

# HOUSING AND URBAN DEVELOPMENT (HUD) PATHWAYS TO REMOVING OBSTACLES TO HOUSING (PRO HOUSING) APPLICATION

October 2023



Metropolitan Washington  
**Council of Governments**

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EXHIBIT A  
EXECUTIVE SUMMARY

METROPOLITAN WASHINGTON COUNCIL OF  
GOVERNMENTS

Metropolitan Washington has made a historic commitment to housing. For the first time in 25 years, local governments have worked together to create a regional fair housing plan. Convening through the Metropolitan Washington Council of Governments (COG), the region made an affirmative commitment to reverse decades of segregation, boost the production of affordable housing, and improve access to housing from one community to the next. COG and its member jurisdictions now submit this collective application for PRO Housing funding to implement this bold regional vision.

PRO Housing allows these jurisdictions to address a vexing issue: the region's lack of affordable housing, which is its most challenging and persistent fair housing barrier. Metropolitan Washington hasn't produced enough housing for almost two decades, and affordability is getting worse.

COG has already laid the groundwork to address these changes through a commitment to increased housing production, a local housing predevelopment program, and its regional fair housing plan. Together, these tools have addressed components of the issue, but local land use restrictions still stand in the way. This application to PRO Housing addresses these barriers. Together, COG and its jurisdictions will pursue the following three strategies to boost production, improve affordability, and collectively address the region's housing needs, by:

*Increasing the supply of housing that is affordable to low-to-moderate income families, especially in communities that have lacked it in the past.* The region hasn't produced enough housing and increased burdens on residents, especially in communities of color. Under this grant, COG will encourage a new pipeline of housing through a loan program for the construction of ADUs; a comprehensive toolkit to redevelop retail properties as housing; a regional rental application portal to connect residents to units created; and local inclusionary initiatives that work collectively to add housing at the regional level.

*Working across jurisdictions to establish more uniform zoning standards and to increase the overall supply of housing.* The Washington region spans two states, a federal district, and numerous jurisdictions, and each of them has its own set of rules. This proposal develops and tests innovative zoning reforms that may be applied regionally.

*Preserving affordable housing and preventing displacement.* Currently, the development of assisted affordable housing has been offset by a loss of affordable market-rate units. The region has committed to preservation tracking systems, a "no net loss" policy of affordable housing units and through anti-displacement mitigation strategies along the Purple Line corridor.

This proposal is a collective effort between the region and its jurisdictions. Regionally, COG will pilot new housing programs to boost supply. Locally, jurisdictions will advance reforms to encourage more housing. Together, the activities will result in a region with more abundant housing, lower costs, and more equitable access from one community to the next. If successful, the program will achieve four goals: an increase in the amount of land developable for multifamily housing, a much higher level of housing production, an end to the net loss of existing affordable housing, and improvements on scores of regional segregation.

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EXHIBIT B  
THRESHOLD REQUIREMENTS AND  
OTHER SUBMISSION REQUIREMENTS

METROPOLITAN WASHINGTON COUNCIL OF  
GOVERNMENTS

**Exhibit B: Threshold Requirements**

The Metropolitan Washington Council of Governments (COG) is applying for HUD PRO Housing funding as a multijurisdictional entity. Please see attached organization bylaws.

COG does not have any outstanding civil rights matters.

# COG BY-LAWS

Last Revision: June 2017



Metropolitan Washington  
**Council of Governments**

**COG BY-LAWS**

Adopted: November 15, 2007

Last Revision: June 14, 2017

**ABOUT COG**

The Metropolitan Washington Council of Governments (COG) is an independent, nonprofit association that brings area leaders together to address major regional issues in the District of Columbia, suburban Maryland, and Northern Virginia. COG's membership is comprised of 300 elected officials from 24 local governments, the Maryland and Virginia state legislatures, and U.S. Congress.

**ACCOMMODATIONS POLICY**

Alternative formats of this document are available upon request. Visit [www.mwcog.org/accommodations](http://www.mwcog.org/accommodations) or call (202) 962-3300 or (202) 962-3213 (TDD).

**TITLE VI NONDISCRIMINATION POLICY**

The Metropolitan Washington Council of Governments (COG) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations prohibiting discrimination in all programs and activities. For more information, to file a Title VI related complaint, or to obtain information in another language, visit [www.mwcog.org/nondiscrimination](http://www.mwcog.org/nondiscrimination) or call (202) 962-3300.

El Consejo de Gobiernos del Área Metropolitana de Washington (COG) cumple con el Título VI de la Ley sobre los Derechos Civiles de 1964 y otras leyes y reglamentos en todos sus programas y actividades. Para obtener más información, someter un pleito relacionado al Título VI, u obtener información en otro idioma, visite [www.mwcog.org/nondiscrimination](http://www.mwcog.org/nondiscrimination) o llame al (202) 962-3300.

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**Section 1.00 STATEMENT OF PRINCIPLES AND POLICIES**

- 1.01** The underlying concept of the Metropolitan Washington Council of Governments (hereafter referred to as Council of Governments or COG) is that the general purpose units of government which are closest to the people should exercise the basic initiative and leadership in government affairs and have the primary responsibility for collaboratively addressing those problems and needs which require analysis and action on an intergovernmental basis.
- 1.02** The physical, economic and social well-being of the Washington Metropolitan Statistical Area, its citizens and business enterprises, now and in the future, is dependent upon orderly development and redevelopment of the entire area. That will be possible only with the successful coordination of local governmental services and policies.
- 1.03** Counties and cities are the principal units of local governments in the Washington Metropolitan Statistical Area. As such, they have the responsibility for anticipating and meeting local government needs which future development, technology, and population growth will produce, including the need for joint and coordinated intergovernmental services.
- 1.04** County and city governing bodies are and should continue to be the primary policymakers in local government. They are directly concerned with all services, policies and regulations affecting the public safety, health and welfare of their communities.
- 1.05** Constructive and workable policies and programs for meeting and solving intergovernmental problems of local governments will be most effectively and expeditiously developed by regular meetings of county and city governing body members in an area with voluntary councils of government dedicated to the identification, analysis and solution of those problems.
- 1.06** The Council of Governments is an organization through which individual counties and municipalities can coordinate their efforts in this manner. It is not a government nor does it seek to become one.
- 1.07** The Council of Governments, as the joint agency of its participating local governments, is an appropriate mechanism to provide specialized technical assistance to its local governments in order to enhance their capacity to make public policy decisions on issues affecting the region and their communities.

**Section 2.00 GEOGRAPHIC AREA SERVED**

(Revised 03/2013)

- 2.01** Counties located geographically within the area defined as the Washington Metropolitan Statistical Area in the latest decennial census conducted by the United States Census Bureau, and sharing a common border with one or

more other such counties, shall be eligible for membership in the Council of Governments.

**2.02** Those local governments participating as members in the Council of Governments on July 1, 1986, Virginia independent cities participating as members in the Council of Governments on March 1, 2004, and such other cities and towns that have a population of 25,000 or more according to the latest population estimates compiled by the staff of the Council of Governments, as now or may hereafter exist within a County which participates in the Council of Governments, shall be eligible for membership in the Council of Governments.

**2.03** Counties located geographically within the area defined as the Washington Metropolitan Statistical Area, but which do not share a common border with one or more counties which participate as members in the Council of Governments shall be eligible to become adjunct participants in the Council of Governments, if they agree to contribute an annual fee established by the Board of Directors. Cities and towns with a population of 5,000 to 25,000 shall be eligible to become adjunct participants in the Council of Governments if they agree to contribute an annual fee established by the Board of Directors. Counties not within the boundaries of the Washington Metropolitan Statistical Area, with a population of 75,000 or more, shall be eligible to become adjunct participants in the Council of Governments, if over 20 % of their non-farm workers are employed within the Washington Metropolitan Statistical Area.

**Section 3.00 MEMBERSHIP AND OTHER PARTICIPATION**  
(Revised 06/2017)

**3.01** General membership in the Council of Governments:

- (a) The members of the governing body of each government described under Subsections 2.01 and 2.02 shall be eligible for general membership. Interested governments shall submit a completed application for membership provided by the Council of Governments, a cover letter committing to pay the annual membership fee upon approval of membership, and a resolution of the governing body requesting membership. Upon receipt of the foregoing documents, a vote of the Board of Directors is required to approve the new member effective July 1 of the respective year.
- (b) The members of the General Assemblies of Maryland and Virginia and the Congress of the United States who represent portions of the geographical area of the Washington Metropolitan Statistical Area shall be eligible for general membership.
- (c) The general membership shall have the right, in accordance with the Council of Government's articles of incorporation, these by-laws, and applicable rules and procedures, to vote for the election of directors and

to vote on any type of fundamental transaction; to participate on policy committees and vote on matters considered or transacted by those committees; and to receive services offered by the Council of Governments.

- (d) Each member shall be required to pay an annual membership fee, the amount of such fee to be determined by the Board of Directors.

**3.02** Adjunct participation in the Council of Governments:

- (a) The members of the governing bodies of the governments described under Subsection 2.03, above, if such governments agree to pay an annual participation fee established by the Board of Directors, shall be eligible for adjunct participation in the Council of Governments. For the purpose of this Subsection 3.02(a), the term “governing body” shall include the government’s elected or appointed executive, or his or her appointee, of any adjunct participant.
- (b) Adjunct participants may participate on the Council of Government’s policy committees, and may vote on matters considered or transacted by those committees. Adjunct members are eligible to receive the same services offered by the Council of Governments to its members.

**Section 4.00 GENERAL MEMBERSHIP MEETINGS**

(Revised 03/2013)

- 4.01** An annual general membership meeting shall be held each year, at which time the members shall elect individuals to serve as the following officers: president, one or more vice-presidents, and secretary-treasurer, and the general membership shall consider such other business as may be referred to it. Additionally, any member may at the annual general meeting request a review of any action by the Board of Directors taken between general membership meetings.
- 4.02** No fewer than 10 days and not more than 60 days prior to the annual general membership meeting, notice of such meeting, in the form of a record, shall be given to each member.
- 4.03** Special general membership meetings, for any purpose or purposes, may be called: (i) by the president of the Board of Directors, upon notice, in the form of a record, to the membership; or (ii) at the request, in the form of a record, of 15 members who represent at least four participating governments, or (iii) if the holders of 25% of all the votes entitled to be cast at the proposed special meeting sign, date and deliver to the president of the Board of Directors one or more requests, in the form of a record. Any such request shall state the purpose or purposes of the proposed meetings.

- 4.04** Notice of a special general membership meeting, in the form of a record, and stating the date, time, place and subject of the meeting and the specific action or actions proposed to be taken, shall be given to each member within the time frame referenced in Subsection 4.02, above. The record notice may be delivered by U.S. mail, by commercial delivery service, by electronic mail, or in any other manner that a member has authorized. Such notice shall be effective as provided by the law of the District of Columbia. Business transacted at all special general membership meetings shall be confined to the objects and actions proposed to be taken as stated in the notice.
- 4.05** The times, dates and locations of the annual general membership meeting and special general membership meetings shall be determined by the Board of Directors.
- 4.06** Twenty percent (20%) of the total number of members, present in person, shall constitute a quorum at all meetings of the general membership for transaction of business except as otherwise provided by these by-laws, provided that this number includes one or more members representing at least one-half of the member governments from Maryland, and one or more members representing at least one-half of the member governments from Virginia, and at least one member representing the Mayor or Council of the District of Columbia. If however, such a quorum shall not be present at any meeting, the members entitled to vote thereat, present in person, shall have the power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present. At any resumption of the adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting originally called.
- 4.07** When a quorum is present at any general membership meeting, the vote of a majority of the members present shall decide any question which may be brought before such meeting, unless the question is one upon which by expressed provision of the bylaws, a different vote is required, in which case such express provision shall govern and control the deciding of such question:
- (a)** At the request of a majority of the members present representing any two (2) member governments, any question shall be determined by the majority of the aggregate votes of each member government on a weighted basis; provided, however, that any weighted vote must meet or exceed a majority of the quorum. For this purpose, each member government shall have one vote for each 25,000 in population, and the next succeeding portion thereof, and any jurisdiction that has a population of less than 25,000 shall have one vote.
  - (b)** In a weighted voting process, each member government may divide the total amount of the aggregate votes it has among the members of its governing body present and voting.

- (c) On a vote for which weighted voting has not been called, any member of the General Assemblies of Maryland and Virginia or member of the U.S. Congress representing portions of the Washington Metropolitan Area shall be entitled to one vote, and it shall be counted to determine if a majority vote has been attained on the question before the membership.

**4.08** For the purposes of these bylaws, the term “record”, when used as a noun, means information inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

**Section 5.00 BOARD OF DIRECTORS**

**5.01** The Board of Directors shall be the governing board of the Council of Governments, and between meetings of the entire membership, shall be responsible for the general policies and programs of the Council of Governments and for the control of all its funds. The Board of Directors shall also be responsible for preparing agendas for the annual general and special meetings of the general membership of the Council of Governments and for the approval of an annual budget and schedule of assessment. It shall have the power to transfer funds within the approved total budget in order to meet unanticipated needs or changed situations. The Board of Directors, through its officers and employees, shall be responsible for ensuring that corporate records are kept as required by law. (Revised 03/2013; 01/2017)

**5.02** The Board of Directors shall be selected from the general membership as follows:

- (a) One member selected by each government having a population of no more than 300,000.
- (b) Two (2) members selected by each government having a population of more than 300,000 but no more than 600,000.
- (c) Three (3) members selected by each government having a population of more than 600,000.
- (d) Four (4) members selected by the District of Columbia, two (2) from the Executive Branch and two (2) from the Legislative Branch, unless the two (2) branches shall decide on a different apportionment. A representative from the Executive Branch of the District of Columbia need not be selected from the general membership.
- (e) One member of the Maryland General Assembly and one member of the Virginia General Assembly, representing portions of the Washington Metropolitan Statistical Area, both of whom shall be selected biennially by separate consultation of the same-state Board members of COG followed by election by the entire Board of Directors. (Revised 11/12/2014)

- 5.03** In determining the population of each government for the purpose of allocating membership on the Board of Directors, the population figures to be used shall be the annual population estimates prepared by the Metropolitan Washington Council of Governments and approved by its Board of Directors.
- 5.04** Any government which has two (2) or more members on the Board of Directors and has an elected executive and an elected legislative body shall divide its representation between the elected executive and elected legislative body, unless the two branches shall decide on a different apportionment.
- 5.05** A majority of the total number of members of the Board of Directors representing governments described in Section 5.02, Subsection (c), shall constitute a quorum for the transaction of business, provided that this number of Board members includes representatives of at least two (2) governments from Maryland, two (2) from governments from Virginia, and one representative of the government of the District of Columbia.
- (a) A member, who has been recognized as participating in the meeting electronically, counts toward the quorum as if the member was physically present.  
(Created 11/2011; Revised 03/2013)
- (b) If, however, such a quorum shall not be present at any meeting, the members entitled to vote thereat shall have the power to adjourn the meeting from time to time without notice other than announcement at the meeting until a quorum shall be present. At any resumption of the adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting originally called.
- 5.06** When a quorum of the Board is present at any meeting, the vote of a majority of the Board members present shall decide any question brought before the meeting, except when a weighted vote is invoked as follows:
- (a) On a vote on any matter before the Board of Directors, weighted voting may be called for by any two (2) members or more present and representing at least two (2) member governments.
- (b) Any question for which weighted voting has been called shall be determined by the majority of the weighted votes allocated to the members of the member governments present and voting. For this purpose, each member government shall have one vote for 25,000 population, and the next succeeding portion thereof in the jurisdiction of the government, except that any member government which has a population of less than 25,000 shall have one vote. For the purpose of weighted voting, the population assigned to each member government shall be the population used for fee assessment purposes under Section 11.03.

