

GOVERNMENT OF THE DISTRICT OF COLUMBIA

FY 2015 Annual Action Plan



SKYLAND TOWN CENTER rendering





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ABBREVIATIONS

AAP	Annual Action Plan
ADAP	AIDS Drug Assistance Program
ADDI	American Dream Down-payment Initiative
AFFH	Affirmatively Furthering Fair Housing
AFHMP	Affirmative Fair Housing Marketing Plan
AI	Analysis of Impediments (to Fair Housing Choice)
AMI	Area Median Income
ARRA	America Recovery and Reinvestment Act
CAPER	Consolidated Annual Performance Evaluation Report
CBDO	Community-Based Development Organization
CBO	Community-Based Organization
CDBG	Community Development Block Grant
CDC	Centers for Disease Control
CHDO	Community Housing Development Organization
CIP	Capital Improvement Program
CoC	Continuum of Care
CPP	Citizen Participation Plan
DBH	Department of Behavioral Health
DCHA	D.C. Housing Authority
DCRA	Department of Consumer and Regulatory Affairs
DFD	Development Finance Division (DHCD)
DHCD	Department of Housing and Community Development
DHS	Department of Human Services
DMPED	Deputy Mayor for Planning and Economic Development
DOES	Department of Employment Services
DOH	Department of Health
DSLBD	Department of Small and Local Business Development
EAHP	Employer Assisted Housing Program
EMSA	Eligible Metropolitan Statistical Area
ERAP	Emergency Rental Assistance Program
ESG	Emergency Solutions Grant
FHIP	Fair Housing Initiative Program
FRPAP	First Right Purchase Assistance Program
FY2015	Fiscal Year 2015
HAHSTA	HIV/AIDS, Hepatitis, STD, and Tuberculosis Administration
HPAP	Homebuyer Assistance Program
HCVP	Housing Choice Voucher Program
HDS	Housing Development Software
HoDIF	Home Ownership Developers Incentive Fund
HoFEDD	Housing Finance for the Elderly, Dependent, and Disabled
HOME	HOME Investment Partnerships Program
HOPWA	Housing Opportunities for Persons with AIDS
HPAP	Home Purchase Assistance Program
HPRP	Homelessness Prevention and Rapid Re-Housing Program
HPTF	Housing Production Trust Fund
HQS	Housing Quality Standards
HRC	Housing Resource Center (DHCD)
HUD	U.S. Department of Housing and Urban Development
ICH	Interagency Council on Homelessness
IDIS	Integrated Disbursement and Information System



IZ	Inclusionary Zoning
LAA	Language Access Act of 2004 (District of Columbia)
LAHDO	Land Acquisition and Housing Development Organization
LBP	Lead-Based Paint
LEDC	Latino Economic Development Corporation
LIHTC	Low-Income Housing Tax Credit
LISC	Local Initiatives Support Corporation
LSDBE	Local, Small, and Disadvantaged Business Enterprise
LSW	Lead Safe Washington
MFI	Median Family Income
MOU	Memorandum of Understanding
NCRC	National Capitol Revitalization Corporation
NIF	Neighborhood Investment Fund
NOFA	Notice of Funding Availability
NRSAs	Neighborhood Revitalization Strategy Areas
OPM	Office of Program Monitoring (DHCD)
PADD	Property Acquisition and Disposition Division (DHCD)
PART	Pre-Apprenticeship Readiness Training
QAP	Qualified Allocation Plan
RAD	Rental Accommodations Division
RCS	Residential and Community Services Division (DHCD)
RFA	Request for Applications
RFP	Request for Proposals
SAFI	Site Acquisition Funding Initiative
SFRRP	Single Family Residential Rehabilitation Program (DHCD)
TBRA	Tenant Based Rental Assistance
TPTAP	Tenant Purchase Technical Assistance Program
URA	Uniform Relocation Act
WASA	Washington D.C. Water and Sewer Authority
WIC	Workforce Investment Council



APPLICATION FOR FEDERAL ASSISTANCE (SF 424)

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s) *Other (Specify) _____
3. Date Received: _____ 4. Applicant Identifier: 53-6001131		
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:	7. State Application Identifier:	
8. APPLICANT INFORMATION:		
*a. Legal Name: District of Columbia		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 53-6001131		*c. Organizational DUNS: CDBG – 111754206 HOME – 001367031
d. Address:		
*Street 1: 1800 Martin Luther King Jr. Ave., SE		
Street 2: Suite 300		
*City: Washington		
*State: D.C.		
*Country: United States		
*Zip / Postal Code 20020		
e. Organizational Unit:		
Department Name: Department of Housing & Community Development		Division Name: Office of the Director
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.	*First Name: Quinn	
Middle Name: A.		
*Last Name: Warner		
Title: Resource Management Specialist		
Organizational Affiliation: Employee		
*Telephone Number: 202-442-7200		Fax Number: 202-645-6727



*Email: quinn.warner@dc.gov	
*9. Type of Applicant 1: Select Applicant Type: D. Special District Government	
*Other (Specify)	
*10 Name of Federal Agency: U. S. Department of Housing & Urban Development	
11. Catalog of Federal Domestic Assistance Number:	
FDAN:	CFDA Title:
<u>14-218</u>	<u>Community Development Block Grant (CDBG)</u>
<u>14-239</u>	<u>HOME Investment Partnership Act Grant (HOME)</u>
<u>14-231</u>	<u>Emergency Solutions Grant (ESG)</u>
<u>14-241</u>	<u>Housing Opportunities for Persons with AIDS (HOPWA)</u>
*12 Funding Opportunity Number: _____	
*Title: _____	
13. Competition Identification Number: _____	
Title: _____	
14. Areas Affected by Project (Cities, Counties, States, etc.): District of Columbia	
*15. Descriptive Title of Applicant's Project: 	
16. Congressional Districts Of:	
*a. Applicant: District of Columbia	*b. Program/Project: DC - all
17. Proposed Project:	
*a. Start Date: 10/01/2014	*b. End Date: 09/30/2015



18. Estimated Funding (\$):						
	CDBG	HOME	ESG	HOPWA	Other Federal Funding	LOCAL
*a. Federal						
*b. Applicant	\$13,970,469	\$4,292,799	\$1,165,369	\$10,732,310	\$1,000,000	0
*c. State	0	0	0	0	0	0
*d. Local	0	0	0	0	0	0
*e. Other(Fund balance)	0	0	0	0	0	\$143,607,603
*f. Program Income	\$8,579,164	\$3,920,836	0	0	0	\$24,400,000
*g. TOTAL	\$6,484,486	\$2,888,000	0	0	0	0
	\$29,034,119	\$11,101,635	\$1,165,369	\$10,732,310	\$1,000,000	\$168,007,603

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

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E. O. 12372

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

☐ Yes ☒ No

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

☒ ** I AGREE

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

Authorized Representative:

Prefix: Mr. *First Name: Michael

Middle Name: P.

*Last Name: Kelly

*Title: Director

*Telephone Number: 202-442-7200 Fax Number: 202-442-7078

* Email: michael.kelly@dc.gov

*Signature of Authorized Representative: _____ *Date Signed: _____



Chapter One: General Information

Executive Summary

Fiscal Year 2015 (FY2015) will mark the fifth year of the District of Columbia's current Consolidated Plan. The Five Year Consolidated Plan Fiscal Year 2011 – 2015 includes specific objectives and priorities regarding how the District seeks to provide services during the five-year period that promote equal opportunity to a suitable living environment, decent housing, and economic development. These objectives and priorities, designed to assist persons of low- and moderate-income, are carried out on a yearly basis through five Annual Action Plans, they include:

1. Preserve and increase the supply of quality affordable housing;
2. Increase homeownership opportunities; and
3. Revitalize neighborhoods, promote community development, and provide economic opportunities for District residents.

The Annual Action Plan (AAP) is designed to guide housing, community development, homeless, and special population activities within the District of Columbia through fiscal year 2015 (October 1, 2014 – September 30, 2015). The Action Plan is a collaborative process whereby DHCD and the community it serves establish a vision for housing and community development during FY2015 through a series of community meetings and open comment periods. Citizens, public agencies, and other interested parties, including those most affected, are provided opportunities to participate in every aspect of the consolidated planning process, e.g. identifying needs, setting priorities, recommending programs, developing proposals, and reviewing program accomplishments. The Department of Housing and Community Development (DHCD) is the District's agency responsible for preparing the Annual Action Plan.

The FY2015 Action Plan is not only an application to the U.S. Department of Housing and Urban Development (HUD) for federal fiscal year 2014 funding; it is also a statement of the strategic activities that DHCD, as the District's designated program administrator, intends to undertake during FY2015 to implement the strategic goals set forth in the Five Year Consolidated Plan. The District will receive direct federal funding of over \$31 million from HUD which is spread over the following four HUD program areas: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons with AIDS (HOPWA), and Emergency Solutions Grant (ESG) as well as a grant from HUD for lead based paint remediation.

Fiscal Year 2015 Federal Entitlement Grant Allocations

Funding Source	Amount
Community Development Block Grant (CDBG)	\$13,970,469
HOME Investment Partnerships (HOME)	\$ 4,292,799
Emergency Solutions Grant (ESG)	\$ 1,165,369
Housing Opportunities for Persons with AIDS (HOPWA)	\$10,732,310
Other federal funding	\$ 1,000,000
Total:	\$31,160,947

The largest single source of federal funding for DHCD in FY2015 is the Community Development Block Grant. In FY15 CDBG funding will account for approximately \$29,034,119, which includes the annual award allocation of \$13,970,469, anticipated program income from existing projects funded with past CDBG dollars of \$6,484,486, and FY14 fund balance carried over, estimated at \$8,579,164.



Several projects will be funded through the use of HOME funds in the amount of approximately \$11,101,635. The HOME breakdown includes the allocation of \$4,292,799, \$2,888,000 in anticipated program income, and \$3,920,836 in estimated fund balance carried over to FY15

Certain homelessness prevention activities and shelter programs will be funded through the Emergency Solutions Grant (ESG) of \$1,165,369. This grant is administered through the Washington D.C. Department of Human Services (DHS).

Lastly, the Housing Opportunities for Persons with AIDS program has an allocation of \$10,732,310, which is administered for the Washington DC Metropolitan Statistical Area by the HIV/AIDS, Hepatitis, STD, and Tuberculosis Administration (HAHSTA) in the Washington D.C. Department of Health.

The Department's funding will be used to accomplish numerous housing and community development activities, including, but not limited to, providing housing counseling to approximately 18,000 residents, assisting over 250 residents in becoming homeowners, providing 26 businesses with storefront façade improvements, and preserving or creating more than 800 units of affordable housing for low-to-moderate income residents.

Evaluation of Past Performance

During the past five years, DHCD has provided financial assistance for thousands of units of affordable housing, homebuyer education and outreach, expanded homeownership opportunities to the District's increasingly diverse population while also contributing to economic and community revitalization in underserved areas of the District.

Through the Home Purchase Assistance Program (HPAP) DHCD provides first time home buyers with financial education along with down payment and closing cost assistance in the form of low interest deferred loans. DHCD also provides financial and technical assistance to renters looking to buy their multi-family apartment buildings under the District Tenant Opportunity to Purchase Act (TOPA). Additionally, the Department helps low- to moderate-income residents perform renovations to get homes up to District code, implement accessibility features, or remediate lead paint hazards through the Single Family Residential Rehabilitation Program (SFFRP) and Lead Safe Washington (LSW).

The Department increased the supply of affordable housing by providing funds for both single- and multi-family projects throughout the city that included new construction and rehabilitation of existing multi- and single-family properties. These funds came in the form of pre-development loans and financing for both new construction and renovations to existing structures. DHCD also provides funding for Community Based Organizations (CBOs) who provide housing counseling to tenants, home buyers and new homeowners to increase access to affordable housing. Emergency Solutions Grant (ESG) funds have provided emergency assistance to prevent households from becoming homeless and to provide shelter for families.

DHCD's affordable housing construction projects have spurred neighborhood revitalization and local economic development. As part of its neighborhood investments, DHCD funds technical assistance for small neighborhood businesses to assist in their retention and expansion. DHCD also provides funding for façade improvement projects for small businesses.

The Department has also enhanced the quality of its affordable housing construction projects by providing an annual training to all construction grantees-- developers, general contractors and architects—on local and federal accessibility compliance regulations applicable to new construction and substantial rehabilitation projects. This action ensures that housing is available to persons who wish to age in place and families and individuals using a wheelchair are part of the community.



Geographic Priority Areas

Through the city-wide citizen participation process conducted during the Consolidated Plan process, DHCD identified several areas for targeted investment. (Appendix D) These areas will remain a priority for DHCD through FY 2015.¹ The rationale for prioritizing investment in these areas is that these areas meet the characteristics of the priority areas outlined in the District's FY 2011-2015 Consolidated Plan.

The targeting of investment to these areas is anticipated to result in an increase in affordable housing opportunities for households that have experienced the pressure of rising housing costs. It also will leverage private investment to ensure that neighborhood-serving commercial opportunities and community facilities/services are created and maintained. DHCD will also support the local "New Communities" and "Great Streets" programs which aim to revitalize targeted parts of the city to create vibrant neighborhoods and commercial corridors.

The Department will continue to leverage its funds with financial vehicles such as the Low Income Housing Tax Credit program and a range of financial instruments and/or arrangements that help to increase affordable housing, home-ownership opportunities, jobs and economic opportunity, retention and attraction of neighborhood businesses, neighborhood revitalization, community and commercial facilities and improvements to the living environments of our residents.

Basis for Allocation of Funding

As in the past, DHCD will continue to allocate its funding to address the demographic changes and needs identified in the Census, the Mayor's development priorities, The 2011 Analysis of Impediments to Fair Housing Choice, and through DHCD's Needs Assessment Hearings, which are used to allow the community input on both how DHCD is performing as well as what needs to be done going forward. Allocation of resources is prioritized among specific target areas based on a four-tier system:

- 1) Tier One: Focuses on projects that are currently in the pipeline and that tie into a regional vision of sustainability. These resources are meant to supplement DHCD's mission of creating complete neighborhoods and a more sustainable city. These resources will be focused primarily in Wards 5, 7, and 8, where development momentum has been or is being established, but where further investment is needed. The resources will extend throughout Ward 5 where focus will be on finishing development and continuing preservation, specifically in the Trinidad/Ivy City areas. In Wards 7 and 8, the resources will be distributed throughout specific corridors adjacent to Prince George's County, MD, where unemployment is high and resources are needed, specifically the Benning Road, Deanwood, Minnesota Avenue, Pennsylvania Avenue and Historic Anacostia corridors.
- 2) Tier Two: Focuses on projects that are of high priority and develop coordination with other District agencies. These resources are meant to provide finishing assistance to developing areas, continuing preservation and promoting economic viability through a more integrated approach. This tier will include working with DMPED to finish the development of the Georgia Avenue corridor and specific area locations where development has been established, including Park Morton and the Bruce School. This tier will also prioritize resources in the Walter Reed development corridor and work with the Office of Planning (OP) in developing the St. Elizabeth's corridor.

¹ For the purposes of describing its investments and activities, DHCD cannot identify the exact location of activities to be undertaken, but specifies the target area (in compliance with HUD guidelines); DHCD will not have made its development awards for FY2015 funding prior to the first quarter of the fiscal year.



- 3) Tier Three: Focuses on areas of the city that are in general poverty and in need of development and revitalization. These tier resources will provide assistance to areas of the city that are not consistent with specific developing corridors, but will improve the livability of areas with underserved need.
- 4) Tier Four: Focuses on the entire city, to achieve economic integration of subsidized housing by providing mixed-income housing, or by locating affordable housing in neighborhoods that are not poverty impacted, or that are undergoing rapid gentrification. Tier Four projects would focus investment strategies and affordable housing programs to distribute mixed income housing more equitably across the entire city, taking steps to avoid further concentration of poverty within areas of the city that already have substantial affordable housing.

These target areas include several neighborhoods where small area plans were conducted by the Office of Planning in cooperation with sister agencies to supplement the broad policy statement and public actions of the District's Comprehensive Plan. These plans are developed through a comprehensive process with the neighborhood residents and District agencies to provide detailed direction for the development of city blocks, corridors and neighborhoods with the goal of achieving complete neighborhoods. These small area plans help guide DHCD investment priorities through the four tier system outlined above, with each tier having a greater priority.

Sources of Funds

The Department relies on both federal and local funding sources to finance service delivery. These sources include federal funding from HUD in the form of competitively awarded and annual formulaic grants (CDBG, HOME, ESG, and HOPWA), program income from past projects funded with CDBG, and HOME dollars, and local resources comprised of appropriated District funds and certain loan repayments. DHCD makes direct investments and uses funding to leverage private investments.

a. Federal Resources

HUD's Office of Community Planning and Development provided preliminary notice to DHCD that its FY2015 formula entitlement grant allocation is approximately \$31,160,947. DHCD also anticipates an additional \$12,497,000 of unexpended FY14 funds and \$9,372,486 million in program income from previous investments to be available in FY2015. The net available federal funds from these entitlement grants for FY2015 are shown in Table 1.

Table 1: FY2015 Federal Funding

	CDBG	HOME	ESG	HOPWA	Total
FY2015 Allocation	\$13,970,469	\$4,292,799	\$1,165,369	\$10,732,310	\$31,160,947
Program Income (est)	\$6,484,486	\$2,888,000	0	0	\$9,372,486
FY14 Fund Balance (est)	\$8,579,164	\$3,920,836	0	0	\$12,497,000
Total Federal Funds	\$29,034,119	\$11,101,635	\$1,165,369	\$10,732,310	\$52,070,433

DHCD will serve as the administrator for the CDBG and HOME federal grants. The regional HOPWA allocation is administered through and monitored by the D.C. Department of Health, HIV/AIDS, Hepatitis, STD, and Tuberculosis Administration (HAHSTA). The Department of Human Services will administer the ESG grant allocation.



In order to meet the CDBG program's "timeliness" requirements, DHCD is required to have no more than 1.5 times our annual CDBG allocation plus program income available in the HUD line of credit 60 days prior to the end of the program year. With a Fiscal Year 2014 entitlement of approximately \$14.3 million, the District must have less than \$21.284 million of unused CDBG funds available on August 4, 2014. The penalties for not meeting this test have become quite severe and HUD views the failure to meet this test as a failure of the grantee's ability to carry out the CDBG program. HUD can require a payback of unspent funds if the timeliness test is not met. On August 5, 2014 HUD IDIS report PR-56 showed DHCD having met the CDBG timeliness test with a ratio of 1.48.

b. Program Income

For FY2015 DHCD projects that there will be a total of \$6,484,486 million in program income from past projects funded with CDBG dollars and \$2,888,000 million in program income from past projects funded with HOME Investment Partnership dollars. Program income is derived primarily from repayment of loans provided to citizens to assist in the purchase of homes within the District. Program income received in excess of the budgeted amount is reprogrammed for use within the respective program.

c. Low-Income Housing Tax Credits

The Low-Income Housing Tax Credit (LIHTC) program was enacted by Congress in 1986 to provide owners of qualifying properties a federal tax incentive with the Internal Revenue Service for providing rental housing at affordable rents for individuals and families of low or moderate income levels. The income limits and rent restrictions for LIHTC properties are released annually by the United States Department of Housing and Urban Development. Residents of tax credit units are required to be within the income limits and owners of tax credit housing are required to meet the rent restrictions for tax credit units.

The Internal Revenue Service charged the administration of the LIHTC program in the District of Columbia to the Department of Housing and Community Development (DHCD). Final regulations for "Compliance Monitoring and Miscellaneous Issues Relating to the Low-Income Housing Credit" were released by the Internal Revenue Service in the Federal Register, Volume 65 – Number 10 on Friday, January 14, 2000 and as further amended.

Owners of rental housing receiving an allocation of tax credits from the District of Columbia DHCD *after* December 31, 1989 are required to enter into a Restrictive Covenant with the agency. The Restrictive Covenant adds an additional 15 years to the 15-year tax credit compliance period. As mandated by the Internal Revenue Service, DHCD is charged with insuring the on-going compliance of Low Income Housing Tax Credit properties in the District of Columbia through the Office of Program Monitoring. DHCD meets this requirement by conducting physical inspections of the project's buildings and tax credit units, as well as review of the tenant files to determine their status with the rules and regulations of the Low Income Housing Tax Credit Program. The Low Income Housing Tax Credit Program estimated revenue from fees for FY2015 is expected to be approximately \$800,000.

d. Local Resources

According to the Mayor's FY2015 proposed baseline budget, the funds projected from local resources total \$168 million. Appropriated and local funds are broken down in Table 2.

**Table 2: FY2015 Proposed Local/Other Funds Allocations**

	HPTF	Local Appropriation	Loan Repayments	Unified Fund	Total
FY2015 Allocation	\$125,147,511	\$11,460,092	\$1,500,000	\$5,500,000	\$143,607,603
Fund Balance (est.)	\$22,900,000	0	\$500,000	\$1,000,000	\$24,400,000
Net available funds	\$148,047,511	\$11,460,092	\$2,000,000	\$6,500,000	\$168,007,603

The Housing Production Trust Fund (HPTF or “Fund”), authorized by the Housing Production Trust Fund Act of 1988 as amended by the Housing Act of 2002, is a local source of funding for affordable housing development. Funds for the Housing Production Trust Fund are supplied by the legislated share of DC deed recordation taxes and real estate transfer taxes, currently 15%. The Fund is designed to direct assistance toward the housing needs of the most vulnerable District residents—very low- and extremely low-income renters. In Fiscal Year 2015 Budget, Mayor Vincent C. Gray proposed over \$125 million in HPTF funding toward affordable housing vs.

Pending the receipt of feasible project proposals, the statute requires that:

- A minimum of 40 percent of all Fund disbursements each year must benefit households earning up to 30 percent of the area median income (AMI);
- A second minimum of 40 percent of Fund disbursements must benefit households earning between 31 and 50 percent of the AMI;
- The remainder must benefit households earning between 51 and 80 percent of the AMI; and
- At least 50 percent of the Fund disbursements each year must be used for the development of rental housing.

The remainder of the Funds may be used for, but are not limited to, for-sale housing development, single family housing rehabilitation, and loans and title-clearing costs associated with the Homestead Program.

In FY2005, DHCD launched a new HPTF Site Acquisition Funding Initiative (SAFI), which combines HPTF money with money from private lenders to provide loans to non-profit housing developers to facilitate acquisition of sites for affordable housing. The rapid pace of escalation in the District of Columbia’s real estate market makes this initiative necessary to retain land parcels for the housing needs of low-moderate-income residents. In FY2015 DHCD projects closing 4 SAFI loans.

DHCD also receives separate, local budget appropriations and repayments on loans originally funded with local dollars, for its Home Purchase Assistance Program, which it uses to make more homebuyer assistance loans.

g. Private Funds and Leveraging

The grant award criteria for the District’s housing and community development programs require the maximum use of private financial resources. DHCD uses its funds to “close the gap” of needed financing for its selected projects, therefore the private financing sector generally provides a significant portion of each project’s funds. Banks as well as savings and loan institutions serve as the primary financing sources for most housing production, rehabilitation, or capital improvement projects. Many banks have special



community lending operations, partly in response to the provisions of the Community Reinvestment Act, which encourages local lenders to invest in affordable housing and other community support projects. Several local banks have been active in supporting nonprofit affordable housing development. The District's public dollars leverage these private funds.

DHCD also works in tandem with non-profit and semi-governmental development organizations to leverage funds for affordable housing and economic opportunity. In addition, the District government and nonprofit developers have actively reached out to capture foundation grants. Many nonprofit organizations seek foundation funding to provide social support services, especially to special needs populations. Among the organizations that are active in this area are the Fannie Mae Foundation, Local Initiatives Support Corporation (LISC), and the Enterprise Foundation.

h. Matching Funds

Three HUD programs require matching funds: HOME, ESG and Lead Hazard Control. Under 24 CFR 92.218 *et. seq.*, the District must provide a matching contribution of local appropriated or HPTF funds to HOME-funded or other affordable housing projects as a condition of using HOME monies. The District's FY2015 contribution will not be less than 25 percent of non-administrative HOME draws.

DHCD meets its HOME obligation through contributions from the Housing Production Trust Fund. Eighty percent of HPTF funds utilized for housing must benefit households earning up to a true 50 percent of the area median income, which is below the HOME income eligibility maximum; moreover, HPTF-assisted rental projects must be affordable for 40 years, which exceeds the HOME affordability period requirement. In FY2015, the Department's HPTF funding is budgeted at over \$125 million. As the Department incurs HOME match-eligible expenses, it will ensure that adequate funding is provided for the matching contribution.

In addition to its federal ESG funds, the District of Columbia provides local match dollars to support outreach and prevention services; support shelter operations and fund renovation of shelter space. The District works to provide assistance for the homeless through community-based organizations, faith-based organizations and other non-profit service providers.

DHCD matches its Lead Hazard Control monies with local funds. This funding is used to abate lead-based hazards in single- and multi-family properties.

i. Capital Dollars

The District Capital Improvement Program ("Capital") funds various modernization, acquisition and improvement efforts. Historically, the Department of Housing and Community Development has received an annual allocation of Capital funds for activities in the Property Acquisition and Disposition Division. The capital budget supports activities that consist of acquisition, assemblage, site preparations, and demolition and stabilization of property to promote housing, affordable housing, and economic development opportunities. Projects for acquisition are identified in areas where the District can make an investment to enhance and complement development opportunities or projects being undertaken by the private or non-profit sectors, as well neighborhoods with substantial concentrations of vacant and abandoned property. Once the property is owned by the District, Capital funds pay for costs related to the rehabilitation and the stabilization of the real property. In FY2015, no new capital dollars were allocated to the DHCD capital budget.



Managing the Process

Lead Agency

The District of Columbia Department of Housing and Community Development (DHCD) is the lead agency developing and implementing the FY2015 Action Plan. DHCD will also administer the majority of programs covered by this plan. Other major public and private agencies responsible for administering programs covered by the plan include the District Department of Health's HIV/AIDS, Hepatitis, STD, and TB Administration (HOPWA funded activities); the District of Columbia Housing Authority (public housing facilities and services); the Department of Human Services in partnership with the Community Partnership for the Prevention of Homelessness (ESG funded programs and other homeless facilities and services); the District Department of the Environment (lead-based paint assessments).

DHCD will continue to work closely with Community-Based Organizations (Housing Counseling Services, Latino Economic Development Corporation, Lydia's House, University Legal Services, and the Central American Resource Center); non-profit developers (such as Manna Community Development Organization, Mi Casa, and Community Preservation and Development Corporation); as well as other community partners including Anacostia Economic Development Corporation, Washington Area Community Investment Fund, and Jubilee Enterprises of Greater Washington.

Plan Development Process

In preparing the FY2015 Action Plan, DHCD consulted with government agencies, non-profit developers, community stakeholders, and residents to discuss the needs of the community and how DHCD and partner organizations can best deliver those services.

DHCD held four Community Need Assessment Hearings in the spring of 2014 in which residents, stakeholders, and activists were invited to provide input on the FY2015 Action Plan. Overall, there was broad participation by each sector of the community.

Interagency Coordination

In addition to specific outreach regarding the Annual Action Plan, DHCD is fortunate to have considerable access to District agencies with complementary missions. The Government of the District of Columbia is organized into clusters of agencies with allied missions. The City Administrator and the Deputy Mayors use periodic coordination meetings to align resources and activities to match administration priorities. Additionally, monthly Mayor's Cabinet Meetings are used to further coordinate among the clusters of agencies. This system provides for continuous consultation and coordination between agencies.

DHCD is part of the Deputy Mayor for Planning and Economic Development (DMPED) cluster. The cluster consists of the Department of Housing and Community Development; Office of Planning; Department of Small and Local Business Development; Department of Consumer and Regulatory Affairs; Department of Employment Services; Department of Insurance, Securities and Banking; Office of Motion Picture Development; and the Commission on the Arts & Humanities. In periodic cluster meetings, agency needs, upcoming plans, and recent accomplishments are discussed to coordinate efforts. DHCD used these cluster meetings to assist in creating its annual action plan.

DHCD also participates in regular Housing Agency cluster meetings. These meetings are led by DMPED and attended by DHCD, the DC Housing Finance Agency (DCHFA), and the DC Housing Authority (DCHA). The agenda regularly includes coordination of pipeline projects and resources, addressing shared issues and information sharing.



Institutional Structure

DHCD works closely with the DC Housing Authority and the DC Housing Finance Agency to maximize dollars available for housing opportunities for extremely low- to moderate-income residents of the District. A representative of DHCD attends the meetings of the Metropolitan Washington Council of Governments (COG) Committee of Housing Directors to participate in information sharing and initiatives of the Committee.

As part of its unified leveraging strategy, the District will continue to work with its non-profit, for-profit and quasi-governmental development partners, as well as coordinate DHCD's investments in the renewal of affordable housing and community facilities with government agencies that fund infrastructure improvements and services needed to create self-sustaining neighborhoods.



Chapter Two: Housing

Specific Housing Objectives

In FY2015, DHCD will focus on three specific objectives:

- 1) Preserving and increasing the supply of quality affordable housing;
- 2) Increasing homeownership opportunities; and
- 3) Revitalizing neighborhoods, promoting community development, and providing economic opportunities.

Each division's initiatives work either towards one, two or all three objectives. Furthermore, each division has a set of measureable key performance indicators that include outcomes, outputs and efficiencies to allow the Department to work toward a more sustainable community and better serve District residents. The table on the following page represents a sample of the internal reporting, including past performance, for each division:



Table 3: FY2015 Summary of Specific Housing Objectives

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	FY 2013 Actual	FY 2015 Goal	Outcome/ Objective
1			Housing Regulation Administration			
1.1	Preserving and increasing the supply of quality affordable housing	HPTF, Local, Other	Total number of customers who utilize the Housing Resource Center	6,618	6,500	DH-1 DH-2
2			Development Finance Division			
2.1	Preserving and increasing the supply of quality affordable housing	CDBG, HOME, Other	Total special needs housing units funded	95	452	DH-1 DH-2
			Total affordable housing units rehabilitated	212	1005	
			Total number of affordable units funded	379	2,410	
2.2	Increasing homeownership opportunities	CDBG, HOME, Other	Total new homeownership units funded	7	197	DH-1 DH-2
			Total First Right Purchase units funded	22	197	
3			Residential and Community Services			
3.1	Preserving and increasing the supply of quality affordable housing	CDBG, HOME, HPTF, Other	Total affordable units funded by RCS	335	385	SL-1 SL-3
			Total Single Family Residential Rehabilitation Program units funded	42	50	
			Total Lead Safe Washington units funded	24	40	
			Total Single Family Residential Rehabilitation Program special needs units funded	15	15	
3.2	Increasing homeownership opportunities	CDBG, HOME, Local, Other	Number of employee homebuyers funded by Employee Assisted Homeownership Program	104	80	DH-3 EO-1
			Number of employee homebuyers funded by Negotiated Employee Assisted Homeownership Program	33	50	
			Total # of first time homebuyers funded by Home Purchase Assistance Program	269	250	
			Total Home Purchase Assistance Program special needs units funded	2	8	
4			Property Acquisition and Disposition			
4.1	Preserving and increasing the supply of quality affordable housing	Other	Total number of affordable units created or rehab through reclamation of abandoned properties	0	45	SL-2
			Average number of years of affordability for units created or rehab through reclamation of abandoned properties	n/a	15	



Public Housing and Housing Choice Voucher Program

The DC Housing Authority (DCHA or Housing Authority) receives, administers, and monitors funding for the following programs:

1. Public Housing (ACC)
2. Housing Choice Voucher Program (HCVP)
3. Local Rent Supplement Program (LRSP)

The funds are not part of the DHCD budget; however, DCHA and DHCD work closely together to support affordable housing projects throughout the District. Projects that may receive funding from DHCD may also receive operating subsidy in the form of Public Housing (ACC), HCVP Project Based vouchers, or LRSP Project/Sponsor Based Voucher funding. DCHA made these operating subsidies available in both the FY13 and FY14 DHCD Consolidated RFP and will provide whatever available operating subsidy resources in future solicitations.

The assistance provided through DCHA's Public Housing, HCVP (formally Section 8), and LRSP programs are instrumental in preventing homelessness among low-income households in the District. At the present time, DCHA owns and/or administers an estimated 8,000 Public Housing units throughout the District. In addition, over 12,000 households are assisted through HCVP and LRSP in both scattered site and project based housing. Housing specifically geared for special needs populations, such as the elderly or people with disabilities, are also included in these figures.

Each of DCHA's Public Housing communities has a resident council through which residents can become involved in the decision-making that affects their Public Housing units. DCHA facilitates the selection of the councils and encourages residents to participate in council activities and in the general management of their respective communities. DCHA will continue to promote involvement by the residents and will look at forming new partnerships with community agencies to provide services that encourage and assist residents with improving their lives.

DCHA Programs geared towards self-sufficiency include:

The Achieving Your Best Life Rewards (AYBL) Program

The AYBL program was created to encourage and support upward mobility of Public Housing residents by facilitating the provision and utilization of necessary incentives and supportive services with homeownership as a goal. The most important feature that distinguishes this program from Public Housing self-sufficiency/homeownership programs offered elsewhere is that this program is place-based. All of the neighbors in the community will have similar motivations and will work towards similar goals. It is the intent that this model will foster an environment in which participating families support and learn from each other while working towards their respective end goals. The first developments to be designated as AYBL Reward Properties were Elvans Road and Columbia Road.

Family Self Sufficiency Program

DCHA's FSS Program links HCVP participants with public and private service providers and other resources to assist in achieving economic self-sufficiency. The head of each participating family executes an FSS contract of participation with DCHA that specifies the rights and responsibilities of both parties. The 5-year FSS contract specifies goals and services for each family. Family members must fulfill all requirements in order to obtain full benefits.

The FSS contract requires that the family comply with the lease, that all family members become independent of welfare, and that the head of the family seek and maintain suitable employment.



DCHA establishes an interest-bearing FSS escrow account for each participating family. An escrow credit, based on increases in earned income of the family, is credited to this account during the term of the FSS contract. DCHA may make a portion of this escrow account available to the family during the term of the contract to enable the family to complete an interim goal such as education.

If the family completes the contract and no member of the family is receiving cash welfare assistance, the amount of the FSS escrow account is paid to the head of the family. If the PHA terminates the FSS contract, or if the family fails to complete the contract before its expiration, the family's FSS escrow funds are forfeited.

DHCD continues to collaborate with the Housing Authority to connect potential homebuyers presently residing in assisted units to seek out the services of these different organizations.

