs that provide energy efficient improvements to lower utility costs; and
- Provide comprehensive foreclosure prevention counseling and legal referrals.

The City utilized these strategies to develop a home repair program that best meets the needs of protected classes.

**Discussion:**

For governments receiving funds from the U.S. Department of Housing and Urban Development (HUD), it is required to submit a fair housing plan. The Metropolitan Washington Council of Governments (MWCOG) published the Metropolitan Washington Regional Fair Housing Plan in 2023. MWCOG’s Regional Fair Housing Plan was created in collaboration – eight communities joined together and worked with Public Housing Authorities (PHAs) and others on a regional plan. The result is the Metropolitan Washington Regional Analysis of Impediments to Fair Housing Choice. The City of Gaithersburg was one of the eight communities, along with others from Metropolitan Washington.

As stated throughout this plan, Gaithersburg is working hard to improve access to affordable ownership housing through its closing cost and down payment assistance program. MWCOG has identified a number of housing goals to increase homeownership for low- and moderate-income members of protected classes. MWCOG provided strategies, many of which the City intends to pursue and many of which were included in the City’s updated Housing Element, which was adopted by the Mayor and City Council in September 2023. Those strategies are referenced above.

## AP-85 Other Actions – 91.220(k)

### **Introduction:**

The City consults broadly with agencies and organizations throughout the county, including its partnership with the department of Housing and Community Affairs and the Department of Health and Human Services. Moreover, Gaithersburg staff consults with the Cities of Rockville and Montgomery County as well as with a multitude of nonprofit and community-based agencies and local schools.

### **Actions planned to address obstacles to meeting underserved needs**

To address under-served needs in the upcoming program year, the City will fund a range of public agencies with local funds. City residents also benefit from services available through Montgomery County, the Housing Opportunities Commission (HOC), Montgomery County Public Schools (MCPS), houses of worship, and the multitude of non-profit and community-based organizations.

The City's Community Services Division is dedicated to ongoing work in the area of direct case management, education, safety net support and collaborations with City area service providers and the provision of services to foster financial resilience. The City's Community Services Division's work to address the needs of under-served households include:

- Community based outreach and resource and service events on sites in the City including on the grounds of City apartment complexes.
- Ongoing information sharing and distribution with collaborating nonprofit social service agencies and Montgomery County to ensure gaps in services are known and all social service and financial resilience agencies are providing clear information on opportunities to the community.
- Ongoing expansion of materials and outreach in multiple languages and in conjunction with agencies and congregations serving multiple communities reflecting myriad backgrounds.
- Ongoing coordination of Citywide Coalitions including the Gaithersburg Coalition of Providers to ensure service and outreach collaborations.
- Ongoing sponsorship of trainings and educational events for providers and the general community around resources and educational and vocational opportunities.
- Continued coordination of over a million dollars in City grant funds to nonprofits providing equitable and assessable services in the areas of Health, Food and Nutrition, Vocational Services, Housing Services and Senior Services. Coordination of over \$200,000 for nonprofits supporting City youth through mentoring, educational support, recreation and vocational programming and scholarships.
- Full coordination with nonprofit (Housing Initiative Partnership) of the Gaithersburg Financial Empowerment Center under the support of the Cities for Financial Empowerment to ensure City residents working on financial stability are able to access one on one professional financial counseling in the areas of budgeting, credit, low-cost banking and savings. Provision of a City

Based VITA site in conjunction with Montgomery County Community Action Agency.

- Access via information and assistance to the City's Youth scholarship program and Department of Parks Recreation and Culture recreation and camp scholarships.

These existing actions and the City's current Community Services and Housing programs, coupled with the strategies identified in the City's Strategic Plan, intend to build on recent successes and help to ensure the community maintains a high quality of life. The City plans to invest in the Gaithersburg community by ensuring that everyone has access to and information about the social and financial opportunities available to residents.

### **Actions planned to foster and maintain affordable housing**

The Multifamily Investment Loan (MIL) Program utilizes the Housing Initiative Fund (HIF) fund to reinvest in the community, by supporting multifamily rental properties access low-interest loans to make renovations to their properties and sustain affordable housing throughout the City. The City The HIF is an affordable housing trust fund, which is mandated through the City of Gaithersburg's Zoning Code of Ordinance. The City uses the HIF for the MIL program, and the DPA program. For the MIL, HIF funds can leverage other funds and encourage partnerships that increase affordable housing in all areas of the City over the next three to five years, preserving existing affordable housing properties, improving the interior and exteriors in exchange for keeping rents at or below the County's voluntary rent guidelines.

### **Actions planned to reduce lead-based paint hazards**

A certified lead specialist must test any residential property constructed before 1978 for lead-based paint, and if there is any presence of lead, the property must be remediated before the buyer receives any closing cost and down payment assistance loan funds from the City. The State updated its lead paint regulations in 2016. Owners must register their properties (if built before 1978) and renew the registration annually. Owners must obtain a passing full risk reduction lead inspection certificate for any affected properties. The City of Gaithersburg provides information on the hazards of lead-based paint when issuing rental-housing licenses.

### **Actions planned to reduce the number of poverty-level families**

Due to the growing cost of living and housing, childcare and food prices currently, the ability for City families to increase income is essential. All households, including City seniors, served by the Community Services Division, and including those accessing CDBG rental assistance, are referred to all area government and nonprofit safety net services, community food and food stamp resources, City supported vocational and training providers and to the Gaithersburg Financial Empowerment Center (FEC).

The commitment to providing residents with the resources and tools to assist them in their path to

financial security and building of generational wealth for their families is of utmost importance and a continued focus.

### **Actions planned to develop institutional structure**

During the period of this Action Plan, the City will continue to coordinate with representatives from private industry, nonprofit agencies, and other public and organizational groups. The City is well represented in Montgomery County through staff participation in a variety of housing-related committees and organizations including the Metropolitan Washington Council of Governments (MWCOG), the Interagency Fair Housing Coordinating Group, the Housing Policy Development Group of the Continuum of Care Planning Committee, the Montgomery County Coalition for the Homeless, the Montgomery County Housing Taskforce, Interfaith Works, and the Montgomery County Departments of Health and Human Services and Housing and Community Affairs.

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

The City established the Gaithersburg Coalition of Providers in 1995 to bring together public and social service agencies to discuss the needs of the low-income residents of the City and provide training on pertinent topics. Coalition members meet quarterly at a minimum, and the group is in regular contact to make referrals, provide resources and training opportunities. The City will continue outreach to organizations not currently involved in this network.

Gaithersburg's Community Services Division distributes a monthly newsletter highlighting programs available in the City and sharing updates from partnering agencies. Outreach events are held in rental community neighborhoods and community centers in conjunction with the Gaithersburg CARES Hub, nonprofit community-based outreach agencies, and with the Gaithersburg Financial Empowerment Center.

### **Discussion:**

The City and County coordinate in providing comprehensive services to the affected populations. Although resources are often stretched - and certainly there has been a loss of funding or underfunding of important programs, such as the Housing Choice Voucher (HCV) program - Gaithersburg has not reduced the amount of funds it provides on behalf of these populations.

## Program Specific Requirements

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

#### Introduction:

The City expects about \$20,000 in program income revenue this year. Although the homeownership assistance program is a loan program, repayment is not required until the unit has been sold or no longer occupied. The City expects no urgent needs to require CDBG funds. All funds are directed to improve the lives of low-income persons by improved living conditions and viable urban communities.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

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

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

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

See above

## Attachments