- (c) Representatives of any member government having two (2) or more members of the Board of Directors may divide their aggregate between or among them.
- (d) Board members from the Virginia General Assembly and the Maryland General Assembly shall be excluded from any weighted vote. On a vote for which weighted voting has not been called, they shall each be entitled to one vote, and it shall be counted to determine if a majority vote has been attained.

**5.07** In the absence of any member of the Board representing a member government, another member of the absent member's governing body may serve as his/her alternative at any meeting of the Board. Such alternate member shall have full voting privileges and shall be counted in the determination of a quorum. An alternate representing an elected executive need not be an elected official.

**5.08** The Board shall annually elect a chair and one or two vice-chairs at the first meeting following the annual meeting of the general membership. Where a vacancy occurs in a Board or corporate office, the Board may fill such vacancy by a vote of a majority of its members present and voting.

**5.09** The Board may hold its meetings and keep the books of the corporation in the District of Columbia and at such place as it may from time to time determine.

**5.10** The Board may establish standing and *ad hoc* policy and technical committees as it deems necessary or helpful to the exercise of its responsibilities under these by-laws.

**Section 6.00      MEETINGS OF THE BOARD OF DIRECTORS**

**6.01** The Board of Directors shall meet monthly unless determined otherwise by the Board or its Chair. Written notice of such meetings and a proposed agenda thereat shall be served upon or mailed to each member of the Board at least seven (7) days prior to the meeting.

**6.02** Special meetings of the Board may be called by the Chair on three (3) days' notice, in the form of a record, to each Board member. Special meetings shall be called by the Chair in like manner and on like notice upon the request, in the form of a record, of three (3) Board members. The notice of all special meetings of the Board shall include the written statement of the purpose or purposes of the special meeting.

**Section 7.00 WAIVER OF NOTICES**  
(Revised 03/2013)

**7.01** Whenever any notice is required to be given, a member may waive such notice, before or after the date and time stated in the notice or of the meeting or action. The waiver shall be in the form of a record, shall be signed by the member entitled to the notice, and shall be delivered to the secretary-treasurer of the corporation for inclusion in the minutes of the meeting or filing within corporate records.

**Section 8.00 OFFICERS**  
(Revised 03/2013)

**8.01** The officers elected by the general membership of the corporation, as provided in Subsection 4.01, shall be officers of the corporation and shall hold office until their successors are elected and qualify in their stead.

**8.02** In addition to the officers referenced in Subsection 8.01, above, the following shall serve as officers of the corporation: chair of the Board of Directors and one or two vice-chairs of the Board, selected as provided in Subsection 5.08. Two or more offices may be held by the same person, except the offices of chair of the Board of Directors, secretary-treasurer. Any officer elected or appointed by the Board of Directors may be removed at any time by the affirmative vote of a two-thirds majority of the whole Board.

**8.03** The president shall preside at the general meetings of the members of the corporation.

**8.04** The vice-presidents, in order of their election, shall in the absence or disability of the president perform the duties and exercise the powers of the president and, in the permanent absence or disability of the president, shall serve as president pro tem. Service as president pro tem will not preclude subsequent succession to president.

**8.05** The chair of the Board of Directors shall be the chief executive officer of the corporation and shall be responsible for management of the corporation; shall preside at all meetings of the Board; shall be an ex-officio member of all committees; and shall see that all orders and resolutions of the Board are carried out. Additionally, he/she shall execute all contracts requiring a seal, under the seal of the corporation, except when the signing and execution thereof shall be expressly delegated by the Board to some other officer or employee or agent of the corporation.

**8.06** The vice-chairs, in order of their election, shall in absence or disability of the chair, perform the duties and exercise the powers of the chair and, in the permanent absence or disability of the chair, shall serve as chair pro tem. Service as chair pro tem will not preclude subsequent succession to chair.

Vice-chairs shall perform such other duties as the Board or the chair shall prescribe.

- 8.07** The secretary-treasurer of the corporation shall be responsible for the financial affairs of the corporation. The secretary-treasurer shall also have responsibility for preparing or supervising the preparation of minutes of the board of directors and of the general membership, and for maintaining and authenticating records of the corporation required by law to be kept and maintained.
- As treasurer of the corporation, the secretary-treasurer shall render to the president, chairman and Board members, at regular meetings of the Board, or whenever they may require it, an account of the financial transactions and overall financial condition of the corporation.  
(Revised 05/2015)

- 8.08** The Board of Directors shall delegate responsibility for day-to-day management of the corporation to the Executive Director, and shall assign day-to-day responsibility for the financial affairs of the corporation to the employee appointed by the Executive Director as Chief Financial Officer of the corporation. The chair of the Board/chief executive officer, and the secretary-treasurer, shall each retain ultimate responsibility for the corporate responsibilities attendant upon their offices. If required by the board of directors, the secretary-treasurer and/or any employee assisting with the functions of the office of treasurer, shall give the corporation a bond in such sum, and with such surety or sureties, as shall be satisfactory to the board of directors, for the faithful performance of the duties of this office.

**Section 9.00 EMPLOYEES**

(Revised 03/2013)

- 9.01** The Board of Directors shall appoint the chief administrative employee of the corporation who shall be the Executive Director of the corporation. The Executive Director shall be responsible for: (1) providing advice and assistance to the Board and each of its committees; (2) the establishment of personnel policies and practices, and administration of the schedule of employee compensation and benefits established by the Board; (3) appointment of an employee to serve as Chief Financial Officer of the corporation, and the selection, appointment, assignment of duties and supervision of the other employees of the corporation; (4) procurement and administration of grants and contracts, and coordination of the work of consultants and other independent contractors; (5) other aspects and responsibilities attendant upon the day to day management of the corporation; and (6) such other duties as the Board may prescribe.
- 9.02** The Board of Directors shall establish a schedule of compensation and benefits for all employees of the Council of Governments.

**Section 10.00**

**CHECKS**

- 10.01** All checks or demands for money and notes of the corporation shall be signed by such officer or officers, or such other persons or employees of the corporation, as the Board of Directors may from time to time designate.

**Section 11.00**

**FINANCES**

(Revised 05/2015; 01/2017)

- 11.01** The fiscal year shall begin on the first day of July in each year and shall end on the thirtieth day of June of the following year.
- 11.02** The Executive Director shall submit a proposed budget of the corporation to the Board of Directors pursuant to a schedule established annually by the Board. The Board of Directors shall approve the proposed budget as presented or modify it.
- 11.03** Each year, assessments of the annual fee for all members and other participating governments and agencies shall be fixed no later than January 31, for the subsequent fiscal year beginning July 1. Assessments shall be in amounts sufficient to provide the funds required to meet the goals and priorities of the corporation. Any member or other participant whose local government's annual assessment has not been paid by the end of the fiscal year for which the assessment was made shall forfeit all rights, privileges and prerogatives of membership and participation, until such assessment is paid in full. (Revised 03/2013; 01/2017)
- 11.04** The annual assessment shall be primarily on a per capita basis as reflected by the latest population estimates of the Council of Governments and verified by the participating governments. Recognizing that cities and towns in the State of Maryland and towns in the Commonwealth of Virginia are a part of counties, the Board of Director may establish adjustments to a strict per capita assessment formula, which adjustments also shall be reflected in the assignment of weighted votes to such local governments eligible for participation in the Council of Governments under Section 2.03. Unless otherwise provided, this separate fee assessment schedule will be one-half that of governments participating under 2.01 and 2.02.
- 11.05** The books of the corporation shall be audited annually by a certified public accountant or accountants, and the audit report for each preceding fiscal year shall be made available to the members and participating governments no later than seven (7) months after the close of the fiscal year.

**Section 12.00**

**SEAL**

**12.01** The corporate seal shall have inscribed thereon the name of the corporation and the year of its organization. Said seal may be used by causing it or a facsimile thereof to be impressed or otherwise reproduced.

**Section 13.00 AMENDMENTS TO THE BY-LAWS**

**13.01** These by-laws may be altered, amended or added to at annual meetings of the general membership, or at special meetings of the general membership called for this purpose; provided, however, that (1) notice of the meeting shall contain a full statement of the proposed amendment or amendments, and (2) the enactment of the amendment shall require two-thirds vote of the members present and having the right to vote at such meeting. (Revised 03/2013)

**13.02** Alternatively, these by-laws may be altered, amended or added to at a regular meeting of the Board of Directors or a special meeting called for this purpose, with notice given at the previous meeting. Amendment by the Board shall require a three-quarters majority of the members present and voting.



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**Council of Governments**

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# RULES OF PROCEDURE OF THE BOARD OF DIRECTORS

April 2022



Metropolitan Washington  
**Council of Governments**

## **Rules of Procedure of the Board of Directors**

Adopted:

October 8, 2003

Revised:

January 1, 2008

October 14, 2009

November 9, 2011

April 11, 2012

March 13, 2013

April 13, 2022

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- 4.03 Access to Official Records
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## **1.00 ORDER OF BUSINESS**

After reading and approval of the minutes, the order of business shall be as follows:

- a) Presentation and disposition of petitions, proclamations, certificates of commendation, and other papers
- b) Amendments to the agenda
- c) Consent agenda
- d) Consideration of remaining business in order set forth in meeting notice and agenda, as amended, if appropriate.

The order of business may be changed at any time by the vote of a majority of the Directors present and participating, or by the Chair, unless a majority of the Directors present and participating object.

## **2.00 PARLIAMENTARY PROCEDURE**

These procedures apply to meetings of the COG Board of Directors. They also apply, unless modified by majority vote, to all formal meetings of committees created by the Board of Directors and acting under the authority of the Council of Governments.

### **2.01 Obtaining the Floor**

A Director wishing to speak, give notice, make a motion, submit a report, or for any other purpose, shall address and be recognized by the Chair before addressing the Board. No Director may speak more than once on any subject until every Director desiring to be heard on the subject has been allowed to speak, except that after a motion has been seconded, the maker of the motion shall be offered the floor.

### **2.02 Limitations on Debate**

Unless otherwise provided for in these Rules, debate may be limited by a motion to limit debate to a time certain or (2) to terminate debate by a motion to move the previous question. Neither motion is debatable. If debate is limited, the Chair shall fairly apportion the designated time between proponents and opponents of the question.

### **2.03 Personal Privilege and Identification of Conflict of Interest**

- a) Any Director, as a matter of personal privilege, may speak for a period not longer than five (5) minutes concerning matters which may affect the

Board collectively, its rights, its dignity and the integrity of its proceedings, or the rights, reputation and conduct of its individual Directors in their representative capacities only. Personal privilege statements must still follow the basic courtesies and decorum required of public officials and a public meeting.

- b) A Director who has a conflict of interest, on a matter that requires the Director's disclosure or disqualification, shall state the conflict prior to any discussion of the matter and, if disqualified, shall abstain on the vote. If disqualified, the Director shall not participate in the discussion or any other action on the matter.

#### **2.04 Points of Order**

Any Director may make a point of order. Points of order are debatable only at the discretion of the Chair. If the Chair permits debate, the Chair has authority to limit it. Points of order include: (1) alleged violations of parliamentary rules, (2) agenda, and (3) orders of the day.

#### **2.05 Appeal**

An appeal may be taken from any decision of the Chair. A Director must state the reasons for appealing a decision, to which the Chair may respond. Appeals must be acted upon immediately. Only the Director appealing a decision, the Chair, and the Parliamentarian may address the issue; otherwise the appeal is non-debatable. An affirmative vote of a majority of the Directors present and participating is required to sustain the Chair's decision.

#### **2.06 Recognition of Non-Directors**

The Chair may recognize members of the public where the participation of such persons would, in the judgment of the Chair, enhance the understanding of the matter under consideration by the Board. Recognition of non-Directors during meetings shall be limited to extraordinary circumstances and should not be a matter of general practice.

#### **2.07 Withdrawal or Modification of Motions**

Any motion may be withdrawn or modified by the mover at any time before it has been amended or voted on.

#### **2.08 Form of Vote**

Voting shall be in the form of "YES," "NO" or "ABSTAIN." A vote of "ABSTAIN" shall be deemed the equivalent of an abstention or a non-vote. A Director who has a conflict that disqualifies him from participating on the matter should abstain.

## **2.09 Voting**

Votes on all questions shall be by voice, with the results determined by the Chair. A Director's vote upon any matter shall be recorded upon request. On any question, the Chair or any voting Director may request a show of hands.

## **2.10 Demand for Roll Call Vote**

Any Director, in advance of a vote or promptly thereafter, may demand a roll call vote.

## **2.11 Calling the Roll**

When a roll call vote is demanded, the Board's Secretary-Treasurer, or designee, shall call the roll of the Directors in alphabetical order, commencing with the maker of the motion.

## **2.12 Record Votes**

When a roll call vote is demanded, the Board's Secretary-Treasurer, or designee, shall record the names of those voting "YES," those voting "NO," and any abstentions. Directors will be recorded as absent if they are not in the chambers when a vote is taken. Voting records are official records of the Board.

## **2.13 Weighted Votes**

At the request of a majority of the Directors present representing any two (2) participating governments, any question shall be determined by the majority of the aggregate votes of each participating government on a weighted basis in the same manner as provided in the COG By-Laws, Sec. 5.06.

## **2.14 Proxy Voting Prohibited**

No proxy shall be permitted either for the purpose of voting or for the purpose of obtaining a quorum.

## **2.15 Reconsideration**

- a) Any Director recorded as having voted with the prevailing side on a question may move to reconsider the question at any time except as limited by this section. A resolution may only be reconsidered during the meeting at which it was adopted, or at the next regular meeting.
- b) For the purpose of this rule, any Director who was present and voting on a question decided by a voice vote will be considered as having voted

with the prevailing side on the question, unless the Director had asked to be recorded as voting against the prevailing side or “ABSTAIN.”

- c) A motion to reconsider requires the approval of a majority of the Directors present and voting.
- d) When a motion to reconsider a vote is defeated, it cannot be repeated.
- e) A motion to reconsider is not required to consider amendments to move to Strike, or to accept amendments accepted or rejected on a previous reading of a bill.
- f) Votes to approve or amend these Rules may not be reconsidered pursuant to this section; such votes must be subject to the notice requirements of Rule 2.19.

### **2.16 Absence of Chair**

In the absence of the Chair at a meeting, the Vice Chair, senior in election, shall preside. In the absence of the Chair and Vice Chairs at a meeting, the Directors present shall elect a Chair Pro Tempore. A Vice Chair, or Chair Pro Tempore, while acting as Chair, shall have all the authority and voting rights of the Chair. If, after a meeting has commenced, it is necessary for the Chair and the Vice Chair to be absent from time to time, the Chair, or other Presiding Officer, pursuant to this section, may designate a Director to preside temporarily at the meeting.