Barriers to Affordable Housing

In the past decade, the District of Columbia housing market has experienced a sharp increase in housing prices making the District one of the least affordable in terms of housing. Affordable rental units continue to be converted into luxury condominiums. The lack of affordable housing has been particularly burdensome for low- and moderate-income residents, and is so severe for the District's lowest-income residents that most in this category now spend half or more of their income on housing.

The reasons for the high cost and limited stock of housing are complex, but government officials and policy experts have identified the following policies or lack of policies as major obstacles to affordable housing in the District:

- Lack of tax incentives in the D.C. Official Code to promote the development of affordable housing and homeownership opportunities;
- Rent control system which allows landlords to increase rents without many rules and regulations.
- High rates of rental to condo conversion displacing low-income residents;
- The Uniform Height Act of 1910, which effectively limits building height in the District to 13 stories and requires an act of Congress to repeal;

In FY2015, the District will take several steps to remove any barriers to affordable housing and ameliorate the impacts of the current housing market. DHCD and District government realize that future resources will buy less in this competitive market, but both the Department and the city will continue to fight in order to achieve the vision of economically stable and racially integrated neighborhoods. To foster this, DHCD has taken 10 steps to address the need for affordable housing in the District.

1. Housing Production Trust Fund

A DHCD-administered source of public funds focused on producing and preserving units of affordable housing for low- and moderate-income residents. The Fund is targeted to serve residents with the greatest housing needs. At least 40 percent of all housing funds must be used to serve households with incomes below 30 percent of the area median income (AMI). At least 40 percent of housing funds must be used to serve households with incomes between 30 percent and 50 percent of AMI. In Mayor Vincent C. Gray's proposed FY2015 budget, the District committed over \$125 million to the HPTF and affordable housing, an increase of over \$80 million from the FY2014 proposal of \$43 million.

2. Rental Housing Conversion and Sale Act of 1980

This act regulates conversion of use of rental housing and other property to condominium or cooperative ownership, provides housing assistance payments to eligible low income tenants displaced by a conversion of use, and gives tenants and tenant organizations the right to purchase their housing accommodations upon sale, discontinuance of use, or demolition by the owner. This program effectively



aligns the purpose of the law with the agency charged with creating and preserving affordable housing opportunities. DHCD offers tenant purchase financing which assists in the preservation of affordable units across the city as a whole.

3. *District Opportunity to Purchase Amendment Act of 2008*

This statute gives the Mayor the opportunity to purchase rental housing consisting of 5 or more rental units in which at least 25% or more of the rental units are deemed affordable (i.e., equal to or less than 30% of the monthly income of a household with an income of 50% of the area median income for the District metropolitan area). In the event tenants decline to exercise their opportunity to purchase rights, the Mayor may elect to purchase the property, with the objective of increasing affordable units in the dwelling. This program dovetails with the Department's objective of creating and preserving affordable housing opportunities.

4. *The Housing Regulation Administration (HRA)*

HRA administers the District's rental housing regulations, implements the District's Inclusionary Zoning program, as well as administers Affordable Dwelling Units (ADUs). Inclusionary Zoning in the District requires a percentage of units in a new development or a substantial rehabilitation that increase the size of an existing building to set aside affordable units in exchange for a bonus density. The goals of the program are to generate mixed-income neighborhoods; construct affordable housing for a diverse labor force; seek equitable growth of new residents; and augment homeownership opportunities for low- and moderate-income residents. HRA can provide faster response to apartment building conversion concerns which can affect low income tenants because the notification process is flexible within the agency and displacement can be minimized.

5. *Residential and Community Services Division (RCSD)*

The Residential and Community Services Division (RCSD) provides funding for programs focused on housing needs and neighborhood revitalization. RCSD works through Community Based Organizations (CBOs) to provide comprehensive housing counseling services, small business technical assistance, and façade improvement opportunities. RCSD administers the homebuyer assistance programs, which provide financial assistance for low and moderate-income households and District Government employees for the purpose of first-time home purchase. The Division also provides rehabilitation resources in the form of grants and loans that address health, safety and building code violations, to income eligible owner-occupant and rental units, in order to preserve homeownership.

6. *Targeted Spending of Scarce Resources*

DHCD has partnered with community-based, private sector and nonprofit partners such as Fannie Mae and the Urban Institute to ensure effective analysis and targeting of scarce resources to maximize outreach and education to empower residents about their choices.

7. *Tax Abatement for Lower Income Homeownership*

Eligible homeowners, including non-profit organizations and shared equity investors, may receive five-year tax abatement and be exempt from paying recordation and transfer taxes. To qualify, they must meet the following conditions:

- The property must be owner-occupied;
- The owner must meet the income level requirement; and
- The property must be less than \$368,000 in value

8. *Rental Housing Act of 2005*

This act has placed a cap on how much rents can increase due to tenants complaining of unexplained rent increases and pricing them out of their apartment units.



9. *DCHousingSearch.org*

DCHousingSearch.org allows residents to quickly find housing that fits their needs and budget by providing up-to-date listings of available for rent and for sale properties. The site also connects people to housing resources through website links and provides helpful tools for renters such as an affordability calculator, rental checklist, and information about renter rights.

10. *Analysis of Impediments*

DHCD completed the 2011 Analysis of Impediments to Fair Housing Choice which covers the period between 2005 through 2011. The City is mandated to complete this study on a five-year term as it is a recipient of federal funding and it certifies every year when receiving its Community Development Block Grant funds from the U.S. Department of Housing and Urban Development that its program and services will serve to affirmatively further fair housing. This document details barriers to fair housing choice faced by residents when seeking housing in the District. To this end, the DC Office of Human Rights has been awarded funding to analyze the barriers found in the Analysis and develop mechanisms for addressing these barriers.

HOME Investment Partnership

Forms of Investment: DHCD may invest HOME funds in all proposed uses as prescribed in 24 CFR 92.205(b). The District's FY2015 HOME funds will be invested consistent with the purposes of this part and in accordance with HUD.

1. *Recapture and Resale*

DHCD has selected to use the recapture and resale methods depending on the program.

- a. Recapture: When DHCD uses HOME funds for its homeownership programs, including both the Home Purchase Assistance Program (HPAP) and the Single Family Residential Rehabilitation Program, Recapture provisions will be utilized, pursuant to 24 CFR 92.254(a)(5)(ii)(A)(1).
 - i. The full amount of assistance is recaptured upon transfer of the property or upon the homebuyer's relinquishment of the use of the property as a principal residence within the Affordability Period pursuant to 24 CFR 92.254(a)(4) up to the net proceed available from the sale.
 1. This requirement is established as a covenant in the loan documents executed at settlement of the property:
 2. Net Sales Proceeds means all proceeds from such sale remaining after payment of any senior mortgage, closing costs, Original Purchaser's initial down payment and the depreciated value of any capital improvements made by Original Purchaser to the HOME assisted unit;
 3. The period of affordability is based upon the direct HOME subsidy provided to the homebuyer that enabled the homebuyer to purchase the unit, HOME program income used for direct assistance to the homebuyer is included when determining the period of affordability.
 - ii. A subsequent low-income purchaser of a HOME-assisted homeownership unit is permitted to assume the existing HOME loan and recapture obligation entered into by the original buyer when no additional HOME assistance is provided to the subsequent homebuyer under §92.254(a)(5)(ii).



1. In cases in which the subsequent homebuyer needs HOME assistance in excess of the balance of the original HOME loan, the HOME subsidy (the direct subsidy as described in §92.254) to the original homebuyer must be recaptured. A separate HOME subsidy must be provided to the new homebuyer, and a new affordability period must be established based on that assistance to the buyer.
- b. Resale: DHCD, through its Development Finance Division, uses HOME funds to assist *developers* in new construction, renovation and rehabilitation activities that will result in the creation of affordable single-family and multi-family (condominium) ownership units and multi-family rental units in the District of Columbia.
 - i. With regard to the ownership units, DHCD utilizes the Resale provisions of the HOME Program pursuant to 24 CFR 92.254 (a)(5)(i)(A) by incorporating restrictive covenants running with the land and a silent second Deed of Trust that will require homebuyers to:
 1. Maintain the HOME-assisted unit as his/her principal place of residency during the Affordability Period and;
 2. Sell the HOME-assisted unit to a subsequent HOME income-eligible buyer, if said sale occurs within the unit's Affordability Period.
 - ii. The resale requirement must also ensure the price at resale provides the original HOME-assisted owner a fair return on investment (including the homeowner's investment and any capital improvement) and ensure the housing will remain affordable to a reasonable range of low-income homebuyers.
 1. The fair market return on investment shall be calculated by using the percent change in the S&P/Case-Shiller Washington, D.C. Home Price Index ² from the month the HOME assisted unit was purchased to the month the unit was sold or most recent month reported.
 - a. For example: A house bought in December 2009 would have a beginning index value of 178.80. If this unit were sold in May, 2014, when the index value was 208.52, the initial HOME assisted purchaser of the unit would be eligible for a 16.62% rate of return based on the rise of the Case-Shiller Index from 178.80 to 208.52. ³
 2. The homeowner's investment shall be defined as the money contributed directly from the buyer for the initial down payment (any funds received for down payment assistance from District Government sources are not to be included in this contribution) and the depreciated value of any capital improvements made by Original Purchaser to the HOME assisted unit.
 - iii. The subsequent HOME income-eligible buyer will also have to maintain the unit as his/her principal place of residency throughout the remaining Affordability Period.

² <http://us.spindices.com/indices/real-estate/sp-case-shiller-dc-washington-home-price-index>

³ $208.52 - 178.80 = 29.72$, $29.72 / 178.80 = 0.166219239$



1. If additional HOME funds are invested in the property at resale, the Affordability Period begins anew or has been effectively extended.
2. If the subsequent HOME income-eligible buyer also receives HOME funding, then the Affordability Period on the unit will be the total of the balance of the previous homebuyer's Affordability Period *plus* the Affordability Period as determined by the second HOME investment amount.

2. **Refinancing**

DHCD does not use HOME funds to refinance existing debt secured by multi-family housing that is being rehabilitated with HOME funds.

3. **Definition of Modest Housing**

DHCD defines "modest housing" by following the method outlined in 24 CFR 92.254(a) (iii) for its homebuyer assistance and single family rehabilitation programs. Specifically, DHCD caps the allowable sales price or post-rehabilitation value at the Single Family Mortgage Limit under the 95% of area median established by HUD, as permitted by 24 CFR 92.254 (a)(2)(iii). The limits for the District of Columbia as of January 1, 2014 are as follows:

Housing Type	1-family	2-family	3-family	4-family	Unadjusted Median
New	\$352,000	\$451,000	\$546,000	\$676,000	\$370,795
Existing	\$342,000	\$437,000	\$529,000	\$656,000	\$359,500

These limits apply to one-to-four family units. DHCD does not presently finance manufactured housing. In addition, DHCD applies the one-family limit to the sales price or post-rehabilitation value to define modest housing in the case of condominium or co-operative units. In doing so, DHCD cites the following:

94.254(a)(2)(iii): If a participating jurisdiction intends to use HOME funds for homebuyer assistance or for rehabilitation of owner-occupied single-family properties, the participating jurisdiction may use the Single Family Mortgage Limits under Section 203(b) of the National Housing Act (12 U.S.C. 1709(b), which may be obtained from the HUD Field Office) or it may determine 95 percent of the median area purchase price for single family housing in the jurisdiction as follows...

DHCD uses the 95 percent of the median area purchase price standard determined by HUD.⁴

4. **Affirmative Marketing**

DHCD has used and expanded the directives under HUD's Affirmative Fair Housing Marketing Plan form (AFHMP) [HUD 935-2] to ensure its production of HOME and federally assisted new construction and substantial rehabilitation housing complies not only with federal guidelines to affirmatively market, but that locally funded housing measures up to the same standards; ensuring the District's changing demographics have an equal opportunity to benefit from the DHCD housing production efforts when the project is unveiled to the public. Though HUD has instituted the marketing process only to HUD funded housing construction; DHCD has seen the benefit to residents to institute this compliance mechanism to DHCD funded services.

⁴ Data was obtained from US Department of Housing and Urban Development website "HOME Homeownership Value" published January 2014; <https://www.onecpd.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>; Accessed March 25, 2014.



The affirmative marketing certification process ensures that services provided directly or indirectly by the Agency and housing produced for the general public, abide by the affirmative marketing principle. Prior to full funding, DHCD ensures that its project recipients complete and submit the appropriate certification with accompanying documentation.

Through close monitoring of this process, the Department ensures that prospective buyers or tenants in the housing market area, regardless of their civil rights protected category, know about DHCD housing development(s) assistance, are attracted to the housing project, feel welcome to apply, and have an equal opportunity to buy or rent. Through the affirmative marketing process DHCD also affirmatively furthers fair housing by bringing greater diversity to areas that have been subjected to housing discrimination based on the resident's race or color, ethnic background and culture, perceived or actual disability, the presence of children, religion or religious practices, sex, or gender. By enforcing this process, DHCD is able to inform about the availability of housing to persons least likely to apply for the housing without special outreach efforts due to (a) self or forced segregation, (b) linguistic isolation, (c) neighborhood racial or ethnic composition and patterns, (d) location, and (e) price of housing. The affirmative marketing plans expected of project and program funding recipients mitigates the segregationist patterns of the past.

5. *Outreach to Minority- and Women-Owned Businesses*

The District government has an active program of contracting with and promoting local, small, and disadvantaged business enterprises through the Certified Business Enterprise (CBE) program. The District's Department of Small and Local Business Development (DSLBD) monitors the efficiency and compliance of all District government agencies, including DHCD, in accordance with the legislative mandate of the "Equal Opportunity for Local, Small, and Disadvantaged Business Enterprises (LSDBE) Act of 1998." DSLBD reviews and approves Affirmative Action Plans submitted by District agencies for public/private partnerships and for contractors with contracts in excess of \$25,000. It also provides technical assistance to CBEs that wish to contract, or currently contract, with the District government, and helps those entities with seeking business opportunities.

6. *Affirmative Action Plans*

DHCD's loan and grant agreements with developers require that the developers submit Affirmative Action Plans that set forth goals for the contracting with CBEs and for hiring minorities and women.

7. *Increasing Minority Ownership*

DHCD's HOME funded direct homebuyer assistance was projected to assist an average of 30-35 minority households each year of the Five-Year Plan, or 150-175 households over the period. As of FY14, DHCD decided to not use HOME funds to fund HPAP, but still estimates providing homebuyer assistance to at least 200 minority households per year or more than 1,000 households over the period of the Five-Year Plan.

Under the DFD HOME-funded developer projects, DHCD funds the *developers* of affordable ownership housing, and not individual homebuyers.



Chapter Three: The Homeless

Specific Homeless Prevention Elements

1. Sources of Funds

In FY2015, Emergency Solutions Grant (ESG) funds will pay for homeless prevention, rapid re-housing, and administrative costs. The ESG funds are used in conjunction with other locally appropriated funds to provide a robust array of prevention services. The Community Partnership for the Prevention of Homelessness (TCP), the contractor managing the Continuum of Care for the District of Columbia, administers ESG funds under the direction of and pursuant to a grant agreement from the Department of Human Services.

The ESG Grant prevention funds will be used to cover eligible rental assistance of past due rent for individuals and families at-risk of homelessness as well as short-term subsidies to maintain housing for families at-risk of homelessness. The ESG rapid re-housing funds will be used to assist homeless individuals and families in need of identifying, acquiring, and paying rent for housing. This rental subsidy assistance will be short-term and utilized as a bridge to other assistance programs or to an individual or family gaining self-sufficiency. Rental assistance will be paid directly to the landlord on behalf of the participant/household. Utility assistance will be paid directly to the utility vendor on behalf of the participant/household. Table 4 describes the uses of ESG FY2015 funds.

Table 4: FY2015 Proposed Emergency Solutions Grant Budget

ESG Eligible Activity	
Homeless Prevention	\$431,186
Rapid Re-housing	\$640,952
Administrative Costs	\$93,229
TOTAL ESG Program	\$1,165,369

In FY2015, Shelter plus Care Grant (SPCG) funds will also be used to support the homeless citizens of the District of Columbia. DHS will serve as the grantee for the SPCG program and the Community Partnership for the Prevention of Homelessness (TCP) will serve as the sponsoring organization. DHS will work with TCP staff to administer this program and provide permanent housing to 350 households. DHS will continue to monitor TCP for compliance in administering the SPCG Program.

2. Homelessness

The District of Columbia is committed to being a national model in its approach to homelessness by preventing homelessness whenever possible and addressing the needs of our homeless neighbors by creating an individualized approach that improves well-being while moving people out of homelessness as rapidly as possible. The District has developed strategies that have been successful in federal funding competitions and meet HEARTH Act requirements. It is critical to align all possible resources, including local, federal, and private funds to be successful in achieving these goals. The plan outlines the following three policy objectives:

- Reduce the overall number of homeless individuals and families.
- Redesign the Continuum of Care to develop an appropriate mix of services and interim and permanent housing options.
- Design an evaluation strategy and mechanism to track the District's progress in preventing and reducing homelessness.



The plan includes ten outcome measures the District will track to evaluate the extent to which DHS has been successful in preventing homelessness as well as helping people move out of homelessness more quickly through the implementation of this strategic plan. The plan includes an initial Work Plan which will be updated annually. Key elements of the plan can be found in the 5-year Consolidated Plan.

3. Chronic Homelessness

The District's *Strategic Action Plan to End Homelessness* addresses the issues of chronically homeless individuals. Outreach services provided by several non-profit organizations under the supervision of DHS will continue to engage homeless individuals who are living on the streets and have a diagnosis of serious mental illness, chronic substance abuse, or dual diagnosis. Engagement services include a bagged meal food program, a drop in center, and mobile mental and substance abuse services. The drop-in center provides additional services that assist with the engagement process that include but are not limited to shower services, access to toiletries, laundry services, access to medical services, and mail and phone services. This focus on the chronically homeless has resulted in a significant decrease in the number of chronically homeless living in shelters or on the streets.

The District's ultimate goal of serving the chronically homeless is to place permanent housing for both individuals and families. The *Strategic Action Plan to End Homelessness* does focus on the development of permanent supportive housing programs which include "housing first" models. Most of the programs include a combination of a rental subsidy combined with supportive services. The *Strategic Action Plan to End Homelessness* planning goals include the continued development of housing stock, expanding local rental subsidies, and applying for other funding sources that support the development of permanent housing solutions.

Specific steps to be taken during FY2015 are described in the Consolidated Plan and the District's Permanent Supportive Housing Plan.

4. Homelessness Prevention

In partnership with the District, the Community Partnership provides an array of homeless prevention services, including:

- Case management (limited and short-term assessments and education, and home visits);
- Child abuse assistance (crisis intervention and immediate safety);
- Emergency assistance (overnight vouchers, utility assistance, security and utility deposits, food and clothing distribution, meals, use of shower and restroom facilities, health-related transportation, and referrals);
- Family violence assistance (crisis intervention and immediate safety);
- Information and referral (Info Line);
- Life skills classes (counseling center); and
- Tenant counseling, fair housing, discrimination, and housing assistance.

The Community Partnership's DC HMIS system also helps agencies better communicate and coordinate resources to provide homeless persons and persons at imminent risk of homelessness with better access to the region's network of homeless services and resources.

5. Discharge Coordination Policy

As part of the *Ten Year Plan to End Homelessness*, the District adopted a comprehensive Discharge Coordination Policy comprised of policies and protocols for the discharge of persons from publicly funded



institutions and systems of care. These institutions include foster care, health care, mental health, and corrections facilities. The purpose is to prevent these individuals from becoming homeless and requiring homeless assistance. Key elements of this policy can be found in the 5-year Consolidated Plan. In FY2015, the District will continue to review and update this policy as needed.

Obstacles to Meeting Underserved Needs

The major obstacle to meeting underserved needs, and all identified needs throughout the Action Plan, is the general lack of funding resources available, not only to DHCD, but to all public and private agencies who serve the needs of low-income and moderate-income residents. The District's federal resources have not kept up with inflation and, in many cases, have been reduced.



Chapter Four: Community Development

Community Development

The District's core community development needs are those activities which help improve the quality of life of residents through neighborhood revitalization and employment; promote economic opportunities for residents and business owners; residential empowerment; and support the District's overarching objective in creating complete sustainable neighborhoods. With these conceptual goals in mind, the District anticipates using Community Development Block Grant (CDBG) funding to support programs to:

1. Help ensure the District can include complete sustainable neighborhoods, especially for those who have limited resources available to them. CDBG and other funds will be used to support acquisition, disposition, construction, and rehabilitation of housing and property. Additionally, funds will be used toward fair housing activities, rental housing subsidies, homeownership assistance, and energy efficiency improvements. Funds will also be used toward physical improvement to encourage sustainable neighborhoods within the District.
2. Bring federal, nonprofit, and private partners together to expand the District's tax base, attract and retain businesses of all sizes, strengthen the business climate, and bring good paying jobs to residents, particularly low to moderate incomes residents. Additionally, the District will emphasize resident job training for those of low to moderate incomes in order to create a highly skilled workforce that will compete for the jobs of the new economy.
3. Create vibrant and stable neighborhoods, rebuild retail corridors and ensure every District investment yields real benefits for residents and local businesses. Priorities will be placed on projects that strengthen neighborhood identity, create more housing choices, guide growth, and improve environmental health. Finally, homeownership programs will be supported to help improve community stability by increasing homeownership rates in the District.
4. Continue to build the capacity of residents to empower themselves to help strengthen their community, address problems, and develop pride in their city and neighborhood. Public service activities that strengthen neighborhood organizations, provide employment, skills, and homebuyer training, and offer leadership opportunities to youth will be emphasized.

Community Development Objectives

Table 5, on the following page, shows the specific community development objectives of the CDBG program. These objectives are funded specifically with CDBG resources, in concert with other allocated resources, in order to create complete neighborhoods and a more sustainable city. DHCD's community development primary objective is focused on implementing a community development plan that enhances the sustainability of the District within the regional context and holistically completes the fabric of the neighborhoods.



Table 5: FY2015 Specific Community Development Objectives

Obj #	Specific Objectives	Sources of Funds	Performance Indicators	One-Year Goal	Outcome/ Objective
2		Development Finance Division			
2.3	Revitalizing neighborhoods, promoting community development, and providing economic opportunities	CDBG, HOME, Other	Percentage of affordable housing developments that are highly sustainable and meet the Green Communities Criteria	100%	SL-3
3		Residential and Community Services			
3.3	Revitalizing neighborhoods, promoting community development, and providing economic opportunities	CDBG	Total number of storefront facades improved	40	EO-3
			Total number of technical assistance provided to small businesses	1,500	
4		Property Acquisition and Disposition			
4.3	Revitalizing neighborhoods, promoting community development, and providing economic opportunities	CDBG, Other	Total number of properties acquired	15	SL-3
			Total number of properties recaptured	4	
			Total number of properties for which disposition agreements were executed	55	

Priority Community Development Projects

DHCD is focused on implementing a community development plan that enhances the sustainability of the District within the regional context and holistically completes the fabric of the neighborhoods. Priority community development projects throughout the FY2015 Action Plan include:

a. Housing Resource Center

To build a more inclusive neighborhood and increase the number of District residents who utilize DHCD services, DHCD opened the Housing Resource Center in 2009. The Housing Resource Center serves the community as a one-stop shop for housing services and referrals; including providing access to DHCD's searchable affordable housing database, dchousingsearch.org.

b. Interagency Coordination

Through a recent partnership with the Department of Behavioral Health (DBH), DHCD is responsible for meeting a goal of financing the development of 320 affordable housing units for the exclusive use of DBH consumers. Through an additional partnership with the Department of Human Services (DHS), DHCD is responsible for meeting its goal of providing 36 units of permanent supportive housing to serve the District's homeless population.

c. Housing Cooperatives

Access to homeownership opportunities has become more difficult due to the rapid escalation of home prices in the District. DHCD will leverage investments already made into housing cooperatives, by coordinating with financial institutions in order to structure housing cooperative pools. These pools will enable tenant association members that have already purchased their buildings within a cooperative



structure to reduce their cost of housing preservation, obtain new rehabilitated housing units and preserve their ability to reside within the District.

d. Foreclosure Technical Assistance

Through its Community Based Organizations, DHCD will provide technical assistance to borrowers who face financial difficulty or are nearing foreclosure due to economic or market conditions and require DHCD loan restructuring in order to preserve the affordable housing units.

e. Community Facilities

Neighborhoods across the District rely on the development of community facilities for services such as childcare, healthcare, food provisions, job training, etc. DHCD will coordinate with local financial institutions that have been awarded New Market Tax Credit allocations, so that a modest investment from DHCD can catalyze a larger investment from equity providers – all with the goal of financing the development of much needed community facilities in specific District neighborhoods.

f. Housing Assistance

DHCD will continue to develop housing assistance programs throughout the five year plan. To help stabilize the housing market and revitalize neighborhoods hardest hit by high rates of foreclosure and vacant properties the department added the Employee Assisted Housing Program to the Home Purchase Assistance Program. It is a long-term goal of DHCD to partner with other District agencies to establish homeownership for employees to live near their place of work in the District.

g. Commercial Improvements

DHCD will continue its efforts to provide grants, through community-based, non-profit partners to retail and commercial property owners for the enhancement of retail and commercial facades in targeted commercial corridors of the District.

Anti-Poverty Strategy

The Department of Housing and Community Development has played a major role in the District's direct efforts to reduce poverty, and the HUD funding administered by DHCD is a key component in that effort. By funding housing for extremely low-, very low- and low-income residents, DHCD contributes to the District anti-poverty strategy by providing stable housing and helping to create economically diverse neighborhoods. DHCD also supports other District Government initiatives in reducing poverty and utilizes its federal and local funds to help residents improve their financial stability through housing and financial counseling programs conducted by a network of non-profits. DHCD also provides funds to Community Based Organizations (CBO) to assist small businesses with technical assistance and to improve their physical appearance.

Other agencies play key roles in the reduction of poverty. The Department of Human Services administers income support, welfare to work, and a range of programs to support families and individuals. The Community Partnership for the Prevention of Homelessness provides emergency support from ESG funds to prevent eviction. The Office on Aging provides support services to seniors and partners with DHCD in the development of senior housing.

The Department of Employment Services (DOES) provides extensive job training opportunities through its city-wide "One Stop Service Centers." The Workforce Investment Council (WIC) brings together private and public sector stakeholders to develop strategies to increase employment opportunities for DC residents and to support and to assist DOES in its employment mission. The DC Public School Administration has created career-oriented high schools in a number of specialized areas, including the technology and hospitality industries to facilitate students progressing from school to jobs with high demand in the District.



Chapter Five: Non-Homeless Special Needs

Non-Homeless Special Needs Priorities and Objectives

As indicated in the FY2011–2015 Consolidated Plan, there are several populations who require more focused attention beyond their emergency shelter needs. These populations have “special needs” and they oftentimes fall into multiple special needs categories. These include the following:

- Elderly and frail elderly;
- People with severe mental illnesses;
- People with disabilities (mental, physical, and developmental);
- People with alcohol or other drug addictions;
- People with HIV/AIDS or other related diseases;
- Youth and;
- Victims of domestic violence.

The following special needs populations have been identified as the District’s highest priorities for non-homeless special needs housing and supportive service assistance for the FY2015 Action Plan:

- Elderly and frail elderly;
- People with disabilities (mental, physical, and developmental);
- People with HIV/AIDS or other related diseases

In FY2015, DHCD will fund the development off over 375 units of housing for the special needs population through a Consolidated Request for Proposal which includes local and federal funding from DHCD as well as funding opportunities from a number of District agencies including the DC Housing Authority, Dept. of Behavioral Health, Dept. of Human Services, Dept. of Health among others. Additionally, DHCD will continue to administer the following programs that aid in the development of special needs housing:

- Single Family Residential Rehabilitation Program
- Multi-Family Housing Construction and Rehabilitation Program
- First Right Purchase Program
- Handicapped Accessibility Improvement Program.

Source of Funds

Various resources exist to address the identified housing and supportive service needs of non-homeless special needs populations. Two major sources of funding for these needs include CDBG and HOME funds from the U.S. Department of Housing and Urban Development. CDBG funds a variety of housing and community development activities, including housing rehabilitation, acquisition, and predevelopment costs; public facilities and improvements; clearance and demolition; public services; and planning and administration. HOME Investment Partnership funds a variety of eligible affordable housing activities, including new construction, rental rehab, and homeownership assistance, (both direct and indirect).

In FY 2015 DHCD has coordinated with the Department of Health, the Department of Human Services, and other agencies that provide social services in a consolidated request for proposals which will leverage federal and District funds to provide both capital and operational funding for projects that target District residents with special needs. As with its other housing and community development needs, the District’s special needs housing programs require, whenever possible, maximum use of private financial resources. Because DHCD



uses its funds to “close the gap” of needed financing for its selected projects, the private financing sector provides the bulk of each project’s funds. Banks and other financial institutions serve as the private financing sources of all housing production, rehabilitation, or capital improvements and ongoing operations.

Many banks have special community lending operations, partly in response to the provisions of the Community Reinvestment Act, which encourage local lenders to invest in affordable housing and other community support projects. Several local banks have been active in supporting nonprofit affordable housing development. The District’s public dollars leverage these private funds.

HOPWA

DHCD is the HOPWA Formula Grantee for the Washington, DC Eligible Metropolitan Statistical Area (EMSA). The District Department of Health, HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA) is the sub-recipient of the HOPWA funds received by the District. The regional HOPWA allocation is administered and monitored by the D.C. Department of Health, HAHSTA. Funds are distributed through HAHSTA’s various program. For further information, please see HOPWA FY2015 Annual Action Plan in Appendix I.



Chapter Six: Citizen Participation

DHCD has a thorough and extensive community participation process that consistently seeks to include the input of District residents in all phases and aspects of the Annual Action Plan, from the initial planning; to project and program implementation; to the reporting and assessment of accomplishments. The effectiveness of this process is key in delivering the proper services and programs to District residents while ensuring that the overall direction of DHCD's work is consistent with residents' expectations and is responsive to neighborhood concerns.

Participation Process

DHCD encourages citizen participation in all stages of the planning process. From the drafting of the Consolidated Plan to the filing of the Annual Action Plan and Consolidated Annual Performance Evaluation Report (CAPER), DHCD hosts public meetings, provides draft copies of documents before submission, accepts and incorporates citizen input and feedback, and holds special hearings whenever any substantial amendments are made.

DHCD also works in an on-going capacity with key non-profit organizations to encourage participation of the citizens they work with directly, including many of the low and moderate-income residents who are the primary targets of its HUD funded programs. Bi-lingual services are available for those who request them.

Additionally, DHCD works very closely with District neighborhood groups in matters that have a particular interest and/or impact on a particular area or neighborhood. This relationship ensures maximum availability of DHCD staff to the residents and ensures transparency of DHCD policies and initiatives.

Public Meetings

At the core of the Citizen Participation Plan is a series of public meetings. DHCD hosts multiple public meetings during each phase of the funding cycle, in preparation for the Consolidated Plan, in preparation for and in response to the Annual Action Plan, and preparation of the Consolidated Annual Performance Evaluation Report. These meetings give residents an opportunity to comment on all aspects of DHCD's administration of federal dollars, as well as all substantial activities undertaken by the Department. A public meeting is also held when any substantial amendments are made to the Consolidated Plan.

The meetings are well publicized, available through various mediums, and are held at centrally located facilities that are safe and fully accessible. The locations are also accessible by public transportation and are held on convenient days and times.

Access to Information

DHCD has all Consolidated Plan, Annual Action Plans and CAPERs available on the website (<http://dhcd.dc.gov>) in a manner convenient for on-line viewing, downloading, and printing. Draft versions of all plans are made available for citizens, public agencies, and other interested parties to view and comment upon. Copies of final and draft reports are available free of charge at DHCD's office.

DHCD's staff is also available to persons or interested parties who require technical assistance in understanding the Consolidated Plan and Annual Action Plan, in the preparation of comments, and in the preparation for requests of funding. This availability and responsiveness is also employed in handling and responding to whatever reasonable complaints are made concerning these plans and their undertakings.



Substantial Amendments

Should any substantial change to the stated Objectives of the Consolidated Plan become apparent, DHCD will involve residents through the above described methods and practices. Such changes would be treated as new activities that DHCD would undertake within a reporting cycle and does not include expected and actual changes to Goals as they relate to external factors and unexpected changes in available resources.

Citizen Comments

During the public comment period, citizens were given an opportunity to provide comments or views on the FY2015 Action Plan. Citizen comments on the Action Plan will be compiled and added to the comments received on needs and priorities for housing and community development in the District. DHCD foresees accepting and responding to all citizen comments. A summary of comments can be found in Appendix G.

Efforts to Broaden Public Participation

DHCD facilitates broad-based participation in its planning process by providing:

- No less than two-week advance publication of a Notice of Public Hearings,
- No less than 30 days to review the draft documents,
- Two-week periods following hearings for the submission of additional comments,
- Direct mailings of Notices to a wide range of interested groups,
- Easy access to draft documents (hard copies and on-line) and hearing transcripts,
- Accommodation of special needs participation through sign-language interpreters and interpreters for Spanish-speaking constituents, and
- Holding hearings at convenient times and in barrier-free facilities that are easily accessible by public transportation.

The Director and senior DHCD staff members are present at public hearings to take the direct testimony, answer questions on District housing and community development needs, and receive comments on DHCD program performance for prior periods as well as for the current year. The submission of written testimony for the record is encouraged, and public hearing records are kept open for at least 2 weeks after the hearing for the receipt of written testimony. A court reporter provides written transcripts within 2 weeks of the date of the hearing, and a record of the public hearing, including the written transcript, is made available for public viewing at DHCD. When preparing the final Annual Action Plan, DHCD will include a summary of the comments and views received from citizens orally and in writing at the public hearing, as well as a response to any comments not accepted.

Moreover, DHCD will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the FY2015 Action Plan and its use of assistance under the programs covered under the Consolidated Plan during the preceding five years. Requests may be made to the DHCD Public Information Officer at (202) 442-7200.



Chapter Seven: Other

Fair Housing

DHCD created a fair housing program in February 2001. To date, it is still one of the few housing related governmental agencies in the Washington DC Metropolitan Area that houses a fair housing program within its agency rather than in an enforcement agency. The fair housing program is part of the Office of Program Monitoring and provides education and outreach, policy direction, and compliance across DHCD programs.