### **2.17 Parliamentary Authority**

Matters not covered by these Rules will be governed by *Robert's Rules of Order*. It is the duty of the Chair to interpret the Rules. Matters not covered by *Robert's Rules of Order* shall be determined by the Chair subject to the right of any Director to appeal the ruling of the Chair. The Chair of the COG Board, or any derivative committee, or any Director thereof may seek assistance from the General Counsel, as Parliamentarian, in interpreting these Rules or *Robert's Rules of Order*.

### **2.18 Suspension of Rules**

Except for rules regarding notice, quorum, or amendment of these Rules, and except for any requirement of the Bylaws, any Rule governing procedures of the Board may be suspended during the consideration of a specified matter by motion to suspend the Rules approved by 2/3 of the Directors present and participating.

### **2.19 Amendment of Rules**

- a) These Rules may be amended by a vote of a majority of the

Board of Directors.

- b) An amendment must be proposed in writing, signed by the proposer and circulated to all Directors, at least seven (7) days prior to the Board's consideration of the amendment.

### **3.00 AGENDA AND MATERIALS**

#### **3.01 Developing the Agenda**

The Executive Director, at least ten (10) days before the meeting, shall prepare a list of proposed agenda items for the consideration of the Chair and the Vice Chairs. The agenda of every regular Board meeting shall be approved by the Chair.

#### **3.02 Availability to Public**

Agendas of upcoming Board meetings shall be made available for public review in the COG offices and on the COG website no later than Monday, the week of the Board meeting.

#### **3.03 Time of Distribution**

Agenda materials shall be mailed or delivered by hand or electronically to the Directors no later than seven (7) days before a regular Board meeting. All additional materials are to be distributed to the Board prior to the meeting. The Board may defer any item for which all relevant information has not been prepared in the above-referenced manner.

#### **3.04 Agenda and Related Materials**

All written materials related to agenda items, which are received at the COG office by 5:00 P.M. on the day preceding a regular Board meeting, will be distributed to Directors prior to the meeting. All correspondence received by the Board that is public shall be made part of the record of the meeting. For distribution to Directors, 35 copies of the correspondence, as well as an electronic copy, shall be provided to the Board's Secretary-Treasurer, or designee.

#### **3.05 Policy Reports**

TPB, MWAQC, and the Policy Committees are encouraged to make periodic reports to the COG Board. TPB and MWAQC shall make such reports at least semi-annually and policy committees shall do so at least annually. These presentations and reports will describe the work performed by the committee, its future work plans, and how its efforts impact and are integrated with other efforts of the region and the Board.

## **4.00 MEETINGS AND ACCESS TO INFORMATION**

### **4.01 Definitions**

- a) “Meeting” means the assemblage, as a body or entity, of the constituent Membership, with or without minutes being taken, whether or not votes are cast, of the Board of Directors, and of any designated policy or *ad hoc* committee of COG. “Executive session” or “closed meeting” is a meeting from which the public is excluded. “Open meeting” or “public meeting” is a meeting at which the public may be present.
- b) “Official Records” means the minutes or summaries of any open and public meeting, the documents submitted for inclusion with the minutes, the record of all actions taken at such meeting, the reports of studies paid for with COG or public funds, except unpublished information and information deemed internal work product or confidential data, and records of actions taken by an officer, a committee of the board, or a designated body on behalf of COG.
- c) “Internal Work Product” means the documents, memoranda, data, maps, figures, projections, inter-departmental communications, or other sources of information required for intelligent and informed internal discussions and which have been developed by and intended to be used by COG’s staff, consultants, or technical committees.
- d) “Confidential Data” means information or data in COG’s possession which can identify a particular person, private organization, or business, or which can reveal a trade secret, process, operation, or style of work of a contractor in which the contractor has a proprietary interest. It includes data about an employee that is maintained and controlled by COG, including, but not limited to, education, financial transactions, medical history, and which contains a name or identifying number or symbol.

### **4.02 How Meetings May Be Held; Electronic Meetings; and Individual Member Electronic Participation**

- a) Meetings will be held physically in-person at a central location. However, meetings may be held by telephone conference call, videoconference, online or a combination of physical and remote assembly, upon direction of the Chair, with consent of the Executive Committee, upon at least three (3) days’ notice given to Directors by either email or telephone, which notice shall include the specific steps necessary to access the meeting. Insofar as possible, all matters requiring a vote shall be proposed in writing and furnished to Directors at least three (3) days prior to the meeting.

- b) When a physically in-person Board of Directors meeting at a central location is scheduled, a Director may attend the meeting through electronic communication means from a remote location as follows: The Director shall give at least five (5) days' notice to the Executive Director by either email or telephone. The Chair shall announce electronic participation at the beginning of the Board meeting.

[1] Electronic participation is contingent upon the ability of COG staff to make arrangements for the voice of the remote participant Director to be heard by all persons at the central meeting location.

[2] The following procedures shall apply when a Director is attending electronically:

- The Director shall verbally identify at the beginning of the meeting that the Director is present electronically; and announce if the Director is departing from the meeting unless the meeting has adjourned.
- The Director attending electronically shall verbally ask for recognition from the Chair if the Director desires to speak.
- The Director attending electronically shall indicate the Director's vote verbally when requested by the Chair or Board Secretary.
- The Director attending electronically shall not have a right to attend any executive session or closed meeting during the meeting but may be included if arrangements can be readily made and the confidentiality of the meeting ensured.
- All other Rules shall apply.

[3] The Chair may determine that no electronic attendance is permitted at certain meetings of the Board of Directors or limit the number of electronic attendees to no more than four (4) Directors based on a first notification basis. The Chair has the discretion to waive the five (5) days' advance notice.

#### **4.03 Access to Official Records**

Except as provided in Rule 4.07, it is COG policy that all official records, as defined in Rule 4.01(b), above, shall be open to inspection and copying by any person during the regular business hours of the custodian of such records. Reasonable fees may be charged for the search for such records and use of copying facilities (see Rule 4.23).

#### **4.04 Records Withheld from Public Disclosure**

The following official records may be withheld from public disclosure:

- a) Records specifically exempted from disclosure, by law;
- b) Confidential data as defined in Rule 4.01, release of which would result in a clearly unwarranted invasion of personal or business privacy, except that access shall not be denied to the person who is the subject thereof;
- c) Records of commercial or financial information contained from a person under an agreement of confidentiality;
- d) Records of internal communications (internal work product) which would not be available by law to a party other than a party in litigation with COG;
- e) Reports and memoranda of consultants or independent contractors, except to the extent they would be required to be disclosed if prepared by COG.

#### **4.05 Segregable Portions of Official Records**

Any reasonably segregable portion of any official records shall be provided to any person requesting such records after deletion of the portions which are exempt under this Rule.

#### **4.06 Procedure for Handling Official Records**

The following procedure shall guide the day-to-day handling of requests for official records. Revisions in or deviations from these procedures may be made by a Department or Office Director for a given situation, subject to the approval of the Executive Director.

- a) Requests from the general public for official records shall be filed, in writing, with the COG Office of Public Affairs (“OPA”), and the OPA shall forward requests to the appropriate department or office for response if the records are not available in the OPA.
- b) The appropriate COG employees shall locate the official records requested as promptly as possible and forward to OPA. If the records sought are exempt, do not exist, are located outside of COG, or are not available, the person making the request shall be notified of this fact, in writing, by the OPA, on the recommendation of the COG Department or Office responsible for such records, as promptly as possible.
- c) If the official records are not exempt, the records sought shall then be

given or mailed to the person making the request. Copying facilities shall be available, at a reasonable cost, if it is necessary for the requester to duplicate the requested records at the COG offices.

- d) If any official record sought and located is deemed internal work product or confidential and non-disclosable and is designated as such by the Department or Office Director, the request for disclosure shall be denied. The reasons for the denial of the request shall be stated in writing. When a request is denied, it shall become incumbent upon the Department or Office Director to explore alternative or substitute forms for the distribution or access to the essential facts contained in the designated record.
- e) The person making the request may appeal the determination that the official record sought is internal work product or confidential by submitting a written request for the designated official record to the Executive Director.
- f) The Executive Director shall decide whether to release confidential or internal work products which have not been submitted, discussed, or considered by a COG committee. The person making the request shall be notified of the decision, in writing, as promptly as possible.
- g) If the internal work product has been submitted to, discussed, or considered by a committee, the committee members at the next regular meeting may, by a majority vote, eliminate the designation of the official record as internal work product and the record shall then be available for public disclosure through the aforementioned process. A reference to the existence of the internal work product in the minutes of a committee meeting shall not suffice to satisfy the requirement that the committee has submitted, discussed, or considered the record sought, or not made any determination on whether or not it is an internal work product.
- h) Requests to listen to or re-record a recording of any meeting recorded at COG shall follow the above procedures. Recordings may not be removed from the COG offices. Time will be provided for listening to or copying the recordings at COG.
- i) Any inconsistency between these procedures and any requirements of a controlling federal, state or local statute or regulation, including, without limitation, the requirements of DC STAT §§29-413.01 through 29-413.07, shall be resolved in favor of the applicable statute or regulation.

#### **4.07 Meetings Open to Public**

- a) Except as provided in Rule 4.09, all meetings of the COG Board or its

policy committees shall be public meetings. Information as to the time, location, and agenda of each meeting shall be furnished upon request. Where a federal law or regulation applicable to a transaction in which COG is involved calls for a public hearing or meeting, notice of such hearing or meeting shall be published as required by the specific federal law or regulation. Additionally, notice of the meeting shall be placed on the COG website. A mailing list may be kept providing notice to those persons who have requested that their names or organizations be placed upon such a list.

- b) In the case of an electronic meeting held pursuant to Rule 4.03, every reasonable attempt will be made to permit public electronic viewing or listening in the COG Board Room. If such public attendance is made impossible by the emergency causing the electronic meeting, electronic copies will be made available to the public as soon as possible.
- c) Meetings of technical committees are presumed not to be public meetings. However, by decision of its Chair, or by majority vote of the committee members, any meeting or part thereof may be opened to the public.

#### **4.08 Executive Sessions or Closed Meetings**

Executive sessions or closed meetings of the COG Board or its policy committees may be held only for the following purposes:

- a) Discussion or consideration of personnel matters such as: employment, assignment, appointment, promotion, demotion, disciplinary action, or salaries of employees within COG.
- b) Discussion or consideration of the condition, acquisition, or disposition of property in which COG has or may have an interest.
- c) Consultation with legal counsel and briefings by staff members, consultants or attorneys pertaining to pending litigation or other legal matters.
- d) Work sessions of the Board of Directors or its policy committees.

#### **4.09 Vote on Executive Sessions or Closed Meetings**

No meeting of the COG Board or its policy committees shall become an executive session or closed meeting, unless there shall have been publicly recorded an affirmative vote to that effect by the body holding such a meeting. The record of the vote should identify which of the purposes in Rule 4.09 was the basis for closing the meeting.

#### **4.10 Laws/Regulations Governing Executive Sessions or Closed Meetings**

Where federal, state or local laws or regulations are found applicable to the manner in which a particular matter or meeting shall be conducted, they shall take precedence over the aforementioned policy.

#### **4.11 Confidential Data**

It is the policy of COG to obtain confidential data only when necessary to fulfill its information-gathering and data collection responsibilities and to minimize risk of disclosure to the greatest extent possible. Whenever feasible and the requirements of a project allow, the names of respondents and survey participants shall not be accepted, recorded, or retained. It shall be the usual procedure that data will not be released with categories of less than 3 (three) observations or one observation representing 80% or more of the category total. However, with some data, this is an unnecessary precaution, and the Executive Director may authorize release of data with a lesser number. Nothing in this section shall prevent the Executive Director from setting a higher minimum when necessary.

#### **4.12 Destruction of Confidential Data**

Unless the data-contributing agency, organization, or individual requests that the data be returned, and except as may otherwise be required by law, all confidential data will be destroyed as it is no longer needed, according to schedules and procedures established by a designated Project Security Officer (Rule 4.15).

#### **4.13 Certification of Destruction**

Every agency, organization or individual contributing data is entitled, upon request, to a written certification that the confidential information that they supplied was destroyed after use.

#### **4.14 Procedures for Handling Confidential Data**

The following procedures guide the day-to-day handling of confidential data at COG. Revisions or deviations in these procedures may be made by the Executive Director.

#### **4.15 Security Officer Responsibility**

For any project at COG which involves confidential data, the Executive Director may designate a Security Officer who will be responsible for establishing project appropriate measures designed to protect the confidentiality of data collected or disseminated in connection with, or as a result of, that project.

The duties of the Security Officer shall be to:

- a) Identify and define the specific information and data that will be treated as confidential;
- b) Designate members of the staff who are to have access to the data, have them execute a confidentiality agreement, and transmit a list with the names of such employees along with the completed agreements, to the Executive Director;
- c) Develop procedures and maintain a secured area and such equipment as is needed to protect the confidentiality of information and data;
- d) Where appropriate for a specific project, establish and maintain a log (names, data, purpose) documenting the dates and times at which authorized persons have used or accessed confidential information or data;
- e) Identify or establish, and oversee, schedules and procedures for the destruction of confidential information and data when it is no longer needed for COG purposes, in accordance with applicable federal, state, and local laws, regulations and ordinances; and
- f) Issue, upon request, written certifications attesting that confidential information has been destroyed in accordance with applicable schedules and procedures.

#### **4.16 Employee Responsibility**

Employees shall be held responsible for the proper handling of COG confidential data in their use or possession. This includes taking personal responsibility for seeing that the data is not left unattended or where unauthorized persons may have access to it. Employees and applicants for employment, who have or will have access to, work with, or in any way be responsible for confidential data are required to sign a confidentiality agreement. This will constitute a condition of employment and failure to comply with the terms of the agreement will be grounds for dismissal.

#### **4.17 Release of Confidential Data to Public**

Confidential data shall not be released to the public except as provided in Rule 4.11. To the extent that outside consulting and data processing firms must handle confidential data for COG, they will be required to conform strictly with the operational procedures set out for them in Rules 4.14 and 4.15.

#### **4.18 Written Authorization from Data Contributor**

Data which would otherwise be confidential and not released may be made public only with written authorization from the data contributor(s) that: a) they have the authority to and do authorize COG to make the information public; and b) they will, to the fullest extent allowed by law, indemnify COG and release COG and its employees and officials from any damages which might result from use of such data if such permission was unauthorized.

#### **4.19 Data Received from Other Sources**

Confidential data received from public agencies or private organizations shall not be released to other agencies by COG without express written authorization from the data-contributing agencies or organizations.

#### **4.20 Release to Public Agencies**

Confidential data and analyses which are, or have become, the sole property of COG may be released to other public agencies by the Executive Director upon proper showing of need for the data, provided that the outside public agency agrees to follow all the procedures COG follows in using and any subsequent disclosure of such data and agrees, to the fullest extent allowed by law, to indemnify COG and release it from any damages which might result from the use and disclosure of such data.