Since its inception, the fair housing program has served to promote fair housing and equal opportunity with DHCD stakeholders, including the limited English proficient populations. Those targeted include agency staff within the program services and project development divisions; grantee funding recipients in the non-profit and for-profit sectors; the housing industry, and District residents in general. One key goal of the fair housing program is to ensure the agency is in compliance with local and federal fair housing and equal opportunity laws, rules, and regulations in all of program and service delivery areas. Compliance is not measured solely through agency direct services, but through its many community partners, such as community non-profit organizations, housing developers, and individual residents who receive program and project funding through DHCD. The fair housing program achieves these goals through:

1. Education and Outreach

The fair housing program provides fair housing education through its translated fair housing materials in print, digital, and web formats. It also provides training and workshops in various languages to District residents and specifically targets limited English proficient communities from our diverse immigrant communities, organizations which assist persons with physical or mental disabilities, and the elderly about their fair housing rights in rental, sales, financing, or home insurance transactions. Though the Department has completed this task by being awarded competitive grants for education and outreach by the U.S. Department of Housing and Urban Development (HUD) in the early years, it has in recent years completed this mandate through direct outreach to organizations and speaking engagements for target populations. The Department has partnered and continues to make alliances with District agencies, community based organizations, and the private sector to gain the widest and most diverse audience possible.

2. Partnerships

The fair housing program has partnered and continues to collaborate with practitioners, local and national non-profit advocacy organizations, sister government agencies, and the private sector since it was created in 2001. The partnership goal is to promote awareness of “affirmatively furthering fair housing.” The Department, in collaboration with a non-profit organization and various District agencies, holds an Annual Fair Housing Symposium to bring experts in various housing fields to inform participants on the relationships and impacts on fair housing. DHCD continues to partner with the Department of Behavioral Health (DBH) to ensure staff and recipients are trained on equal housing opportunity and affirmative marketing principles as they provide services to District residents. DHCD has also partnered with the Department of Consumer and Regulatory Affairs (DCRA) to assist in the annual accessibility regulations and code enforcement training DHCD provides to funding grantees. DHCD is also partnering with the DC Housing Finance Agency to provide joint site accessibility inspections where both agencies are funding the construction or rehabilitation project.



3. Affirmative Marketing

DHCD ensures its programs and services are made available to District residents, in particular, those who are “*least likely to apply for the housing or program service without special outreach*” through affirmative marketing techniques embodied in its certification process. To affirmatively market a program or a service, a grantee must make an increased effort to reach out to these residents, above normal marketing activities. In considering the target groups to outreach, DHCD—directly or through its grantees—must analyze demographic changes, needs in the various target communities, language needs, and city services which impact the service or the housing being developed. DHCD has enforced these principles through an affirmative marketing certification process for its program and construction grants. The certification process takes into account federal and local laws and regulations and conveys the responsibility of affirmatively furthering fair housing which is a responsibility of DHCD as a CDBG entitlement jurisdiction. The affirmative marketing certification process for program and service grantees is unique in the Washington DC Metropolitan Area.

The certification process is not only a compliance tool but also an outreach and education opportunity to developers, management companies, and other housing industry partners to provide a greater understanding of fair housing principles and compliance. By enlarging the prospective market and funding grantees as well as buyers and tenants in the program or housing market area, regardless of their protected category—racial or ethnic groups—are given an equal opportunity to be informed about programs sponsored through the agency and of prospective housing development(s) across the city, and made welcome to apply.

Another method in affirmative marketing which assists target communities such as persons with disabilities, the elderly or Limited English Proficient clients of Spanish speaking origin is the Department’s bilingual housing locator tool, DCHousingSearch.org. This phone and internet tool is free of charge and allows DHCD to attract participation of a greater pool of applicants to its programs and services. In particular it can bring diversity to areas that have been subjected to housing discrimination due to the residents’ protected class.

4. Language Access Act

Since 2001, DHCD has partnered with the Office on Latino Affairs, the Office on Asian and Pacific Islander Affairs, and the Office on African Affairs to ensure the Department’s services and programs of concern to these communities were available in the appropriate languages. The Language Access Act of 2004 (The Act) is designed to provide greater access and participation by Limited or No-English Proficiency LEP/NEP persons in the District to public services, programs, and activities. The implementation of the Act supports the Department’s responsibility to affirmatively furthering fair housing by ensuring equal opportunity and accessibility of programs and services to all District residents.

The Department has been an active participant with the Office of Human Rights in enforcing the Act’s mandate within the DHCD and its program. To date, the Department has executed five bi-annual Language Access Action Plans and adhered to the Act’s regulations. DHCD continues to analyze and improve data collection mechanisms in its Residential and Community Services Division for programs such as Neighborhood Based Activities, Housing Counseling, Lead Safe Washington, and Small Business Technical Assistance; DHCD also ensures training of its staff on language access and cultural competency, and continues to translate vital documents as per its Biannual Language Access Plan. As funding is allocated, DHCD will update and develop new translated educational outreach material to minimize language barriers to the Department’s programs and services.



Since joining DHCD in 2008, the Housing Regulation Administration has brought new opportunities to further engage and outreach the LEP community on DHCD programs and housing services, as many documents and forms pertinent to landlord and renters are translated into Spanish as the first target LEP language. These can be found on DHCD's website and are available for download. Various forms are mandated by law to be translated into Spanish; however, DHCD is pursuing the possibility of translating target forms into additional languages in the Act.

5. Section 3

Section 3 of the Housing and Urban Development Act of 1968 requires that recipients of the U.S. Department of Housing and Urban Development (HUD) funds (and their contractors and subcontractors), to the greatest extent feasible, provide job and other economic opportunities to low- and very low-income persons (Section 3 residents) and Section 3 Business Concerns. DHCD, as a recipient of HUD funding, must ensure that all its contractors and sub-contractors provide employment opportunities to low- and very low-income residents, with a focus on public housing residents and recipients of public assistance.

DHCD's Section 3 program facilitates employment and contracting opportunities for businesses owned by or that employ Section 3 residents. Recipients of community development funds from DHCD are required to hire Section 3 residents and subcontract with Section 3 business concerns.

DHCD has implemented a comprehensive compliance and monitoring program to ensure Section 3 regulations are followed in the agency and by those receiving DHCD funds. As part of this monitoring process, DHCD reviews all housing construction, housing rehabilitation, and public construction projects for Section 3 applicability. Recipients are required to submit a detailed plan stating their Section 3 goals and how they intend to comply with Section 3 rules and regulations prior to receiving DHCD funds. Additionally, sub-contractors of these recipients are also required to complete a compliance plan. Recipients are monitored during the life of their project for compliance. Monitoring includes site visits, document reviews, and quarterly reporting. DHCD will continue to provide technical assistance to its recipients and their contractors in order to facilitate further compliance. Furthermore, DHCD will continue to emphasize the Section 3 hiring priorities and notification of certified Section 3 Business Concerns of contracting opportunities.

Education is the second component of the Department's compliance approach. DHCD has conducted an annual mandatory training for the last five years on Section 3 policy and procedure for recipients and their contractors. General contractors, local businesses, community groups, Youth Build organizations, and representatives from the DC Housing Authority are often in attendance. Partners in DHCD's Section 3 efforts from the DC Housing Authority, including the Resident Services Manager and Section 3 Compliance Coordinator are introduced and given an opportunity to discuss their programs. This training is designed to provide a refresher on agency policy and procedure, but also to apprise non-recipients on the Section 3 program and opportunities that are available. DHCD will continue to provide this training in the future.

The third focus of Section 3 compliance is the Section 3 Business Concern certification. The certification was implemented in 2009 and designed to facilitate compliance with Section 3 among DHCD recipients and their contractors. The certification is an application process that requires any business wishing to receive the preferences available to businesses under 24 CFR §135.36 to submit an application which will verify that they in fact meet the definition listed in the regulations. Recipients and their contractors are notified of certified Section 3 Business Concerns to make it



easier for recipients to identify possible Section 3 partners and limit the opportunity for them to assert that there were no bona fide Section 3 businesses for them to contract with.

To further promote Section 3 Business Concern certification, DHCD has conducted an orientation/training event on the Section 3 Business Concern certification at the agency. The orientation targets local businesses, small business assistance groups, minority contractor groups, and CBEs to apprise them of Section 3 related opportunities at the agency and DHCD policy. These orientations have facilitated the certification of Section 3 Business Concerns since its implementation. DHCD has also provided information about the certification through the DCHA annual training. In FY2015 DHCD will continue to host and expand these orientations and training opportunities, as well as participate in other opportunities to publicize the Section 3 program.

Affirmatively Furthering Fair Housing

Section 808(e) (5) of the Fair Housing Act provides for the Affirmatively Further Fair Housing (AFFH) requirement of all jurisdictions that receive federal funding. In addition, Section 104 of the Housing and Community Development Act of 1974 (24CFR Part 570.496(a), requires that each participating jurisdiction certify that it will affirmatively further fair housing. To AFFH, the District will: (1) Conduct an analysis of impediments to fair housing choice (AI); (2) plan and take appropriate actions to overcome the impediments findings identified through the analysis; and (3) maintain records reflecting the AI and actions taken in this regard.

a. Analysis of Impediments

Like all jurisdictions that receive Community Development Block Grant funds from HUD, the District of Columbia is obligated to identify, analyze, and devise solutions to both private and public sector barriers to fair housing choice. In particular, the passage of the Housing and Community Development Act in 1974 established that recipients of CDBG funds have a responsibility and obligation to *affirmatively advance fair housing*.

The District completed its first Analysis of Impediments to Fair Housing Choice (AI) in 1995 and it has completed three additional AIs since in 2000, 2005, and 2011. The AI focuses on the essential goals of the CDBG program and the Fair Housing Act to achieve racial, ethnic, and economic diversity in housing, and on the legal obligation of each recipient of U.S. Department of Housing and Urban Development (HUD) funds to affirmatively further fair housing in *all* of its housing activities and programs regardless of its funding source.

The District follows the Fair Housing Planning Guide published by HUD which states that each jurisdiction must conduct an analysis to identify impediments to fair housing choice within the jurisdiction; take appropriate actions to overcome the effects of any impediments identified through the analysis, and maintain records reflecting the analysis and actions in this regard. These actions are interpreted by HUD in the Planning Guide to mean: analyzing and eliminating housing discrimination in the jurisdiction; promoting fair housing choice for all persons; providing opportunities for racially- and ethnically-inclusive patterns of housing occupancy; promoting housing that is physically accessible to, and usable by, all persons, particularly persons with disabilities; and fostering compliance with the nondiscrimination provisions of the Fair Housing Act

The 2011 AI used a color-blind analysis of the housing stock in the District based on 2010 census data. This data was compared to the 2000 census information to complete a comparison of race demographics in the city. This information was also analyzed and compared to findings in the



previous AI. The impediments and recommendations provided in the 2011 AI are summarized as follows:

Impediments:

- Washington D.C. has a dual housing market which has been primarily responsible for the racial and economic segregation in both the District and its surrounding jurisdictions.
- Racial steering contributes too much of the racial segregation in the District.
- Racial and national origin discrimination in issuing conventional and FHA loans to District residents.
- The high cost of housing continues to pose a barrier by fostering economic segregation and the racial segregation that accompanies it.
- The District has routinely granted extensions that have kept developments, where ground has not yet been broken, exempt from the city's inclusionary zoning requirements because they were in the pipeline when the Inclusionary Zoning Act went into effect.
- The District's zoning ordinance imposes significant obstacles to accessory apartments, a cost-effective way to provide housing affordable to individuals and households of modest means and to enable households with declining incomes to remain in their homes.
- The District's Comprehensive Plan does not show goals, objectives, or policies that seek to achieve stable, racially-integrated neighborhoods, which in the District would also require economically-diverse housing.
- The District's planning process does not directly address any fair housing issues that the city can help resolve and fair housing violations that the city can help prevent.
- The District's zoning treatment of what it calls "community-based residential facilities" is convoluted and sometimes contradictory.
- Accessing information on how and where to file a housing discrimination complaint in a manner other than using the internet is a substantial barrier to fair housing choice.
- Lack of accurate and current information on fair housing matters. District enforcement agencies do not consistently track whether fair housing complaints involve rental or ownership housing.
- Difficulty in obtaining data from the District government agencies limited the analysis.
- The DC Housing Authority lacks a cogent pro-integrative policy for siting public housing and the use of Housing Choice Vouchers. Nearly all public housing developments were located in predominantly black areas.

Recommendations

- The District must commit to the goal of transforming the dual housing market into a single, unitary housing market. The District should adopt an explicit goal and policy to promote the expansion of housing choice throughout the city and metropolitan area. The District should work to expand the housing choices of existing and potential new residents beyond the neighborhoods dominated by their own race or ethnicity.
- Expand where people will look for housing. Commit to an ongoing long-term publicity campaign to make all races aware that they can move anywhere in the metropolitan area that they can afford.
- The District needs to increase the supply of housing affordable to households with modest incomes outside the predominantly African American neighborhoods. In addition, the District needs to preserve housing affordable to existing African American residents so that gentrifying neighborhoods can achieve long-term stable integration.
- Working through existing metropolitan organizations or a new metropolitan coalition of local governments, the District should seek to get significant amounts of affordable housing built in



the other cities and counties in the metropolitan area to avoid re-segregation of African Americans in surrounding counties.

- The District needs to work with leaders of the real estate industry as well as the four counties that surround the District to buy into the concept of transforming the dual housing market into a unitary free market throughout the metropolitan area.
- Remove obstacles in the Zoning Code to accessory apartments. Change six of the eight requirements (b, c, d, e, and g, h) of the zoning code to facilitate development of accessory dwellings with only a minimal impact on surrounding uses and neighborhoods.
- Amend the District's Comprehensive Plan to establish explicit goals, objectives, policies, and implementation approaches to achieve stable, racially-integrated neighborhoods throughout the District and metropolitan area.
- Produce print and Internet advertising targeted to the racial or ethnic groups that have sought housing in the areas the developer or real estate firm serves. Advertise in foreign language newspapers and magazines. Photographs and videos of models portraying residents or potential residents should reflect the full diversity of the District. Give every client who seeks housing a brochure that clearly identifies illegal discriminatory practices and provides clear contact information to file a fair housing complaint. Building permit should NOT be issued without full compliance with the accessibility standards of the Americans with Disabilities Act (ADA).
- Prevent the further expansion of existing clustering and *de facto* social service districts and prevent the creation of additional clustering and *de facto* social service districts. Amend the zoning code to more accurately call these uses something like "community residences" instead of "community-based residential facilities." Adjust the zoning code definitions for the different types of "community-based residential facilities" to be consistent and compatible with the definition of "family." Examine and revise the zoning code to make necessary reasonable accommodations for all types of "community-based residential facilities" for people with disabilities.
- The "311" database needs to be updated to identify the Office of Human Rights as the place to go when a caller thinks she may have encountered housing discrimination. Train the "311" information operators to refer all calls involving possible housing discrimination to the Office of Human Rights.
- Have a uniform reporting mechanism among government, private and non-profit fair housing enforcement agencies to report fair housing data by rental and ownership housing. The District of Columbia Housing Authority should maintain current records on the race and ethnicity of public housing residents in each development and of housing voucher holders. Determine the level of financial services available and whether redlining of mortgages and/or home owner and renter insurance is occurring.
- Greater transparency of information. A change in culture is needed to facilitate the sharing of information with researchers examining the District of Columbia.
- Adopt a strategic policy to locate public housing in a pro-integrative manner within the District and, if possible, outside the District in collaboration with the housing authorities of the surrounding counties. Existing buildings in disrepair located in the gentrifying neighborhoods should receive high priority for restoration and continued use as public housing. Expand the geographic range of housing choices for Housing Choice Voucher holders to consider. The Housing Authority should try to recruit more Housing Choice Vouchers holders for the Moving to Work program.

b. Efforts to Remove Barriers to Affordable Housing

The District continues to support activities which are a catalyst for removing potential barriers to fair and affordable housing whether these are directly or indirectly housing related. Throughout the Consolidated Planning period, DHCD will continue to work on remediating and identifying new



goals to remove barriers to affordable housing internally and with its government and industry partners. Some of the measures to remove barriers are identified below.

- ***Fair Housing Task Force:*** The Office of Human Rights has created a fair housing task force to review the most recent findings and recommendations of the District's 2006-2011 Analysis of Impediments to Fair Housing Choice (AI). A document authored by DHCD will be reviewed by a consultant who will meet with key District agencies to address these barriers and provide the most efficient and productive course of action to implement the recommendations in the AI.
- ***Rental Housing Conversion and Sale Amendment Act of 2005:*** The Department continues to enforce the "*Rental Housing Conversion and Sale Amendment Act of 2005*" (D.C. Bill 16-050). This legislation eliminated the 95 percent/5 percent loophole in the Rental Housing Conversion and Act of 1980 (the Act) which allowed rental property owners to circumvent the Tenant Opportunity to Purchase Act (TOPA) and right of first refusal provisions. DHCD will continue to assist tenant associations to exercise their right to purchase rental housing.
- ***Inclusionary Zoning (IZ):*** Inclusionary Zoning (IZ) is a land use technique for developing diverse mixed-income communities by requiring each new residential development make a percentage of the new units affordable to targeted incomes. IZ in the District began with a set of public hearings held by the Zoning Commission starting in 2005. Around the same time, the City Council passed both the Comprehensive Plan for the National Capital and the Inclusionary Zoning Implementation Amendment Act of 2006, which gave policy guidance and empowered the Mayor to administer the program. In August of 2009, the District implemented the District's Inclusionary Zoning program, which affords private sector development companies the right to additional density for their projects in exchange for making at least 8 percent of the units in the project affordable. Through the implementation of this program, we hope to increase the racial and ethnic diversity in District neighborhoods.
- ***Office of the Tenant Advocate (OTA):*** OTA assists and represents tenants with respect to their rental housing concerns, including legal representation in the Superior Court of the District of Columbia administrative proceedings, mediation and adjudication services. OTA was initially housed within the Department of Consumer and Regulatory Affairs (DCRA), but became full independent in October 2007. The Chief Tenant Advocate advocates for, educates, and provides outreach for tenants in the District of Columbia. HRA and OTA coordinate efforts to work with landlords and tenants to ensure that the parties understand their respective obligations, responsibilities, and rights.
- ***Housing Regulation Administration:*** In 2008, the Housing Regulation Administration which houses the Rental Accommodations Division, the Rental Conversion and Sale Division and the Rental Housing Commission—formerly located in the Department of Consumer and Regulatory Affairs, transferred to DHCD. This was, in part, an effort by the District to reduce barriers to fair housing by providing quicker response to apartment building conversion concerns which can affect low income and disenfranchised tenants. After HRA transferred to DHCD, the Department established the Housing Resource Center to promote the public's access to information and education, and provide a public interface with property owners, tenants, developers, and other stakeholders. Further, in 2008, a housing provider ombudsman was established to provide property owners and landlords with assistance and guidance in complying with rental housing laws and regulations.
- ***Residential and Community Services:*** DHCD has improved processes in its Residential and Community Services programs to effectively address underserved needs. It also continues to



provide an annual training program for staff and funding recipients on fair housing and accessibility compliance for construction projects. As well, DHCD continues to monitor all its sub-recipients to ensure compliance with fair housing and equal opportunity laws and regulations. Fair Housing staff is also available as a resource for constituents and service providers.

- ***Fair Housing Symposium April 29, 2014:*** DHCD celebrated its 13th Annual Fair Housing Symposium, themed “Laying the Blueprint for Your Advocacy” during Fair Housing Month in April 2014. This year marks the 46th anniversary of the passage of the Fair Housing Act (Title VIII of the Civil Rights Act of 1968). DHCD and its partners the Equal Rights Center (ERC) and the District of Columbia Office of Human Rights (OHR) brought the symposium with the aim of building awareness and inciting action on fair housing issues. The day-long symposium had a goal of attracting persons who advocate on behalf of marginalized populations but have little knowledge of fair housing and thus do not incorporate those issues into their work, which was accomplished by providing symposium sessions where attendees were taught how to incorporate fair housing information and programs into their existing work.
- ***Request for Proposals (RFPs):*** The annual RFP solicits proposals from community development corporations (CDCs) and private sector firms interested in creating affordable housing or community development projects. DHCD will continue to inform and educate residents and developers at community meetings about providing equal access opportunity to housing and furthermore on building housing that is accessible to persons with mobility disabilities.
- ***Education and Outreach:*** The Department partners with non-profit and private sector housing advocates and practitioners to inform residents and stakeholders on the Department’s programs and services. Education on DHCD programs involve in-house workshops on a plethora of topics including fair housing rights, lead safety, tenant and landlord responsibilities, and public meetings to notify and inform residents about DHCD’s programs.

The Department has a responsibility under the Community Development Act of 1974 to affirmatively further fair housing in all of its programs and to provide greater education coverage of housing and fair housing issues to a diverse community. One method by which DHCD accomplishes this is funding community based organizations to provide outreach and education for tenants on purchase programs, comprehensive homeownership and housing counseling, and assistance for relocation and location of apartments.

Each year DHCD organizes the Annual Housing Expo, which brings together community based organizations and government agencies, industry leaders in the housing and construction arenas, lending and banking institutions and the real estate private sector in one location.

- ***Accessibility Education and Enforcement:*** DHCD holds an annual housing accessibility training which incorporates Section 504 of the Rehabilitation Act of 1973, American with Disabilities Act, Fair Housing Accessibility and the District of Columbia Code Enforcement. This training is mandatory for staff, principally architects, project managers and general contractors of funded grantees. It is critical training staff involved in designing, building or supervising the day-to-day progress of the project. The training covers practical and regulatory actions concerning accessible housing according to local building codes and its parallels to federal regulations and laws; it is one more tool to educate grantees while simultaneously ensuring that housing funded through DHCD provides greater opportunities for persons using a wheelchair.



- **Office of Human Rights:** The DC Office of Human Rights is an agency of the District of Columbia government that seeks to eradicate discrimination, increase equal opportunity, and protect human rights in the city. The Office enforces the DC Human Rights Act of 1977 and other laws and policies on nondiscrimination and fair housing. The Office is also the advocate for the practice of good human relations and mutual understanding among the various racial ethnic and religious groups in the District of Columbia. The District has the most comprehensive civil rights law of any metropolitan jurisdiction which also includes in its amended form: Gender Identity or Expression and Status as a Victim of Intra-family Offense. Along with the new protected categories under the Act, the District also passed the 2006 Victims of Domestic Violence Eviction Protection Law, which protects victims against evictions based on criminal acts perpetrated against them. It also permits victims of domestic violence to get out of a lease without liability where necessary to protect their own safety, and prohibits housing discrimination on the basis of one's status as a victim of domestic violence.
- **Department of Insurance Securities and Banking (DISB):** Part of DISB's mission is to protect District residents from financial fraud and abuse by providing fair and efficient supervision of financial-service entities. Through education, training and outreach, DISB works to protect the interests of District consumers from unfair and abusive practices, including predatory lending practices.
- **Department of Consumer and Regulatory Affairs (DCRA):** The mission of DCRA is to protect the health, safety, economic interests and quality of life of residents, businesses and visitors in the District of Columbia by ensuring code compliance and regulating business. It regulates construction and business activity in the District by operating a consolidated permit intake center, and it reviews all construction documents to ensure compliance with building codes and zoning regulations. On the consumer side, DCRA issues business licenses, professional licenses, and special events permits, registers corporations, and inspects weighing and measuring devices used for monetary profit. Construction activity, building systems, and rental housing establishments are inspected, and housing code violations are abated, if necessary. In May 2009, DCRA launched its Proactive Inspections program to ensure all of the multi-unit rental properties stock in the District is inspected. Prior to the program, city wide inspections were complaint based; now, all multi-family rental properties in the District (estimated at 4,000) will be inspected regardless of a complaint. Notwithstanding, DCRA will continue to follow up on complaint based inspections. The agency has partnered with tenant advocacy organizations to ensure buildings with a history of violations are prioritized. The program includes combing through DCRA's database for problem buildings, providing automatic referrals for inspections to the DC Department of Health (DOH), as well as to the District Department of the Environment (DDOE), for mold, lead, air quality, rodents and other health and environmental concerns. DCRA is on track to inspect an average of 60 buildings per month through 2013.
- **Foreclosure Prevention:** The District provides funding to the non-profit sector to provide outreach and education to residents victimized or at risk of a home foreclosure. CBOs funded through DHCD provide foreclosure prevention training so that residents can be salvaged from losing their home. The training, provided in English and Spanish by some CBOs, seeks to provide individualized counseling, assess the delinquency status, and provide options and a work plan to alleviate the situation.
- **Homeownership Assistance:** The District has used both local and federal funds to continue to create and preserve affordable housing units for low-income and special populations which includes, but is not limited to, the elderly, at risk youth, victims of domestic violence, persons with developmental disabilities, recuperating drug and alcohol abuse populations, and homeless.



All housing created or supported from these funding sources must adhere to the fair housing and equal opportunity compliance and monitoring processes, regardless of its funding source. Likewise, other housing agencies and non-profit community development corporations also offer tools for assisting first time homebuyers and person in crisis. The D.C. Housing Finance Agency has a Home Resource Center dedicated to education and training to first time homebuyers on homeownership opportunities; Manna, Inc. a non-profit housing corporation which builds affordable housing also has its own first time home buyer training program and mortgage assistance program, through a sister organization, for low income residents citywide.

Monitoring

Program and financial management staff conduct formal on-site monitoring at least once every two years of CDBG and HOME funded projects implemented by sub-recipients (more frequently if the sub-recipient is new or is having difficulty meeting program or contract requirements). Review of monthly or quarterly reports, program evaluation forms, program visits, and phone calls are also part of program monitoring procedures. Sub-recipients are surveyed periodically to determine satisfaction levels with services and areas in need of improvement. Program monitoring ensures that the sub-recipient's performance is adequate and in compliance with Federal and local regulations, as determined by the contract agreement and scope of service.

Components of project monitoring include compliance with eligible activities and National Objectives, HUD program rules and administrative requirements; accessibility to all sites where federally-assisted programs are implemented; progress against production goals; needs for technical assistance; composition and activity of a sub-recipient's board; statements of non-conflict of interest by board members; compliance with equal employment opportunities and labor practices; reviewing client files where appropriate; reviewing program brochures and printed material to ensure compliance with language accessibility; and evidence of innovative or outstanding performance.

Financial monitoring ensures that sub-recipients comply with all of the Federal regulations governing financial operations. This includes reviewing original supporting documentation for financial transactions; time sheets; independent audit reports and management letters; tracking expenditures into the general ledgers; check books and bank transactions; internal controls; reviewing financial transactions to ensure that they are within the approved budget; and that expenditures are eligible and reasonable. An overall monitoring schedule is established at the beginning of each program year, as well as an individual monitoring checklist for each activity.

Monitoring of sub-recipients that result in significant findings will require a corrective action plan and repeated interim monitoring visits by DHCD staff. If corrective actions are not taken within a prescribed period or if the findings are egregious in nature, project reimbursement is immediately suspended until the deficiencies are corrected. Any financial malfeasance would be immediately reported to the US Department of Housing and Urban Development as well as the HUD Inspector General.

Long term compliance with property management and disposition requirements is outlined in contracts with sub-recipients. DHCD interests in real property acquired with CDBG or HOME funds are required to be recorded as part of the deed.

Federally-assisted housing projects that have HOME or CDBG funds are monitored periodically. Some projects have a full code inspection by the Code Enforcement staff and Fire Marshal. An on-site compliance monitoring review examines all aspects regarding the leasing of an affordable unit. It begins with a review of the components of the affordable housing agreement with leasing and management staff to ensure that all parties understand the requirements. Additionally, the lease, the rental amounts and the rent roll, the tenant selection policy and process, the waiting list procedures, property marketing plan and fair housing notices are



reviewed. Tenant files of households occupying affordable units are reviewed to ensure required procedures are followed, such as using HUD Handbook 4350.3 to identify and calculate income correctly, obtaining signatures of all adult household members on income certifications and renting at allowable amounts. Occupancy reports submitted by the owners are reviewed while on-site to verify that the information being reported is substantiated by the documentation in the file.

When discrepancies are noted, the owner is required to make corrections. Corrective action ranges from the owners making corrections on their report to providing a replacement affordable unit when the existing household is ineligible for the unit. Other changes might be preparing a more effective marketing plan or repayment of rent to tenants.

Lead-Based Paint

DHCD is committed to producing affordable housing that is free from lead-based paint hazards in all of its development programs. Since 2002, DHCD has revised protocols for all single family and multi-family housing development programs to ensure these programs comply with the Lead-Safe Housing Rule (24 CFR 35). DHCD requires that lead-based paint (LBP) hazards be addressed in every project undertaken with DHCD funds or involving an existing residential building.

Implementing DHCD's adaptation of the Lead-Safe Housing Rule involves approving and/or monitoring the full range of lead-hazard reduction activities, e.g., disclosure verification, risk assessment completion, lead scope-of-work development, finance for the lead-based paint reduction work, construction inspection, and verification of clearance. Once clearance testing is complete, the District's Department of the Environment (DDOE) reviews the clearance report and issues Letter of Permit Completion to the property owner.

In addition to what are now routine requirements for lead safety in all DHCD housing rehabilitation activities, DHCD is administering a \$2.9 million Lead Hazard Reduction Demonstration Grant, awarded in 2012 on a competitive basis from HUD's Office of Healthy Homes and Lead Hazard Control (OHHLHC) with a \$1.9 million District match; the Department anticipates completing another 200+ units with the funds.

This new grant will reduce lead-based paint hazards in housing built before 1978 that is occupied by or available for occupancy by low-income (< 80% Area Median Income) households with children under the age of 6 years that live or frequently visiting the properties.

DHCD is working in partnership with the District's Department of the Environment (DDOE), and Department of Consumer and Regulatory Affairs (DCRA), Child and Family Services Administration (CFSa) as well as with the enforcement activities of the Office of the Attorney General (OAG), to provide a seamless system of: (1) identification of lead hazards in residential property; (2) enforcement actions against property owners, where applicable; and (3) opportunities for property owners to finance lead hazard reduction activities.

Economic Development

In FY2015 DHCD, along with the Office of the Deputy Mayor for Planning and Economic Development, will continue to promote the revitalization of District neighborhoods in order to create job opportunities, affordable housing, commercial revitalization, public facilities (including parks, recreation centers, and multi-use facilities) and vibrant and safe places to live and work and to improve the general quality of life of District residents.



Chapter Eight: Description of Activities

Listing of Projects and Programs (Table 3)

The following pages contain the U.S. Department of Housing and Urban Development-defined “Table 3” that describes each of the District’s programs and activities. The Table 3 is grouped according to the District’s major uses of HUD funds:

- Residential Services: These DHCD program areas meet the HUD priority need of *Owner-Occupied Housing* by providing financial assistance to increase home purchases and for home rehabilitation.
 - Homebuyer Assistance (Home Purchase Assistance and Employer Assisted Housing Programs)
 - Residential Rehabilitation Programs (Single Family Residential Rehabilitation Program and Lead Safe Washington)
- Project Financing: This DHCD program area meets the HUD priority needs of *Owner-Occupied Housing, Rental Housing, Public Facilities, Infrastructure* and *Non-Homeless Special Needs* by providing financial support for owner-occupied and rental housing projects for both general and special needs populations; infrastructure for community development projects; and commercial and community facilities.
 - Property Acquisition and Disposition Program
 - Development Finance Division Project Financing: Acquisition for Rehabilitation
 - Development Finance Division Project Financing: 6925 & 6929 Georgia Avenue
 - Development Finance Division Project Financing: Israel Manor Senior Residences
 - Development Finance Division Project Financing: North Capitol Commons
 - Development Finance Division Project Financing: Tenant Purchase of Portner Place
 - Development Finance Division Project Financing: Tenant Purchase of Juniper Heights
 - Development Finance Division Project Financing: Construction of The Serverna II
- Community Services: These DHCD program areas meet the HUD priority needs of *Economic Development, Public Services, Owner-Occupied Housing, and Rental Housing* by providing financing to community-based organizations for program delivery costs in the areas of storefront facades assistance, housing counseling and other services.
 - Commercial Revitalization Program
 - Housing Counseling and Development Program
 - Community Housing Development Organization (CHDO) Program
- Agency Management: This DHCD program area supports Department planning and administration efforts.
 - Agency Management Program
- Office of Program Monitoring: This DHCD program area supports all HUD priority needs by ensuring that activities are carried out in compliance with federal and local regulations.
 - Program Monitoring and Compliance / Portfolio Management
- Homeless Support and Prevention: This program area is overseen by DHS but carried out by the Community Partnership for the Prevention of Homelessness. In FY2012 starting with the HUD grant year 2011 funds, the oversight and administration of ESG funds by DHCD was transferred to DHS. Programs and activities support the HUD priority need of *Homeless/HIV/AIDS* through the delivery of Emergency Solutions Grant program funds for any or all of the following: homeless prevention, outreach and support; shelter renovation, rehabilitation and operations; and program administration.
 - Homelessness Prevention



- Rapid Re-housing
- ESG Administrative Costs
- Housing for Persons with AIDS Program Management: This Department of Health, HIV/AIDS Administration program area supports the HUD priority need of *Homeless/HIV/AIDS* through the delivery of services eligible under the HOPWA program.
 - Housing Information Services Program
 - Facility Based Housing Program
 - Tenant-Based Rental Assistance Program
 - Short-Term Rent, Mortgage and Utility Payments Program
 - Permanent Housing Placement Program
 - Supportive Services Program
 - Sub-recipient Administrative Expenses
 - Project Sponsor Administrative Expenses



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need
Owner-Occupied Housing

Project Title
Homebuyer Assistance (Home Purchase Assistance and Employer Assisted Housing Programs)

Project Description

The Home Purchase Assistance Program (HPAP) provides financial assistance in the form of interest-free loans to qualified District residents to enable them to purchase homes, condominiums or cooperatives units. Qualified households are eligible for loans to meet acquisition and closing cost requirements. Assistance levels are determined by the Department each year based on: (1) prevailing real estate market prices; (2) available budget; (3) levels of household income and size; and (4) each household's mortgage "financing gap"; assistance provided to any individual household is further subject to program-wide per-client caps determined each year. Loans are subordinate to private first trust mortgages. The D.C. Employer-Assisted Housing Program (EAHP) provides special home purchase assistance benefits to District government employees, including loans for down payment and closing costs assistance ; and matching fund grants to use towards the purchase; and credits toward District property and income taxes. Funds are provided to a sub-recipient under contract with the Department to administer the HPAP and EAHP loan program operation for the District. HPAP and EAHP loans are subordinate to first trust mortgage financing.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☐ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location
Community-wide

Objective Number 4.1	Project ID FY2015 HPAP
HUD Matrix Code 13	CDBG Citation:570.201(n) HOME Citation: 92.205(a)(1)
Type of Recipient Individuals & sub- recipients	CDBG National Objective LMH
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Housing units funded	Annual Units
Local ID 6010	Units Upon Completion 260

Funding Sources:

CDBG	\$6,679,623
CDBG Program Income	0
HOME	\$926,934
HOPWA	0
Other Federal Funds	\$7,606,557
Total Formula	0
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	\$10,122,622
Other Funding – private	0
Total	\$17,729,179

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☒ Housing Needs.