#### **4.21 Confidentiality Policy for Consultants**

Where appropriate, consultants and consulting firms working for COG will be required to sign an agreement not to disclose any confidential information. They will be required to use such data at the COG offices. If that is not possible, and the removal of confidential data from the COG offices is necessary, the individual or firm will be required to submit (prior to retention) a separate statement of the procedures that will be followed to assure the confidentiality of the data while in transit, when being used, and during hours of non-use. If the Project Director is not satisfied with the procedures proposed by the consultant, confidential information shall not be released, and a contract will not be executed.

#### **4.22 Policy for Data Storage/Processing Firms**

The policy for companies providing keypunching, tape storage, and other data processing services for COG is similar to that for consultants. A basic agreement will be required and also a separate statement detailing their procedures for handling confidential data after its removal from COG offices. The Project Director and Executive Director must be satisfied with the procedures before a purchase order or contract is executed.

#### **4.23 Search and Duplication Fees**

The Executive Director shall establish specific fees applicable to services rendered to carry out this policy and these fees will be explained prior to rendering any service.

#### **4.24 Fees for Other Services**

When no specific fee has been established for a service, for example, when the search involves computer time or special travel, transportation or communications costs, the Department/Office Head shall recommend to the Executive Director the costs of the service and include such costs in the fees chargeable under this section.

#### **4.25 Advance Deposits**

Where it is anticipated that the fees chargeable under this section will amount to more than \$25, and the person making the request has not indicated in advance willingness to pay fees as high as are anticipated, the requester shall be promptly notified of the amount of the anticipated fee, or such portion thereof as can readily be estimated. In appropriate cases an advance deposit may be required. A request will not be deemed to have been received until the person making the request has agreed to pay any necessary fees and has made an advance deposit if one is required.

#### **4.26 Fee for Search When Unable to Locate Data**

Search costs are due and payable even if the record which was requested cannot be located after all reasonable efforts have been made to locate such information.

#### **4.27 Fees Paid in Full Prior to Receiving Data**

Fees must be paid in full prior to issuance of requested copies.

#### **4.28 Form of Remittance**

Remittances shall be in one of the following formats: a check or bank draft drawn on a bank in the United States, ACH, wire transfer, or credit card transaction. Remittance made by check shall be made payable to the order of the "Metropolitan Washington Council of Governments" or "MWCOC" and mailed or otherwise delivered to the attention of the Accounts Receivable Department, MWCOC, 777 North Capitol Street, NE, Suite 300, Washington, DC 20002. To remit payments by credit card or electronic means, arrangements shall be made with the MWCOC Finance Department, 777 North Capitol Street, NE, Suite 300, Washington, DC 20002.

#### **4.29 Receipt for Fees Paid**

A receipt for fees paid will be given only upon request. Refund of fees paid for services actually rendered will not be made.

#### **4.30 Waiver of Fees by Executive Director**

The Executive Director may waive all or part of any fee provided for in this section when the Director deems it to be in either COG's interest or in the general public's interest.

### **5.00 COMMITTEES**

#### **5.01 Selection of Committee Chairs**

At or near the beginning of the term of the Chair of the Board of Directors, she or he shall nominate the Chair and Vice-Chairs of each committee of the Board and policy committee. The Board shall act on the Chair's nominations before they take effect.

#### **5.02 Chair as Ex-Officio Member**

The Chair shall be an ex-officio, voting member of all committees, and may be counted for purposes of a quorum, but shall not increase the quorum requirement for the committee.

### **5.03 Vacancies in Committee Chairs**

Vacancies in the chair of a committee shall be filled by appointment by the Chair of the Board, unless otherwise provided by the committee's bylaws.

### **5.04 Distribution of Responsibility**

The Chair and Board shall endeavor to distribute committee responsibility as evenly as possible among the members, and in no event shall an individual member chair more than one standing committee.

### **5.05 Participation of Board Directors**

Any Director may attend the meeting of any committee and may participate in committee discussions, but only committee members may make motions and cast votes.

### **5.06 Rules of Committees**

- a) Each committee, except TPB and MWAQC, shall follow these Rules or shall adopt other written rules, not inconsistent with these Rules or applicable laws governing its procedures. The committee rules, effective upon filing with the Board's Secretary-Treasurer, shall incorporate the following principles:
  - 1) The scheduling of regular meeting days for conducting business;
  - 2) A procedure for rescheduling or canceling a regular meeting;
  - 3) A procedure for holding additional meetings to be called by the chair;
  - 4) A procedure for holding special meetings, which shall be called at the request of the committee chair or of a majority of the members of the committee;
  - 5) Procedures governing the chairing of a committee meeting in the absence of the chair;
  - 6) Procedures for keeping a complete record of all committee action, which shall include any roll call votes;
  - 7) Procedures for making available for inspection by the public at reasonable times in the office either of the committee or of the Board's Secretary-Treasurer, a description of each amendment, motion, order, or other proposition on which a vote was taken;

- 8) A procedure for giving notice of hearings consistent with Rule 6.02;
  - 9) Procedures setting a fixed number of members to constitute a quorum;
  - 10) A requirement that if, at the time of approval of any measure by a committee, any member of the committee gives notice of intention to file supplemental, minority, or additional views, that member shall be entitled to no fewer than five (5) calendar days (not including Saturdays, Sundays, and legal holidays) in which to file such views. All views so filed shall be included in the report of the committee on the measure;
  - 11) Any provision of these Rules that by its terms specifically applies to a committee shall be binding on each committee;
  - 12) When these rules are used as committee rules, and unless the context dictates a different meaning, the term "Board" means "Committee"; the term "member" or "member of the Board" means "member of the committee" and the term "Chair" means "Chair of the Committee;"
  - 13) Committees may adopt additional rules. Committee rules adopted under this section shall be consistent with these Rules and other applicable law and shall be filed with the Board's Secretary-Treasurer.
- b) TPB and MWAQC are encouraged to adopt rules which are as similar as practicable to these Rules, and to file written copies of their adopted rules with the Board's Secretary-Treasurer.

#### **5.07 Board's Responsibility to Committees**

- a) The Board is responsible for matters pertaining to the annual budget, schedule of assessments, the adoption of all major policies and plans, and initiation of action on matters not specifically assigned to other committees.
- b) The Board Chair is a member of all committees of the Board. The Chair may not withhold a measure duly reported and timely filed by a committee from the agenda of the Board, unless the Board votes to table the measure to a time certain.
- c) The following committees shall be deemed standing committees of the Board of Directors:
  - 1) Executive Committee

The Executive Committee shall consist of the Chair and the two Vice-Chairs. It shall: (1) assist the Chair in agenda planning; and (2) act on behalf of the Board on time-sensitive business or policy issues. In the latter case, the Executive Committee will report any action taken hereunder to the Board at its next regular meeting; the Board may then ratify the action or take any other action it deems appropriate.

#### 2) Finance Committee

The Finance Committee shall consist of the Chair, the Vice-Chairs, the Secretary/Treasurer, and the chairs of TPB and MWAQC. It shall: (1) review on an annual basis, the proposed work plan and budget of COG and its committees and make recommendations thereon to the Board; (2) advise the Board on methods to determine local government contributions to COG and long-term funding strategies for COG; and (3) advise the staff and Board, as necessary, on issues related to COG's finances.

#### 3) Employee Compensation and Benefits Review Committee

The Chair shall annually appoint Directors to serve on the Employee Compensation and Benefits Review Committee (ECBR). The ECBR shall periodically cause a review and analysis of salaries and benefits in the "COG marketplace" to ascertain appropriate levels of employee compensation and benefits to maintain COG's competitiveness in recruitment for new employees and the retention of existing employees. The ECBR shall make recommendations to the Board concerning its findings. The COG marketplace includes (1) COG's participating jurisdictions; (2) similar major regional councils and metropolitan planning organizations throughout the country; and (3) comparable nonprofit associations in the Washington Metropolitan Statistical Area. The ECBR shall also create and implement annual procedures for the Board's review and evaluation of the Executive Director and shall annually make findings and recommendations thereon to the Board.

#### 4) Audit Committee

The Audit Committee shall consist of three (3) Directors who are not currently an officer of COG, an officer of the Board, or the Chair of a policy Committee, TPB or MWAQC, nor have been such within three (3) years. The functions of the Audit Committee include: (1) overseeing periodic competitive processes for the selection of an outside auditor and recommendation of a selection to the Board; (2) receipt and review of the annual auditor's report; and (3) recommendations, if any, to the Board based upon such review.

- (d) The Board shall create such permanent and *ad hoc* policy and technical committees as it shall from time to time deem appropriate, and shall, concurrently with the creation of the committee, provide a mission

statement and bylaws governing the activities of the committee created. Participating governments and adjunct participating governments may nominate elected officials to policy committees and elected officials or professional staff to technical committees. With the approval of the committee chair, or as provided in its bylaws, professional staff may serve on policy committees.

## **6.00 PUBLIC HEARINGS**

Public hearings provide individuals and organizations with a formal opportunity to be heard on a matter prior to decision-making. Public hearings will be held prior to adoption of formal policies or plans on which policies or plans and hearings are required by federal or state law. The following procedures shall be followed by the Board of Directors and its policy committees when holding public hearings. These procedures do not apply to informal public meetings held to elicit the viewpoints of individuals and organizations in the process of formulating policies and programs.

### **6.01 Determination to Hold Hearings**

Except when otherwise required by law or regulation, the decision to conduct a hearing shall be made by the Board. In making such determination, the amount of public interest shown in and pertinent information to be gained from a hearing shall be taken into consideration.

### **6.02 Hearing Notice**

A notice of each hearing shall be published at least 14 days prior to the hearing in a newspaper of general circulation in the area affected by the hearing, or such other time period as may be required by applicable law. The notice must state the date, time, place, subject of the hearing, any constraints on statements, telephone number and location at which to sign up to testify and to pick up available background material. Notice of the hearing shall be placed on the COG website. In addition, notice will be mailed to all individuals and organizations on the mailing list of the Board or committees conducting the hearing.

### **6.03 Location and Time**

In determining the number, locations and times for hearings, consideration shall be given to easing travel hardship and to facilitating attendance and testimony by a cross section of interested or affected persons and organizations. The location for each hearing shall be in the District of Columbia, Northern Virginia, and suburban Maryland, as determined appropriate to the subject matter of the hearing. Accessibility of hearing sites by public transportation shall be considered.

#### **6.04 Availability of Documents to Public**

Reports, documents, and data to be discussed at the hearing shall be available to the public for not less than 10 days prior to the hearing unless otherwise directed by the Board at the time the hearing is scheduled or by the Executive Committee in the absence of a Board meeting.

#### **6.05 Scheduling of Speakers**

Individuals may telephone, visit the COG office, or request in writing to be placed on the list of speakers for a scheduled public hearing. Speakers shall be scheduled in advance when necessary to ensure maximum participation and appropriate allotment of time for testimony. The general time limit on presentation shall be five (5) minutes for individuals and ten (10) minutes for organizations. Governmental representatives who are to testify shall be placed at the beginning of the speakers' list.

A person who wishes to speak at a public hearing may sign up for himself/herself only and not for others, and only one representative per organization may speak.

A request to change the sequence of speakers when the appropriate person's name is called may or may not be granted by the Chair.

Written comments may be submitted in lieu of oral presentations and it shall be made part of the official record. The record may be held open for receipt of comments at the discretion of the Board or policy committee conducting the hearing.

#### **6.06 Records**

A record of the public hearing in form of written transcript or electronic recording shall be available to the public at cost.

### **7.00 NEWS MEDIA PARTICIPATION**

#### **7.01 Public Meetings**

Reasonable seating facilities shall be provided for representatives of news media at all public meetings of the Board or policy committee, and such representatives are encouraged to attend. Any meeting may be briefly recessed for the purpose of picture taking or ceremonial activities. Time may be provided after the conclusion of a Board or policy committee meeting for questions by media representatives.

## **8.00 CONSENT AGENDA**

### **8.01 Types of Items**

The Consent Agenda shall contain items that require Board authorization but are not expected to require discussion. Such items shall include, but not be limited to the following: consultant and third-party contracts in furtherance of previously authorized programs by the Board; grant applications and contracts authorized in the COG budget; routine written reports from policy committees and written status reports; and committee appointments made by the Chair.

### **8.02 Format**

Items on the Consent Agenda shall be listed together under the title Consent Agenda on the monthly Board meeting agenda. All motions listed on the Consent Agenda will be approved as a result of a single motion to approve the Consent Agenda.

### **8.03 Prerogative of Directors**

Any Director attending the Board meeting shall be entitled to have one or more items removed from the Consent Agenda by a request made to the Chair prior to the Board taking action on the Consent Agenda. In such event, items removed from the Consent Agenda shall be considered after the vote on the Consent Agenda unless the Chair determines in the Chair's discretion otherwise.

### **8.04 Removal of Items**

Items removed from the Consent Agenda at the request of a Director shall be dealt with individually and shall follow the regular practice and procedures for discussion and action by the Board.

## **9.00 RULES OF DECORUM**

### **9.01 Decorum**

Directors and members of the public shall conduct themselves in an orderly manner and not disrupt the Board meeting.

The Chair shall maintain order in the Board Chamber. If the Chair determines that the removal of any person is necessary to maintain order, and after warning the person, the Chair may order the removal of any disorderly person.

## **10.00 CONFLICT OF INTEREST GUIDELINES**

### **10.01 Purpose and Intent**

COG is a nonprofit, tax-exempt organization. The COG members view the operations of COG as a public trust, which is subject to scrutiny by and accountable to such governmental authorities, as well as to the IRS. Maintenance of its tax-exempt status is important both for public support and for its continued financial stability.

Consequently, there is a fiduciary duty among COG, its Board of Directors, officers, management, and employees. All have the responsibility of administering the affairs of COG honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of COG and its members. Therefore, Directors, officers, management, and employees shall exercise good faith in all transactions involved in their COG duties. They shall not use their positions with COG, or confidential or proprietary knowledge gained therefrom, for their personal benefit.

### **10.02 Handling Conflicts of Interest on Matters Coming Before the Board**

- a) It is the duty of each Board Director to disclose any conflict of interest (“conflict”) that he or she has with an issue, matter, or transaction (“transactions”) coming before the Board, both in writing and verbally, at the meeting of the Board. After identifying the transaction with respect to which a conflict exists, the Director shall withdraw from any further involvement in that transaction.
- b) For purposes of COG transactions, a conflict of interest exists for a Director when that Director would have a conflict or personal interest under the conflicts of interest laws or policies of the entity which he or she represents on the Board, as if the same transaction were before that jurisdiction.
- c) A Director, who is uncertain as to whether he or she may have a conflict, should ask the General Counsel for an opinion. If requested, the General Counsel shall issue a written opinion stating the basis for the opinion, and the opinion shall be presumed to be correct. The General Counsel shall advise the Board Chair, the President and the Executive Director of each opinion issued. The opinion may be relied upon by the Director unless challenged by another Director at the time of the transaction, in which case the final decision as to whether a conflict exists shall be made by the other Directors. Copies of all opinions shall be retained by the Executive Director and made available to the Board upon request.

- d) The minutes of the meeting shall reflect that the disclosure was made and whether the person making the disclosure thereafter withdrew from further involvement in the transaction.