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need

Owner-Occupied and Rental Housing

Project Title

Residential Rehabilitation Programs

Project Description

This project includes two program functional units: The Single Family Residential Rehabilitation Program and the Multifamily Lead-Safe Program.

The Single Family Residential Rehabilitation Program provides low-cost financing for the rehabilitation of owner-occupied single-family housing. Eligible home improvements include: (1) items to correct building code violations (items necessary to ensure that the home is decent, safe and sanitary); (2) modifications needed to make the home accessible to residents with mobility impairments (through the Handicapped Accessibility Improvement Program, or HAIP); and grant funding to control lead hazards related to lead-based paint and lead water service lines. The program provides low- or no-interest amortized or deferred loans, or grant funds, depending on the financial circumstances of the borrower and the amount and type of rehabilitation required. Single Family Rehab loans made to senior citizens have the first \$10,000 of assistance routinely deferred. HAIP provides up to \$30,000 in grant funding for improvements for handicapped accessibility. Grant funds are also available for lead-based paint hazard remediation, replacement of lead water service lines, and emergency roof repair.

The Multifamily Lead Safe Program provides grant funds to property owners to render their housing units (both owner-occupied and rental) safe from lead-based paint hazards.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☐ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location

Community-wide

Objective Number 4.3	Project ID FY2015 SFRRP
HUD Matrix Code 14A, 14B, & 14I	CDBG Citation: 570.202(a)(3)
Type of Recipient Individuals	CDBG National Objective LMH
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Housing Units Assisted	Annual Units 160
Local ID 6040	Units Upon Completion 160

Funding Sources:

CDBG	\$1,682,092
CDBG Program Income	0
ESG	0
HOME	
HOPWA	0
Other Federal Funds	\$1,255,255
Total Formula	\$2,937,347
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	\$812,653
Other Funding – private	0
Total	\$3,750,000

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☒ Housing Needs.



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need
Owner-Occupied and Rental Housing

Project Title
Property Acquisition and Disposition

Project Description

The goal of PADD is to stabilize neighborhoods by (1) decreasing the number of vacant and abandoned residential properties in the District, and (2) transforming vacant and/or abandoned deteriorated properties into homeownership opportunities for District of Columbia residents at all income levels. PADD has three main functions that include encouraging property owners to rehabilitate and/or occupy their vacant and abandoned residential property; acquiring vacant, abandoned and deteriorated properties through negotiated friendly sale, eminent domain, donation or tax sale foreclosure when owners are unwilling or unable to maintain their properties; and disposing of properties in the PADD inventory by selling the properties to individuals or developers to be rehabilitated into high quality low- and moderate-income and market-rate for-sale or rental housing units.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☐ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location
Community-wide

Objective Number 4.6	Project ID FY2015 PADD
HUD Matrix Code 01, 02	CDBG Citation: 570.201(a); 570.201(b) HOME Citation: 92.205(a)(1)
Type of Recipient Sub-recipients (for technical assistance)	CDBG National Objective LMC
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Property Acquired	Annual Units 10
Local ID 6030	Units Upon Completion 10

Funding Sources:

CDBG	\$3,162,850
CDBG Program Income	0
ESG	0
HOME	0
HOPWA	0
Other Federal Funds	0
Total Formula	\$3,162,850
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	\$1,532,458
Other Funding – private	0
Total	\$4,695,308

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☒ Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need
Non-Homeless Special Needs

Project Title
Development Finance Division Project Financing, Acquisition for Rehabilitation

Project Description

This portion of the Development Finance Project Financing for FY2015 (HUD 2014) finances sites acquired by for-profit and non-profit applicants to develop housing, including community-based residential facilities, for households with special needs, including the elderly, disabled, and individuals undergoing treatment for substance abuse. DHCD provides assistance for acquisition and acquisition/rehab project activities in the form of deferred or amortized loans to qualified organizations for eligible activities. The specific project activities that will receive funding are selected during our Request for Proposals (RFP) process that DHCD/Development Finance Division conducts to solicit project proposals. Selected projects are funded after completion of underwriting which takes 90 to 120 days following date of selection. A list of projects selected from the FY 2015 RFP will be published in October 2015. When they complete underwriting, many of these projects will be executed and funded during FY2015.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☒ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location
Community-wide

Objective Number 4.3	Project ID FY2015 DFDPF
HUD Matrix Code 14G	CDBG Citation: 570.202(b)(1) HOME Citation: 92.205(a)(1)
Type of Recipient For-profit and non-profit organizations	CDBG National Objective LMH
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Housing units acquired	Annual Units 1300
Local ID 2010	Units Upon Completion 1300

Funding Sources:

CDBG	\$9,032,360
CDBG Program Income	0
HOME	\$6,796,680
HOME Program Income	0
HOPWA	0
Other Federal Funds	0
Total Formula	\$15,829,040
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	\$71,343,754
Other Funding – private	0
Total	\$87,172,794

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☒ Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name _____ District of Columbia _____

Priority Need
Affordable Rental Housing

Project Title
Development Finance Division Project Financing: 6925 & 6929 Georgia Avenue

Project Description

Financing of Affordable Rental Housing for households at 60% of the AMI. Applied for funding in 2011 by Mi Casa Inc, a non-profit developer with a proven track record with DHCD

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☒ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location
6925 Georgia Avenue NW, Washington D.C., 20018

Objective Number 4.3	Project ID FY2015 DFDPF
HUD Matrix Code 14B	HOME Citation: 92.205(a)(1)
Type of Recipient Non-profit organization	CDBG National Objective LMH
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Housing units acquired	Annual Units
Local ID 2010	Units Upon Completion 27

Funding Sources:	
CDBG	0
CDBG Program Income	0
HOME	1,302,318
HOME Program Income	0
HOPWA	0
Other Federal Funds	0
Total Formula	0
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	200,000
Other Funding – private	4,713,000
Total	6,215,318

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☒ Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name _____ District of Columbia _____

Priority Need
Non-Homeless Special Needs – Senior Rental Housing Project

Project Title
Development Finance Division Project Financing: Israel Manor Senior Residences

Project Description

New construction of 20 unit senior rental apartment building located at 10th Street and Rhode Island Avenue NE. Units to be set aside for seniors with incomes at or below 60% of AML. Project came in under FY13 RFP.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☒ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location: 10th Street and Rhode Island Avenue, NE, Washington D.C., 20018

Objective Number 4.3	Project ID FY2015 DFDPF
HUD Matrix Code 12	HOME Citation: 92.205(a)(1)
Type of Recipient Non-profit organization	CDBG National Objective LMH
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Housing units acquired	Annual Units
Local ID 2010	Units Upon Completion 47

Funding Sources:

CDBG	0
CDBG Program Income	0
HOME	1,514,000
HOME Program Income	0
HOPWA	0
Other Federal Funds	0
Total Formula	0
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	9,330,601
Total	10,844,601

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☒ Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name _____ District of Columbia _____

Priority Need
Affordable Rental Housing

Project Title
Development Finance Division Project Financing: North Capitol Commons

Project Description

Construction of 123 affordable rental housing. When completed will be reserved for households at or below 60% of AMI. Project was submitted during FY2012 RFP.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☒ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location
1005 North Capitol Street NE, Washington D.C., 20001

Objective Number 4.3	Project ID FY2015 DFDPF
HUD Matrix Code 12	HOME Citation: 92.205(a)(1)
Type of Recipient Non-profit organizations	CDBG National Objective LMH
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Housing units acquired	Annual Units
Local ID 2010	Units Upon Completion 123

Funding Sources:	
CDBG	0
CDBG Program Income	0
HOME	7,000,000
HOME Program Income	0
HOPWA	0
Other Federal Funds	0
Total Formula	0
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	1,190,000
Other Funding – private	14,583,132
Total	32,692,132

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☒ Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name _____ District of Columbia _____

Priority Need
Preservation of Affordable Housing

Project Title
Development Finance Division Project Financing: Tenant Purchase of Portner Place

Project Description

Project was submitted in FY2013 by tenants of Portner Place as a Coop under the District's Tenant Opportunity to Purchase Act. Project will contain 48 units and is affordable to households at 50% of AMI and below.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☒ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location
1411 U Street NW, Washington D.C., 20009

Objective Number 4.3	Project ID FY2015 DFDPF
HUD Matrix Code 14G	CDBG Citation: 570.202(b)(1)
Type of Recipient Co-operative organization	CDBG National Objective LMH
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Housing units acquired	Annual Units
Local ID 2010	Units Upon Completion 48

Funding Sources:

CDBG	2,400,000
CDBG Program Income	0
HOME	0
HOME Program Income	0
HOPWA	0
Other Federal Funds	0
Total Formula	0
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	16,339,832
Total	18,739,832

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☒ Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name _____ District of Columbia _____

Priority Need
Preservation of Affordable Housing

Project Title
Development Finance Division Project Financing: Tenant Purchase of Juniper Heights

Project Description

Project was submitted by tenants of Juniper Heights as a Co-op under the District's Tenant Opportunity to Purchase Act in response to the FY 2013 RFP. Project will contain 92 units and is affordable to households at 50% of AMI and below.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☒ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location: 7611 and 7701 Georgia Avenue, NW Washington, D.C., 20010

Objective Number 4.3	Project ID FY2015 DFDPF
HUD Matrix Code 14G	CDBG Citation: 570.202(b)(1)
Type of Recipient Cooperative organization	CDBG National Objective LMH
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Housing units acquired	Annual Units
Local ID 2010	Units Upon Completion 92

Funding Sources:

CDBG	6,750,000
CDBG Program Income	0
HOME	0
HOME Program Income	0
HOPWA	0
Other Federal Funds	0
Total Formula	0
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	13,814,470
Total	20,564,470

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☒ Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name _____ District of Columbia _____

Priority Need
Affordable Rental Housing

Project Title
Development Finance Division Project Financing: Construction of The Serverna II

Project Description

Construction of 133 affordable rental housing units affordable to households at or below 80% of AMI. 71 of the units are reserved for projects at or below 60% of AMI. Project was submitted under 2011 RFP.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☒ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location: 43 K Street NW, Washington D.C., 20001

Objective Number 4.3	Project ID FY2015 DFDPF
HUD Matrix Code 12	HOME Citation: 92.205(a)(1)
Type of Recipient For-profit and non-profit organizations	CDBG National Objective LMH
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Housing units acquired	Annual Units
Local ID 2010	Units Upon Completion 133

Funding Sources:	
CDBG	0
CDBG Program Income	0
HOME	3,500,000
HOME Program Income	0
HOPWA	0
Other Federal Funds	0
Total Formula	0
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	27,728,649
Total	31,228,641

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☒ Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need
Economic Development

Project Title
Community Services – Commercial Revitalization

Project Description

The purpose of this activity is to enhance the image and overall economic viability of neighborhood business districts by improving the function and appearance of individual commercial façades. Under the Storefront Façade Development activity, the Department will provide grants, through non-profit partners, to retail and commercial property owners for the enhancement of retail and commercial façades in targeted areas of the District. In addition, the Department will provide technical assistance, support and training to small and retail businesses focusing on neglected commercial corridors in low and moderate income areas. Grantee organizations are also involved in business attraction and retention and larger neighborhood revitalization efforts in their designated areas, including major commercial development project planning and interagency business development coordination.

Objective category ☐ Suitable Living Environment ☐ Decent Housing ☒ Economic Opportunity
Outcome category ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

Location
Community-wide

Objective Number 9.2	Project ID FY2015 RCS CR
HUD Matrix Code 14E, 14H	CDBG Citation: 570.201 (p)
Type of Recipient Non-profit organization	CDBG National Objective LMA
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Businesses assisted	Annual Units
Local ID 3000	Units Upon Completion 40

Funding Sources:	
CDBG	0
HOME	0
HOPWA	0
Other Federal Funds	0
Total Formula	0
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	\$1,090,407
Other Funding – private	0
Total	\$1,090,407

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☒ Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need
Public Services and Owner-Occupied Housing

Project Title
Community Services – Housing Counseling and Development

Project Description

Through nonprofit community-based organizations, DHCD supports a broad range of housing services, including outreach, application intake and general counseling for several of the DHCD's programs. The emphasis in counseling is on homeownership, general home management and foreclosure counseling. The DHCD programs served include HPAP, LSW, First Right to Purchase Program, Homestead and Single Family Residential Rehabilitation program.

Objective category ☐ Suitable Living Environment ☐ Decent Housing ☒ Economic Opportunity
Outcome category ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

Location
Community-wide

Objective Number 3.3	Project ID FY2015 RCS HC
HUD Matrix Code 05C, 05J, 05K, 05P, 05U, 05R	CDBG Citation: 570.201(e), 570.201(n), 570.201(o), 570.201(p)
Type of Recipient Non-profit	CDBG National Objective LMC
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator People/households	Annual Units 16,500
Local ID 3000	Units Upon Completion 16,500

Funding Sources:	
CDBG	\$6,117,288
HOME	0
HOPWA	0
Other Federal Funds	0
Total Formula	\$6,117,288
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	\$500,000
Other Funding – private	0
Total	\$6,617,288

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☒ Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need
Owner-Occupied and Rental Housing

Project Title
Community Housing Development Organization (CHDO)

Project Description

The HOME program mandates 15% of the annual allocation to be set-aside for housing development activities undertaken by non-profit housing development organizations which have achieved the necessary requirements to be designated as a Community Housing Development Organization (CHDO). The Development and Finance Division, through a competitive process will solicit CHDO's to make applications for affordable housing development.

In this activity, the Department provides grants to non-profit partners to conduct development activity for affordable housing for selected development projects in distressed areas of the District. These projects are funded using HOME/CHDO funds in the form of loans or grants. All costs are for the construction of affordable housing.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☒ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location
Community-wide

Objective Number 4.5	Project ID FY2015 CHDO
HUD Matrix Code 12	HOME Citation: 92.300
Type of Recipient Non-profit organizations	CDBG National Objective LMH
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Housing units financed	Annual Units N/A
Local ID 3000	Units Upon Completion N/A

Funding Sources:	
CDBG	0
ESG	0
HOME	\$620,523
HOPWA	0
Total Formula	\$620,523
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	0
Total	\$620,523

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☒ Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need

Planning/Administration/Financial Services

Project Title

Agency Management Program

Project Description

Community Development Block Grant (CDBG) funds may be used to pay reasonable program administration costs and carrying charges related to the planning and execution of community development activities assisted in whole or in part with funds provided under the CDBG or HOME programs. Up to 10% of the HOME fund allocation may be used to pay reasonable administrative and planning costs. Program administration costs include staff and related expenditures required for overall program management, coordination, monitoring, reporting, and evaluation. A separate function of program administration is financial services, whereby financial and budgetary information is provided to department program/administrative units in order to ensure the appropriate collection/allocation, utilization and control of city resources. Other activities eligible under this category include:

- Citizen participation costs;
- Fair housing activities;
- Indirect costs charged using an accepted cost allocation plan;
- Development of submissions or applications for Federal programs; and
- Certain costs of administering the HOME program or a federally designated Empowerment Zone or Enterprise Community.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☐ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location

DHCD – 1800 Martin Luther King, Jr. Avenue, SE, Washington, DC

Objective Number 10.2	Project ID FY2015ADM
HUD Matrix Code 21A	CDBG Citation 570.206 HOME Citation 92.207
Type of Recipient Government	CDBG National Objective N/A
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Various	Annual Units Various
Local ID 1000	Units Upon Completion Various

Funding Sources:

CDBG	\$95,306
HOME	\$62,675
HOPWA	0
Other Federal Funds	0
Total Formula	\$154,981
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	\$7,503,773
Other Funding – private	0
Total	\$7,658,754

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☒ Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need
Planning/Administration

Project Title
Program Monitoring and Compliance / Portfolio Management

Project Description

The purpose of the Program Monitoring and Compliance activity is to provide oversight and monitoring services of DHCD projects to ensure the Department's use of project funds fully complies with HUD and District regulations. This particular activity ensures that federally-funded projects meet environmental requirements. It includes a Quality Assurance activity that provides program review and performance evaluation to DHCD and sub-recipients/contractors so they can operate in full compliance of regulations in the most effective and efficient manner possible. Program Monitoring and Compliance includes a fair housing compliance component to ensure sub-recipients are abiding by local and federal fair housing and accessibility statutes. As well it includes a Section 3 component to ensure projects with a minimum of 100K provide employment opportunities and contracting to Section 3 individuals and businesses, respectively.

The Portfolio Management Division manages the Low Income Housing Tax Credit allocations including compliance requirements and other activities; it will also compile the DHCD expenditures to identify loans and grants created by the expenditures. The unit will complete and maintain an inventory of assets created by the DHCD expenditures from the Housing Production Trust Fund, CDBG funds, HOME funds, and other DHCD funds. The Unit will also be responsible for monitoring the recipients of the loans and grants for compliance with the terms and conditions of the transactions.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☐ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location

DHCD – 1800 Martin Luther King, Jr. Avenue, SE, Washington, DC

Objective Number 10.1	Project ID FY2015 PMC
HUD Matrix Code 21A	CDBG Citation 570.206 HOME Citation 92.207
Type of Recipient Government	CDBG National Objective N/A
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Site visits / reports	Annual Units TBD
Local ID 7000	Units Upon Completion TBD

Funding Sources:

CDBG	\$490,435
ESG	0
HOME	\$429,130
Other Federal Funds	\$61,304
Total Formula	\$980,869
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	\$2,084,347
Other Funding – private	0
Total	\$3,065,216

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☒ Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need
The Homeless

Project Title
Emergency Solutions Grant Program – Homeless Prevention

Project Description

The Partnership will make emergency homeless prevention assistance available for approximately 100 families and 75 single adults. The funds will be used in accordance with ESG regulations.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☐ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location

Community-wide. The intake sites for emergency assistance will be the Virginia Williams Family Resource Center, Change, Inc., Catholic Charities Family Centers, All Faith Consortium, Bread for the City, the Near NE Community Improvement Corporation, Community Family Life Services, United Planning Organization, Plymouth Congregational Church, Refuge of Hope, Capitol Hill Group Ministries, Salvation Army, Capitol Hill Group Ministries, Emmaus Services for the Aging, Greater Washington Urban League, Mother's Dear's Community Center, My Sister's Place

Objective Number 1.1	Project ID FY2015 ESG HP
HUD Matrix Code 05Q	ESG Citation: 576.21(a)(4)
Type of Recipient Families & individuals, through nonprofits.	CDBG National Objective LMC
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator People Assisted	Annual Units: 175
Local ID 4000	Units Upon Completion 175

Funding Sources:

CDBG	0
ESG	\$431,186
HOME	0
HOPWA	0
Total Formula	\$431,186
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	0
Total	\$431,186

The primary purpose of the project is to help: ☒ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need
The Homeless

Project Title
Emergency Solutions Grant Program – Rapid Rehousing

Project Description

ESG funds will be used to pay security deposits, first month's rent and short term rental subsidies in accordance with HUD and ESG guidelines.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☒ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location
Community-wide

Objective Number 1.2	Project ID FY2015 ESG - RRE
HUD Matrix Code 03T	ESG Citation 576.21(a)(2)
Type of Recipient Homeless families	CDBG National Objective LMC
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Families sheltered	Annual Units xxx
Local ID 4000	Units Upon Completion xxx

Funding Sources:

CDBG	0
ESG	\$640,952
HOME	0
HOPWA	0
Total Formula	\$640,952
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	0
Total	\$640,952

The primary purpose of the project is to help: ☒ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need
The Homeless

Project Title
Emergency Solutions Grant Program – Administrative Costs

Project Description

ESG funds will be used towards the costs of Partnership staff involved in carrying out ESG-eligible administrative activities, to include program and fiscal monitoring of the ESG-funded activities. Administrative funds may also be passed to fund the administrative functions of the Family Support Collaborative and the Virginia Williams Family Resource Center.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☐ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location
801 Pennsylvania Avenue, SE, #360, Washington, DC 20003

Objective Number 1.0	Project ID FY2015 ESG - ADM
HUD Matrix Code 21A	ESG Citation 576.21(a)(5)
Type of Recipient Nonprofit	CDBG National Objective N/A
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator N/A	Annual Units N/A
Local ID 4000	Units Upon Completion N/A

Funding Sources:

CDBG	0
ESG	\$93,229
HOME	0
HOPWA	0
Total Formula	\$93,229
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	0
Total	\$93,229

The primary purpose of the project is to help: ☒ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need

Homeless Persons and Families with HIV/AIDS

Project Title

Housing Opportunity for Persons With AIDS - Housing Information Services

Project Description

Housing Information Services will provide referrals, educational support and linkages for persons and families with HIV/AIDS who are homeless or at-risk of homelessness. Housing Information Services will ensure that clients who need housing and housing support services receive information about landlords with available housing units, educational materials to support access and maintenance of affordable housing, enrollment screening for HOPWA programs, and linkages to housing opportunities available through other federal, state, and local programs.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

Location

Services will be available to all residents of the District of Columbia through a Single Point of Entry program and for all residents of the Northern Virginia jurisdiction through Northern Virginia Regional

Objective Number 2.1	Project ID FY 2015 HOPWA HIS
HUD Matrix Code 31	HOPWA Citation 574.300(b)(1)
Type of Recipient Non-profit organization	CDBG National Objective N/A
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Persons counseled	People Served 28,992
Local ID 3000	Served Upon Completion 28,992

Funding Sources:

CDBG	0
ESG	0
HOME	0
HOPWA	\$513,942
Total Formula	\$513,942
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	0
Total	\$513,9420

The primary purpose of the project is to help: ☐ the Homeless ☒ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need

Homeless Persons and Families with HIV/AIDS

Project Title

Housing Opportunity for Persons With AIDS - Facility Based Housing

Project Description

Facility Based Housing will provide short-term, emergency and transitional housing to homeless and transitionally housed residents. Emergency housing will last no more than 60 day. Clients in transitional housing may remain for no more than 24 months. Residents of these programs will be given access to the supportive services necessary to find more permanent housing solutions.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☐ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location

Services will be available to all residents of the District of Columbia and at one location in the Northern Virginia jurisdiction (Fairfax County).

Objective Number 2.2	Project ID FY 2015 HOPWA FBH
HUD Matrix Code 31	HOPWA Citation 574.300(b)(5)
Type of Recipient Non-profit and for-profit organizations	CDBG National Objective N/A
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Persons housed	Annual Units 154
Local ID 3000	Units Upon Completion 154

Funding Sources:

CDBG	0
ESG	0
HOME	0
HOPWA	\$1,008,636
Total Formula	\$1,008,636
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	0
Total	\$1,008,636

The primary purpose of the project is to help: ☐ the Homeless ☒ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need
Homeless Persons and Families with HIV/AIDS

Project Title
Housing Opportunity for Persons With AIDS - Tenant Based Rental Assistance

Project Description

The Tenant Based Rental Assistance (TBRA) program is a voucher based program that provides rental subsidy payments to low-income, persons living with HIV/AIDS. Clients are required to pay approximately 30% of their income towards rent and the TBRA subsidy pays the remainder of the rent cost of the lease along with associated utility costs. Clients who cannot maintain independent living or who have difficulty meeting the requirements of the program are linked with supportive services. Each jurisdiction has built capacity to assist clients with finding affordable housing units that accept the TBRA voucher.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

Location

This program is available to residents in all of the jurisdictions in the EMSA. TBRA entry is centralized in Maryland and the District of Columbia through the Single Point of Entry program. In West Virginia, the program is administered in conjunction by the supportive services provider. In Northern Virginia, the Northern Virginia Regional Commission coordinates enrollment and payment services through several different project sponsors

Objective Number 2.2	Project ID FY2015 HOPWA TBRA
HUD Matrix Code 31	HOPWA Citation 574.300(b)(5)
Type of Recipient Individuals	CDBG National Objective N/A
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Vouchers generated	Annual Units 628
Local ID 3000	Units Upon Completion 628

Funding Sources:

CDBG	0
ESG	0
HOME	0
HOPWA	\$8,255,858
Total Formula	\$8,255,858
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	0
Total	\$8,255,858

The primary purpose of the project is to help: ☐ the Homeless ☒ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need

Homeless Persons and Families with HIV/AIDS

Project Title

Housing Opportunity for Persons With AIDS - Short Term Rent, Mortgage, and Utility (STRMU) Assistance

Project Description

The STRMU assistance program provides short-term financial assistance to low-income, HIV positive persons at risk for homelessness. The program pays past due rental, utility and/or mortgage costs for clients who can demonstrate eligibility, a housing plan to assure long-term stability, and a need for assistance. No applicant may receive more than 21-weeks of assistance during any 52-week period. This program is available to residents in all of the jurisdictions within the EMSA. All applications are submitted through a supportive services provider.

Objective category

☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity

Outcome category

☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

Location

This program is available to residents in all of the jurisdictions in the EMSA. STRMU entry is centralized in Maryland and the District of Columbia through the Single Point of Entry program. In West Virginia, the program is administered in by the supportive services provider. In Northern Virginia, the Northern Virginia Regional Commission coordinates enrollment and payment services through several different project sponsors

Objective Number 2.2	Project ID FY2015 HOPWA - STRMU
HUD Matrix Code 31	HOPWA Citation 574.300(b)(7)
Type of Recipient Individuals	CDBG National Objective N/A
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Persons served	Annual Units 312
Local ID 3000	Units Upon Completion 312

Funding Sources:

CDBG	0
ESG	0
HOME	0
HOPWA	\$910,467
Total Formula	\$910,467
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	0
Total	\$910,467

The primary purpose of the project is to help: ☐ the Homeless ☒ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need

Homeless Persons and Families with HIV/AIDS

Project Title

Housing Opportunity for Persons With AIDS - Permanent Housing Placement

Project Description

Permanent Housing Placement dollars are used to assist low-income, HIV positive residents with security deposits. This program is essential in helping residents move from transitional or emergency housing into longer-term housing placement. In the District of Columbia and in West Virginia, this program is used in conjunction with the TBRA program. In Virginia this program is used to assist all eligible residents who can demonstrate need.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☐ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location

Services will be available to all residents of the District of Columbia and across the Northern Virginia jurisdiction.

Objective Number 2.3	Project ID FY2015 HOPWA PHP
HUD Matrix Code 31	HOPWA Citation 574.300(b)(7)
Type of Recipient Individuals	CDBG National Objective N/A
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Persons served	Annual Units 75
Local ID 3000	Units Upon Completion 75

Funding Sources:

CDBG	0
ESG	0
HOME	0
HOPWA	\$160,672
Total Formula	\$160,672
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	0
Total	\$160,672

The primary purpose of the project is to help: ☐ the Homeless ☒ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need
Homeless Persons and Families with HIV/AIDS

Project Title
Housing Opportunity for Persons With AIDS - Supportive Services

Project Description

Support Services dollars focus on those populations most at-risk for homelessness such as those in emergency or transitional facility based housing. Additional supportive services are leveraged through existing resources. Sub-recipients in each jurisdiction determine the appropriate mix of supportive services essential for clients to access and maintain housing. Services include case management, legal counseling, and transportation. Supportive Services dollars in Virginia, Maryland, and the District of Columbia are additionally used to assist clients on wait lists for TBRA and STRMU with finding other options for housing support.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

Location

Services are available to all residents in Northern Virginia, the District of Columbia, and West Virginia. In Maryland, supportive services dollars are used in Prince George's and Charles Counties.

Objective Number 2.3	Project ID FY2015 HOPWA SS
HUD Matrix Code 31	HOPWA Citation 574.300(b)(7)
Type of Recipient Individuals	CDBG National Objective N/A
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator Persons served	Annual Units 516
Local ID 3000	Units Upon Completion 516

Funding Sources:

CDBG	0
ESG	0
HOME	0
HOPWA	\$501,610
Total Formula	\$501,610
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	0
Total	\$501,610

The primary purpose of the project is to help: ☐ the Homeless ☒ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need
Homeless Persons and Families with HIV/AIDS

Project Title
Housing Opportunity for Persons With AIDS - Sub-Recipient Administrative Expenses

Project Description

The sub-recipient administrative expenses are distributed to administrative agents in each jurisdiction and to the Grantee to ensure that HOPWA dollars meet the needs of each local community and are coordinated with programs funded with other federal, state, and local dollars. Each sub-recipient receives 3% of their overall award to be spent for costs associated with general management, monitoring and oversight, coordination, technical assistance for project sponsors, strategic programmatic planning and reporting.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☒ Availability/Accessibility ☐ Affordability ☐ Sustainability

Location

The Northern Virginia Regional Commission for services in Virginia, the AIDS Network of the Tri-state Area in West Virginia, the Prince George's County Housing Authority in Maryland, and the HIV/AIDS, Hepatitis, STD & TB Administration in the District of Columbia.

Objective Number 2.0	Project ID FY2015 HOPWA SAE
HUD Matrix Code 31D	HOPWA Citation 574.300(b)(10)(ii)
Type of Recipient Sub-recipient	CDBG National Objective N/A
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator N/A	Annual Units N/A
Local ID 3000	Units Upon Completion N/A

Funding Sources:

CDBG	0
ESG	0
HOME	0
HOPWA	\$533,660.26
Total Formula	\$533,660.26
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	0
Total	\$533,660.26

The primary purpose of the project is to help: ☐ the Homeless ☒ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



Table 3
Consolidated Plan Listing of Projects

Applicant's Name District of Columbia

Priority Need
Homeless Persons and Families with HIV/AIDS

Project Title
Housing Opportunity for Persons With AIDS - Project Sponsor Administrative Expenses

Project Description

The project sponsor administrative expenses are distributed to project sponsors in each to assist programs responsible for direct client services with the administrative costs associated with operating a program. Each project sponsor receives 7% of their overall award to be spent for costs associated with general management, executive oversight, coordination, strategic programmatic planning and reporting.

Objective category ☐ Suitable Living Environment ☒ Decent Housing ☐ Economic Opportunity
Outcome category ☐ Availability/Accessibility ☒ Affordability ☐ Sustainability

Location

Project sponsor administrative dollars are distributed to each project sponsor in all jurisdictions within the EMSA

Objective Number 2.0	Project ID FY2015 HOPWA PSAE
HUD Matrix Code 31D	HOPWA Citation 574.300(b)(10)(ii)
Type of Recipient Sub-recipient	CDBG National Objective N/A
Start Date 10/1/2014	Completion Date 9/30/2015
Performance Indicator N/A	Annual Units N/A
Local ID 3000	Units Upon Completion N/A

Funding Sources:

CDBG	0
ESG	0
HOME	0
HOPWA	\$947,916
Total Formula	\$947,916
Prior Year Funds	0
Assisted Housing	0
PHA	0
Other Funding – public	0
Other Funding – private	0
Total	\$947,916

The primary purpose of the project is to help: ☐ the Homeless ☒ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



Chapter Nine: Certifications

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:



- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (c) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Director, DHCD
Title



Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including Section 108 guaranteed loans during program year(s), (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment



Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-Discrimination Laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

Director, DHCD
Title

OPTIONAL CERTIFICATION
CDBG

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature/Authorized Official

Date

Director, DHCD
Title



Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

Signature/Authorized Official

Date

Director, DHCD
Title



Specific ESG Certifications

The Emergency Solutions Grantee certifies that:

Major Rehabilitation/Conversion -- It will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the jurisdiction plans to use funds for rehabilitation (other than major rehabilitation or conversion), the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

Essential Services and Operating Costs -- Where assistance involves essential services or maintenance, operation, insurance, utilities and furnishings, it will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served.

Renovation -- Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services -- It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal State, local, and private assistance.

Matching Funds -- It will obtain matching amounts required under 24 CFR 576.51.

Confidentiality -- It will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement -- To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, operating facilities, and providing services assisted through this program.

Consolidated Plan -- It is following a current HUD-approved Consolidated Plan or CHAS.

Discharge Policy ---- It has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS -- It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.

Signature/Authorized Official

Date

Title



Specific HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature/Authorized Official

Date

Senior Deputy Director (HAHSTA)

Title



Appendix A: DHCD Program Descriptions

The Department of Housing and Community Development operates through the following nine programs:

Development Finance Division (DFD) - provides funding for the development of rental, homeownership and community facility developments that serve District of Columbia neighborhoods. As both the creation and preservation of affordable housing units are important to DHCD, DFD plays a prominent role in helping the Department achieve its annual multifamily housing production goals.

This division has three activities:

- **Affordable Housing Project Financing** - provides funding through a competitive Request for Proposal (RFP) funding process that targets communities and types of development needed to revitalize neighborhoods. This activity also provides development financing and regulatory oversight to non-profit and for-profit developers so that they can develop properties as affordable ownership and rental units. This activity includes the preparation of Notice of Funding Availability and RFP documents, management of the application and selection process, project management meetings, construction overviews, underwriting, architectural reviews, monitoring reports, funding request presentations, loan closings, and project monitoring services;
- **Community Facilities Project Financing** - provides funding through a competitive Request for Proposal (RFP) funding process for development financing and regulatory oversight to nonprofit and for-profit developers so that they can develop properties as neighborhood community/commercial facilities. This activity includes the preparation of Notice of Funding Availability and RFP documents, management of the application and selection process, project management meetings, construction overviews, underwriting, architectural reviews, monitoring reports, funding request presentations, loan closings, and project monitoring services; and
- **Tenant Opportunity to Purchase Assistance** - provides organizational and development assistance to tenant organizations expressing interest in purchasing their buildings after receiving a Right-of-First Refusal notice; education and below-market management services to tenant organizations that have purchased their buildings; and financial assistance in the form of seed money, earnest money deposits, and acquisition loans to low-to-moderate income tenant organizations wishing to purchase their buildings after receiving the Right-of-First Refusal notice. Additional services provided in the TAP program include housing counseling services, contract management, and monitoring.

Residential and Community Services Division (RCSD) - provides funding for programs focused on household level housing needs and neighborhood revitalization. RCSD works through neighborhood-based organizations providing comprehensive housing counseling, small business technical assistance and façade improvement opportunities. RCSD administers the District's Home Purchase Assistance Program and Employee Assisted Housing Programs which provide financial assistance for low- to- moderate-income households and District Government employees for the purpose of first-time home purchase. The Division also provides rehabilitation resources, including grants for lead hazard remediation to eligible units and loans as well as grants to income-qualified owner-occupant DC residencies in order to preserve homeownership in the District.

This division has six activities:

- **Community Services - Housing Counseling and Development** - provides funding for counseling services to tenants, potential homeowners, and current homeowners in support of various DHCD



programs and also provides funding to support development of HOME funded affordable housing projects;

- **Community Services - Commercial Revitalization** - provides grants to neighborhood-based organizations for technical assistance to small businesses and storefront façade improvements in commercial corridors;
- **Residential Services - Home Purchase Assistance Program (HPAP)** - provides down payment and closing cost assistance to low and moderate income District residents so that they can become first-time homebuyers in the District of Columbia;
- **Residential Services - Employer Assisted Housing Program (EAHP)** - provides down payment and closing cost assistance to qualified District of Columbia government employees;
- **Residential Services - Lead Safe Washington** - provides funding to reduce lead-based paint hazards in eligible single- and multi-family dwellings; and
- **Residential Services - Single Family Rehabilitation** - helps households finance up to \$75,000 in loans for home repairs that will address DC housing code violations, such as repairing walls and floors, replacing windows, and repairing plumbing, electrical, and heating systems.