### **10.03 Prohibition of Other Conflicts**

In addition to the foregoing, a Director shall not:

- a) Use for his or her own economic benefit, or that of another party, information acquired by reason of his or her position as a Director, which is proprietary or confidential or otherwise not generally known to the public.
- b) Accept any service, money or thing of value from any person or organization that would tend to impair his or her impartiality and independence of judgment in the performance of his or her duties as a Director.

### **10.04 Applicability to COG Officers, Committees and Other COG Entities**

The responsibilities set forth in this section shall also apply to COG officers, members of COG Committees and other COG Entities, and the same procedures followed.

COG Human Resources policy will include consistent provisions with respect to staff.

### **10.05 Notice to Directors**

New Directors and committee members shall be given a copy of this policy by the Executive Director and specifically asked to read it.



Metropolitan Washington  
**Council of Governments**

777 North Capitol Street NE, Suite 300  
Washington, DC 20002

[mwcog.org](http://mwcog.org)

EXHIBIT C  
NEED

METROPOLITAN WASHINGTON COUNCIL OF  
GOVERNMENTS



**i. Describe your efforts so far to identify, address, mitigate, or remove barriers to affordable housing production and preservation.**

The Metropolitan Washington Council of Governments (COG) envisions a Washington region where people can find the home they want, in the neighborhood they want, regardless of their background, income, or ability level. In too many neighborhoods throughout region, there is simply not enough high quality, affordable, accessible housing to make that vision a reality. Three significant barriers stand in the way: (1) chronic underproduction of housing units, especially affordable housing units, due to restrictive local land use and entitlement systems; (2) rapid displacement of existing affordable housing, partially as consequence to chronic underproduction; and (3) longstanding barriers to fair access to housing, which segregates low-income residents into neighborhoods of concentrated poverty. Through coordinated policy and practice, COG and its member jurisdictions have come together to increase the production of affordable housing and reverse segregation by race and income. This progress includes:

*A historic commitment for jurisdictions to commit to regional housing targets, aimed at solving the supply shortage by producing units at affordable prices and near transit.* For more than a decade, metropolitan Washington did not add enough housing units to keep pace with its growth in population and employment growth. Starting in 2006, housing construction in the region slowed and never fully recovered.<sup>1</sup> Today, the region experiences a large deficit in housing units due to years of underproduction.

In 2019, the COG Board unanimously committed to addressing this need and adopted targets for regional housing production over the next decade. These housing targets aim to solve the persistent issue of regional underproduction by targeting 320,000 new housing units built in the region by 2030. COG has committed to 75% of these new units set aside as affordable to households earning low-to-moderate incomes, or less than 80% of the Area Median Income<sup>2</sup>; and 75% of these new units to be located within transit-oriented developments and other activity centers. COG and local jurisdictions worked together to identify where it could support this new housing and determined that the region could add as many as 167,000 new housing units in activity centers, primarily infill locations with access to high-capacity transit.

COG's housing targets advance the region's transportation and climate goals. The genesis for the housing targets originated from the National Capital Region Transportation Planning Board's long-range plan, [Visualize 2045](#). The plan included developing housing in closer proximity to jobs as an aspirational initiative. Because increased affordable housing near high capacity transit also reduces dependency on cars and greenhouse cases, the housing targets also advance COG's [Climate and Energy Plan](#).

*A second, equally historic commitment to reduce barriers to housing and repairing the region's legacy of segregation through the first Regional Fair Housing Plan.* For the first time in 25

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<sup>1</sup> See COG chart of housing permit production on page 5 of this narrative.

<sup>2</sup> This proposal defines "low-income household" as a household earning 60% of the Area Median Income and "moderate-income household" as a household earning 80% of the Area Median Income.

years, local governments came together to create a joint housing plan for metropolitan Washington. Eight Participating Jurisdictions collaborated and committed to a joint plan that advances local policy strategies to address housing opportunity at the regional level. The following jurisdictions developed the plan with COG: City of Alexandria, VA; Arlington County, VA; the District of Columbia; Fairfax County, VA; City of Gaithersburg, MD; Loudoun County, VA; Montgomery County, MD; and Prince William County, VA.

Together, these eight jurisdictions committed to dismantling systemic, shared housing challenges, which include a loss of affordable housing over the last decade, a lack of production of new affordable housing, limited accessibility to transit options, and discriminatory practices that prevent housing access. Through a coordinated commitment to local actions, the plan seeks to reverse patterns of segregation and create more integrated and inclusive communities throughout the metropolitan Washington region.

The eight jurisdictions committed to seven shared regional goals, including the following which advance the primary aims of the PRO Housing NOFO:

1. Reforming zoning and land use policies to increase the production and geographic distribution of affordable housing.
2. Increasing the overall supply of affordable housing for low-income families.
3. Implementing policies that preserve existing affordable housing and prevent displacement of residents.
4. Increasing homeownership and ending discriminatory practices that prevent some residents from buying a home in neighborhoods with good schools and amenities.

Local governments in COG are innovative, dynamic, and regularly incubating solutions to meet each of these goals. Some have already implemented innovative local reforms, described below, and all meet monthly within the Regional Fair Housing Committee and Housing Directors Advisory Committee to share implementation progress and challenges for their jurisdiction. Different reforms may be necessary in communities that are traditionally exclusive, rapidly appreciating and/or disinvested. For this application, the Committees worked together to develop and propose activities that address production and preservation barriers in each market context.

*Implementation grants to add housing supply, meet regional targets, and mitigate displacement through the Housing Affordability Planning Program (HAPP).* Launched by COG in 2021, this new and innovative program addresses the unique pre-development barriers posed by affordable infill development, particularly in locations near transit. These predevelopment costs include local planning for infrastructure, site development, community engagement, and, in most jurisdictions, the zoning and entitlement process. These steps take time and increase both cost and risk for affordable housing developers, so they pose a substantial barrier to affordable housing production, especially at premium sites near transit. To reduce these barriers, COG developed HAPP with support from Amazon's Housing Equity Fund. HAPP awards small, flexible grants of up to \$75,000 to area local governments and non-profit developers (applying in coordination with a local jurisdiction) engaged in the planning, approval, or development of housing around transit stations. HAPP grants provide assistance with housing predevelopment

activities, implementation activities, or housing policy studies that will lead to new affordable housing units near transit. Every grant is sponsored by a local jurisdiction. In 2022, COG made 10 inaugural awards. Grantees for a second round were announced at the COG Board meeting on October 11, 2023.

*Innovative, award-winning local land use reforms intended to increase production, mitigate displacement pressures, and increase access to housing for all.* Across the metropolitan region, jurisdictions have been implementing local solutions to liberalize land use and improve housing supply.

Many have been seeing results:

- *Arlington, Virginia:* Arlington reformed its local zoning ordinance to allow for missing middle housing, which the County hopes will add additional housing units in neighborhoods previously exclusively designated as single family. Beginning with a housing study in 2020, Arlington updated its ordinance in 2023 and now allows between 4 and 6 units per lot in these areas.
- *Alexandria, Virginia:* In 2020, Alexandria launched Zoning for All to reform zoning, improve local housing productions, and reduce barriers for equitable access to housing within the City. Since the launch of the initiative, Alexandria has reformed zoning to allow more housing types, which include accessory dwelling units, auxiliary dwellings, and new co-living spaces. More reforms are under consideration.
- *Fairfax County, Virginia:* Since 2021, Fairfax County has advanced numerous housing and zoning reforms, including enabling Accessory Living Units (commonly referred to as ADUs); reducing minimum parking requirements; amending its Workforce Dwelling Unit Policy to target moderate-income households and allow density bonuses; amended Manufactured Housing policies; and adopted an Affordable Housing Preservation Policy and Comprehensive Plan to co-locate housing with County facilities.
- *Montgomery County, Maryland:* In 2020, the County approved property tax exemptions for transit-oriented development along its Metro stations. The County also provides density bonuses for affordable units, reduced parking requirements, and a reduced need to plan for infrastructure at transit-served sites.
- *Washington Metropolitan Area Transit Authority:* WMATA launched a historic partnership with Amazon, which will utilize \$125 million from its Housing Equity Fund to finance affordable housing on agency-owned land. This partnership will create 1,000 units of affordable housing by 2025, beginning with two developments at College Park and New Carrollton that will add 742 new units for moderate-income households.

Most of these reforms passed within the last two years. Over time, their effectiveness in producing and preserving affordable housing and in preserving affordable housing will become apparent. Through COG's committees, these pilots create examples for other jurisdictions to meet their housing targets and implement the recommendations in the regional Fair Housing Plan.

**ii. Do you have acute demand for affordable housing? What are your remaining affordable housing needs and how do you know?**

**Analysis of Priority Jurisdictions**

COG's membership represents 169 priority geographies, which demonstrates an acute need for affordable housing as the result of 15 years of underproduction. Additionally, many area jurisdictions face other housing challenges that stem from a lack of supply of affordable and attainable housing.

The geographic scope of this proposal includes the participating jurisdictions of the District of Columbia; in Maryland, Montgomery County, the City of Gaithersburg, and Prince George's County; and in Virginia, the City of Alexandria, Arlington County, Fairfax County, Loudoun County, and Prince William County. All meet the HUD definition of "priority geography" for this funding opportunity. These priority geographies have committed together to reversing the combined impact of underproduction and segregation patterns.

The metropolitan region also contains 163 priority jurisdictions at the local level. Every COG county in this application contains at least one priority jurisdiction. Across the region, jurisdictions qualify as priority across all three different metrics and reflect the area's acute housing need. The region's high number of priority jurisdictions reflect three growing housing needs. First, affordable housing production has not kept pace with the regional need. A combination of housing underproduction and price appreciation has worsened shortages in many communities, especially those with access to jobs, schools, and amenities. For example, Washington, DC has a score of .23 under the Affordable Housing Not Keeping pace metric. The District added approximately 31,000 housing units between 2010 and 2020, but also lost naturally occurring affordable housing (NOAH) units, so it only experienced growth in units affordable to households earning wages above 100% of Area Median Income.<sup>3</sup>

Other jurisdictions have long lacked affordable housing for low- and moderate-income households. Many parts of the region, largely to the west, consist predominantly of larger lot, single family homes. These communities were never constructed to be affordable, but they have become even less attainable as home prices have soared. For example, Franconia, VA has a rating of 3.59 under the Insufficient Affordable Housing metric. Franconia is a traditionally suburban community with high housing prices and little multifamily housing. It experienced limited housing production between 2010 and 2020, even though it is close to the Metro system.

Still others face substandard housing and high housing cost burden. This is an outcome of the region's longstanding inequities. These jurisdictions are mainly in northern Virginia. In McLean, VA, 46% of units fall into the Widespread Cost Burden category. In Washington, DC, approximately 1 in 7 renters are behind on their rent. Low-income renters face the burden of high cost because the region has not produced enough apartments affordable to them.

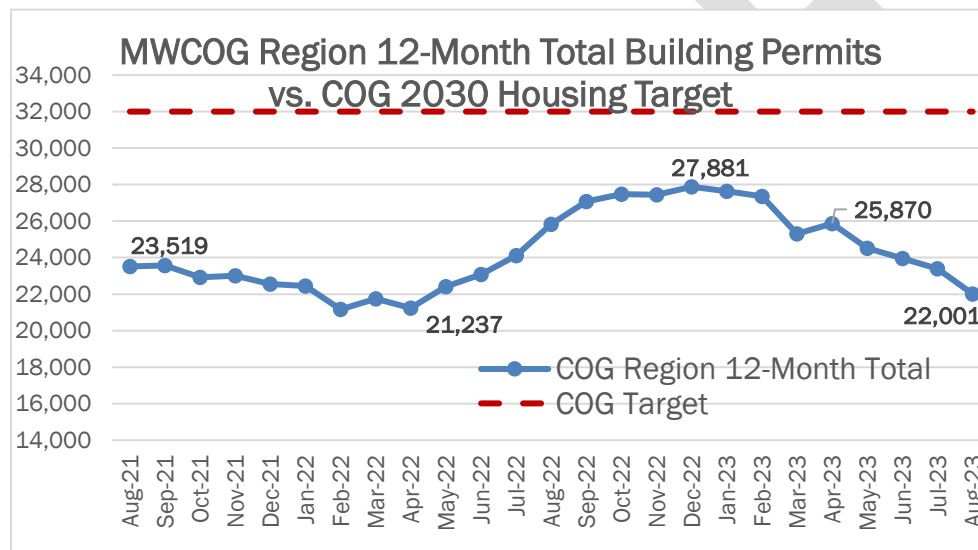
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<sup>3</sup> U.S. Department of Housing and Urban Development, "Comprehensive Housing Affordability Strategy" Data, 2010 – 2020.

## Regional Analysis and Additional Scoring Criteria

Local housing markets are interconnected and produce imbalances and inequities at the regional level. Across the metropolitan region, barriers at the local level have created regional underproduction of housing, inequities in housing access, and a loss of naturally occurring affordable housing, leading to the displacement of some protected classes. Each is described below.

*Underproduction has worsened housing affordability.* According to COG’s analysis, the region has underproduced housing since the Great Recession. Prior to 2006, regional housing production kept pace with growth, primarily as single-family housing in newer suburban jurisdictions. As the real estate market crashed, residential construction slowed between 2006 and 2011, then the market slowly recovered. Following 2011, the region added multifamily housing, but not at levels that matched the region’s need. Today, the region will need to add at least 320,000 housing units by 2030 to make up for this underproduction. While the COG forecasts that the region will add 245,000 housing units under business as usual, the region will need an additional 75,000 units to make up for this deficit.



Source: MWCOG analysis of Census Bureau Building Permits Survey Data

Demand to live in the Washington region is high, but it is impossible to build multifamily or attached housing in many locations. Approximately 74% of the metropolitan Washington area is zoned exclusively for single-family housing.<sup>4</sup> In Fairfax County, VA and Montgomery County, MD, for example multifamily housing is not allowable on 77% and 82% of land respectively.<sup>5</sup> As

<sup>4</sup> Tracy Hadden Loh, “Where the Washington region is zoned for single-family homes: an update,” Greater Greater Washington, December 18, 2018, <https://ggwash.org/view/70232/washington-region-single-family-zoning-an-update>

<sup>5</sup> Eric Feldman, Deana Rhoadside, and Michael A. Spotts, “Increasing Housing Supply and Attainability – Improving Rules & Engagement to Build More Housing,” Urban Land Institute Washington, May 15, 2019,

a result, as market preferences shifted towards multifamily housing in the 2010s, production in these locations fell.

Zoning restrictions also limit housing production within urban core jurisdictions. Between 2000 and 2020, Washington, DC added 30% of its new housing units within just five U.S. Census block groups, all areas close to downtown and zoned for high density housing.<sup>6</sup> The District's single-family neighborhoods, which have better schools and more parks and recreational opportunities, saw no net housing growth. The region needs more available land for multifamily development in urban and suburban jurisdictions. Otherwise, it will fall short of its goals to produce more housing, especially affordable housing and housing near transit.