Property Acquisition and Disposition Division (PADD) - stabilizes neighborhoods by decreasing the number of vacant and abandoned residential properties in the District, and transforming vacant and/or abandoned residential properties into homeownership or economic development opportunities for District of Columbia residents at all income levels. PADD has three main functions: (1) encourage property owners to rehabilitate and/or occupy their vacant and abandoned residential property; (2) acquire vacant, abandoned and deteriorated properties through negotiated friendly sale, eminent domain, donation, or tax sale foreclosure and (3) dispose of properties in the PADD inventory by selling the properties to individuals or developers to be rehabilitated into high quality affordable or market-rate single-family and/or multifamily for-sale housing in District neighborhoods.

This division has three activities:

- **Property Acquisition** - acquires vacant, abandoned and deteriorated properties through negotiated friendly sale, eminent domain, donation, or tax sale foreclosure when owners are unwilling or unable to maintain their properties;
- **Property Disposition** - disposes of properties in the PADD inventory by selling these properties to individuals or developers to be rehabilitated into high quality affordable or market-rate single-family and/or multifamily for-sale housing in District neighborhoods; and
- **Property Management** - provides funding for the maintenance of properties in PADD's inventory until they can be disposed of to create affordable housing units.

Portfolio and Asset Management Division (PAMD) - provides portfolio management and oversight to outstanding loans to DHCD and manages the allocation of Low Income Housing Tax Credits (LIHTC). Established in FY 2008, the division monitors the status of existing loans to ensure compliance with loan covenants and collections of loans that are due and conducts the reviews of the risks and relationships of potential borrowers to protect the Department's assets.



This division has two activities:

- **Portfolio and Asset Management** - monitors the status and ensures the performance of all loans in the Department's portfolio; and
- **Tax Credit Allocation** - manages the allocation of the District's share of Low Income Housing Tax Credits (LIHTC) issued by the US Treasury Department in accordance to the Internal Revenue Code, Section 42, and the District's Qualified Allocation Plan (QAP).

Office of Program Monitoring (OPM) - conducts oversight and reviews of DHCD projects and funding recipients. Its core functions include the following types of oversight: (1) contract compliance – completing various federally required compliance reviews as part of the underwriting and project development process; (2) quality assurance – monitoring the compliance of DHCD funded sub-recipients with federal HOME Investments Partnership Program (HOME) and Community Development Block Grant Program (CDBG) funding requirements; and (3) compliance monitoring – ensuring projects developed by DHCD through the Housing Production Trust Fund (HPTF), CDBG, HOME and Low Income Housing Tax Credit (LIHTC) programs remain in compliance with federal and local program requirements throughout the duration of the projects period of affordability.

This division has three activities:

- **Contract Compliance** - provides oversight and monitoring services of DHCD projects to ensure the Department's use of project funds fully complies with HUD and District regulations;
- **Quality Assurance** - provides program review and performance evaluation to DHCD and contractors so that they can operate in full compliance with regulations in the most effective and efficient manner possible; and
- **Homelessness Prevention Compliance** - monitors programs aimed at preventing individuals and families from becoming homeless to ensure compliance with federal rules and regulations.

Housing Regulation Administration (HRA) - administers rental housing regulations relating to conversion of use to condominium and cooperative ownership, rent adjustment procedures, licensing and other related matters. It is composed of two divisions, the Rental Accommodation Division (RAD) and the Rental Conversion and Sales Division (CASD), and manages the DHCD Housing Resource Center (HRC). Further, HRA administers the new Inclusionary Zoning program and monitors and enforces many of the District's affordable dwelling unit (ADU) restrictions and regulations.

HRA has three activities:

1. **Rental Conversion and Sales Division (CASD)** - administers the Rental Housing Conversion and Sale Act of 1980, as amended, and the Condominium Act of 1976, as amended, regulating the conversion of property use to condominium and cooperative ownership, overseeing the tenant opportunity to purchase rental housing, administering the housing assistance payment program to assist displaced low income tenants, registering residential condominium and cooperative projects, and administering the structural defect warranty claim program;
2. **Rental Accommodations Division (RAD)** - administers the Rental Housing Act of 1985, including registering and licensing rental housing, administering rent adjustments procedures, processing landlord and tenant petitions, providing conciliation services and acting as a repository for notices to vacate and all rental property records; and



3. **Housing Resource Center (HRC)** - provides rental housing services to landlords and tenants as well as information to the public on all of the Department's services for first-time homebuyers, developers of affordable housing projects, and low-income homeowners. The Housing Resource Center also includes the office of the Housing Provider Ombudsman, access to the Affordable Housing Locator, and an office of University Legal Services for on-site housing counseling. The Housing Resource Center also administers the Inclusionary Zoning and Affordable Dwelling Unit Programs.

Rental Housing Commission (RHC) - The commission has three statutory functions in order to preserve and increase the supply of quality affordable housing in the District: 1) to issue, amend and rescind regulations that are promulgated for enforcement of the Act; 2) to certify and publish the annual adjustment of general applicability to rents and/or rent ceilings, which adjustment is based upon annual changes (if any) in the consumer Price Index for the applicable region in which the District of Columbia is located; and 3) to decide appeals brought to the Commission from the Rent Administrator and the Office of Administrative Hearings (OAH). Although the Commission is an independent quasi-judicial body, it has direct reporting responsibility to DHCD on administrative, management and budgetary matters.

RHC has one activity:

1. **Rental Housing Commission (RHC)** - hears appeals of rental housing decisions, is supported by HRA and DHCD, and is an independent body.

The **Agency Management** program provides operational support and the required tools to achieve operational and programmatic results. This program is standard for all Performance-Based Budgeting agencies. More information about the Agency Management program can be found in the Strategic Budgeting chapter.

The purpose of the **Agency Financial Operations** program is to provide comprehensive and efficient financial management services to and on behalf of District agencies so that the financial integrity of the District of Columbia is maintained.



Appendix B: Income Levels

DISTRICT OF COLUMBIA FY 2015 MEDIAN INCOME TABLES Effective January 1, 2014

Very Low Income - Gross household income 30% area median income (AMI), adjusted for household size per the following table: (This category is known as Extremely Low Income when referring to HOME)

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$22,550	\$25,700	\$28,900	\$32,100	\$34,700	\$37,250	\$39,850	\$42,400

Low Income - Gross household income 50% area median income (AMI), adjusted for household size per the following table: (This category is known as Very Low Income when referring to HOME)

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$37,400	\$42,800	\$48,150	\$53,500	\$57,800	\$62,100	\$66,350	\$70,650

Moderate Income - Gross household income 80% area median income (AMI), adjusted for household size per the following table: (This category is known as Low Income when referring to HOME)

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$47,950	\$54,800	\$61,650	\$68,500	\$74,000	\$79,500	\$84,950	\$90,450

Jurisdictions covered by these income limits include the following: Arlington, Fairfax, Fauquier, Loudoun, Prince William, Spotsylvania, and Stafford County, and the Cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas and Manassas Park in Virginia; Washington, D.C.; and Calvert, Charles, Frederick, Montgomery, and Prince George's County in the State of Maryland.

Median Family Income for Washington Metropolitan Area is **\$107,000** as of January 1, 2014



Appendix C: Federal Certifications

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

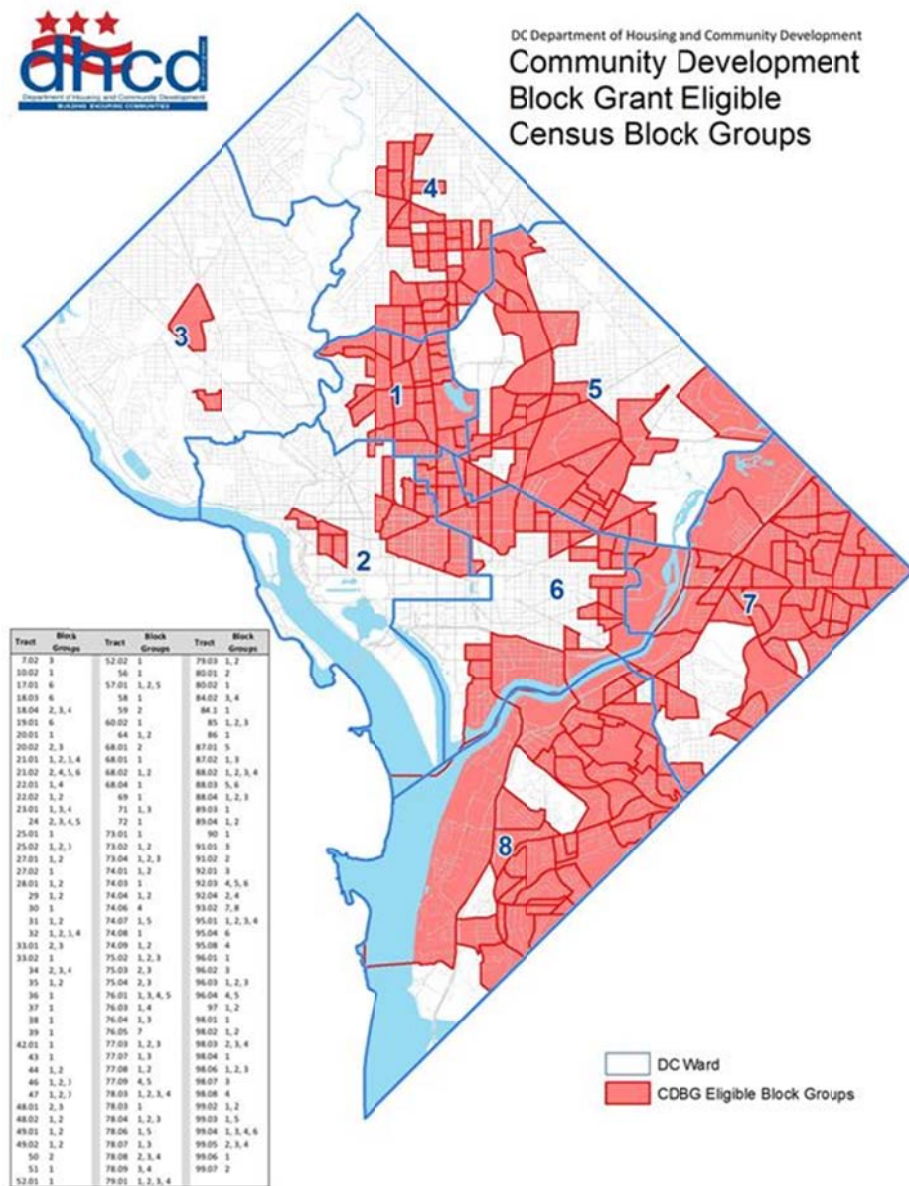
The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.



7. Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
8. "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);
9. "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;
10. "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;
11. "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub-recipients or subcontractors in covered workplaces).



Appendix D: DHCD Target Areas





Appendix E: Citizen Participation Plan



District of Columbia Department of Housing and Community Development

DRAFT FY 2015 Citizen Participation Plan

For

The District of Columbia Consolidated Plan for HUD Federal Entitlement Grants, Plan Amendments, and Performance Reports

July 2014

Vincent C. Gray, Mayor
Government of the District of Columbia

Jeff Miller
Interim Deputy Mayor for Planning and Economic Development

Michael P. Kelly, Director
Department of Housing and Community Development
1800 Martin Luther King Jr., Avenue, SE
Washington, DC 20020
(202) 442-7200



Background

The Community Development Block Grant program is authorized under Title I of the Housing and Community Development Act of 1974. The primary objective of this Act is the development of viable urban communities. The District of Columbia has been a participant in the federal Community Development Block Grant (CDBG) program since its inception. A Citizen Participation Plan is part of the Consolidated Planning requirements contained in 24 CFR 91.

In 1994, federal regulations were revised to require the consolidated submission of plans and applications for three other programs in addition to the CDBG plan and application. The following four entitlement grant programs of the U.S. Department of Housing and Urban Development (HUD) were consolidated into a single planning and application process:

- Community Development Block Grant Program (CDBG)
- HOME Investment Partnerships Program (HOME)
- Emergency Solution Grants Program (ESG)
- Housing Opportunities for Persons with AIDS Program (HOPWA)

The Citizen Participation Plan Requirement

The associated revised regulations stipulate that participating jurisdictions must develop and implement Citizen Participation Plans that specify how citizens can provide input into the planning and implementation process.

This document constitutes the Citizen Participation Plan for the District of Columbia's Consolidated Plan. It was prepared by the Department of Housing and Community Development (DHCD), the District's grantee agency for administration of the Consolidated Plan.

DHCD's Citizen Participation Plan (CPP) describes how citizens will participate in three programmatic areas:

1. Development of the Consolidated Plan,
2. Substantial amendments made to the Consolidated Plan, and
3. Development of the Consolidated Annual Performance and Evaluation Report.

The plan is designed to especially encourage participation by low- and moderate-income persons, minority and non-English speaking persons, residents of public and assisted housing developments, and, in particular, persons living in areas where the federal grant funds are proposed to be used. In addition, the CPP requires DHCD to minimize displacement and inform citizens of available assistance with relocation for all federally-funded projects. DHCD includes relocation requirements compliant with the Uniform Relocation Act (URA) in its guidelines to prospective developers during the development funding process. These guidelines are also available to the public and other government agencies. Participating jurisdictions are required to follow their Citizen Participation Plans after adoption.

Plan Development Process:

The District's Consolidated Plan process begins with DHCD's preparation of the Citizen Participation Plan (CPP) which describes the Plan Development Process. The CPP informs the public about processes and procedures for public access and influence on the Consolidated Plan and Annual Action Plans, and the proposed scheduling for development and submission of the plan. Copies of the CPP are made available at least 2 weeks prior to the first public hearing at public libraries, all Advisory Neighborhood Commission



offices, selected community based organization offices, at DHCD's office and on DHCD's website: <http://dhcd.dc.gov>. The CPP is also made available during the review of the Consolidated Plan.

The CPP includes a vigorous effort to notify the District of Columbia Housing Authority and other government agencies as well as the affected public about the Plan Development Process and to provide ample opportunity for citizen input at all stages. In the course of developing the Consolidated Plan, there are *at least* three public hearings held and there are two 30-day, open comment periods during the drafting stages before the document is finalized and submitted to HUD. The Consolidated Plan development process consists of the following steps:

- Preparing and issuing the Citizen Participation Plan with Notice of the "Needs Assessment" Public Hearings,
- Conducting a series of "Needs Assessment" Public Hearings early in the fiscal year to develop public priorities and receive feedback on prior year performance,
- Preparing and issuing a draft proposed Five-Year Plan (if a new 5-Year Plan must be developed), or a draft proposed Action Plan for the current fiscal year,
- Conducting (at a different point in the program year) a "Budget" Public Hearing on the draft proposed Consolidated Plan and its proposed budget,
- Submitting the final proposed Consolidated Plan to the Mayor for approval,
- Finalizing the Consolidated Annual Action Plan, and
- Submitting the Consolidated Annual Action Plan to HUD prior to the August 15th annual deadline.

PLAN DEVELOPMENT SCHEDULE*

EVENT	DATE
Issuance of Citizen Participation Plan with Notice of "Needs" Hearings	October
DHCD Public Hearings on "Housing and Community Development Needs in the District of Columbia"	November
Publication of proposed Action Plan	February
DHCD Public Hearing on proposed Action Plan & Budget	March
DHCD finalization of Action Plan	May-June
DHCD Submits final Proposed Plan to the Mayor for Approval	June-July
Submission of Action Plan application to HUD	Mid-August
Grant funds become available for start of <i>new</i> Fiscal Year.	October 1

*Specific dates and locations are provided in published Notices, through direct mailings, in publicly-accessible locations and on the DHCD web-site.



Public Access and Accommodation

DHCD facilitates broad-based participation in its planning process by providing:

- No less than two-week advance publication of a Notice of Public Hearings,
- No less than 30 days to review the draft documents,
- Two-week periods following hearings for the submission of additional comments,
- Direct mailings of Notices to a wide range of interested groups,
- Easy access to draft documents (hard copies and on-line) and hearing transcripts,
- Accommodation of special needs participation through sign-language interpreters and interpreters for Spanish-speaking constituents, and
- Holding hearings at convenient times and in barrier-free facilities that are easily accessible by public transportation.

The Director and senior DHCD staff members are present at public hearings to take the direct testimony, answer questions on the District's housing and community development needs, and receive comments on DHCD's program performance for prior periods as well as for the current year. The submission of written testimony for the record is encouraged, and Public Hearing records are kept open for at least 2 weeks after the hearing for the receipt of post-hearing written testimony. A court reporter provides written transcripts within 2 weeks of the date of the Public Hearing, and a record of the Public Hearing, including the written transcript, is made available for public viewing at DHCD. When preparing the final Consolidated Plan, DHCD will include a summary of the comments and views received from citizens orally and in writing at the Public Hearing, as well as a response to any comments not accepted.

Moreover, DHCD will provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the District's Consolidated Plan and its use of assistance under the programs covered under the Consolidated Plan during the preceding five years. Requests may be made to the DHCD Public Information Officer at (202) 442-7200.

Hearing Notification

DHCD promotes attendance at the hearings, particularly for low- and moderate-income residents and community groups located in blighted areas of the city in which DHCD entitlement grant program funds are directed. The Public Hearings are announced through the publication of a Public Hearing Notice, containing the date, time, location, and subject matter of the Public Hearing.

Advertisement of the Public Notice is placed at least 2 weeks prior to the hearings in the D.C. Register, and in various media outlets that reach different population and interest groups. These media outlets include *a daily newspaper in general circulation (such as The Washington Post) and other publications that reach different language groups, neighborhoods, minority populations and other special interest populations. (Examples of such publications would include: the Afro-American, El Tiempo and The Blade.)* No fewer than 500 copies of the Public Hearing Notices are distributed by direct mail to various constituent groups and individuals, including all Advisory Neighborhood Commissions, public housing resident councils, civic associations, nonprofit developers, organizations supporting special needs populations, church groups, and community based organizations. Additionally, DHCD has contractual relationships with specific community based organizations (CBOs) that have a responsibility to distribute information regarding DHCD's entitlement grant programs and to review the information with citizens.

"Needs Assessment" Public Hearing

In the first quarter of each fiscal year, DHCD conducts a series of public hearings on "Housing and Community Development Needs in the District of Columbia." Testimony is solicited from the public on a



variety of issues, including community development, commercial revitalization, job creation through DHCD-funded projects, home ownership, housing rehabilitation, housing production, fair housing, lead paint hazards, and displacement issues resulting from DHCD development activities. Residents are also invited to express their views on DHCD's administration of the Consolidated Plan entitlement grant programs and its performance in achieving the Consolidated Plan's goals and objectives as stated in the annual performance report, the *Consolidated Annual Performance and Evaluation Report (CAPER)*.

Draft Proposed Consolidated Plan

After conducting the "Needs Assessment" hearings, DHCD prepares a draft Consolidated Plan for the upcoming Fiscal Year.

The draft Consolidated Plan includes estimated federal entitlement grant amounts, community development objectives, projected budgets and performance measures for implementing programs, a description of the processes DHCD utilizes to receive proposals for funding, certification of the District's plan to minimize displacement and assist in relocation in compliance with the federal and local regulations, and descriptions of other proposed District housing and/or community development activities. DHCD also includes estimates of appropriated, local funds, and the Housing Production Trust Fund (HPTF) in its draft document to provide the public with a complete picture of its potential sources and uses of funds. In preparing the draft Consolidated Plan, DHCD considers all statements, testimony, and proposals regarding expenditure of federal entitlement grant funds that have been provided up to that point in the development process. A summary of the comments from the public at the Needs Hearings are included in the Draft Consolidated Plan along with a discussion of any comments not incorporated into the Plan. The public is given 30 days to provide written comments on the Plan to DHCD.

"Budget" Public Hearing

DHCD conducts a "Budget" Public Hearing on the proposed Consolidated Plan when the District's budget process has clarified local funding, usually in the months of March-April of a given fiscal year. Copies of the draft proposed Consolidated Plan are made available no less than two weeks prior to the "Budget" Public Hearing in accordance with the notification and outreach processes outlined previously in this CPP. At the "Budget" Public Hearing, citizens are given the opportunity to present oral and written testimony on the programmatic and budgetary provisions of the published draft proposed Consolidated Plan. Senior DHCD staff respond to comments and make referrals as needed. There is a court reporter present and a transcript of the proceedings is prepared and made available at DHCD. All public and special needs' access provisions cited for the "Needs Assessment" hearing apply equally to the "Budget" Public Hearing. The submission of written testimony for the record is encouraged, and the Public Hearing record is kept open for at least 2 weeks after the hearing for the receipt of post-hearing written testimony. The total comment period on the draft proposed Consolidated Plan at this phase is no less than 30 days.

Submitting the Consolidated Plan to HUD

After approval of the proposed Consolidated Plan by the Mayor the Department submits the Plan to the Department of Housing and Urban Development's (HUD) Washington Field Office by the August 15th deadline. Copies of the approved plan are distributed to stakeholders.

Technical Assistance

The Department makes federal and local funds available for new and rehabilitated housing proposals and community-development projects and services through a public Notice of Funding (NOFA). DHCD's



Development Finance Division (DFD) issues a Request for Proposals (RFP) for development proposals serving low-moderate-income residents, and the Residential and Community Services Division (RCS) issues a Request for Applications (RFA) for neighborhood-based services. Both Divisions can provide technical assistance to organizations that request it.

During the RFP process for development proposals, the Development Finance Division (DFD) conducts a Pre-Proposal Conference and two community outreach meetings to give organizations opportunities to ask questions and obtain assistance in preparing RFP project submissions. In addition, DFD maintains an RFP telephone hotline and an RFP e-mail address to allow organizations to continue to ask questions and receive assistance on an ongoing basis throughout the RFP process. The RFP requires that development proposals for existing and occupied buildings minimize displacement and provide a strategy and funding to meet temporary or permanent relocation needs in compliance with the types and levels of assistance in the URA (for federally-funded projects) or in Title 10 of the DC Code (for HPTF-funded projects).

During the RFA process for funding neighborhood services activities, the Residential and Community Services Division (RCS) conducts a Pre-Application Conference, usually within the first two weeks of the application cycle. At the Conference, RCS staff members provide a walk-thru of the entire application process, and also answer any specific questions from prospective applicants. RCS keeps a record of all those who receive the RFA throughout the application cycle, in order than any amendments to the application process can be quickly communicated to all potential applicants.

DHCD also supports direct technical assistance for low-and-moderate-income residents and groups through neighborhood-based housing counseling agencies and community development organizations.

The purpose of the assistance is to make DHCD programs and funds accessible to low-moderate-income residents.

These services include:

- Assisting renters to understand their options under the “first right to purchase” program when a building is being sold so they can access seed loans and rehabilitation loans to exercise their rights to purchase their units;
- Providing program intake and technical assistance for applicants for first-time home owner loans, including assistance to organize financial and other required program documentation;
- Assisting tenants in expiring Section 8 properties to understand their rights and to offer relocation assistance as needed,
- Assisting new home owners to remain owners by assistance in home management, budgeting, credit, and mortgage payments, and
- Assisting small, neighborhood-serving businesses with technical assistance in areas such as: business start-up, maintaining an existing business, or improving the business and its environment.

Substantial Amendments to the Consolidated Plan

The federal Consolidated Plan regulations require the inclusion of specific criteria in the Citizen Participation Plan for determining what constitutes a change in programmatic activity significant enough to be classified as a “Substantial Amendment” to the Consolidated Plan. A change in federal rules or regulations that mandates an alteration in current programmatic operations would not be considered a substantive amendment, but rather a conforming regulatory requirement. Changes deemed “Substantial Amendments” must be subjected to citizen review and comment before implementation.

The following criteria are used to determine whether a programmatic change constitutes a Substantial Amendment to the Consolidated Plan:



- A change which results in a major alteration of the purpose, location, or beneficiaries of a DHCD operational program; or
- A change in the allocation of the distribution of program funds greater than 25 percent of the federal entitlement grants included in DHCD's fiscal year budget (CDBG, HOME, and ESG).

District law (D.C. Code § 5-902) requires that DHCD “provide citizens a full and meaningful opportunity to participate in the planning, development and evaluation of the annual Community Development Program *and any amendments or modifications thereto.*” (Emphasis added.) District law further requires that the public must be notified of a Substantial Amendment, and at least two public hearings must be held to obtain the views of citizens on the proposed change.

The procedures cited for notice and access during the Consolidated Plan development process are applied in the case of any Substantial Amendment to the Plan.

Notice of a Proposed Substantial Amendment, including a description of the nature and the actual language of the amendment, is published in the D.C Register and in various citywide media sources, including, but not limited to, *a daily newspaper in general circulation (such as The Washington Post) and other publications that reach different language groups, neighborhoods, minority populations and other special interest populations. (Examples such publications would include: the Afro-American, El Tiempo and The Blade.)* A solicitation of public comment, including information on the two public hearings that will be held, is included in the notice. A period of not less than 30 days is allowed to receive responses from the public on a proposed Substantial Amendment. A period of at least 2 weeks' notice is given for the two public hearings.

The proposed final Consolidated Plan Substantial Amendment (incorporating any revisions or discussions resulting from the public comment process), are transmitted to the Mayor.

Minor Amendments:

District law (D.C. Code § 5-902) allows DHCD to make “minor” amendments to the Consolidated Plan. A minor amendment is an amendment that is of less magnitude than a “substantial” amendment, but of greater significance than a “technical” amendment, which can be undertaken at the discretion of the agency.

A minor amendment would NOT result in:

- A major alteration of the purpose, location, or beneficiaries of a DHCD operational program; or
- A change in the allocation of the distribution of program funds greater than 25 percent of the federal entitlement grants included in DHCD's fiscal year budget (CDBG, HOME, and ESG).

A minor amendment to the Consolidated Plan, consistent with the intent of the approved program, must be submitted to the Mayor. The minor amendment is deemed approved if the Mayor does not disapprove the amendment within 30 days (not including Saturdays, Sundays, legal holidays).

Consolidated Annual Performance and Evaluation Report (CAPER)

Within 90 days after the close of DHCD's Fiscal Year (September 30th), HUD regulations require the Department to submit a performance report, *the Consolidated Annual Performance and Evaluation Report (CAPER)*. The CAPER provides HUD with necessary information to assess whether DHCD carried out its



programs in compliance with applicable regulations and requirements, and as stated in that year's Consolidated Plan. The CAPER also provides a vehicle for DHCD to describe its program achievements to District citizens.

At least 2 weeks prior to submission to HUD, the CAPER is made available to the public for review and comment, following the Notice and distribution procedures cited earlier. Notice of the availability of the CAPER for comment and review is published in the D.C. Register and in *a daily newspaper in general circulation (such as The Washington Post) and other publications that reach different language groups, neighborhoods, minority populations and other special interest populations. (Examples in 2006 of such publications would include: the Afro-American, El Tiempo and The Blade.)* No less than a 15-day review period is provided for the draft CAPER. DHCD also accepts comments on the prior-year's performance at the annual Consolidated Action Plan "Needs Assessments" Hearings.

The final CAPER is submitted to HUD by December 31st, with an addendum that summarizes any public comments received and the agency's response to the public comments in adopting its final CAPER report. Copies of the report submitted to HUD are made available by DHCD for review by the public upon request.

Complaints and Grievances

DHCD will provide written responses to written complaints and grievances received regarding any aspect of the annual Consolidated Plan federal entitlement grant program within 15 working days, where practicable, of receiving the complaint or grievance.

Comments, complaints, and grievances concerning the Consolidated Plan should be addressed to the Director, Michael P. Kelly, Department of Housing and Community Development, 1800 Martin Luther King Jr., Avenue, SE, Washington, DC 20020,

Amendment of the Citizen Participation Plan

Notice of a proposed amendment to the Citizen Participation Plan (CPP), including a description of the nature, as well as the actual language, of the proposed amendment, is published in the D.C. Register and in *a daily newspaper in general circulation (such as The Washington Post) and other publications that reach different language groups, neighborhoods, minority populations and other special interest populations. (Examples of such publications would include: the Afro-American, El Tiempo and The Blade.)* A solicitation of public comment is included in the Notice, and a period of not less than 30 days is allowed to receive responses from the public on a proposed amendment before such amendment is implemented by DHCD. The final Citizen Participation Plan amendment, as adopted by DHCD after due consideration of public comments, is published in the *D.C. Register*. The *D.C. Register* notice will also provide an addendum that summarizes the public comments received and the agency's response to the thrust of the public comments in adopting its final amendment. The final Citizen Participation Plan amendment will be deemed adopted upon publication in the *D.C. Register*.



Appendix F: Public Notice

Department of Housing and Community Development

Hosts a series of Community Needs Assessment Hearings

Michael P. Kelly, Director of the DC Department of Housing and Community Development (DHCD), announces a series of public hearings to discuss “Housing and Community Development Needs in the District of Columbia”. The hearings will help form a basis for developing the District’s draft “Fiscal Year 2015 Annual Action Plan” and the spending priorities utilizing federal entitlement funds. DHCD, the Department of Human Services and the Department of Health will each provide input into the plan.

Residents and stakeholders are strongly encouraged to come out and participate in the development of policies and programs in the following areas: 1) affordable housing; 2) special needs housing; 3) homelessness; 4) homeownership; and, 5) community development and public service activities.

The DHCD is also interested in receiving community feedback on innovative strategies to enhance community participation during this planning process.

SCHEDULED PUBLIC HEARINGS:

Wednesday, March 19, 2014 ~ 6:30 pm
1800 Martin Luther King Jr, Avenue, SE, 1st Floor Conference Room

Thursday, March 20, 2014 ~ 6:30 pm
Israel Baptist Church, lower level
1251 Saratoga Avenue, Northeast

Tuesday, March 25, 2014 ~ 10:00 am
Focus: Special Needs Housing
(Includes housing needs for the homeless, persons with disabilities and persons living with AIDS)
1800 Martin Luther King Jr, Avenue, SE, 1st Floor Conference Room

Thursday, March 27, 2014 ~ 6:30 pm
Frank D. Reeves Municipal Building
2000 14th Street, NW, 2nd Floor Community Room

District of Columbia residents who would like to present oral testimony are encouraged to register in advance either by e-mail at DHCD.EVENTS@dc.gov or by calling (202) 442-7251. Please provide your name, address, telephone number, and organization affiliation, if any.

Telecommunications Device for the Deaf (TDD) relay service is available by calling (800) 201-7165. A sign language interpreter will be provided upon request by calling (202) 442-7251 five days prior to the hearing date.

Residents who require language interpretation should specify which language (Spanish, Vietnamese, Chinese-Mandarin/Cantonese, Amharic, or French). Interpretation services will be provided to pre-registered persons only. Deadline for requesting services of an interpreter is five days prior to the hearing date. Bilingual staff will provide services on an availability basis to walk-ins without registration.

Written statements may be submitted for the record at the hearing, or until close of business, Friday, April 4, 2014. Mail written statements to: Michael P. Kelly, Director, DHCD, 1800 Martin Luther King Jr., Avenue, SE, Washington, DC 20020.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

Notice of Public Hearing

Wednesday, July 9, 2014 @ 6:30 pm

**“Final Draft Fiscal Year 2015 Consolidated Annual Action Plan for the District of Columbia”
and the “2015 Proposed Citizen Participation Plan”**

The Department of Housing and Community Development (DHCD) announces the release of the draft of these documents, available to the public June 13, 2014, in order to receive public comments on the Plan and budgets to be submitted to the U.S. Dept of Housing and Urban Development (HUD) for the following federal entitlement programs:

- **Community Development Block Grant Program (CDBG)**
- **HOME Investment Partnerships Program (HOME)**
- **Emergency Solutions Grant Program (ESG)**
- **Housing Opportunities for Persons with AIDS Program (HOPWA)**

Both documents will be available for review on the Department’s website www.dhcd.dc.gov, on June 16, 2014, and in hard copy at the Department’s office at 1800 MLK Jr. Ave., SE, Washington, DC 20020 in the Housing Resource Center, 1st Floor. Additionally, copies will be available at public library branches, ANC offices, and the following community-based organizations:

Housing Counseling Services, Inc.
2410 17th Street, NW
Suite 100 - (202) 667-7006

Lydia’s House
4101 MLK Jr., Ave, SW
(202) 373-1050

Central American Resources
Center
1460 Columbia Road, NW
(202) 328-9799

Marshall Heights CDO
3939 Benning Rd, NE
(202) 396-1200

University Legal Services
220 I Street, NE
Suite 130 - (202) 547-4747

Latino Economic Dev. Corp
2316 18th Street, NW
(202) 588-5102

Manna, Inc.
828 Evarts Street, NE
(202) 832-1495

AARP Legal Counsel
for the Elderly
601 E Street, NW
(202) 434-2171

United Planning Organization
301 Rhode Island Avenue, NW
(202) 234-4695

MiCasa
6230 3rd Street, NW
(202) 722-7423

The Department has scheduled a public hearing on Wednesday, July 9, 2014 at 6:30 p.m., at our headquarters located at 1800 MLK Jr., Ave. SE, in the Housing Resource Center.

District of Columbia residents who would like to present oral testimony are encouraged to register in advance either by e-mail at dhcd.events@dc.gov or by calling 202-442-7251. Please provide your name, address, telephone number, and organization affiliation, if any.

If you wish to provide written comment for the record, please do so by mail or email by close of business Monday, July 21, 2014. Written statements should be mailed to: Michael P. Kelly, Director, DHCD, Attention: Consolidated Annual Action Plan Comments, 1800 MLK Jr., Ave., SE, Washington, DC 20020. Emailed comments should be submitted to dhcd.events@dc.gov with a subject line “FY15 Final Draft Consolidated Annual Action Plan comments.”



Telecommunications Device for the Deaf (TDD) relay service is available by calling (800) 201-7165. A sign language interpreter will be provided upon request by calling (202) 442-7251 five days prior to the hearing date.

Residents who require language interpretation should specify which language (Spanish, Vietnamese, Chinese-Mandarin/Cantonese, Amharic, or French). Interpretation services will be provided to pre-registered persons only. Deadline for requesting services of an interpreter is five days prior to the hearing date. Bilingual staff will provide services on an availability basis to walk-ins without registration.

All comments received during the comment period will be responded to in the final FY2015 Action Plan, to be submitted to the U.S. Dept of Housing and Urban Development (HUD) by August 15, 2014. If you need additional information, contact Pamela Hillsman at Pamela.Hillsman@dc.gov or by phone at (202) 442-7251.