Because the region has not produced enough new housing, existing homes have become more expensive.<sup>7</sup> Most of the region's for-sale homes are now unaffordable to a middle-income household earning the region's median income. Just 27 percent of homes in Washington, 35 percent of homes in Montgomery County, and 20 percent of homes in Arlington County would cost a typical household less than 30 percent of their income.<sup>8</sup> And according to the Joint Center for Housing Studies, a median income renter can afford to purchase just 18 percent of properties across the region.<sup>9</sup> Cost burdens became even more severe as home prices have soared during the past decade.<sup>10</sup>

As home prices become less attainable, the lower income households that can least afford it suffer the most. Across metropolitan Washington, lower-income households are more likely to experience cost burdens, with 80 percent of moderate-income renters and 73 percent of moderate-income owners spending 30% of income on housing.<sup>11</sup> Nearly one half of all renters were housing cost burdened in 2019. Indicative of trends throughout the region, according to the US Census, 1 in 7 renters are now behind on rent across the District of Columbia.<sup>12</sup> Homeownership has also become more costly, relative to income. Many low- and moderate-income households now choose to either rent apartments or "drive until you qualify" to buy homes in more affordable, outlying communities.

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<https://washington.uli.org/release-increasing-housing-supply-and-attainability-improving-rules-engagement-to-build-more-housing/>

<sup>6</sup> Leah Brooks and Jenny Schuetz, "Where 20 years of new housing was built in Washington DC -- and where it wasn't," The Brookings Institution, September 18, 2023, <https://www.brookings.edu/articles/where-20-years-of-new-housing-was-built-in-washington-dc-and-where-it-wasnt/>

<sup>7</sup> <https://www.urban.org/apps/pursuing-housing-justice-interventions-impact/increasing-housing-supply>

<sup>8</sup> Feldman, Rhodeside, and Spotts, "Increasing Housing Supply and Attainability – Improving Rules & Engagement to Build More Housing"

<sup>9</sup> "Share of Homes Affordable to Potential Buyers Varies Widely," Joint Center for Housing Studies of Harvard University.

<sup>10</sup> Feldman, Rhodeside, and Spotts, "Increasing Housing Supply and Attainability – Improving Rules & Engagement to Build More Housing"

<sup>11</sup> Feldman, Rhodeside, and Spotts, "Increasing Housing Supply and Attainability – Improving Rules & Engagement to Build More Housing"

<sup>12</sup> United States Census Bureau, Household Pulse Survey, 2022.

*Segregation limits access to opportunity and is reinforced by the underproduction of housing.* In the past, federal housing policies and local zoning restrictions fueled White flight from the District of Columbia to neighboring suburbs. White families could obtain mortgages in these communities and Black families could not and this created a pattern of segregated suburbs that persists today. Most of the region's Racially or Ethnically Concentrated Areas of Poverty (R/ECAP) are in the District, and in primarily Black neighborhoods.<sup>13</sup> Black people make up one-quarter of the region's population but 80 percent of R/ECAP residents. Another five percent of residents are from El Salvador and other Central American countries.

These racial and ethnic groups also face the highest burdens in paying for their housing, regardless of where they live. Across the region, 57 percent of severely burdened households were non-White, and 47 percent were immigrant households.

Lack of housing opportunity has reinforced other regional disparities. Black and Hispanic residents tend to live in communities with underperforming schools, especially in neighborhoods within the urban core jurisdictions.<sup>14</sup> Most of the region's high performing schools are in suburban communities in Loudoun County and Fairfax County, VA and Montgomery County, VA. These are priority geographies for PRO Housing activities. Most of them do not have enough affordable housing and many prohibit multifamily housing altogether.

Recent increases in home prices have worsened these disparities. Across the Washington region, housing within opportunity areas, defined as those communities with high performing schools, proximity to jobs, and amenities, now sells at a significant cost premium. According to Redfin, a house for sale in 2022 in a high opportunity area was, on median, 54 percent more expensive than in a low opportunity area. A median home in an opportunity area is now \$695,000, nearly 7 times the regional Area Median Income.<sup>15</sup>

*Underproduction has led to a loss of housing and displacement.* Over the last decade, the region's urban core jurisdictions of Washington, DC, Arlington, and Alexandria came to be seen as more desirable communities to rent or buy. These jurisdictions added some new multifamily housing, but it was not enough to meet increased market demand. As result, all three of these priority communities experienced a net loss of their naturally occurring affordable housing (NOAH) between 2011 and 2021. In Washington DC, the overall number of rental units

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<sup>13</sup> "Metropolitan Washington Regional Fair Housing Plan," Metropolitan Washington Council of Governments, April 4, 2023, <https://www.mwcog.org/documents/2023/04/04/metropolitan-washington-regional-fair-housing-plan/>

<sup>14</sup> "Metropolitan Washington Regional Fair Housing Plan," Metropolitan Washington Council of Governments, April 4, 2023, <https://www.mwcog.org/documents/2023/04/04/metropolitan-washington-regional-fair-housing-plan/>

<sup>15</sup> "Redfin Report: Homes Cost 38% More in Neighborhoods That Offer the Best Shot at Upward Mobility," Redfin, August 14, 2023, <https://investors.redfin.com/news-events/press-releases/detail/958/redfin-report-homes-cost-38-more-in-neighborhoods-that>

increased by 32,759 but the number of rentals that cost \$1,500 or below decreased by 27,007.<sup>16</sup> Arlington, VA added 13,833 new rental units but saw rentals under \$1,500 fall by 11,070. Alexandria, VA added 6,928 new rental units but this did not offset the loss of 10,549 units lost at more affordable rents. The Washington region needs to produce more housing, particularly more affordable housing, to offset the loss of market rate rental that already occurred.

### **iii. What key barriers still exist and need to be addressed to produce and preserve more affordable accessible housing?**

The Washington metropolitan region faces three key barriers to add and preserve affordable housing in the region. First, land use and zoning barriers constrain the sites that could be developed as affordable housing, particularly at key sites near transit and in town centers. Second, access barriers have concentrated existing affordable housing in some jurisdictions while limiting homeownership opportunities for others, often with high performing schools and other amenities. Finally, given an underproduction of new housing, central jurisdictions have seen the loss of existing affordable housing, resulting in gentrification and displacement of low-income households. Each barrier is described below.

*Land use and regulatory barriers make it difficult for the region to catch up on its housing production goals.* COG and its jurisdictions have determined that the region possesses the land for infill housing, but local zoning restricts its development in too many places. As noted above in ii, the Urban Land Institute found that local zoning bars multifamily residential land use in more than half of the land area of most jurisdictions.<sup>17</sup> In Montgomery County, MD, and Fairfax County VA, these restrictions cover nearly three quarters of land. As a result, housing production in the region has often occurred in two forms: dense, large multifamily housing, or detached single family housing. At market rates, neither form of development typically results in new housing units affordable at middle incomes or below.

These restrictions reduce housing production regionally, but they are administered locally. The Washington, DC region is unique in that its inner, built out core spans two states and includes a federal district as well as an urbanized, independent county and city in Arlington and Alexandria, VA. Northern Virginia includes five independent cities, Maryland includes two counties with several urbanized town centers, and both states include numerous other jurisdictions that vary in size from tens of thousands of residents to just a few thousand.

As a result, zoning entitlements can vary dramatically from one jurisdiction to the next. Land use types allowed in one jurisdiction may not be allowed in another. The approach of municipal staff and appointed commissioners can vary significantly if a developer seeks a variance to build denser housing. For example, some jurisdictions clearly communicate allowable changes for projects, others may have latitude for negotiation but do not express it in local codes, and many others are not up for negotiation at all. Development tends to follow what is allowable by right,

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<sup>16</sup> U.S. Census Bureau, American Community Survey 5-Year Estimates, 2017-2021 and 2007-2011.

<sup>17</sup> Feldman, Rhodeside, and Spotts, “Increasing Housing Supply and Attainability – Improving Rules & Engagement to Build More Housing”

even if it does not match market demand in the area. In some communities, this leads to housing being built on larger lots with fewer units. In other communities, it leads to no new housing at all.

Uneven entitlement and permitting policies also add significantly to regional development costs. The ULI Housing Impact Survey indicated that more than half of respondents sought additional entitlements for at least 75 percent of their development projects. As with zoning, other entitlements are administered differently from one jurisdiction to the next and create risk and unpredictability for developers. At some infill sites, if the development is too risky for housing, developers may even seek to pursue commercial developments that are permissible by right, or avoid a project altogether, even if the site is in a desirable location near transit.

*Fair housing and access barriers are worsened by the lack of housing production.* The Washington region's high housing costs pose a persistent barrier for low-income residents wishing to live in areas with high-performing schools, proximity to jobs, and other amenities. The Metropolitan Washington Regional Fair Housing Plan determined that the barriers are getting worse. According to the Dissimilarity Index produced by the U.S. Census, White, Black, Hispanic, and Asian residents live separately from one another, and segregation has been increasing since 2010. Most White residents live in low poverty, high opportunity areas, many of which are also low density and exclusively zoned for single family dwellings. Black residents predominantly live in Washington, DC.<sup>18</sup>

Geographic patterns of affordable housing developments and rental assistance have reinforced regional segregation. Project-based Section 8 units are concentrated in the eastern part of the region. Most of these units are located in majority Black areas in the District of Columbia or in Prince George's County, MD. The location of Housing Choice Vouchers follows the same pattern. Many of the region's higher cost jurisdictions, including those that qualify as priority communities for the HUD PRO Housing competition, ban multifamily rental housing outright. When rental housing is not allowed, it is all but impossible for a developer to build an affordable building or for voucher holders to move there. Even when multifamily housing is allowed, landlords and property managers in these areas are often unwilling to accept vouchers.<sup>19</sup>

Low-income households also face significant difficulty finding affordable housing units across jurisdictional lines. The region's rental market crosses two states, one federal district, and multiple counties, and renters cannot easily look for assisted housing opportunities across these boundaries. A low-income household in Washington, DC may not even know where to learn about the availability of a rental unit in a Low-Income Housing Tax Credit (LIHTC) building just ten miles away in Fairfax County, Virginia. A comprehensive approach to affirmative marketing is needed to ensure that new affordable housing production can deconcentrate poverty and reduce segregation among all income and racial groups.

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<sup>18</sup> Metropolitan Washington Regional Fair Housing Plan, 2023.

<sup>19</sup> <https://www.cbpp.org/research/housing/prohibiting-discrimination-against-renters-using-housing-vouchers-improves-results> and <https://greaterdc.urban.org/blog/despise-law-landlords-still-reject-voucher-holders-dc>

Finally, segregation has also led to an inequitable distribution in homeownership. The regional fair housing plan found that white residents and Asian residents are more likely to own their homes than Black and Hispanic residents. In Prince George’s County, MD, the region’s largest majority minority jurisdiction and the nation’s second most affluent majority Black county, the median home value was \$410,000. The County nonetheless experiences income and racial disparities in homeownership, because low-income Black and Hispanic households are less likely to possess wealth for downpayment savings, lack of access to credit, and other barriers.

*A hot housing market has led to the loss of naturally occurring affordable housing (NOAH) and displacement in some jurisdictions.* A lack of production and increasing land and material costs has contributed to the price of housing rising faster than incomes, resulting in many households experiencing housing cost burdens and/or being at risk of housing instability.<sup>20</sup> In the metropolitan Washington region, a person seeking a one-bedroom rental would need to earn over \$31 per hour to afford the Fair Market Rent of \$1615 per month.<sup>21</sup> As noted in section ii above, this sharp rise in housing costs has led to a net reduction to a reduction in NOAH in the urban core between 2011 and 2021. These jurisdictions added new market rate apartments, but most did not offer rents that low-income households could afford.

As the cost of housing has risen, so have levels of segregation. As noted in section ii, the U.S. Census Dissimilarity Index increased between 2010 and 2020. This means that as some communities in the urban core have lost their NOAH, the region as a whole has become more segregated. Today, White households live more separately from Black residents, and to a lesser extent Hispanic and Asian residents, than they did ten years ago.

Many of the communities have the properties to add affordable housing and to retain residents, but jurisdictions lack the tools to redevelop them. As one example, vacant commercial properties have become increasingly common as retail demand has declined. These properties could be repositioned as housing, but they face unique zoning code and adaptive reuse considerations. A few office-to-residential conversions are underway, but the region needs better standards before the market can take commercial and office conversions to scale. Under business as usual, the pace of conversion of retail, offices, and schools will be far too slow to meet the region’s housing needs.

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<sup>20</sup> Jonathan Jones, “U.S. Cities With the Highest Home Price-to-Income Ratios in 2021,” Construction Coverage, April 26, 2022, <https://constructioncoverage.com/research/cities-with-highest-home-price-to-income-ratios-2021>

<sup>21</sup> “Out of Reach,” National Low Income Housing Coalition, 2023, <https://nlihc.org/oor/state/dc>

EXHIBIT D  
SOUNDNESS OF APPROACH

METROPOLITAN WASHINGTON COUNCIL OF  
GOVERNMENTS



In metropolitan Washington, D.C., our collective vision is a region where people of all incomes, ages, backgrounds, and abilities have access to and can choose the home and the community to live in that best meets their needs. The Metropolitan Washington Council of Governments (COG), together with its local government members and partners, seeks to create a region that is integrated, inclusive, environmentally sustainable, and resilient.

COG is submitting this application for PRO Housing funding because we firmly believe that coordinated regional policy and practice presents the best opportunity to achieve multiple shared local, regional, and national goals, deepen local impact, increase the production of affordable housing, and reverse patterns of residential segregation by race and income. For the first time in 25 years, eight local governments came together through COG to create a regional fair housing plan with shared goals and strategies designed to address our shared housing challenges in a coordinated and meaningful way. The approach outlined in this section builds on that recent work.

The most persistent and challenging barrier to fair housing choice in metropolitan Washington is the lack of sufficient affordable and accessible housing. The goals and strategies from the regional fair housing plan have been developed through a data-driven, multi-year, multi-jurisdictional planning process. The plan was approved in 2023 by the elected officials which comprise COG's Board of Directors as well as the eight participating local governments. Therefore, the coordinated and ambitious actions proposed that address the lack of affordable housing in the region will also further our shared goals to reverse patterns of segregation and create more integrated and inclusive communities throughout the metropolitan Washington region.

The proposed activities build upon COG's regional housing initiative, where the Board of Directors unanimously set 2030 housing production targets in September 2019. The three prongs of the housing targets include the amount of housing needed (320,000 total units), the accessibility of housing needed (75 percent created in Activity Centers<sup>1</sup>) and 75 percent affordable to low- and moderate-income households (defined as a monthly housing cost of \$2,500 per month or less).

The regional housing initiative is designed to balance the growth of housing and jobs, as well as optimize the regional transportation system performance and support [regional climate goals](#). The catalyst for the adoption of these 10-year housing targets was the National Capital Region Transportation Planning Board's long-range plan, [Visualize 2045](#), which included developing more housing in closer proximity to jobs as one of its aspirational initiatives. In addition to its relationship with the long-range transportation plan, COG's regional housing initiative also supports its 10 year climate and energy plan, for which COG was [named a Regional and Metro Scale Climate Leader](#) by the Global Covenant of Mayors for Climate and Energy in 2019.