Vincent C. Gray, Mayor
Government of the District of Columbia
Jeff Miller, Interim Deputy Mayor for Planning and Economic Development
Michael P. Kelly, Director
Department of Housing and Community Development



Appendix G: Summary of Public Comments

“I would suggest that DHCD also offer some assistance to smaller housing developers, because not only are we the persons developing housing units. We are generally also program providers as well.” *Veronica Jenkins, Executive Director, Homes for Hope, Inc.*

“To address the issue of the lack of knowledge to garner appropriate housing for students with disabilities who are exiting school, we believe that an active partnership between DHCD and D.C. Public Schools is needed. The collaborative effort will become an effective approach to begin developing District-specific student and parent training on housing options available to individuals with disabilities.” *Mark Hardee, Transition Policy Analyst, District of Columbia Public Schools*

“We want to commend the D.C. Department of Housing and Community Development and the D.C. Inter-Agency Council on Homelessness for developing a permanent supportive housing plan to end chronic homelessness in the District of Columbia. We recommend that language in the DC MOU for permanent supportive housing and the consolidated RFP explicitly say that clients for PSH will be identified through a coordinated entry and assessment process that targets PSH to the most vulnerable and most in need both for initial occupancy and turnover. We also recommend that the MOU and the consolidated RFP explicitly say that PSH needs to go to people who meet the Federal definition of chronic homelessness.” *Kurt Runge, Advocacy Director, Miriam’s Kitchen*

“There is not enough accessible housing in D.C., and if it is accessible, people with disability often can’t afford it. This has always been difficult but it is even more pressing since DC Housing Authority has frozen its waiting list.” *Amber Kechane, Independent Living Specialist, District of Columbia Center for Independent Living*

“If you continue to put housing everywhere without the amenities, and I'm going to dip a little bit further, schools, safety -- if you don't make sure all of those things holistically are a part of a development, not just a housing project, you know -- look at the statistics. DHCD has been funding projects in Ward 8 for years. Schools are still not better. Crime is still high. Health is still poor. There are no real amenities. So really, it's a holistic approach.” *Charles Lindsey Ward 8 Resident*

“As DHCD determines its needs for fiscal year 2014 and 2015, it’s important that the Agency continue its efforts to support small businesses, local small business technical assistance provider organizations. And by supporting those provider organizations, you’re supporting small businesses in the District by increasing the level of funding to \$2.7 million for the SBTA program. And we’re also asking as an area or a specific need for small business is an establishment of an access to capital funds of \$2.1 million, which would be similar in structure to a CDFI through the U.S. Treasury. This would provide additional access or additional capital to small business technical assistance providers, providing additional funding in the system to continue to help and support the work that they’re doing to increase and to help to expand small businesses in the District as well. The SBTA program is a valuable and greatly needed program, as you know. And in fiscal year 2015 we are looking forward also to working collaboratively with you in rolling out the development of standardized metrics to measure the effectiveness of the SBTA program across funded agencies.” *Evette Banfield, Economic Development Policy Officer, Coalition for Nonprofit Housing & Economic Development*



Appendix H: Pipeline of Projects to be Funded

Project Name	Project Type	Closing Date	Units	Funding Requested
Holy Comforter St Cyprian *	Community Facility	Closed	-	\$3,600,000
Israel Manor Life Learning Center *	Community Facility	Closed	-	\$4,000,000
South Capitol Shopping Center Garage +	Community Facility	Q4 FY14	-	\$970,755
30th Place Crescent Townhomes *	Multifamily - New Construction	Closed	26	\$900,000
62nd Street Apartments *	Multifamily - New Construction	Closed	39	\$3,000,000
Metro Village *	Multifamily - New Construction	Closed	120	\$7,990,000
11th Street Assisted Living Facility +	Multifamily - New Construction	Q4 FY14	14	\$990,526
2321 4th Street, NE +	Multifamily - New Construction	Q4 FY14	116	\$7,306,239
Grandview Estates II +	Multifamily - New Construction	Q4 FY14	46	\$4,110,788
4000 Benning Road Project	Multifamily - New Construction	Q1 FY15	71	\$6,374,490
Capitol Gateway Marketplace	Multifamily - New Construction	Q1 FY15	312	\$13,000,000
Gainesville Court	Multifamily - New Construction	Q1 FY15	19	\$800,000
The Beacon Center	Multifamily - New Construction	Q1 FY15	99	\$15,611,461
The Grove at Parkside	Multifamily - New Construction	Q1 FY15	186	\$12,800,000
Cedar Flats	Multifamily - New Construction	Q2 FY15	152	\$1,000,000
Girard Street Community Partners	Multifamily - New Construction	Q2 FY15	25	\$990,990
2255 Martin Luther King Jr. Ave SE	Multifamily - New Construction	Q3 FY15	57	\$8,427,230
Bowen Place	Multifamily - New Construction	Q3 FY15	40	\$2,761,914
Square 769N Affordable	Multifamily - New Construction	Q3 FY15	34	\$887,618
West End - Square 50	Multifamily - New Construction	Q3 FY15	55	\$4,996,262
Archer Park	Multifamily - New Construction	Q4 FY15	190	\$7,639,000
Plaza West	Multifamily - New Construction	Q4 FY15	223	\$14,550,000
Parkway Overlook +	Multifamily - Pre-Development	Q4 FY14	222	\$750,000
Spring Road +	Multifamily - Pre-Development	Q4 FY14	80	\$950,000
Blair Road Project +	Multifamily - Rehabilitation	Q4 FY14	8	\$336,000
Channel Square +	Multifamily - Rehabilitation	Q4 FY14	147	\$7,400,000
Delta Commons at Benning Road +	Multifamily - Rehabilitation	Q4 FY14	36	\$600,000
The Gregory Apartments +	Multifamily - Rehabilitation	Q4 FY14	124	\$2,650,000
Tobias Henson Apts. +	Multifamily - Rehabilitation	Q4 FY14	64	\$1,195,000
4000 Kansas	Multifamily - Rehabilitation	Q1 FY15	22	\$3,012,044
Atlantic Terrace & Atlantic Gardens	Multifamily - Rehabilitation	Q1 FY15	303	\$10,600,000
Benning Heights Apartments	Multifamily - Rehabilitation	Q1 FY15	148	\$5,012,387
Kara House	Multifamily - Rehabilitation	Q1 FY15	10	\$1,449,114
Hope and a Home Scattered Sites II	Multifamily - Rehabilitation	Q2 FY15	4	\$302,032
Langdon Lofts	Multifamily - Rehabilitation	Q2 FY15	34	\$2,441,230
4300 12th Street SE	Multifamily - Rehabilitation	Q3 FY15	26	\$9,712,304
Manna Brightwood TOPA Pool	Multifamily - Rehabilitation	Q3 FY15	50	\$981,778
Texas & Minnesota Ave	Multifamily - Rehabilitation	Q3 FY15	77	\$4,798,000
HELP Walter Reed	Multifamily - Rehabilitation	Q4 FY15	75	\$7,380,798



Project Name	Project Type	Closing Date	Units	Funding Requested
Israel Manor Senior Residences *	Special Needs - New Construction	Closed	47	\$1,514,000
North Capitol Commons +	Special Needs - New Construction	Q4 FY14	123	\$8,190,000
SOME Benning Road	Special Needs - New Construction	Q1 FY15	198	\$17,947,789
Cornerstone Comm Supp Housing +	Special Needs - Rehabilitation	Q4 FY14	7	\$1,481,613
Owen House +	Special Needs - Rehabilitation	Q4 FY14	4	\$673,258
Partner Arms I +	Special Needs - Rehabilitation	Q4 FY14	14	\$841,297
Altamont Place	Special Needs - Rehabilitation	Q1 FY15	38	\$4,300,000
HFH Transition House	Special Needs - Rehabilitation	Q1 FY15	7	\$779,000
Maycroft Redevelopment Project	Special Needs - Rehabilitation	Q1 FY15	64	\$8,318,485
Miriam's House	Special Needs - Rehabilitation	Q1 FY15	25	\$1,079,464
Phillis Wheatly	Special Needs - Rehabilitation	Q1 FY15	84	\$2,188,000
N Street Village	Special Needs - Rehabilitation	Q3 FY15	95	\$2,984,100
SOME Walter Reed	Special Needs - Rehabilitation	Q3 FY15	40	\$5,838,926
5741 Colorado Cooperative *	TOPA - Acquisition	Closed	28	\$2,522,546
Portner Place *	TOPA - Acquisition	Closed	48	\$2,400,000
Kenyon House Tenants Association +	TOPA - Acquisition	Q4 FY14	8	\$48,000
Maya Angelou Cooperative	TOPA - Acquisition	Q1 FY15	9	\$780,000
1314 K Street SE Cooperative	TOPA - Acquisition	Q2 FY15	12	\$497,962
Sierra Cooperative *	TOPA - Rehabilitation	Closed	20	\$1,502,000
1919 Calvert St. NW Tenants Assoc +	TOPA - Rehabilitation	Q4 FY14	14	\$1,400,000
22 Atlantic Cooperative Association +	TOPA - Rehabilitation	Q4 FY14	15	\$1,449,841
Juniper Heights +	TOPA - Rehabilitation	Q4 FY14	92	\$6,750,000
Pleasant Park Cooperative, Inc. +	TOPA - Rehabilitation	Q4 FY14	60	\$6,095,040
Parkchester Apartments	TOPA - Rehabilitation	Q1 FY15	94	\$6,413,410
The Norwood	TOPA - Rehabilitation	Q2 FY15	84	\$593,250
Total			4,484	\$268,865,941
* denotes that project has closed, but may be still be receiving funding in FY2015				
+ denotes that project is scheduled to close in DHCD FY2014 (ending 9/30/2014) but may close in FY2015 (10/1/2014-9/30/2015)				



Appendix I: HOPWA 2015 Action Plan

Housing Opportunities for Persons with AIDS

HOPWA

Consolidated Housing Plan for the Washington, DC Eligible Metropolitan Statistical Area



2014 - 2015





Acronyms and Abbreviations

AA	Administrative Agent(s)
AMI	Area Median Income
ANTS	AIDS Network of the Tri-State Area
CAPER	Consolidated Annual Performance and Evaluation Report
CHAS	Comprehensive Housing Affordability Strategy
CNI	Community Networks, Incorporated
DCFPI	DC Fiscal Policy Institute
DHCD	District of Columbia Department of Housing and Community Development
DOES	District of Columbia Department of Employment Services
EMSA	Eligible Metropolitan Statistical Area
FBH	Facility-Based Housing
FPL	Federal Poverty Level
FMR	Fair Market Rent
FY	Fiscal Year
HAHSTA	HIV/AIDS, Hepatitis, Sexually Transmitted Diseases & Tuberculosis Administration
HOPWA	Housing Opportunities for Persons with AIDS
HQS	Housing Quality Standards
HUD	U.S. Department of Housing and Urban Development
MHAP	Metropolitan Housing Access Program
NAHC	National AIDS Housing Coalition
NVRC	Northern Virginia Regional Commission
PLWA	People living with AIDS
PLWH	People living with HIV (not AIDS)
PLWHA	People living with HIV/AIDS
RFA	Request for Applications
SIB	Strategic Information Bureau of the HAHSTA
STRMU	Short-Term Rent, Mortgage and Utility Assistance Program
TBRA	Tenant-Based Rental Assistance Program



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Executive Summary

The FY14 Annual Action Plan for the Washington DC eligible metropolitan statistical area (EMSA) describes the important role the Housing Opportunity for Persons with AIDS (HOPWA) grant plays in the lives of persons living with HIV/AIDS (PLWHA) in the region. Persons living with HIV/AIDS, project sponsors and grant administrators consistently cite the lack of housing assistance funds as a critical gap in services for PLWHA. The Action Plan in conjunction with the Consolidated Housing Plan for 2010 through 2015 thoroughly examines the difficulties faced by low-income PLWHA, strengths and challenges in the delivery of services, and the impact of HOPWA funding in improving the lives of PLWHA.

The Continuum of Care

HOPWA funding supports the housing needs of over 30,000 PLWHA across parts of four jurisdictions, including the District of Columbia, Maryland, Virginia, and West Virginia; each jurisdiction has its own unique housing system, political environments and disease profiles. The EMSA for the Washington DC Region includes the District of Columbia; portions of Virginia; three counties in Maryland; and Jefferson County, West Virginia. During fiscal year 15, there will be two additional jurisdictions added in Virginia. They are Culpepper and Rappahannock County.

The District of Columbia Department of Housing and Community Development (DHCD) is the formula grantee for the HOPWA grant for the EMSA, and the HIV/AIDS, Hepatitis, STD & TB Administration (HAHSTA) of the District of Columbia Department of Health. HAHSTA administers funding and works with Administrative Agents (AA) and organizations in each of the jurisdictions to ensure that services meet regional needs and federal guidelines. Although services vary among jurisdictions, the EMSA supports the following HOPWA services:

- Tenant Based Rental Assistance (TBRA)
- Facility Based Housing (FBH)
- Short-Term, Rent, Mortgage, and Utility Assistance (STRMU)
- Housing Information and Referral Services: Intake, Assessment, and Linkage Services
- Support Services
- Two capital projects

Consolidated Housing Plan Development Process

The Consolidated Housing Plan provides detailed information on current housing and community development needs and priorities, and serves as a strategic planning tool to address these issues. HUD requires the annual submission of an Action Plan that identifies available resources and specific actions to be taken to address issues outlined in the Plan. The methodology used to develop the Consolidated Housing Plan and the FY 2015 Action Plan was comprehensive and multifaceted. The steps in the development process included:

- Review of Existing Needs Assessment Data
- Project Sponsor Roundtables
- Project Sponsor Survey
- Administrative Agent Survey
- Review of Epidemiological Data
- Review of Current Research and Reports

Successes of the System

Since the development of Consolidated Housing Plans, HAHSTA staff and Administrative Agents have been successful in improving the implementation of HOPWA in the EMSA.

Maximized Fiscal Capacity

HAHSTA staff and Administrative Agents have worked diligently to improve fiscal oversight and allocation of HOPWA funds in an effort to significantly influence the distribution of these resources to address current and emerging needs of PLWHA, and continue to collaborate and develop strategies to ensure full utilization of HOPWA funds.



These efforts have been largely successful as evidenced by an increase in the number of housing supports available in the EMSA. As unspent funds from previous years are exhausted, and funds from the current year remain relatively flat, the net effect is to contribute to the increasing gap between funds available and an increase in documented needs for services.

Maximized Access to Housing Services

HAHSTA staff and Administrative Agents have streamlined and improved service access and delivery processes for PLWHA which have resulted in a reduction in administrative expenses. Providers surveyed as part of the Consolidated Housing Plan development process indicated these systemic changes significantly reduced barriers to PLWHA participation by consolidating resources and ensuring that clients can access housing in one central location⁵.

Optimized Use of Housing Information and Referral Services

Housing information and referral services are an integral part of the overall housing system for the EMSA and includes a broad spectrum of programs that provide (1) information exchange around housing and housing-related services; (2) assessments for individual client needs; and (3) referral and linkage to alternate support and housing services for clients both engaged in housing services and on the TBRA and FBH waiting list. Critical among these support services are those designed to assist clients in achieving maximum self-sufficiency, including learning to budget money.

Ensure Quality Housing Options

Despite the increased demand for HOPWA funded housing assistance over the last several years, HAHSTA staff and Administrative Agents remain committed to ensuring that the assistance provided to clients is comprehensive, ethical, compassionate, and of the highest quality. This is achieved by ensuring that housing quality standards are being met through inspections for program participants, improving access to housing for those on wait lists, increased coordination between housing and support services funded through alternate funding sources, and ensuring technical assistance to staff and project sponsors.

Barriers to Care

In addition to system-wide successes, the EMSA also faces significant challenges to addressing the housing needs of PLWHA.

Challenges Administering Grants across Jurisdictions

The Washington DC EMSA covers a wide geographic area that encompasses portions of four states. Each state has diverse housing needs which can present challenges for service delivery and may require a different set of HOPWA services to address those challenges.

Challenges Addressing the Complexity of Client Needs

Clients in the EMSA face a number of barriers achieving self-sufficiency, including poverty, a lack of affordable housing options, language and cultural barriers, and systemic barriers such as poor credit. These issues often require the coordination of additional services including, medical, employment rehabilitation, credit counseling and budget training; support services such as substance abuse treatment and mental health diagnosis and treatment; and non-HOPWA funded housing programs such as the Housing Choice Voucher Program.

Priorities for Service Delivery 2011 – 2015

Based on input from stakeholders, the EMSA has developed several priorities that seek to improve the ability of PLWHA to access affordable housing. These priorities include:

1. Prioritizing Direct Housing Supports

The lack of affordable housing support options for PLWHA in the EMSA requires the prioritization of direct housing support in order to minimize the risk of homelessness. This involves a mix of short-term and long-term program supports



to address the multiple needs of the community. Additionally, HAHSTA staff and Administrative Agents will have to examine a variety of options to ensure that funding is focused primarily on those most in need of housing, as well as at-risk for negative health outcomes.

2. Improving Coordination and Collaborative Efforts

HAHSTA staff has continued to act on its commitment to collaborate with Administrative Agents to improve the coordination of services and outcomes for clients in the EMSA through several goals: (1) better access to exit strategies for clients on tenant-based rental assistance (TBRA) or in facility-based housing (FBH), (2) improved access to an array of support services by creating linkages with non-HOPWA programming, and (3) strengthened oversight processes.

3. Focusing on Data Collection and Needs Assessment

Collecting data across four different states has proven to be a challenging task to the EMSA. Over the last several years HAHSTA and Administrative Agents have taken steps to improve the data collection process. During this time, analysis focused on how data was collected and reported and exploring efforts to address unmet housing needs. As the EMSA works towards examining strategies for prioritizing housing costs and coordinating systems, comprehensive data on PLWHA utilization of services as well as needs assessment data will help HAHSTA and Administrative Agents to make data-based and data-driven decisions.

4. Improving Tools for Communication and Empowerment

A common theme among project sponsors, PLWHA, and Administrative Agents is a need to improve tools for clients and providers that would allow them to navigate the continuum of housing services. The goal is to increase knowledge, empower clients, and ensure consistency in communicating policies, procedures and other protocols to project sponsors and PLWH.

5. Capacity Building through Technical Assistance and Outreach

Another priority for the EMSA is to build system-wide capacity through technical assistance and outreach. In this context, capacity refers to a variety of opportunities for growth such as improving access to affordable housing stock, strengthening the infrastructure of project sponsors to deliver high quality housing and related interventions with PLWHA, and increasing the ability of HAHSTA and Administrative Agents to create systems that meet the needs of a complex community.

The goals and objectives outlined in the Consolidated Housing Plan serve as a guide for stakeholders to use in their efforts to serve the residents of the Washington D.C. EMSA. For the grantee and Administrative Agents, the Consolidated Housing Plan will be helpful in guiding the delivery of housing services to People living with HIV/AIDS.



Chapter 1: Introduction

Chapter 1 provides an overview of FY 2015 funding for the implementation of the Housing Opportunity for Persons with AIDS (HOPWA) grant starting with a review of the administrative structure for the implementation of the HOPWA, a socioeconomic profile of the Washington DC Eligible Metropolitan Statistical Area (EMSA), and a review of the methodology utilized to develop the Consolidated Housing Plan.

Administrative Structure

The District of Columbia Department of Housing and Community Development (DHCD) is the Formula grantee for the HOPWA grant for the Washington, DC EMSA. The mission of DHCD is to create and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia. The HOPWA grant is administered by the HIV/AIDS, Hepatitis, STD & TB Administration (HAHSTA) of the District of Columbia Department of Health (DOH). The mission of HAHSTA is to prevent HIV/AIDS, STDs, Tuberculosis and Hepatitis, reduce transmission of the diseases and provide care to persons with the diseases through treatment, education and outreach. HOPWA program goals include reducing homelessness, minimizing the risk of homelessness, increasing housing stability and promoting the general health and well-being of residents with HIV and their families.

The Eligible Metropolitan Statistical Area for the Washington DC Regional Metropolitan area includes the District of Columbia; portions of Northern and Northwest Virginia; three counties in suburban Maryland; and Jefferson County, West Virginia, and represents a subset of the CARE Act Part A eligible metropolitan area, also administered by HAHSTA. This puts HAHSTA in the unique position of administering housing programs across four states each operating within unique local housing and medical continua of care.

HAHSTA administers monies from the HOPWA grant to the jurisdictions, oversees services for residents of the District of Columbia, and supports housing programs in each of the neighboring jurisdictions through individual service agreements with a designated Administrative Agent. HAHSTA directly administers funding and oversees services for residents of the District of Columbia, and supports housing programs in each of the neighbor jurisdictions through individual service agreements with a designated administrative agent. HAHSTA program contact information is:

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Each jurisdiction administers HOPWA differently.

- Northern and Northwest Virginia: A quasi-governmental organization, the Northern Virginia Regional Commission (NVRC), serves as the administrative agency for Northern and Northwest Virginia. The service area includes the counties of Arlington, Clarke, Fairfax, Fauquier, Loudoun, Prince William, Spotsylvania, Stafford, and Warren and the cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, and Manassas Park.



- Suburban Maryland: The Prince George's County Housing Authority serves as the administrative agency for residents of Prince George's County, Calvert County and Charles County.
- Jefferson County, West Virginia: The Community Networks, Inc. (CNI) serves the dual role of administrative agency and housing service provider for this region. Though located in Berkley County CNI oversees the use of HOPWA funds for Jefferson County.

Services supported among the four jurisdictions vary based on client need and the availability of other sources of funding for housing and related services. Administrative Agents in each jurisdiction are responsible for working within their communities to conduct planning activities and implement HOPWA funding to augment the regional housing continuum. Services for each jurisdiction in fiscal year 2015 will be as follows:

The District of Columbia:

- Tenant Based Rental Assistance (TBRA)
- Facility Based Housing (Supportive Housing)
- Short-Term, Rent, Mortgage, and Utility Assistance (STRMU)
- Housing Information and Referral Services: Intake, assessment, and linkage services
- Support Services: Support services focus on those in FBH and include housing case management, nutritional services, and substance abuse counseling services.
- Two capital projects

Northern and Northwest Virginia:

- Tenant Based Rental Assistance
- Short-Term, Rent, Mortgage, and Utility Assistance Facility Operations
- Housing Information and Referral Services: Internet housing resource database, intake, assessment and linkage services
- Support Services: Legal services, case management and transportation

Suburban Maryland:

- Tenant Based Rental Assistance
- Short-Term, Rent, Mortgage, and Utility Assistance

Jefferson County, West Virginia

- Tenant Based Rental Assistance Short-Term, Rent, Mortgage, and Utility Assistance Support Services: Housing case management and transportation services



Socio-Economic Description of the Eligible Metropolitan Statistical Area

District of Columbia

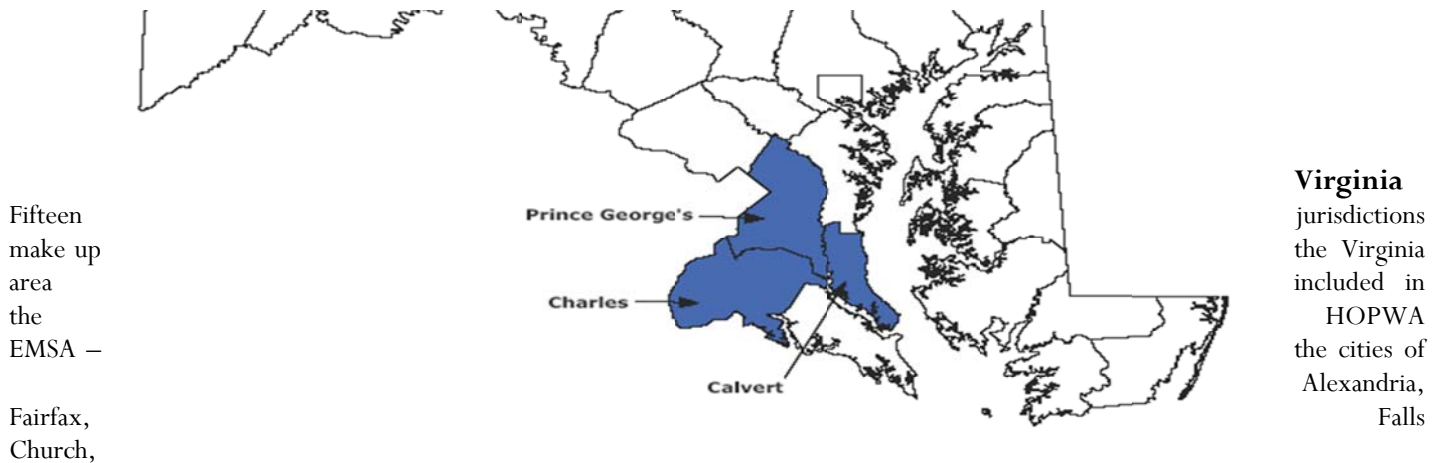
The District of Columbia comprises a relatively small geographic area of 61 square miles, but is densely urban with a diverse population. According to the U.S. Census, the estimated population for the District of Columbia in 2012 was 632,323 with 249,996 identified households. The median age was 34.9 years. The District of Columbia is a minority-majority state with 67% of the population identifying as a racial and/or ethnic minority. Of the total population 53% identified as African-American/black. In the District, 13% were foreign born and 14% of the persons above the age of five years old reported that they spoke a language other than English at home. Of those residents identified as foreign born, 47% came from Latin America, 19% from Asia, 16.9% from Europe, and 14.8% from Africa. In addition, the District had the largest percentage of women (52.7%) of any other state in the nation.



Maryland

There are three counties in Maryland (Calvert, Charles, and Prince George's Counties) included in the EMSA. These localities encompass 1,161 square miles of Maryland, or about 11.9% of the state's land area. According to US Census Bureau 2008 data, 1,050,314 people live in these three counties, representing approximately 18.6% of the state's population. The Maryland jurisdiction is very diverse both geographically and demographically. In Prince George's County, the median age is 35.6, approximately 52% of the population are women, 65.6% of the population identifies as black or African American, and 13.8% report as foreign born. Of those identifying as foreign born 52.2% come from Latin America, 27.1% come from Africa, 16.0% come from Asia, and 3.7% come from Europe. Prince George's County is the most populace of the three counties included in the EMSA accounting for 78.2% of the overall population in Maryland jurisdiction of the EMSA. Prince George's County is located adjacent to Washington D.C. has approximately 1,652 persons per square mile.

At the other end of the spectrum, the median age in Calvert County is 37.5, approximately 51% of the population are women, 82.3% of the population identifies as white and only 2.2% of the population report as foreign born. Calvert County is much less densely populated and more rural in nature with only 215 persons per square mile.



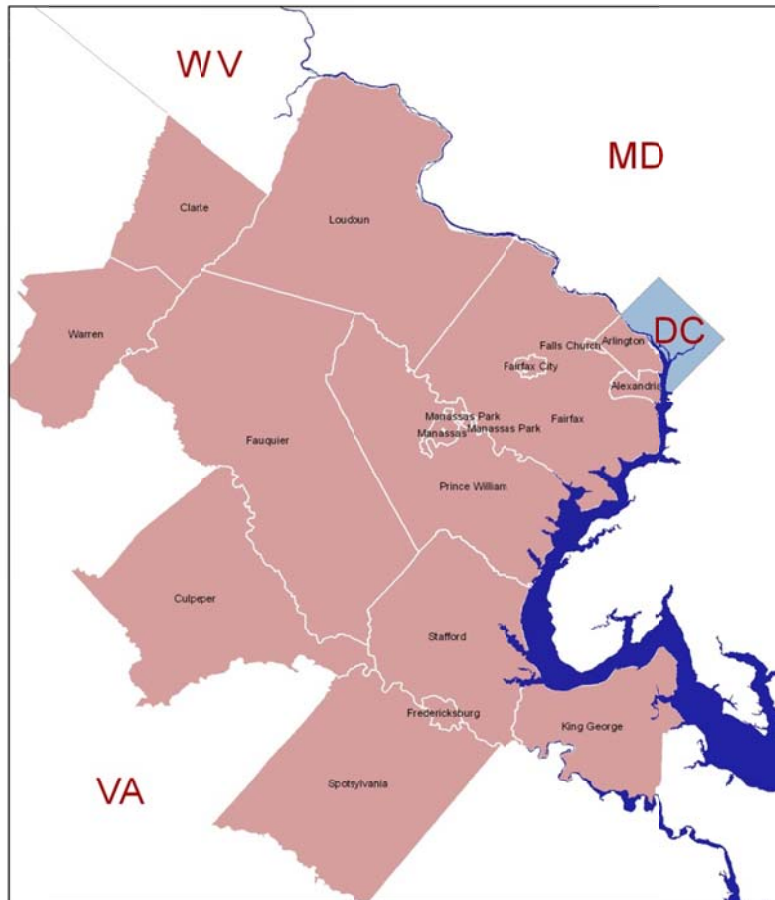
Fredericksburg, Manassas, and Manassas Park; and the counties of Arlington, Clarke, Fairfax, Fauquier, Loudoun, Prince William, Spotsylvania, Stafford, and Warren. Covering over 3,600 square miles in land area, the Virginia cities and counties of the EMSA include urban and remotely rural areas. The population density (persons per square mile) in Arlington (7,323) and Alexandria (8,452) is comparable to the urban nature of the D.C. density (9,316 persons per square mile). However, the rural county of Clarke is home to only 71 persons per square mile. Although people living with HIV/AIDS (PLWHA) are distributed geographically throughout Virginia, PLWHAs are concentrated in urban areas¹.

This area of the EMSA has one of the country's fastest growing populations. Loudoun County nearly doubled its population in the last 10 years. In the State of Virginia 10% (784,015) of the residents were foreign born and 6% reported speaking a language other than English at home. The proportion of foreign-born in the Virginia portion of the EMSA (529,145 or 22%), is more than twice the proportion of foreign-born for the state as a whole. Of foreign-born residents in Northern Virginia, 41% are from Asia, 33.5% are from Latin America, 10.4% are from Africa. Nearly one in ten (9.5%) of foreign-born Northern Virginians reported speaking English less than "very well." Northern Virginia has the largest population of Ethiopian immigrants in the country.



Figure 1.3: Map of Northern Virginia

The Northern Virginia Region



Map Courtesy of Northern Virginia Regional Commission

The Virginia portion of the EMSA reflects a diverse mix of jurisdictions, ranging from the largest urban county, Fairfax County, with just over 1 million residents to the smallest city, Manassas Park, with just over 10,000 residents located on 2 1/2 square miles entirely surrounded by the suburban county of Prince William.

West Virginia

Only one county in West Virginia, Jefferson, is included in the Washington D.C. EMSA. Jefferson County has a land area of 210 square miles and comprises approximately 2.7 % of the total population of the State of West Virginia (50,690 persons). The population of the County is remarkably different than the resident subpopulations in other parts of the EMSA. The median age of residents in Jefferson County is 38.0 years old, 89.1% of the County identifies as white, and only 3.1% of the residents report as foreign born. Approximately 54% of the Jefferson County are women, but only 4.2% of the population identify as women head of household supporting children under the age of 18. Fifty-nine percent of the County identified as married couples compared to the District where married couples only make up 22% of the households. Jefferson County is fairly rural with an approximately 201 persons per square mile.

According to the U.S. Department of Commerce, US Census Bureau's State and County QuickFacts 2011, the median income for Jefferson County is \$65,285. This is 60.58% higher than the median income for the State of West Virginia (\$39,550). The percentage of residents in Jefferson County living below the poverty level is significantly lower at 9.1% than the rest of the State of West Virginia (15.75%).

ity



Map courtesy of Wikimedia Commons at http://commons.wikimedia.org/wiki/Main_Page

Methodology

As the agency responsible for the administration of the HOPWA program in the Washington D.C. EMSA, HAHSTA spearheaded the completion of the portion of the Consolidated Plan that focuses the needs and strategic plans for persons living with HIV/AIDS. HAHSTA utilized a variety of resources and processes during both the needs assessment and planning phases of development to ensure that the Consolidated Plan and the Annual Action Plan incorporated relevant data from across the EMSA. Because the jurisdictions include parts of four different states with four different socio-political environments, the needs assessment and planning phases required multi-level coordination and consideration.

Development Process

The needs assessment process utilized four separate steps to assess the HOPWA needs of the EMSA and determine strategic goals. This process was designed to assess the housing needs of PLWHA, the scope of the HOPWA program, and the role of HOPWA in the larger housing system of care. The assessment process includes stakeholder feedback including consumers, project sponsors, and Administrative Agents in each jurisdiction in the EMSA. The processes were as follows:

- *Review of existing needs assessment data.* There is a tremendous wealth of current needs assessment data available for the EMSA. The first step in determining need was to review this data to determine common themes, data gaps, and areas to be addressed in the overall strategic plan;
- *Roundtables.* DHCD roundtable discussions to get feedback from both providers and consumers about the overall system of housing care and the impact of HOPWA within the continuum;



- *Review of Epidemiological Data.* The Strategic Information Bureau of HAHSTA compiled epidemiology data from each jurisdiction to develop an overall picture of PLWHA in the EMSA as well as to make projections about the overall needs of PLWHA in the EMSA over the next five years.

Data Sources

The data sources incorporated in the Consolidated Plan includes existing planning reports and publicly available data on HIV/AIDS, homelessness and housing.

HIV/AIDS Epidemiology Data

The Bureau utilized jurisdictional epidemiological data in conjunction with the 2012 CAPER data to estimate PLWHA infection rates and housing needs in the EMSA for the next five years.

Publicly Available Data Sources

State of the Cities Data Systems: Comprehensive Housing Affordability Strategy (CHAS) Data

CHAS data are prepared by the U.S. Department of Housing and Urban Development using data from the U.S. Census Bureau from 2010 to assist HOME and CDBG grantees in the development of their Consolidated Housing Plan.

American Community Survey

The American Community Survey (ACS) is a nationwide survey designed to provide communities a fresh look at how they are changing. It is a critical element in the Census Bureau's reengineered decennial census program. The ACS collects and produces population and housing information every year instead of every 10 years.ⁱⁱ HAHSTA utilized this data to develop overall community demographic profiles.

2011 Count of Homeless Persons in Shelters and on the Streets in Metropolitan Washington

Created by the Metropolitan Washington Council of Governments, this report tracks the number of people found on the streets, in emergency shelters, in transitional and permanent supportive housing, or otherwise homeless and in need of a safe shelter. These data represent persons locally served by a Continuum of Care (CoC), as defined by the U. S. Department of Housing and Urban Development (HUD) under the McKinney-Vento Homeless Assistance Act, Continuum of Care Homeless Assistance Program. The enumeration is a one day point-in-time snap shot of persons served by the nine jurisdictions in the Washington, D.C. metropolitan region that have received funding through the HUD Continuum of Care Homeless Assistance Program. This report was used to examine the impact of homelessness on PLWHA in the EMSA.