The local governments in the metropolitan Washington region are innovative, dynamic, and continuously seek ways to improve current policy and develop better strategies to increase

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<sup>1</sup> Activity Centers are priority places designated by local governments for future growth with access to high-capacity transit, services, and job centers.

housing production overall, and affordable housing in particular, to meet the region's significant unmet housing needs.

The actions proposed by COG and its member governments and partners will allow the region to address both its severe lack of affordable housing as well as improve current and future residents' access to opportunity. The regional response will further HUD's goals to focus on key barriers to the production of housing for low- and moderate-income households and will leverage federal funds through shared learning and coordinated implementation across multiple jurisdictions with a shared transportation system, housing, and jobs market.

Actions proposed are organized by three shared regional goals that will further develop and implement housing policy plans, improve housing strategies, and facilitate affordable housing production and preservation. Analysis conducted during the preparation of the regional fair housing plan revealed significant differences between jurisdictions in the extent and nature of each of these barriers. Those goals and proposed actions are organized into the following categories below directly from the regional fair housing plan: reform of zoning and land use policies; increasing the supply of affordable housing; and preservation and anti-displacement policies.

**Goal 1. Reform zoning and land use policies to expand access to fair housing choice by increasing the development, geographic distribution, and supply of affordable housing.**

The prevalence of single-family residential zoning in the region makes it challenging to develop committed affordable housing that could offer housing opportunities to members of protected classes and other low- and moderate-income households. More than three quarters of the region's land area does not allow multifamily housing, which limits the number of sites available for market-rate or assisted housing. To address this barrier, COG proposes the following actions:

*1. Work across jurisdictions to identify and align zoning ordinance reforms.*

The Washington region shares a single housing market, but it spans two states, one federal district, and numerous jurisdictions. Zoning standards differ from one community to the next, even along the shared WMATA system. To address this, COG, the Lawyers Committee, and the local jurisdictions will identify zoning ordinances which present the greatest opportunity for alignment and impact across county and state borders.

Following this initial analysis, the Urban Institute (Urban), which was a key partner in developing the Regional Fair Housing Plan, will review this first phase of the analysis and compare it with best practice zoning models from across the country. Using a combination of interviews with stakeholders, examination of housing and demographic data, and review of existing scholarship on the matter, this study will identify key approaches to developing regional zoning policies. It will answer questions including how to coordinate planning among multiple jurisdictions crossing state lines, and how to incentivize a fair share of regional affordable housing through zoning policy. This analysis will result in a final brief and will include an assessment of the impact of different reforms on affordable housing production. COG and its jurisdictions will use that analysis to work with local governments to unlock additional housing development, especially near transit, by increasing density through upzoning, amending zoning

codes to permit housing in commercial districts, lowering parking requirements, and implementing expedited review processes and reduced fees for affordable housing developments. Though this activity's recommendations on efforts will be ones that can be undertaken by COG jurisdictions, the conclusions will be useful for metropolitan areas throughout the country seeking to plan for land-use policy at the regional scale.

*2. Create new zoning incentives that facilitate the conversion of vacant commercial properties and schools into affordable housing.*

The COVID-19 pandemic changed commercial real estate market conditions. Retail demand has declined, strip malls and other properties sit vacant, and vacancy rates hit an all-time high in the third quarter of 2023.<sup>2</sup> These properties could be repurposed as housing, but local land use, zoning, financial constraints, and building codes stand in the way. Because the region lacks case studies of repurposed properties, specific regulatory barriers are not always known to local planners. To address this lack of knowledge, COG will work with Urban staff to review current zoning policies and opportunities for housing construction in all the region's major job centers. This analysis will identify which areas are most appropriate for the conversion of empty office buildings to residential use in a way that best supports access for families with low and moderate incomes. This analysis will enable us to provide effective approaches to leverage local land-use regulations to add new housing to these areas and improve quality of life for localities throughout the region.

*3. Test innovative zoning reforms within individual jurisdictions and measure their success for wider adoption across the region.*

In the Washington region, land use is local, and jurisdictions lead the way in developing reforms. Just over the last five years, Arlington County has [allowed small multifamily housing in single family districts](#), Montgomery County has [strengthened regulatory incentives for transit-oriented development](#), and several other jurisdictions have allowed accessory dwelling units and co-living spaces. These local reforms test which actions produce the most housing, particularly for low-and-moderate income households. For this grant, COG's jurisdictions will advance their reforms locally and share their lessons learned across the region.

**Alexandria, VA** proposes to use PRO Housing grant to implement its innovative [Zoning for Housing and Housing for All](#) initiatives. Zoning for Housing proposes zoning reforms to address regulatory barriers to housing production, and Housing for All is exploring how prior discriminatory policies and practices continue to impact residents today, especially communities of color and low-income households. Working with COG, the City will advance its second phase of zoning reforms, which would also develop policies and programs to support equity within all proposed zoning reforms if approved. Activities include: (1) *Expanding Housing in Single Family Zones*: The City will reform the standard of one household per lot and reduce parking requirements to allow small scale multifamily buildings. (2) *Townhome Reform*: The City will revise zoning rules for lot coverage, floor area ratio, and open space requirements to allow for

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<sup>2</sup> Emily Wishingrad, "DC Office Vacancy Keeps Hitting New Highs As Private Sector, Government Tenants Shrink", Bisnow, October 2, 2023, <https://www.bisnow.com/author/emily-wishingrad-664704>

more small-scale multifamily buildings as of right; (3) *Historic Development Patterns*: The City will identify development patterns within its walkable neighborhoods and recommend reforms to allow more of this development to be built as of right. (4) *Coordinated Development Districts (CDDs) Reform*: The City will examine how to increase the number of affordable units constructed in CDD zones. (5) *Residential Multi-family Zones Reform* – The City will review expansion of the Residential Multi-family affordable housing tool which has potential for adding 1,800 affordable units. (6) *Industrial Zones Reform* – The City will examine criteria in its industrial zone to promote its compatibility with future redevelopment. (7) *Commercial to Residential Reform* – In addition to a regional review (described below) the City will investigate impediments to office-to-residential conversions and whether there are areas in the City where conversions should be incentivized or discouraged. (8) *Transit Oriented Development Reform* – The City will analyze existing barriers that limit increased development densities around transit stations. (9) *Bonus Height Zoning Reform* – The City will examine expansion of this tool.

To evaluate these reforms, the City and COG will develop new equity metrics to determine which reforms generate the highest level of housing production and improved quality of life for low-income households and for members of disadvantaged communities of color. These data will help other jurisdictions track successes in the City and prioritize zoning reforms for adoption within their own borders.

**Loudoun County, VA** will use PRO Housing funds to implement a Zoning Ordinance Rewrite for Transit Oriented Development. Working with COG, Loudoun County aims to remove regulatory barriers to affordability in the zoning ordinance and consider barriers during the zoning ordinance rewrite project. Assistance from HUD will allow the County to pursue the review and adoption of zoning revisions that can increase housing affordability, including:

(1) *Parking reductions for affordable housing development*; (2) *Zoning changes that ensure the ability to develop multifamily housing near transit* such as amendments to the Planned Development – Transit Related Center district to include density bonuses, additional floor area ratio, building height increases, setback reductions, lot coverage increases, technical study waivers, buffer modifications, and parking reductions; (3) *Amendments to Article 7 to increase the percentage of affordable housing required and eliminate barriers such as numbers of stories in a building*. Eliminating or changing the exemption for developments over four stories is critical to generating more affordable housing; (4) *Amendments to Article 7 to use Affordable Housing Units more strategically*, including prioritizing locations in opportunity neighborhoods; and (5) *Allowing manufactured housing units on permanent foundations in any area zoned for residential in the County*. While the Revised 1993 Zoning Ordinance allows manufactured housing in all the non-suburban residential districts and R-8 and R-16, it could explicitly allow manufactured housing units on permanent foundations in every residential district. Additionally, the County can designate sites for manufactured housing to include sites of existing manufactured homes to preserve them.

**Goal 2. Increase the supply of housing that is affordable to low- and moderate-income families in the region, particularly in areas that have historically lacked such housing.**

The metropolitan Washington region has high and ever-increasing housing costs, along with an unequal distribution of committed affordable housing, or housing restricted to those with low to moderate incomes, across its communities. As a result, there are significant fair housing challenges for members of protected classes in the region. Data indicates that among the most impacted groups in the region, Black residents, Hispanic residents, and persons with disabilities experience housing affordability and housing instability problems most acutely. Many households are rent burdened, and racial and ethnic minorities face severe housing burdens at higher rates. For example, 25 percent of renters in the District of Columbia pay over 50 percent of their income on rent. In the region, 57 percent of severely burdened households were non-White, and 47 percent were immigrant households.

To increase affordable housing production, COG proposes the following six activities:

1. Establish a regional forgivable loan program for income-eligible homeowners to develop Accessory Dwelling Units (ADUs) with affordability restrictions on the property.

Approximately 74% of the metropolitan Washington region is zoned exclusively for single family residential dwellings.<sup>3</sup> This restricts the amount of new affordable housing that can be developed in lower-density single family neighborhoods and is a key barrier to increased housing production. ADUs allow for the creation of additional housing as “gentle density” in suburban style neighborhoods and can provide many benefits to existing homeowners. ADUs are now allowed in all participating jurisdictions, with varying restrictions.

To incentivize the development of more ADUs, COG will launch a regional forgivable loan pilot program. Grant assistance will be limited to homeowners at or below 100% AMI who agree to rent the ADU to income-eligible households at 60% AMI or below.<sup>4</sup> As a condition of receiving assistance, COG and its partner local governments will require homeowners to attend fair housing training and will receive training to maintain records that facilitate audits of their compliance with non-discrimination laws. The Lawyers’ Committee for Civil Rights Under Law will develop program materials and guidelines that align with the fair housing plan and affirmatively further fair housing. COG will serve as grants administrator, utilizing expertise established via the Housing Affordability Planning Program.

2. Partner with the Purple Line Corridor Coalition to support equitable transit-oriented development in Montgomery County and Prince George’s County, Maryland.

At a sub-regional level, COG and the Purple Line Corridor Coalition (PLCC) will accelerate the preservation and production of affordable housing along the Purple Line light rail corridor connecting Prince George’s County and Montgomery County in Maryland.

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<sup>3</sup> Tracy Hadden Loh, “Where the Washington region is zoned for single-family homes: an update,” *Greater Greater Washington*, December 18, 2018, <https://ggwash.org/view/70232/washington-region-single-family-zoning-an-update>

<sup>4</sup> This proposal and its housing goals utilize Area Median Income and affordability levels as those published by HUD’s Fair Market Rents in 2022. Median income has been established as between \$106,500 for a single person household to \$152,100 for a four person household. Low income is established as up to \$66,750 for a single person household to \$95,300 for a four person household.

The Coalition will use the National Center for Smart Growth staff time and a Housing Development Consultant to conduct three key housing activities. First, the Coalition will plan for mixed-use conversion of strip malls to include affordable housing, culminating in policy and financing recommendations to maximize affordable housing on existing strip mall sites. Second, the Coalition will provide development technical assistance to small property owners, market rate developers, municipalities, and others. These entities can play a role in developing affordable housing, but do not typically do so in the Washington region. Third, the Coalition will host capacity building workshops for affordable developers, emphasizing BIPOC developers, community-based organizations, and houses of worship along the Purple Line. PLCC will produce a case study of lessons learned for the region, for HUD, and for similar communities across the country. Through sharing its lessons learned in cross-jurisdictional equitable development, PLCC will ultimately help break down barriers that impede the entire region's interconnected housing system and ones like it across the country.

3. Develop new tools to help jurisdictions prioritize effective housing policies and programs and create more affordable housing.

The Housing Association of Non-Profit Developers (HAND)'s [Housing Indicator Tool](#) (HIT) is a data platform that tracks local jurisdictions' housing production and preservation in the metropolitan Washington region to help stakeholders create paths for removing obstacles to opportunity and supporting housing stability.

COG and HAND will enhance the functionality of the HIT by developing online calculators specific to jurisdictions for local policy and program decisions. The calculators will help local government staff prioritize the most effective land use actions and communicate effectively with residents concerned about how these actions impact their community. HAND will provide a tutorial to key users of the tools, including local government staff, housing advocates, philanthropy, and private sector partners once the calculators are completed to ensure that the developed tools are widely understood and used.

4. Develop a regional rental application portal to facilitate residents' ability to find and apply for affordable and accessible housing on one platform.

As the region removes local barriers and produces more housing, particularly income restricted ADUs, COG will improve fair access to these units through a pilot regional rental application portal. COG will partner with Exygy and Google.org to launch [Bloom Housing](#), a human-centered, one-stop shop for renters to find and apply for affordable and accessible rental housing. Bloom Housing will be designed to be mobile-friendly, available in multiple languages, and with tested accessibility features to improve the ability to find affordable housing in northern Virginia, suburban Maryland, and the District of Columbia on one platform.

Bloom Housing reduces the barriers that low-income households face looking for housing across two states and the District of Columbia. Currently, renters seeking income-restricted housing must search multiple state-managed websites, without the ability to apply for any housing

through the search function. Bloom Housing recognizes the reality of the Washington region, where many people live in one jurisdiction and work in another, by affirmatively marketing units across state lines and ensuring that all residents seeking a house or an apartment have an easy way to find one in a high opportunity neighborhood. Google.org's Fellows will work with Exygy staff, COG, and local government staff to create an initial pilot portal, with the ability to expand to additional jurisdictions in the region as interest and capacity grows.

5. Develop an Adaptive Reuse of Commercial Buildings for Affordable Housing Guidebook

Following completion of the regional review of zoning incentives to convert commercial buildings to residential uses, COG and its partner governments will create a best practice study of adaptive re-use to guide implementation of these complex conversions, including options for construction cost and timeline savings as well as financing strategies.

6. Launch local affordable housing initiatives and coordinate them to meet regional affordable housing goals.

To meet the regional goals of increased affordable housing production, jurisdictions implementing the Regional Fair Housing Plan will advance local reforms to boost affordable housing production. Locally, each action has been proposed as the most effective market mechanism within that community. Collectively, the actions will be coordinated to meet COG 2030 production housing goals and promote shared learning. Each jurisdictional action is described below. Unless indicated otherwise, all production strategies target low-to-moderate income households.

**City of Alexandria, Virginia:** *Provide partial tax abatements for homeowners who rent their accessory dwelling units (ADUs) to low- and moderate-income tenants.* In just over two years, Alexandria's ADU policy has already produced more than 50 units across the city. Now that the policy has demonstrated local interest in this naturally more affordable typology, Alexandria will assess tax abatements or other incentives, structured technical and financial assistance, and other mechanisms to boost production, especially for committed units with rents affordable to low-income households.

*Adopt an ordinance to institute mandatory inclusionary zoning citywide and provide an array of incentives such as density bonuses, special financing, expedited approval, fee waivers, and tax incentives.* The City updated its housing contributions policy in 2020-2021 and increased requirements for on-site affordable units. PRO Housing grant resources will allow the City to assess the impact of this policy and whether an inclusionary zoning ordinance would yield better results. If so, the City would seek state legislative authority to enact a local IZ policy.