DC Fiscal Policy Institute Report: NOWHERE TO GO: As DC Housing Costs Rise, Residents Are Left With Fewer Affordable Housing Options

Published on February 5, 2010, this study conducted by the DC Fiscal Policy Institute details recent changes to the housing stock and housing affordability index in the District of Columbia and the impact of these changes on low- to moderate- income families. The DC Fiscal Policy Institute conducts research and public education on budget and tax issues in the District of Columbia, with a particular emphasis on issues that affect low- and moderate-income residents. This study can be found at <http://dcfpi.org/>



Chapter 2: HIV/AIDS in the Washington, D.C. EMSA

This section provides an overview of diagnosed and reported persons living with HIV/AIDS in the Washington DC eligible metropolitan statistical area (EMSA) as of December 31, 2012. The DC EMSA contains counties and cities in four states, including the entire District of Columbia. Data presented here describe the general characteristics living HIV/AIDS cases for the entire EMSA and by each jurisdiction of the EMSA.

DC EMSA Jurisdictions

The Washington, DC EMSA is unique in that it covers parts of four states and includes urban, suburban, and rural areas. The District of Columbia contributed 19,861 persons living with HIV/AIDS (PLWHA) to the EMSA. The Maryland jurisdiction of the DC EMSA had 12,444,563 PLWHA and consists of Prince George's, Calvert, and Charles counties. There were 9,596 PLWHA in the Virginia jurisdiction which includes the counties of Arlington, Clarke, Fairfax, Fauquier, Loudoun, Prince William, Spotsylvania, Stafford, and Warren and the cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, and Manassas Park. The West Virginia jurisdiction consists of Jefferson County and had 327 PLWHA. Each jurisdiction differs greatly in population characteristics and in the demographic characteristics of people living with HIV/AIDS. Figure 2.1 depicts the distribution of PLWHA by DC EMSA jurisdiction. The majority of the 42,228 PLWHA in 2011 were residents of District.

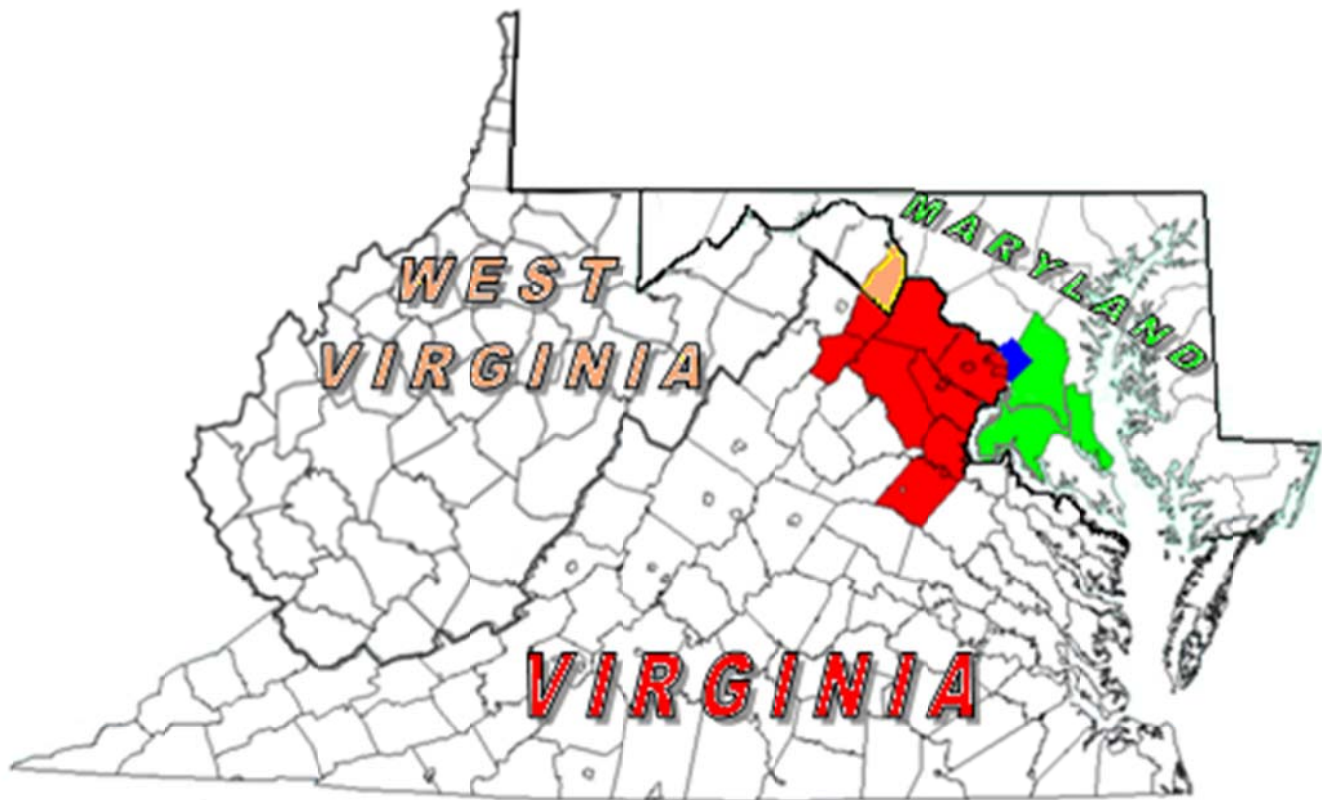


Chapter 3: System of HOPWA-Funded Housing and Housing Services

Chapter 3 describes the system of HOPWA funded housing and housing services in the EMSA including a review of the distribution of HOPWA in the EMSA, the role of the grantee and Administrative Agents, Project Sponsor profiles, and a EMSA housing inventory.

Services supported among the four jurisdictions vary somewhat based upon client need and the availability of other sources of funding for housing and housing-related services. Administrative Agents in each jurisdiction are responsible for working within their communities in conjunction with the HAHSTA to implement HOPWA funding to augment the regional housing continuum.

Figure 3.1: HOPWA Washington D.C. Eligible Metropolitan Area



Grantee

The Department of Housing and Community Development is the formula grantee for HOPWA and receives HOPWA dollars from HUD and awards funds to local community-based organizations in the Washington, DC EMSA. The mission of DHCD is to create and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia. HOPWA is administered by the HIV/AIDS, Hepatitis, STD & TB Administration (HAHSTA), formerly HAA (HIV/AIDS Administration), of the District of Columbia Department of Health. The mission of HAHSTA is to prevent HIV/AIDS, STDs, tuberculosis and hepatitis, reduce transmission of the diseases and provide care and treatment to persons with the diseases.



HOPWA's program goals are to reduce homelessness, minimize the risk of homelessness, increase housing stability and promote the general health and well-being of residents with HIV and their families.

The EMSA for the Washington DC Regional Metropolitan area includes the District of Columbia; portions of Northern and Northwest Virginia; three counties in suburban Maryland; and Jefferson County, West Virginia, and represents a subset of the CARE Act Part A eligible metropolitan area, which is also administered by HAHSTA. This puts HAHSTA in the unique position of administering housing programs across parts of four states each operating within unique local housing and medical continua of care. HAHSTA contracts out with administrative agents or sub-recipients in each of the suburban jurisdictions comprised in the EMSA. Administrative Agents, in turn will sub-contract with local service providers based on the community needs and in conjunction with statewide housing Action Plans applicable to the region.

HAHSTA is responsible for the distribution of HOPWA funds to the jurisdictions. HAHSTA distributes these funds to each jurisdiction based on cumulative AIDS case rates, the impact of distribution on overall housing stability within the EMSA; and each jurisdiction's ability to expend the allocation in previous years. The basis for the administration of the HOPWA program is coordination of the five-year Consolidated Housing Plan, the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER). HAHSTA provides overall leadership in the development and implementation of these planning tools. Working with Administrative Agents, HAHSTA sets EMSA wide programmatic and fiscal goals; provides technical assistance to the Administrative Agents and project sponsors EMSA wide; ensures that the system of housing care EMSA wide meets legislative requirements; and collaborates with the US Housing and Urban Development (HUD). HAHSTA monitors Administrative Agents for programmatic and fiscal compliance by reviewing quarterly programmatic reports, conducting annual site visits, facilitating monthly teleconferences, and providing technical assistance as needed.

In FY 2014, HUD awarded the EMSA \$12,479,642 in HOPWA funds for the implementation of HIV/AIDS housing programs. During the same fiscal year, the Washington, DC EMSA spent more than twelve million in support and housing services. The difference is attributable to the lack of affordable housing resources. Despite efforts to increase housing inventory, an increase in the number of clients needing housing coupled with increases in the Fair Market Rent in the area has made it very difficult to find affordable housing. This has resulted in long waiting lists for many HOPWA programs. HAHSTA expects that by the end of FY 2014 those unexpended dollars from prior years will have been fully spent and without an increase in federal funding current wait lists will consequently grow.

HAHSTA awards sub-grants to project sponsors in the District through a competitive Request for Application (RFA) process. In 2014, HAHSTA awarded sub-grants to 9 agencies. These agencies provided the following services in the District of Columbia:

- Tenant Based Rental Assistance (TBRA) – Single Point of Payment
- Project Based Rental Assistance (PBRA or Supportive Housing)
- Short-Term, Rent, Mortgage, and Utility Assistance (STRMU)
- Housing Information and Referral Services: Intake, Assessment, and linkage services – Single Point of Entry

Administrative Agencies

HIV/AIDS, Hepatitis, STD & TB Administration (HAHSTA)

Based on cumulative AIDS cases, the District receives approximately 61.8% of the overall EMSA award for housing and housing-related services. HAHSTA oversees HOPWA programs both fiscally and programmatically to ensure coordination within the overall housing continuum of care, efficiency in service delivery, and compliance with federal and local regulations. HAHSTA awards sub-grants to community partners through a competitive process. Periodically, HAHSTA issues a Request for Applications (RFA). Independent reviewers rank applications received based on objective criteria, such as ability to provide services to targeted populations. The Director of the Department of Health makes final decisions based on the ranking of each application, the history of programmatic performance, and the need for services within the continuum of care.



In addition, to ensure that HOPWA services are delivered consistent with local and federal laws, HAHSTA provides oversight and technical assistance to providers and sub grant recipients. Two HAHSTA Project Officers provide programmatic oversight to HOPWA providers. The programmatic monitoring process includes review of monthly programmatic reports, annual site visits, and individualized technical assistance as needed. Grants management specialists provide fiscal oversight for the HOPWA providers. The fiscal oversight process includes monthly review of invoices and source documentation, annual site visits, and technical assistance as needed. The goal of monitoring is to ensure that services agreed to are being performed accordingly, that providers are compliant with local and federal guidelines applicable to each jurisdiction. Monitoring also includes technical assistance, remediation and/or corrective action if a provider fails to meet programmatic and/or fiscal targets.

Prince George County Department of Housing Authority (Suburban Maryland)

The HOPWA program in Suburban Maryland funds services in Prince George's, Calvert, and Charles Counties. In FY 2014, Maryland sub-contracted with two project sponsors to deliver the following services:

- Tenant-Based Rental Assistance (TBRA)
- Short-Term Rent, Mortgage and Utility Assistance (STRMU)

The Housing Authority distributes funds to Calvert and Charles Counties using cumulative AIDS case ratios as the basis for the award. The Housing Authority has chosen two vendors as project sponsors for the HOPWA program and implements contracts with those vendors. In addition to selecting and implementing contracts, the Housing Authority monitors the Project Sponsors fiscal and programmatic compliance. This includes review of monthly program reports, annual site visits, and examination of monthly invoices and source documentation.

HOPWA programs in Suburban Maryland are operated in collaboration with a broader continuum of care that assists clients to meeting their daily needs for housing, mental health, substance abuse and other support services. The priorities and allocations of the Suburban Maryland region correlate with those of the Washington, D.C. Eligible Metropolitan Area.

Northern Virginia Regional Commission (NVRC)

NVRC is a state-chartered, council of local governments, which exists to help localities in Northern Virginia plan more effectively for future needs. NVRC acts as a convener, neutral forum, technical assistant, staff support, and in the case of HOPWA, the fiduciary agent receiving funds on behalf of Virginia localities within Metro Washington EMSA. The Northern and Northwest Virginia portion of the EMSA serves the counties of Arlington, Clarke, Fairfax, Fauquier, Loudoun, Prince William, Spotsylvania, Stafford, and Warren and the cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas, and Manassas Park. NVRC directly operates the Housing Information and Referrals services program and funds 6 sub-grants to community-based organizations and local housing authorities to provide the following services:

- Tenant-Based Rental Assistance (TBRA)
- Short-Term Rental, Utility and Mortgage Assistance (STRMU)
- Facility Operations
- Housing Information and Referral Services: Internet housing resource database, intake, assessment and linkage services
- Support Services: legal services, benefits counseling, case management and transportation

In the Northern Virginia area there are a limited number of organizations with the capacity to provide HOPWA services. NVRC works throughout the year to build capacity with regional organizations. Each fiscal year, NVRC initiates contracts with project sponsors based on the overall need and jurisdictional HOPWA goals. NVRC monitors fiscal and programmatic compliance through reviews of monthly programmatic reports, annual site visits, and examination of monthly invoices and supporting documentation.

In addition to being the sub-recipient for HOPWA services, NVRC serves as the Administrative Agent for the distribution of Ryan White CARE Act Part A funding in the region. As a result, the NVRC is able to assess the comprehensive needs of clients in the region and coordinate housing and medical services in a fuller continuum of care for residents of the region.

Note: There will be two additional jurisdictions added in this area during FY15.



West Virginia AIDS Network of the Tri-State Area

The Community Networks, Inc. (CNI) is a sub-recipient for HOPWA services in Jefferson County, West Virginia. CNI acts as the Administrative Agent for the Ryan White CARE Act Part A as well as the sub-recipient for HOPWA funding. CNI operates both as a sub-recipient and as a project sponsor providing administrative oversight to the region and direct services to clients. Currently Jefferson County, West Virginia is the only jurisdiction in the EMSA not experiencing waiting lists for TBRA and STRMU.

Entry into Housing Care and Linkages to Support Services

District of Columbia and Suburban Maryland

The District of Columbia and Suburban Maryland HOPWA programs utilize a consolidated “single point of entry” program known as Metropolitan Housing Access Program (MHAP), which is the primary entry for all clients requiring HOPWA assistance. MHAP services include:

- Eligibility assessment and data collection;
- Linkages to other available housing programs and services;
- Client intake and enrollment services;
- Online access to HOPWA housing applications;
- Links to the DHCD online housing search engine and other housing resources lists;
- Active engagement and contact for clients on the TBRA waiting list; and
- Resource linkage for those on the waiting list.

Clients can submit applications for assistance through a case management program or eligibility specialists located within the Metropolitan Housing Access Program. MHAP collaborates with case management systems primarily funded through the Ryan White CARE Act to ensure that applications are readily available and documentation requirements clearly explained. As part of the application process, clients are assessed for support services and are linked to health and housing services as needed.

In the District, there is also another way clients may enter into the HOPWA system. Several providers operate emergency or transitional facility-based housing (FBH) programs. In order to best serve clients with imminent needs many programs accept clients from a variety of referral sources including hospitals, substance abuse treatment facilities, homeless shelters, and HIV primary care providers among other providers. In these instances, the FBH project sponsor will assess for eligibility and submit an application and eligibility information to MHAP within 30-days of accepting the client.

Northern Virginia

Clients may submit applications through the HIV Resource Project operated and maintained by NVRC through an interactive web site (<http://www.novaregion.org/index.aspx?NID=377>) or by contacting a resource specialist by telephone. Services available through the HIV Resource Project include:

- Eligibility assessment and data collection;
- Assessment for support services needs and linkages to other available housing programs and services;
- Client intake and enrollment services;
- Online access to HOPWA housing applications;
- Links to electronic apartment searches;
- Active engagement and contact for clients on the TBRA waiting list; and
- Resource linkages for those on the waiting list.

Clients may also access the program through one of the NVRC project sponsors who are contracted to provide HOPWA services, or will refer the client to the Housing Information and Referral program for additional resources.



West Virginia

The Administrative Agent in West Virginia is also the primary support services provider in this rural community. As such, CNI has developed referral relationships with other non-profit organizations serving both HIV positive and/or homeless persons. Once a client is referred to CNI, the individual is assessed for eligibility and for medical and housing needs. The case manager develops an individualized treatment plan with the client that includes linkages to resources including non-HOPWA funded housing programs, a housing plan for stability, and applications for HOPWA programs. Currently, there are no waiting lists for services in Jefferson County.

Successes in the System

Maximized Fiscal Capacity

Over the past five years, HAHSTA and Administrative Agents have worked to improve fiscal oversight in order to maximize capacity and ensure that annual monies awarded are fully and appropriately spent within the fiscal year. In prior years, the EMSA struggled to maximize systems in order to fully expend HOPWA dollars. The EMSA not only expanded programmatic and fiscal systems to fully expend all dollars awarded to the EMSA, but was able to address increasing client needs by utilizing dollars unspent in prior fiscal years. As a result, the EMSA has nearly spent previous year's under-expenditures. Going forward, there are no unexpended dollars from previous years available to assist in meeting current housing needs. Because the need for housing is far greater than the amount of funding provided, additional funds are needed.

Current budgetary planning for the EMSA ensures fiscal capacity will remain in place for FY 2014 and targets housing needs. HAHSTA examined the needs of clients requesting HOPWA services as well as increased waiting lists for all housing assistance programs and has decided to prioritize those services that primarily assist clients with housing costs that cannot be accessed with increased coordination within the continuum of care. In order to do this HAHSTA decided to leverage existing support services dollars and focus the annual HOPWA award on housing costs.

Streamlined Single Point of Entry and Single Point of Payment for TBRA

Over the past several years, HAHSTA and Administrative Agents in Maryland began the process of streamlining the TBRA and STRMU delivery processes in the District and in Maryland. This included both a single point of entry for clients requesting services and a single point of payment for processing and payment of rent subsidies and payment checks. The new single point of entry program is called the Metropolitan Housing Access Program (MHAP). Providers indicated in the Housing Inventory Survey completed as part of the Consolidated Plan that the MHAP program reduced barriers to client participation by consolidating resources, reducing administrative costs and ensuring that clients can access housing in one central location.

In addition to improving services through MHAP, HAHSTA and the Prince George's County Housing Authority successfully transferred all clients receiving a TBRA voucher and/or awarded STRMU assistance to a single point of payment program. HAHSTA and the Housing Authority maximized the number of dollars going into direct client programming by decreasing the amount of dollars required to administer the program. The single point of payment system also ensures that clients know where to turn for questions about their TBRA voucher. For TBRA, services at the single point of payment include:

- Monthly processing and payment of TBRA vouchers;
- Program orientation, program enrollment, and assistance with establishing a rental lease for clients newly enrolled in TBRA;
- Coordination with certified housing inspectors for the implementation of annual Housing Quality Standards inspections to ensure the safety of all clients receiving a TBRA voucher; and
- Annual re-certifications to assess continued client eligibility of clients enrolled in the program.

Maximized Access to Housing Services

Over the past several years HAHSTA in collaboration with Administrative Agents made a series of strategic programmatic changes to improve clients' ability to manage their own housing needs and maximize their access to housing services.



HAHSTA worked with community partners to increase the flexibility of the application process for HOPWA assistance programs by eliminating the need to apply through case management systems and by providing universal access to applications through internet links and expanded application assistance through the Metropolitan Housing Access Program (MHAP) for the District of Columbia and Maryland and through the HIV Resources Project in Northern Virginia.

Additionally, HAHSTA worked with MHAP to increase program support for clients in the District of Columbia to begin actively managing clients on TBRA and FBH waiting lists with the goal of expanding access to services beyond HOPWA funded programming and providing homeless prevention services to clients not able to access TBRA or FBH programs. This included improving coordination for clients by linking the websites for the MHAP to the DHCD affordable housing search engine www.DCHousingsearch.org and encouraging landlords and clients to use the system.

In Northern and Northwest Virginia, the NVRC similarly increased active support for clients on TBRA wait lists through the HIV Resources Project (<http://www.novaregion.org/index.aspx?nid=684>), an internet resource center that includes an affordable housing search engine and links to local housing and medical resources. The HIV Resources Project now includes staff that actively engages and support clients on waiting lists through increased contact, on-going needs assessment and resource linkages.

In addition, the EMSA eliminated monthly case management home visits required for all TBRA clients and targeted case management services to those in need. HAHSTA and Administrative Agents worked to improve linkages for support services to non-HOPWA funded programs such as Ryan White Case Management and the District Department of Employment Services (DOES). In the District of Columbia, the Ryan White Planning Council and HAHSTA tied housing need and assessment to the newly developed medical case management acuity scale. By incorporating housing into the medical case management acuity scale, HAHSTA ensures that clients needing housing support are adequately linked to medical services and that the scale incorporates each client's ability to access safe, affordable housing into the level of case management services received. Administrative Agents in each jurisdiction work with local planning bodies associated with the Planning Council to adopt similar tools that will ensure that housing assessments are routinely included in case management protocols.

Optimized Use of Housing Information and Referral Services

Housing Information and Referral services are an integral part of the overall housing system for the District, Maryland and for Northern Virginia. Housing information and referrals services includes a broad spectrum of programs that provide information exchange around housing and housing-related services; assessments for individual client needs; and referral and linkage to alternate support and housing services for clients engaged in housing services and on TBRA and FBH waiting lists.

In the District of Columbia the focus shifted to include an active management process for clients on waiting lists. These services include increased provider contact to ensure clients remain engaged in services, to assess clients' current housing needs, and to facilitate resource linkages. In FY 2014, the EMSA plans to expand these services to clients on the Maryland waiting list for TBRA.

In addition, the District and Suburban Maryland increased client access to HOPWA programs as well as other leveraged housing services through the MHAP web site: <http://www.housingetc.org/gatekeep.htm>.

In Virginia, housing information services were expanded to include improved services to clients on the wait list for TBRA, Supportive Housing and STRMU. Staff from the HIV Resource Project maintains monthly contact with clients on wait lists to assess risk and provide linkages to non-HOPWA funded services within the continuum of care.

Ensure Quality Housing Options

Despite increased demand for all forms of HOPWA funded housing assistance over the last several years, HAHSTA and Administrative Agents were able to ensure quality housing options for those in HOPWA programs and to improve access for those on waiting lists.

In FY 2014, the EMSA was able to maintain the level of FBH options to clients across all jurisdictions. Although the combination of increased need and decreased transitioning of clients into long-term, non-HOPWA funded permanent housing programs has led to an



increase in waiting lists, the restructuring of support services completed in FY 2012 will ensure that in FY 2015 clients receiving a TBRA or Supportive Housing subsidy remain housed.

Provider Profiles

Throughout the EMSA, eight project sponsors operate services using HOPWA funds. Below is a short description of each funded Project Sponsor by jurisdiction along with a table showing their HOPWA programmatic targets. If a program has targets specifically for individuals or families it is indicated in the table, otherwise the target listed under “total” is the total number of households to be served regardless of whether the household is an individual or a family.

District of Columbia Provider Profiles

During FY 2014, the District of Columbia implemented sub-grants with nine (9) project sponsors. Services included Housing Information and referral services, TBRA, STRMU, Support Services, and FBH.

Community Family Life Services

Community Family Life Services (CFLS) operates support services within a Facility-Based Housing program. The CFLS mission is to provide clients with the tools they need to move themselves beyond poverty and homelessness into permanent self-sufficiency. CFLS has two primary goals: (1) to provide short-term crisis assistance, and (2) to empower families and individuals to change their lives over the long term. The CFLS focus is on addressing the needs of low-income and homeless families and individuals in the District, addressing the multiplicity of factors that contribute to poverty through accurate and thorough assessments at intake and through the provision of support services.

Community Family Life Services HOPWA Funded Units			
Program	Individual	Family	Total
Transitional FBH	10		15
Facility Based Support Services	10		15

Greater Washington Urban League

The League is a major nonpartisan, nonprofit social services and civil rights organization operating in the District metropolitan area. The League's mission it to increase the economic and political empowerment of blacks and other minorities and to help all Americans share equally in the responsibilities and rewards of full citizenship. In the District, the League is the single point of payment for TBRA services. The program is responsible for paying monthly TBRA subsidies for all enrolled clients in the District, annually re-assessing the client for eligibility, and arranging with a certified housing inspector for all clients to receive an annual Housing Quality Standards (HQS) inspection.

Greater Washington Urban League HOPWA Funded Units			
Program	Individual	Family	Total
TBRA			350
HQS Inspections			500

Homes for Hope, Inc.

Homes For Hope is a nonprofit supportive housing agency offering comprehensive case management, mental health and substance abuse recovery services as well as job skills training to assist residents to move from homelessness and instability to stable housing and independence. Homes for Hope operates a facility based housing transitional housing program in the District.



Homes for Hope HOPWA Funded Units			
Program	Individual	Family	Total
Transitional FBH	14		14

Housing Counseling Services

Housing Counseling Services provides comprehensive housing counseling services in the District of Columbia. Housing counselors/trainers assist primarily low-income tenants and homeowners to address various housing related issues including landlord/tenant disputes, emergency rental assistance, and first time home buyer counseling. Housing Counseling Services' mission is to build the capacity of individuals and groups for the physical development of their homes as well as the economic and social development of their neighborhoods.

Housing Counseling Services HOPWA Funded Units			
Program	Individual	Family	Total
Housing Information and Referral Services			200

Cornerstone Community, Inc.

Cornerstone Community Inc. is a nonprofit supportive housing agency offering comprehensive case management services to formerly homeless men and women in metropolitan Washington DC and assist residents to move from homelessness and instability to stable housing and independence. Cornerstone community operates a facility based housing transitional housing program in the District.

Cornerstone Community HOPWA Funded Units			
Program	Individual	Family	Total
Transitional Facility Based Housing	10		10

Joseph's House

The mission of Joseph's House is to provide a home, nursing services, and community for formerly homeless men and women in metropolitan Washington DC who are terminally ill and in the last weeks or months of their illness. Joseph's House utilizes HOPWA funding to provide housing and compassionate care for men and women who are homeless with AIDS in the District and need support services and skilled end-of-life care.

Joseph's House HOPWA Funded Units			
Program	Individual	Family	Total
Transitional Facility Based Housing	20		20
Facility Based Support Services	20		20

N Street Village



The mission of N. Street Village is to provide a dynamic residential community for women living with HIV disease that empowers recovery from homelessness, disease and addictions in an environment of compassion, integrity, and accountability. N. Street Village provides permanent supportive housing for homeless women living with HIV disease; most with other medical issues, addictions, and mental health challenges.

N Street Village HOPWA Funded Units			
Program	Individual	Family	Total
Transitional Facility Based Housing	17		17

Jubilee Housing

Jubilee Housing operates a transitional FBH program. The mission of Jubilee Housing is to support women who are or have been in the criminal justice system by providing the resources they need to maintain connections with the community, resettle after incarceration, and reconcile with their families. Jubilee Housing helps women remain drug and alcohol free, obtain decent housing and jobs, gain access to education, secure resources for their children, and maintain physical and emotional health. The goal is to close the existing gap in resources for women who have been incarcerated in order to decrease recidivism.

Jubilee Housing HOPWA Funded Units			
Program	Individual	Family	Total
Transitional Facility Based Housing	6		6
Facility Based Support Services	6		6

Regional Addiction Prevention, Inc.

Regional Addiction Prevention, Inc.'s mission is to empower individuals to choose a productive life over addiction; to teach the behavioral skills, attitudes and values necessary to prosper physically, emotionally and spiritually; and to reconnect clients to love ones and to their community with a new appreciation of self and social responsibilities. Regional Addiction Prevention, Inc. operates the Galiber House, a facility based housing program with both emergency and transitional beds. Through leveraged funding, clients at the Galiber House also have access to medical care, mental health counseling, support services, and substance abuse treatment services.

Regional Addiction Prevention HOPWA Funded Units			
Program	Individual	Family	Total
Emergency FBH	60		60
Transitional FBH	20		20
Facility Based Support Services	80		80



Suburban Maryland Provider Profiles

During FY 2014, Suburban Maryland contracts with two providers to deliver services in the jurisdiction.

Greater Washington Urban League

The League overall mission is the same for Suburban Maryland as for the District of Columbia. In Maryland, the League is the single point of payment for TBRA and for STRMU services. The program is responsible for paying month TBRA subsidies for all enrolled clients in the Maryland, annually re-assessing the client for eligibility, and arranging with a certified housing inspector for all clients to receive an annual Housing Quality Standards (HQS) inspection. In addition the League manages a monthly budget for STRMU services in suburban Maryland as well as writing and distributing checks to the creditors of approved clients.

Greater Washington Urban League HOPWA Funded Units			
Program	Individual	Family	Total
TBRA			140
STRMU			100

Southern Maryland Tri-County Community Action Committee, Inc

The Southern Maryland Tri-County Community Action Committee is a private non-profit organization committed to combating poverty in Southern Maryland. The Southern Maryland Tri-County Community Action Committee strives to provide a variety of self-sufficiency services to the residents of Calvert, Charles, and St. Mary's Counties. The mission of the Committee is to provide services for eligible citizens that alleviate the causes and conditions of poverty, promote upward mobility, and enrich the quality of life

Southern Maryland Tri-County Community Action Committee, Inc. HOPWA Funded Units			
Program	Individual	Family	Total
TBRA			10

Northern Virginia Provider Profiles

Legal Services of Northern Virginia

The mission of Legal Services of Northern Virginia is to help promote a more just community by providing free, high-quality legal services to low-income residents of Northern Virginia who, without legal assistance, face the loss or deprivation of a critical human need such as food, shelter, medical care, income, education, family stability, or personal safety. Legal Services of Northern Virginia seeks to achieve equal access to justice and to provide hope and empowerment. Legal Services of Northern Virginia serves all of the cities and counties incorporated within the Northern Virginia jurisdiction with the exception of Clarke County.

Legal Services of Northern Virginia HOPWA Funded Units			
Program	Individual	Family	Total
Legal Services			100
Benefits Assessment			120

Northern Virginia Family Services



The mission of the Northern Virginia Family Services is to empower individuals and families to improve their quality of life and to promote community cooperation and support in responding to family needs. Through an array of targeted programs and services, Northern Virginia Family Services advocates for, encourages, teaches and empowers vulnerable individuals and families to become healthy, self-sufficient, contributing members of the community in which they live. Northern Virginia Family Services offers through leveraged funding Healthy Families and Early Head Start/Head Start programs, foster care, counseling, multicultural human services, housing support services, health access, job training, financial services, and more. Through HOPWA, Northern Virginia Family Services operates STRMU and TBRA programs that serve the entire Northern Virginia jurisdiction.

Northern Virginia Family Services HOPWA Funded Units			
Program	Individual	Family	Total
STRMU			63
TBRA			53

Prince William County (PWC) Office of Housing and Community Development's The mission of the Prince William County Office of Housing and Community Development is to develop affordable housing opportunities and neighborhood resources for low and moderate income area residents by implementing appropriate policies and programs. The Prince William County Office of Housing and Community Development is a local housing authority offering an array of housing counseling and support programs including HOPWA funded TBRA for residents of Prince William County, Virginia.

Prince William County Office of Housing and Community Dev HOPWA Funded Units			
Program	Individual	Family	Total
TBRA			22

Wesley Housing Development Corporation

Wesley Housing Development Corporation's mission is to develop, own, operate, preserve, and maintain affordable housing and sustain quality communities for low- and moderate- income persons in Northern Virginia. Wesley Housing goes beyond providing affordable housing by offering a range of support services for the children, adults, seniors, and disabled individuals served by the organization. The goal is to provide those individuals and families with highest needs, onsite resident services designed to enable tenants to move up and out of poverty, to live independently with disabilities, and to age in place.

Wesley Housing Development Corporation HOPWA Funded Units			
Program	Individual	Family	Total
Long-Term FBH			12

West Virginia Provider Profiles

Community Network, Inc.

The mission statement of CNI is: "Your Community resource for STD/HIV/AIDS prevention education and client services, assistance, education and support." The CNI is the Washington DC EMA jurisdictional agent and service provider for HOPWA in West Virginia. Its goals are to provide medical services and support services to HIV-infected persons living in the Eastern Panhandle of West Virginia. By providing these services, CNI has the goal of keeping those persons in medical care and maintaining a healthy productive life.

AIDS Network of the Tri-State Area



HOPWA Funded Units			
Program	Individual	Family	Total
Support Services			18
STRMU			6
Permanent Housing Placement			1
TBRA			6

Housing Services Inventory

In order to examine the overall system of care and to determine gaps in services, HAHSTA developed a housing inventory utilizing surveys completed by the project sponsors and Administrative Agents. Based on the services funded in the EMSA, the continuum was analyzed in terms of long-term housing options, short-term emergency or transitional housing, and STRMU programs.

Long Term Rental Subsidy Programs

Long term housing was the primary funded service throughout the EMSA. All jurisdictions funded TBRA assistance for a total capacity of 628 clients. Funding has not kept pace with the HIV rates in the Washington DC EMSA. HOPWA in the Washington DC EMSA has experienced prolonged client usage in long-term programming, decreased client turnover, and a lack of capacity across other locally or federally funded programs to accommodate clients. During FY 2013, the waiting list for TBRA services, for example, reached 1300 people in the District of Columbia, 240 in northern and northwest Virginia, and 270 in Suburban Maryland. As a result of the TBRA wait list, all other HOPWA programs experienced increased use and a lack of options for moving people into long-term support programs. In the District of Columbia in FY 2014 only 10 clients transitioned from the waiting list into TBRA, only 7 clients moved off the waiting list into TBRA in Northern and Northwest Virginia, and no new clients were enrolled into TBRA in Suburban Maryland. Transitional and emergency housing programs had trouble moving clients into more permanent programming; and, the STRMU allocation in the District of Columbia was fully expended two months before the end of FY 2013. HOPWA funding to assist clients in the Washington EMSA has not increased proportionately for HAHSTA to meet the needs of the residents of the EMSA.

The District of Columbia and Northern Virginia also funded facility operation costs and/or rental subsidies for a limited number of FBH programs that provide long-term supportive housing. In the District these programs focused on the needs of clients needing end-of-life care. In Virginia, HOPWA worked in conjunction with other housing funding to support the long term needs of individuals and families.

Transitional and Emergency Housing

The next largest category of support was short-term FBH programs comprised of emergency programs (no more than 60-day stay) and transitional programs (no more than 2 years stay). These programs focused primarily on clients and/or families with special needs or circumstances.

Transitional and emergency housing programs have had trouble moving clients into more permanent programming due to the lack of TBRA and other long-term housing options in the EMSA. HOPWA funding to assist clients in the Washington EMSA has not increased proportionately for HAHSTA to meet the needs of the residents of the EMSA.

Short Term Rent, Mortgage and Utility Assistance

All of the jurisdictions funds STRMU programs. Currently the EMSA has capacity to serve 216 individuals. Because of the lack of availability in more permanent housing programs, renters with high cost burdens often find themselves in untenable situations without any good long-term housing options. As a result the number of requests for STRMU currently exceeds the EMSA capacity. In FY 2011, for example, the District of Columbia fully expended funds three months before the end of the fiscal year.



Housing Support Services Inventory

The current continuum of care in the Washington DC EMA provides a broad spectrum of support services either through direct service provision or through an organizational linkage with another service provider that includes all of the HOPWA-eligible support activities. The figure below shows the availability of support services offered to HOPWA clients in the EMSA.

Support Services in the District of Columbia

In the District, HAHSTA only funds support services for project sponsors operating FBH programs as those programs target individuals most at risk of chronic homelessness. Funded services include case management, nutritional services, substance abuse services, housing plan development assistance, and mental health counseling

In the District a dramatic increase in requests for direct housing support necessitated a decrease in HOPWA funded support services and a corresponding increase in coordination and leveraging with other support services systems. According to a recent study completed by the DC Fiscal Policy Institute, 62% of households with incomes less than 30% of the Area Median Income (AMI) spent more than half of their income on housing in 2007.ⁱⁱⁱ In the Washington DC EMSA, nearly 95% of the HOPWA clients served in 2009 fell at or below 30% of the AMI^{iv}. As a result of these factors, a vast majority of PLWHA in the District require some sort of housing support in order to remain self-sufficient. In FY 2009, HAHSTA decided to address this dramatic increase in housing need by focusing the bulk of the allocation to the District on direct housing costs and by leveraging support services through other sources.

Over the course of FY 2011, HAHSTA engaged leadership at a variety of agencies across the city to assess at the availability of support services through other sources that could be leveraged and coordinated for clients utilizing HOPWA programming. Primary coordination took place through meetings with the Executive Office of the Mayor. Leadership at the Executive Office assisted HAHSTA in gaining a better understanding of the network of support services funded throughout the District. With their support, HAHSTA has engaged support services through:

- *Ryan White CARE Act Health Services.* Ryan White CARE Act support medical case management throughout the EMSA. By participating in stakeholder meetings in the District, Maryland, and Virginia, HAHSTA was able to include housing assessment as part of the medical case management acuity scale currently being implemented throughout the EMSA. In addition, HAHSTA is working to ensure that Medical Case Managers are able to sufficiently link clients to the MHAP program and other housing related programs and supports.
- *Department of Employment Services (DOES).* The mission of DOES is to assist residents in the District of Columbia to plan, develop and administer employment-related services. In FY 2009, HAHSTA began coordination efforts by providing information within the continuum of care to ensure that eligible clients received appropriate referrals to DOES services.
- *Department of Mental Health (DMH).* DMH focuses primarily on rehabilitative services for individuals with persistent and chronic mental illness. Programming for individuals who qualify includes case management and support. HAHSTA is working with DMH to ensure clients who need this level of support are linked.
- *Addiction Prevention and Recovery Administration (APRA).* APRA focuses primarily on substance abuse prevention and treatment. Across the EMSA, substance abuse plays a large role in the lives of people living with HIV/AIDS. In the District of Columbia, for example, IDU accounted for 18.2% of living HIV/AIDS cases and 18.1 % of newly reported AIDS cases in 2007 (HAHSTA, *DC HIV/AIDS Epidemiology Update 2008*, www.doh.dc.gov/hiv). During FY 2009 APRA reorganized its services and shifted focus. HAHSTA began communication with APRA to improve access for clients seeking substance abuse treatment services.
- *Department of Human Services (DHS).* DHS funds several housing programs designed to provide single adults, victims of domestic violence and families with emergency and transitional shelter. Some of the supportive housing programs funded through DHS offer community support and case management. Although these programs also have wait lists, HAHSTA is working with DHS to ensure clients eligible for these services are enrolled.



Support Services in Northern Virginia

In Northern Virginia, NVRC is the Administrative Agent for both HOPWA and for Ryan White CARE Act services. NVRC is able to examine the support services across the jurisdiction and use HOPWA to fund gaps in services. In this way, NVRC funds two project sponsors to provide support services including legal services, case management and transportation. Other services are available through organizational linkages.

Support Services in Suburban Maryland

Due to the overwhelming need for affordable housing support in the jurisdiction, Suburban Maryland does not use HOPWA dollars to fund support services. Instead, clients can access necessary support services through a vast continuum of care funded by the Ryan White CARE Act and the State of Maryland. Clients are assessed for linkage to support services at entry into the program.

Support Services in West Virginia

In West Virginia, CNI is both a direct service provider and the Administrative Agent for the area. HOPWA funds case management and transportation services. Clients receiving HOPWA services in Jefferson County also receive immediate access to support services funded through the CARE Act.



Chapter 4: Housing Needs in the Washington, DC EMSA

The following chapter describes the overall housing needs of PLWHA in the Washington DC EMSA. This includes a projected estimate of housing need in the EMSA, the results of needs assessments studies conducted in the EMSA, and barriers to care identified by stakeholders including PLWHA, project sponsors, Administrative Agents, and the grantee.

Table 4.1: Projection of PLWHA Housing Needs 2009 -2015*

Projections of Low-Income PLWHA with a Housing Need									
	Average Annual Rate	Actual PLWHA Count 2008	Projection						
			2009	2010	2011	2012	2013	2014	2015
District of Columbia	0.068367	16,759	17,905	19,129	20,437	21,834	23,327	24,921	26,625
Maryland	0.104761	5,838	6,237	6,664	7,119	7,606	8,126	8,681	9,275
Virginia	0.123823	6,412	6,850	7,319	7,819	8,354	8,925	9,535	10,187
West Virginia	0.116536	64	68	73	78	83	89	95	102
EMSA PLWHA		29,073	31,061	33,184	35,453	37,877	40,466	43,233	46,189
Estimation of Low-income PLWHA (46.13%)		13,411	14,328	15,308	16,354	17,473	18,667	19,943	21,307
Estimation of Low-Income with a Housing Need (72%)		9,656	10,316	11,022	11,775	12,580	13,440	14,359	15,341

*These estimates are based on reported case counts for PLWHA

Income

The Area Median Income (AMI) in the Washington DC EMSA has been relatively high but has lowered and is still comparatively high for the nation. For FY 2014, the income for a family of 4 at 50% AMI is \$56,650. Nearly 95% of the PLWHA served by HOPWA fell at or below 30% of the AMI (\$22,550 for 1 person and \$32,200 for a family of 4 persons) making them extremely low-income.

Housing Assistance Received and Wait Lists

In FY2014, project sponsors provided housing assistance to 1,202 households. The District of Columbia, Suburban Maryland and Northern Virginia continued to experience long wait lists for permanent housing. This can be attributed to both the lack of permanent, affordable housing options and the extremely low incomes of people served by HOPWA.

Cost Burden

HUD defines cost burden as any household paying more than 30% of their income on housing costs. Severity of cost burden may vary and can be defined as follows:

- *Moderate cost burden:* Household spends between 30% and 50% of income on housing costs.
- *Extreme cost burden:* Household spends more than 50% of income on housing costs.

According to a recent study by the DC Fiscal Policy Institute (DCFPI), nearly 80% of all households that earned less than 30% of AMI in the District of Columbia in 2012 spent more than 30% of their income on housing costs. According to the National Alliance to End Homelessness this cost burden was above the national average of 74% for 2007.^v Additionally, nearly 64% of households earning less than 30% AMI qualified as having extreme cost burden.



Another way to measure cost burden for each jurisdiction is using Comprehensive Housing Affordability Strategy (CHAS) Data compiled by HUD using information gathered during the 2000 US Census. This data was not used in the calculation for cost burden because the more recent DCFPI report indicates that the situation has become significantly more difficult for low-income residents over the last 10 years.

Barriers to Housing Care

Utilizing the Project Sponsor surveys, Administrative Agent surveys and information gathered at the PLWHA and provider roundtable discussions, HAHSTA identified three broad categories of service gaps.

Inability of current funding to meet the needs of all HIV positive residents

Federal funding has not kept pace with the HIV epidemic in the Washington DC EMSA. HOPWA in the Washington DC EMSA has experienced prolonged client usage in long-term programming, decreased client turnover, and a lack of capacity across other HUD funded programs to accommodate clients. This is especially impactful for the EMSA given the affordability gap, cost burden and lack of housing stock for the region. This was by far the biggest barrier to care cited by PLWHA, Administrative Agents, and project sponsors. The reasons behind this are twofold. The lack of affordable housing options below the FMR for low-income PLWHA means that many individuals cannot sustain housing without long-term subsidy support. Additionally, other programs funded by local or federal dollars such as the Housing Choice Voucher Program experienced long wait lists with little capacity for new clients. So few PLWHA are able to move from TBRA to more permanent housing programs.

As a result, in October 2009, the wait list for TBRA services, held 546 people in the District, 208 in Virginia, and 79 in Maryland. Compare these statistics to nearly four years later where the TBRA wait list nearly doubled in the District in July 2014 to 1300 people and in Maryland to 270. Virginia experienced an increase during the same time period with 351 people on its wait list.

As a result of the TBRA wait list, all other HOPWA programs experienced increased use and a lack of options for moving people into long-term support programs. Transitional and emergency housing programs had trouble moving clients into more permanent programming.

Because of decreased housing costs in the District, it is increasingly difficult for clients to find affordable housing and maintain self-sufficiency. This is reflected in the decrease to the FY 2014 FMR for housing for the EMSA. Although this decreased FMR more accurately reflects the costs of available housing for many clients in the EMSA, it also means that same housing dollars in FY 2015 will not be able to serve as many individuals as in prior years.

The HUD calculation for formula grantees (cumulative AIDS cases) does not accurately depict the funding needs of a metropolitan area with a modern epidemic. Utilizing cumulative AIDS cases as the method for distributing the HOPWA formula grant does not take into account the increasing number of HIV positive individuals needing assistance as well; those HIV positive clients currently being supported by the HOPWA program; or the relatively recent and dramatic increase in HIV experienced throughout the Washington DC metropolitan region.

Difficulty Administering Grants Across Jurisdictions

The Washington DC EMSA covers a large area and incorporates parts of four different states with four different housing continua of care. Administering the program in this broad area poses multiple challenges for service delivery. The continuum of care in each jurisdiction is different and requires a different set of HOPWA services to address those needs. Additionally, Administrative Agent's capacities to implement and address those needs differ as well. For Administrative Agents this oftentimes means coordinating multiple government entities within their portion of the EMSA in systems where HIV housing may not be a priority. HAHSTA has been working with service providers in the District and Administrative Agents in the jurisdictions to improve service delivery. Additionally, the complicated data collection methods required to meet HOPWA guidelines becomes more challenging to administer across the jurisdictions. This requires an increased level of coordination for HAHSTA and Administrative Agents in the jurisdictions and can be confusing for project sponsors. This level of coordination becomes more challenging when operating on the limited administration support budget that HOPWA allows. Finally, ensuring that programming in this environment meets quality standards across every jurisdiction is difficult without a set of HUD defined uniform set of quality indicators.



Consequently, West Virginia faces an additional challenge with the jurisdictional format. The EMSA for HOPWA does not cover the same counties as the eligible service area for health services funded by Ryan White CARE Act dollars. The HOPWA EMSA solely includes Jefferson County while the Ryan White CARE act service area covers Jefferson and Berkeley Counties. Health care and support services are predominately centered in the more populous Berkeley County, which receives HOPWA funding from the state of West Virginia. As a result, clients who move into Jefferson County in order to gain access to HOPWA services from the Washington DC EMSA move farther away from health services. In order to bridge this gap, the Administrative Agent in Jefferson County, West Virginia uses support services dollars to connect HOPWA clients to medical services. In addition, the Administrative Agent has an organizational linkage with the HOPWA project sponsor in Berkeley County.

Difficulty addressing the complexity of client needs

Clients in the EMSA face a number of barriers achieving self-sufficiency including poverty, lack of affordable housing options, language and cultural barriers, and systemic barriers such as poor or no credit. These issues often require the coordination of several systems including medical; employment rehabilitation services; support services such as substance abuse treatment and mental health services; and non-HOPWA funded housing programs such as the Housing Choice Voucher Program. Without the coordination of these systems, clients are at risk for transitioning in-and-out of homelessness and continual dependence on governmental systems for stability. This is due not only to a lack of funding to create more dynamic and comprehensive systems but also to the level of technical knowledge providers and administrators must possess to adequately address needs and support clients.

Currently the EMSA has a wide array of transitional and emergency housing programs through HOPWA, Shelter Plus Care, and Emergency Solution Grants. However, the length of time allotted for clients in short-term programming and the lack of long-term supportive programming cause clients to cycle in and out of homelessness. The lack of exit strategies available for clients into long-term supportive housing often mean that clients leaving transitional housing programs also face an upheaval of their support structure.



Chapter 5: HOPWA Strategic Plan

This section of the Consolidated Plan details the strategic plan for implementing HOPWA over the next five years. The plan includes overall goals for HOPWA across jurisdictions in the EMSA as well as jurisdictional specific goals. Administrative Agents in each jurisdiction assisted in the development of these plans utilizing the Administrative Agent survey and through on-going communication with HAHSTA.

Program Vision and Priorities

The HOPWA program goals are to reduce homelessness, minimize the risk of homelessness, increase housing stability and promote the general health and well-being of residents with HIV and their families. The EMSA faces a critical need for PLWHA. Because of the large number of low-income PLWHA, the affordability gap, and the extreme cost burden faced by low-income PLWHA, there is an inability of current federal funding to meet the needs of all HIV positive residents.

The focus over the next five years will be to improve the ability of HOPWA to function within the overall housing continuum of care and to support those families most at-risk of homelessness and poor health outcomes. In order to achieve this vision, the EMSA has set the following priorities for the delivery of services.

Priorities

After reviewing all of the needs assessment data and stakeholder feedback several priorities emerged.

Prioritize direct housing support

The lack of affordable housing support options, the affordability gap, and extreme cost burden faced by the PLWHA in the EMSA necessitate the prioritization of direct housing support in order to minimize the risk of homelessness. This means a mix of TBRA, STRMU and FBH to address the multiple needs of the community.

HAHSTA and Administrative Agents will also need to examine a variety of options to ensure that the funding is focused and targeted on those most in need and most at-risk for negative health outcomes. For example, several providers suggested in the Provider Survey that TBRA institute time limits to ensure that TBRA serves as a mechanism to promoting self-sufficiency. This was also suggested during the Consumer roundtables. This may be exceedingly difficult for the region to implement due to the lack of affordable housing options for those in the lowest income brackets, but should be researched as an option for stretching the impact of HOPWA services. Other suggestions made by community stakeholders included prioritizing PLWHA with Social Security Disability Insurance or Supplemental Security Income as a sole source of income or those with those lowest CD4 counts.

Improve coordination

Improving coordination in the EMSA will help the EMSA to achieve several goals: identify the broadest possible range of exit strategies for clients on TBRA or in FBH, improve access to an array of support services by creating linkages with non-HOPWA programs, and strengthen oversight processes.

Although the EMSA has mechanisms in place already to coordinate a variety of stakeholders including monthly Housing Provider meetings and monthly teleconferences with Administrative Agents, the highly complex nature of the EMSA system requires the strengthening of existing structures as well as the creation of new mechanisms in order to better enhance the continuum of care. This may include creating forums for providers to share best practices and resources, creating mechanisms for PLWHA to better access existing non-HOPWA programs such as the Housing Choice Voucher Program, and exploring ways to improve the relationship between HOPWA and other funding structures in the jurisdictions.

Improved coordination came up consistently as part of the conversations conducted by HAHSTA. Providers requested ways to improve P100

project Sponsor level collaboration in an effort to help share ideas in dealing with increasingly complex PLWHA populations and to help locate limited resources. Additionally, both project sponsors and Consumers requested that EMSA focus on improving consistency in the implementation of HOPWA programs across jurisdictions. This may prove challenging in the EMSA due to the



different socio-political factors affecting each region of the EMSA. This variability impacts both service capacity in the jurisdictions and the ability of HAHSTA and Administrative Agents to effectively and equitably address housing gaps for PWLHA. As the EMSA moves forward, part of the priority over the five years will be to explore what coordination mechanisms can be implemented to the benefit of all stakeholders.

Focus on data collection and needs assessment

Collecting data across four different states has proved challenging to the EMSA. Over the last several years, HAHSTA and Administrative Agents have taken steps to improve data collection. Improvement focused on the mechanisms used to collect data and report service utilization and unmet housing needs. In FY 2013, HAHSTA both participated in and implemented technical assistance trainings on data collection and reporting. HAHSTA also implemented more consistent reporting deadlines for project sponsors and sub-recipients. This allowed HAHSTA to target technical assistance toward project sponsors and jurisdictions with the greatest reporting challenges. However, Providers and Administrative Agents still report some confusion with the data collection tools.

In addition, Providers and Administrative Agents expressed the need for better data around the needs of fragile or at-risk sub-populations. As the EMSA works towards examining the best strategies for prioritizing housing cost and better coordinating systems, this type of needs assessment data will help HAHSTA and Administrative Agents to make decisions based on data acquired.

Improve tools for communication and empowerment

A common theme among project sponsors, PLWHA and Administrative Agents is a need to improve tools for clients and providers that allows them to navigate the continuum of housing services. The goal would be to increase knowledge, empower clients, and ensure consistency in messaging to project sponsors and PLWHA around policies and procedures. Over the last several years, HAHSTA and the Prince George's Housing Authority have worked with community partners to improve the application process for HOPWA assistance programs by eliminating the need to apply through case manager's systems and by providing universal access to applications through internet links and expanded application assistance through the Metropolitan Housing Access Program.

Additionally, HAHSTA worked with MHAP to increase program support for clients in the District of Columbia to begin actively managing clients on TBRA and FBH waiting lists with the goal of expanding access to services beyond HOPWA funded programming and providing homeless prevention services for clients not currently able to access Tenant-Based Rental Assistance or Facility-Based Housing. Northern Virginia has instituted a similar system through its HIV Resources Project.

Currently, HAHSTA is working on several tools including a website where project sponsors and PLWHA will have access to resources, HOPWA programs, meetings, and policy updates. Northern Virginia has made this a priority and is continually working to improve the link between their HIV Resource Project website and a variety of regional resources. Over the next year, the EMSA hopes to create mechanisms to empower both providers and consumers to better access both HOPWA and non-HOPWA funded resources.

Capacity building through technical assistance and outreach

Another priority for the EMSA is to build system wide capacity through technical assistance and outreach. In this context, capacity refers to a variety of opportunities for growth such as improving access to affordable housing, strengthening the infrastructure of project sponsors to deliver high quality housing and housing-related interventions with PLWHA, and increasing the ability of HAHSTA and Administrative Agents to create systems that meet the needs of a diverse and multi-challenged community.

HAHSTA is working with HUD to create a technical assistance program for the EMSA focusing primarily on regulatory compliance, quality improvement in housing, data collection, and Project Sponsor infrastructure reporting.

HOPWA and the Proposed Continuum of Care

Over the next five years, the priorities and vision woven throughout this plan will help to shape the overall system of HOPWA care in the EMSA. HAHSTA and Administrative Agents envision a coordinated system of care that includes, at every stage, HOPWA-funded services or sustainable linkages to non-HOPWA funded services.



Strategic Goals

In order to set strategic goals in the EMSA, HAHSTA took a multifaceted approach that estimated the actual housing needs of PLWHA and realistically examined the strategic utilization of HOPWA to best address gaps for PLWHA in the overall housing continuum. Although HAHSTA is predicting a steady increase in the need for housing assistance from PLWHA, without a substantial increase in the federal allocation to the EMSA, the ability of the grantee in the EMSA to address the totality of client's needs are limited. The goals take into account the scope of services funded by HOPWA, opportunities for increased coordination and leveraging with other funding sources, and the potential for growth in the gap in services for PLWHA.

Determining Housing Need by Type

As indicated in Chapter 4, HAHSTA estimates that by 2015, 15,341 PLWHA will need some form of housing assistance. In determining the types of housing needed to stabilize those PLWHA, HAHSTA utilized cost burden data, HOPWA utilization data as detailed in Chapter 4, and feedback gathered from project sponsors, Administrative Agents, and PLWHA during the needs assessment process. Table below shows the mix of HOPWA housing by type that will be needed to address low-income PLWHA projected housing needs.



Estimate of Housing Needs in the EMSA

	Households							Notes
	2010	2011	2012	2013	2014	2015	Estimate Of Need	
LOW-INCOME PLWHA WITH HOUSING NEED	11,022	11,775	12,580	13,440	14,359	15,341	- -	
Estimates by Housing Type								
SHORT-TERM HOUSING								
EMERGENCY FBH	474	506	541	578	617	660	4.3%	CAPER data indicated 4.3% were living in a place not meant for human habitation. A portion of those staying in someone else's residence may need emergency FBH to stabilize.
TRANSITIONAL FBH	1,697	1,813	1,937	2,070	2,211	2,363	15.4%	CAPER data indicated 15.4% were either formally homeless or entered care from another institutional facility such as substance abuse treatment.
TOTAL EMERGENCY AND TRANSITIONAL	2,171	2,320	2,478	2,648	2,829	3,022		
PERMANENT HOUSING OPTIONS								
TENANT-BASED RENTAL ASSISTANCE	6,723	7,183	7,674	8,198	8,759	9,358	61.0%	Estimated PLWHA living in housing with an extreme cost burden is 60.4% across HOPWA income brackets.
LONG-TERM FBH	220	236	252	269	287	307	2.0%	Currently about 2% of PLWHA are in need of respite care that requires long-term housing.
TOTAL PERMANENT HOUSING OPTIONS	6,944	7,418	7,925	8,467	9,046	9,665		
HOMELESS PREVENTION								
SHORT-TERM RENT, MORTGAGE, & UTILITY ASSISTANCE	689	736	786	840	897	959	6.3%	Estimated PLWHA living with a cost burden of 30 – 50% is 18.0%; CAPER.
Total Homeless Prevention	689	736	786	840	897	959		
NEEDING HOUSING REFERRAL OR SUPPORT SERVICES	1,212	1,295	1,384	1,478	1,579	1,688	11.0%	Based on DCPGI study 20% of PLWHA will require linkages to support services, housing referral, or single point of entry services in order to maintain housing stability.



Current HOPWA Continuum

In order to determine the scope of future HOPWA funding, the next step is to re-examine the current continuum of services offered by HOPWA. Table below summarizes the housing inventory developed in Chapter 3.

Current HOPWA Client Capacity

Current HOPWA Client Capacity	
	Current Client Capacity
Short-Term Housing Options	
Emergency FBH	168
Transitional FBH	37
Total Short-Term Housing	205
Permanent Housing Options	
Tenant-Based Rental Assistance	623
Long-Term FBH	0
Total Permanent Housing Options	623
Homeless Prevention	
Short-term Rent, Mortgage and Utility Assistance	412
Total Homeless Prevention	412
Housing-Related Services	
Housing Information Referral	16,620
Support Services	1002
Total Housing-Related Services	17,622

Setting Goals

In order to determine the strategic goals for 2015, HAHSTA compared the gap between the needs and the current continuum of care. For FY 2014 the EMSA received an award of \$12,479,642.

Housing Goals

In order to determine precisely the goals for housing support, HAHSTA compared the actual expenditures and clients served in FY 2010 to the projected expenditures and clients served for 2011. The projections are based on current sub-grant commitments for October 1, 2011 through September 30, 2012 and were calculated to include projected inflation and the substantial increase to the FMR for 2012.

Despite the increase in expenditures in TBRA, HAHSTA expects to see a decrease in the overall number of clients served. For the EMSA this means ensuring housing stability for the current TBRA caseload but expecting to limit new client enrollment. There are several reasons for the expected decrease in PLWHA served.

The FMR for FY 2014 compared to FY 2013 increased by approximately \$48 per household. Although all needs assessment data indicates that the increase in the FMR accurately reflects housing costs in the EMSA, the increase to the FMR was not accompanied by an increase in income by PLWHA or commensurate increase in the federal HOPWA allocations. As a result the annual TBRA dollar amount needed to keep the current PLWHA caseload supported could increase by as much as \$798,852 this year.

FY 2014, HAHSTA and the Administrative Agents continued to improve upon its fiscal oversight in order to maximize capacity and ensure that annual dollar award was fully spent within the fiscal year. To offset increasing housing needs, HAHSTA and Administrative Agents utilized unspent dollars from prior fiscal years. As a result, HAHSTA has almost completely spent under-expenditure from previous years and can have available funds from the current year only HOPWA budget to support TBRA. Going forward there are no more unexpended dollars from previous years available to assist in meeting current housing needs.



Finally, long-term, federally funded programs such as the Housing Choice Voucher Program (formerly Section 8) designed to provide more permanent housing support options for low-income individuals also experienced increased demand resulting in long wait lists. The lack of exit strategies into these more permanent housing programs for clients on TBRA and in FBH programs led to stagnancy in HOPWA programs. In 2013 in the District only 10 new clients moved off of the waiting list to receive a TBRA voucher, 7 clients were enrolled in Northern Virginia, and no clients were moved from the waiting list into TBRA in Suburban Maryland. HAHSTA expects long-term permanent housing to remain a significant need in the EMSA.

The Washington DC EMSA will continue to provide direct housing subsidies for PLWHA with a focus on long-term subsidies and short-term emergency and transitional FBH. The EMSA will focus on increasing access to housing subsidies and short-term facilities by strategically focusing HOPWA expenditures and by leveraging with non-HOPWA supported programming. Although leveraging may offset some of the gap in services, the demand for services far outstrips the availability of housing in non-HOPWA funded programs as well. Additionally the EMSA will focus on increasing access to affordable housing and ensuring quality housing. Table 5.6 details output and fiscal housing goals for the EMSA by 2015.

The numbers on this table utilize the estimated HOPWA award amounts as a starting point to determining this distribution by housing type. Because HAHSTA had been utilizing unspent dollars to support additional TBRA slots for PLWHA and because those unexpended dollars are now spent, it will take an increasing fiscal commitment to the TBRA to keep the current households stable. For the fiscal year starting October 1, 2013 and ending September 30, 2014, the EMSA plans to spend 55% of the overall predicted HOPWA expenditures to TBRA. With the unexpended dollars from prior years allocated to TBRA for this year, \$7,901,459 is committed to TBRA. This averages \$1,100 per month for each PLWHA household on the program. Based on the client estimates discussed, the EMSA predicts that 61% of the total low-income PLWHA with housing needs will require TBRA assistance in order to remain stably housed. HAHSTA estimates that in the first year of the Consolidated Plan (FY 2012), \$8,439,357 or 60% of the award will support PLWHA in TBRA. Assuming that the average spent per client remains at \$1,100 per month from FY 2013 to FY 2014, HAHSTA estimates that the number of clients served will decrease by 140 households. Without significant increases to the HOPWA award amount the housing needs gap for PLWHA will continue to grow particularly in TBRA.

A small number of TBRA clients will need permanent housing placement services in order to secure a rental unit. Project sponsors associated with TBRA are awarded permanent housing placement dollars to pay for security deposit amounts for clients moving into new units. The need for this service based on utilization is 1.0% of PLWHA or 83 low-income PLWHA by 2015.



Table 5.5: HOPWA Housing Needs and Output Goals

		TBRA	STRMU	FBH	Permanent Housing Placement	Total
Needs		6,723	1,323	1,534	106	9,686
	Current	613	216	258	79	1166
	Gap	6,110	1,107	1,276	27	8,520
		TBRA	STRMU	FBH	Permanent Housing Placement	Total
Outputs and Funding						
Year 1	Goal: HOPWA Assistance	621	326	216	69	1232
	Goal: Non-HOPWA Assistance	50	50	42	10	152
	HOPWA Budget	\$8,431,842	\$892,075	\$1,944,127	\$147,671	\$11,415,715
Year 2	Goal: HOPWA Assistance	653	343	227	73	1295
	Goal: Non-HOPWA Assistance	85	55	42	6	188
	HOPWA Budget	\$8,859,899	\$937,363	\$2,042,824	\$155,168	\$11,995,254
Year 3	Goal: HOPWA Assistance	684	359	238	76	1357
	Goal: Non-HOPWA Assistance	87	60	42	7	196
	HOPWA Budget	\$9,287,957	\$982,651	\$2,141,521	\$162,665	\$12,574,793
Year 4	Goal: HOPWA Assistance	716	376	249	80	1420
	Goal: Non-HOPWA Assistance	89	65	42	8	204
	HOPWA Budget	\$9,716,014	\$1,027,938	\$2,240,218	\$170,161	\$13,154,332
Year 5	Goal: HOPWA Assistance	747	392	260	83	1482
	Goal: Non-HOPWA Assistance	91	70	42	9	212
	HOPWA Budget	\$10,144,072	\$1,073,226	\$2,338,915	\$177,658	\$13,733,871

Housing Goals

Subject to the availability of HOPWA resources, the EMSA will

1. Endeavor to support 7471 households on TBRA by 2015. Additionally, HAHSTA will endeavor to prevent a gap between the current TBRA capacity and the expected TBRA capacity through leveraged dollars.
2. Endeavor to support 83 households on TBRA with security deposit assistance through Permanent Housing Placement by 2015.
3. Endeavor to increase the number of households served with STRMU to 392 households by 2015.
4. Endeavor to support 260 PLWHA in FBH by 2015. Additionally, HAHSTA will endeavor to prevent a gap between current FBH capacity and the expected FBH capacity through leveraged dollars.

I.A.1.a. Housing –Related Services Goals

In order to determine precisely the goals for housing-related services, HAHSTA compared the actual expenditures and clients served in FY 2013 to the projected expenditures and clients served for 2014. The projections are based on current sub-grant commitments for October 1, 2013 through September 30, 2014 and were calculated to include projected inflation and shifts in programmatic priorities.



Table 5.6: Percentage of HOPWA Award Allocated by Housing Related Service and PLWHA Served.

Expenditures by Housing-Related Service				
	Distribution of Expenditures (October 2013 - September 2014)	Clients Served (October 2013 - September 2014)	Projected Expenditures (October 2013 - September 2014)	Projected Clients (October 2013 – 2014)
Housing Related Services				
Housing Information Referral	4.2%	11,400	3.4%	10,019
Support Services	15.1%	2,488	8.8%	516

HAHSTA estimates that 11% of the low-income PLWHA with housing needs will require housing-related services in order to remain stably housed. HAHSTA applied this percentage to the estimated HOPWA award detailed in Table 5.4. HAHSTA estimated that 4.0% will be needed to fund housing information and referral services and 7.0% will be needed to fund support services for clients on the waiting lists and clients with special needs.

As previously discussed, HAHSTA has prioritized expenditures that result in direct housing support for PLWHA. HAHSTA had been utilizing unspent dollars to support housing-related services for PLWHA. Because those unexpended dollars are now spent, HAHSTA expects to fund fewer support services in the EMSA. As a result the percentage of the award committed to support services has decreased. The focus for support services has shifted to those PLWHA with special needs residing in FBH programs and to those PLWHA on wait lists.

Although the EMSA is prioritizing direct housing costs, housing-related services are an important step in ensuring that clients have both access to supportive housing and the means to remain stabilized in housing. Housing-related services include support services, permanent housing placement and housing information and referral services. In order to ensure that majority of HOPWA funding creates housing opportunities for PLWHA, the EMSA will focus support services on those that cannot be leveraged from non-HAHSTA funded sources and are essential to ensure that the most vulnerable PLWHA remain stably housed including clients on wait lists for TBRA and FBH. Housing information and referral services will be utilized to ensure that the application process for HOPWA services remains accessible for all PLWHA, to help those with housing needs develop realistic housing plans and to ensure all PLWHA receive appropriate referrals to other housing services.



Table 5.7: HOPWA Housing-Related Services Needs and Output Goals

		Housing Information and Referral	Support Services	Total
Needs		11,022	1212	12,234
Current		10,019	516	10,535
Gap		1,003	696	1,699
		Housing Information and Referral	Support Services	Total
Outputs and Funding				
Year 1	Goal: HOPWA Assistance	10,140	341	10,481
	Goal: Non-HOPWA Assistance	500	100	600
	HOPWA Budget	\$476,373	\$814,867	\$1,291,240
Year 2	Goal: HOPWA Assistance	10,655	359	11,013
	Goal: Non-HOPWA Assistance	525	115	640
	HOPWA Budget	\$500,557	\$856,235	\$1,356,792
Year 3	Goal: HOPWA Assistance	11,170	376	11,545
	Goal: Non-HOPWA Assistance	550	130	680
	HOPWA Budget	\$524,741	\$897,603	\$1,422,344
Year 4	Goal: HOPWA Assistance	11,684	393	12,077
	Goal: Non-HOPWA Assistance	575	145	720
	HOPWA Budget	\$548,925	\$938,972	\$1,487,896
Year 5	Goal: HOPWA Assistance	12,199	410	12,610
	Goal: Non-HOPWA Assistance	600	160	760
	HOPWA Budget	\$573,109	\$980,340	\$1,553,448

Housing-Related Goals

Subject to the availability of HOPWA resources, the EMSA will

1. Endeavor to provide housing information and referral services to 12,199 PLWHA by 2015. This will include intake and assessment services as well as linkages to other housing and housing-related services.
2. Endeavor to provide support services to 410 PLWHA. Additionally, HAHSTA will endeavor to prevent a gap between the current support services capacity and the expected support service capacity through leveraged dollars.
3. Engage in two capital projects to expand housing availability.

ⁱ The Washington AIDS Partnership, The Northern Virginia HIV Services and Financing System: Assessing Resources to Address an Era of Constrained Funding, January 2006

ⁱⁱ <http://www.census.gov/acs/www/SBasics/>, February 6, 2010.

ⁱⁱⁱ DC Fiscal Policy Institute, "Nowhere to Go: As DC Housing Costs Rise, Residents Are Left With Fewer Affordable Housing Options." Feb. 5, 2010. <http://dcfpi.org/?p=1486>. Downloaded Feb 8, 2010.

^{iv} 2009 Consolidated Annual Performance and Evaluation Report for the Washington DC EMSA.

^v *Affordable Housing Shortage*. "Fact Checker: Accurate Statistics on Homelessness". National Alliance to End Homelessness, September 2007. Downloaded Feb. 17, 2010. <http://www.endhomelessness.org/content/article/detail/1658>.