*Develop a pattern book for small multifamily housing typologies in predominantly single-family zoned districts.* The City's pattern book will visualize buildings like duplexes, quads, and small apartment buildings and help residents and developers understand how they fit within existing City neighborhoods.

*Prioritize public land for affordable housing, including the co-location of affordable housing with educational facilities.* High housing costs make it difficult for the Alexandria City Public

School (ACPS) to recruit and retain staff, and 67% of ACPS students are members of households with incomes eligible for free and reduced meals. Housing affordability is a clear challenge for all stakeholders of this anchor institution. This grant will allow the City to hold a developer panel and charrette to design a model development at Potomac Yard that combines a school with affordable housing that might be replicated at other locations.

**Arlington County, Virginia:** *Explore the connection between Missing Middle Housing land-use tools and housing type recommendations.* Arlington County will support local and regional goals to increase the number of low- and moderate-income members of protected classes who are able to purchase their own home. Building on the recently passed zoning reform through Missing Middle Housing, the county will work with COG to ascertain how such policies can be used to directly support affordable homeownership goals.

**Fairfax County, Virginia:** *Analyze regulatory reforms that lower barriers to affordable housing production.* Fairfax will examine whether entitlement reform, reduced fee waivers, and/or expedited approval for affordable housing can incentivize the production of more units.

**Montgomery County, Maryland:** *Conduct analysis and develop strategies to maximize the efficiency of the Moderately Priced Dwelling Unit (MPDU) Program to meet current, increasing needs.* The nation's first mandatory inclusionary zoning program has proven successful over 50 years, but it has not been able to keep up with recent demand. The County maintains a waiting list of over 400 households, and most rental buildings see three times as many applicants as there are units available. PRO Housing grant funds will enable the County to find solutions to this disparity and revitalize the program for the future.

**Prince George's County, Maryland:** *Design a county-wide affordable homeownership strategy.* Working with COG and outside assistance, Prince George's County will create its first strategic, county-wide program to support future low and moderate-income homeowners. This program mitigates potential displacement that may accompany reinvestment along the County's Blue Line and Purple Line light rail stations. This initiative will target Black and Hispanic households and position them to purchase the region's homes, which sold at a median price of \$410,000 in August 2023.

**Goal 3. Implement policies designed to preserve affordable housing and prevent displacement with a goal of no net loss of existing affordable rental units.**

The region lost a significant number of affordable housing units and affordable production did not keep pace. The region must prioritize the preservation of its existing affordable stock as a necessary complement to increasing its supply of affordable housing.

To address this barrier, COG and the participating jurisdictions will build upon existing practice in the region, such as the [DC Preservation Network](#), to develop an "early warning" system to track affordable housing buildings and stem further loss of units. Staff from Urban, which co-convenes the DC Preservation Network, will share their experience and provide guidance to the jurisdictions in the region. Informed by Urban's experience, local jurisdictions will develop a methodology and database to track affordable housing developments with expiring use subsidies,

particularly those that are in higher opportunity or rapidly gentrifying areas. This will also include working with other local nonprofit housing developers to identify properties for intervention and providing financial support for their acquisition and rehabilitation.

To meet this goal in the **District of Columbia**, District staff, COG, and a consultant will develop a comprehensive anti-displacement strategy, building on the Office of Planning's Community Equity Indicators project. The final Anti-Displacement Strategy will include a menu of approaches, such as preserving naturally occurring affordable housing (NOAH) for rental and homeownership opportunities serving residents with low incomes. This funding will implement the recommendations of the Black Homeownership Strike Force and establish a detailed Anti-Displacement Strategy called for by the District's 2021 Comprehensive Plan.

**Fairfax County, VA** will use PRO Housing funding to advance the recommendations of its Affordable Housing Preservation Task Force and Manufactured Housing Task Force. The Preservation Task Force developed strategies for the county's 9,000 NOAH units affordable to low-income households. To implement preservation recommendations, the County will prioritize target communities for preservation, expand its at risk "early warning system", and provide additional incentives to ensure preservation and minimize displacement of tenants. The Manufactured Housing Task Force provided recommendations for the preservation of the county's approximately 1,750 manufactured homes. To implement manufactured home recommendations, the County will modify land use policies and regulations to support preservation and neighborhood livability within manufactured home communities.

**Prince George's County, MD** will additionally use PRO Housing funding to implement the recommendations of a detailed market analysis and policy recommendations of a consulting study to preserve NOAH (Naturally Occurring Affordable Housing) along the Purple Line and Blue Line transit corridors as they undergo significant economic investment. Building off the success of the County's implementation of its Right of First Refusal Program, which has preserved 1,400 affordable rental homes over the past 2 years, this initiative will create a county strategy to redevelop existing apartment complexes and ensure they remain affordable.

As described above under Goal 1, these efforts align with the Purple Line Corridor Coalition's plan to mitigate potential displacement impacts related to light rail transit expansion. PLCC and COG will accelerate the preservation and production of affordable housing through development technical assistance to small property owners, market rate developers, municipalities, and others who might not otherwise pursue the development of affordable housing.

**Grant Evaluation.** During the period of performance through completion, a consultant will complete an evaluation of the regional effort. The evaluation will improve regional and local understanding about how interjurisdictional collaboration can effectively reverse segregation, reform land use, and improve housing production. The evaluation will provide insights for COG, its partners, HUD, and communities across the country.

- **Explain how your proposal addresses key barriers to affordable housing production and preservation.**

The activities proposed for PRO Housing address barriers that were identified as part of a multi-year regional fair housing planning process. Annual production of housing in metropolitan

Washington has not recovered to levels seen since before the Great Recession, mirroring national trends.

Most of the land in the metropolitan Washington region is zoned for single family residential development. The response to this barrier is four-fold: encourage development of Accessory Dwelling Units which are compatible in scale in single family neighborhoods; seek to revise zoning standards to create greater alignment across jurisdictions; pilot local zoning reforms and measure their success for other jurisdictions; and allow for the conversion of vacant commercial and school buildings into affordable housing. The region is mature and must primarily rely on infill redevelopment to meet its housing production needs. Partnerships with organizations such as the Purple Line Corridor Coalition to redevelop suburban style strip malls to create and preserve affordable housing directly addresses this challenge and provides insights in suburban Maryland that can be applied to areas in northern Virginia along the expanded Silver Line Metro stations.

- **Explain how your proposal compares to similar efforts and how lessons learned from those efforts have shaped your proposal.**

This proposal is historic for the metropolitan Washington region, as this is the first time since 1997 that local governments have come together to align federal housing investments and work to implement shared goals together. However, these actions are directly informed by the experiences of the partner local governments, and this proposal benefits from the extensive data analysis and community engagement that was completed through the fair housing planning process. As a regional planning body and convener, COG is well-positioned to ensure that lessons learned (past and future) are shared across jurisdictions, thus promoting best practices, and leveraging limited resources for affordable housing as efficiently and effectively as possible.

- **How does your proposal align with existing planning initiatives or services?**

This proposal benefits from the efforts that have gone into multiple planning efforts led by COG and its member jurisdictions. COG's Regional Housing Initiative culminated in setting 10-year regional housing production targets in 2019. The catalyst for the adoption of these targets was the National Capital Region Transportation Planning Board's long-range plan, [Visualize 2045](#). These efforts, together with COG's 10-year climate and energy plan, form the pillars of a united regional planning framework, with equity as a fundamental value incorporated throughout.

Examples of local planning efforts that complement the PRO Housing opportunity that are completed or underway in member local governments abound. The City of Alexandria's [Zoning for Housing / Housing for All Initiative](#), launched in 2023, is working to identify zoning changes that when implemented could increase the supply of housing overall. Montgomery County, MD is working on [setting local housing production targets](#) by planning area during 2023, taking COG's regional goal to the local level to inform future land use planning. Arlington County, VA and Fairfax County, VA have homeownership studies underway, and the District of Columbia is working to implement the recommendations from its recently completed [Black Homeownership Strikeforce](#). Prince George's County, MD's [Housing Opportunities for All Workgroup](#) is implementing the county's strategic plan which has led to significant changes in local programs and practice in recent years. Loudoun County, VA's [Unmet Needs Housing Strategic Plan](#) was approved in September 2021 and Fairfax County's [Communitywide Housing Strategic Plan](#) have

both informed the regional fair housing plan as well as the proposed actions for this PRO Housing opportunity. Complementary work in Fairfax County includes a policy updating the county's parking regulations passed by the Board of Supervisors in September 2023. Changes include reducing the number of parking spaces developers are required to include, particularly near transit.<sup>5</sup>

**i. What is your geographic scope?**

The Metropolitan Washington Council of Governments includes 24-member local governments. The geographic scope of this proposal includes the participating jurisdictions of the District of Columbia; in Maryland, Montgomery County, the City of Gaithersburg, and Prince George's County; and in Virginia, the City of Alexandria, Arlington County, Fairfax County, Loudoun County, and Prince William County. All meet the HUD definition of "priority geography" for this funding opportunity.

**ii. Who are your key stakeholders? How are you engaging them?**

As an association of local governments, COG primarily serves government staff and elected officials with a goal of facilitating regional collaboration and cooperation. COG also works collaboratively with other regionally serving housing organizations such as the PLCC, HAND, ULI Washington, and consults with industry representatives such as AOBA (Apartment and Office Building Association), the Northern Virginia Association of Realtors, and other research organizations and universities.

As part of the regional fair housing planning process, a Community Advisory Committee comprised of organizations representing members of protected classes served as a bridge between local government and community members. The timing of the completion of the fair housing planning process and the PRO Housing opportunity has allowed COG and its members to seamlessly transition from planning to implementation with community leaders in place to weigh in effectively about the proposed plan as well as invite members of their respective communities to participate in developing this proposal.

During the period of grant performance, COG will work with local government Public Information Officers to provide regular updates and opportunities for residents to be involved in the work as well as evaluate its effectiveness. COG's Office of Communications will be the lead entity, providing information through blogs, newsletters, email updates and social media. Grant recipients of COG's Housing Affordability Planning Program, which provides predevelopment funding to affordable housing near transit, will also be a partner in sharing information. COG staff from the Transportation Planning Board will also share updates with the Access for All Advisory Committee. This body advises the Transportation Planning Board (TPB) on transportation issues, programs, policies, and services important to traditionally underserved communities, including low-income communities, underrepresented communities, people with limited English proficiency, people with disabilities, and older adults. COG will also share updates via partner organizations in this proposal and the leadership of the members of the Fair Housing Community Advisory Committee.

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<sup>5</sup> Margaret Barthel, "Fairfax Supervisors Approve Plan to Reduce Parking Requirements," "DCist, September 27, 2023, <https://dcist.com/story/23/09/27/fairfax-supervisors-approve-plan-to-reduce-parking-requirements/>

COG also consulted with other entities applying for PRO Housing funding. COG believes that applications led by the Maryland State Department of Housing and Community Development (DHCD) and Arlington County, VA complement this grant approach. Multiple successful grant awards would bring critical resources to boost affordable housing production within the 163 priority geographies within COG's boundaries.

- **Describe the specific actions you have taken to solicit input from and collaborate with stakeholders in developing this application.**

COG has been able to gather input to inform this proposal through continuing to convene the multi-jurisdictional local government team that created the regional fair housing plan and community leaders from non-governmental organizations which advised and guided the local governments during the fair housing planning process. An extensive community engagement process during the fair housing plan process provided rich and meaningful insights into the barriers residents in metropolitan Washington face trying to access affordable housing.

To augment efforts to notify the public of the public comment period, COG's partner HAND (Housing Association of Non-Profit Developers) will survey its members about the application. The survey will collect input from organizations and developers that build affordable housing across the region. In addition, during COG's Regional Housing Initiative (2018-2019) prior to setting 10-year production targets, COG staff engaged in extensive discussions with real estate industry leaders such as the Urban Land Institute's Washington District Council, AOBA, the Associations of Realtors in Virginia, DC, and suburban Maryland, and other research and academic institutions engaged in studying and analyzing housing data. This past effort built strong relationships from which to solicit input and ensure a well-rounded, realistic, and balanced approach will be taken to removing barriers to the production of affordable housing as described in this proposal.

- **Describe how you incorporated input from stakeholders into your proposal.**

This proposal was informed primarily through input from the regional fair housing Community Advisory Committee, organizational partners, and through soliciting public comments on the draft proposal on COG's website and during a public hearing. COG staff also solicited input from local government staff to review and edit the draft proposal. Changes were incorporated to the scope of the proposed activities and who will be responsible for completing them, through discussion and sharing of draft proposal materials.

- **Describe strategies to encourage public participation, build support, and engage those most likely to benefit from your proposed activity.**

This proposal builds upon the COG's recent Regional Fair Housing Plan. Community participation was a significant cornerstone of the plan's development, with over 1,200 agencies, groups, and individuals involved in the Regional Fair Housing Plan process between July 2021 and March 2022. In a survey of nearly 3,000 area residents, approximately 84 percent reported having difficulty accessing safe, affordable housing. The survey also found that 13 percent of respondents said they have faced discrimination; of them, 41 percent blamed landlords or property managers.

**iii. How does your proposal align with requirements to affirmatively further fair housing?**

The activities in this proposal will remove barriers to the development of well-resourced areas of opportunities by increasing affordable housing options, decreasing land use barriers to developing affordable housing, and increasing fair access to existing housing. The goal is to ensure that members of protected classes, such as Black and Hispanic households and people with disabilities, are able to access areas with high performing schools, good jobs, reliable public transit, and healthy communities.

The region is 45.5 percent White, 24.8 percent Black, 15.8 percent Latino, and about 10 percent Asian American or Pacific Islander. Approximately ten percent of the population has a disability. The regional demographics of the Racially and Economically Concentrated Areas of Poverty (RE/CAPs) show that 80 percent of residents in the RE/CAPs are Black and 10 percent are Hispanic. The targeted program participants are members of protected classes, including people of color and people with disabilities, who would otherwise remain in substandard housing in areas with few opportunities.

- **Describe your plans to remove barriers impeding the development of affordable housing that would promote desegregation.**

Metropolitan Washington has numerous barriers to adding new affordable housing units, and these include exclusionary zoning, cumbersome approval processes, expensive permitting processes, parking requirements, and targeting moderate- and middle-income households for inclusionary housing units.

The project will use best practices from other jurisdictions and explore policies and programs that increase the supply of housing affordable to lower- and moderate-income households, such as housing bonds, real estate transfer taxes, mandatory inclusionary housing where permitted, as-of-right accessory dwelling units (ADUs), public land set aside for affordable housing, expedited permitting and review, and relaxation of parking requirements for affordable housing developments. Additionally, the project will implement new policies designed to target new rental affordable housing to people with AMIs 60 percent or below, with specific targeting below 50 percent, to address the chronic housing shortage for low-income individuals and families.

- **How will your proposal increase housing choice?**

The zoning changes proposed will have a greater impact on single-family suburban areas, which tend to have a higher number of White, affluent residents and greater access to opportunities. Additionally, policy changes will target residents with incomes below 60% AMI in new mixed-income housing developments and new income-restricted ADUs, both of which will provide new housing options in areas of opportunity.

- **How does your approach address the unique housing needs of members of protected class groups?**

Our approach, which builds upon the recent regional fair housing plan, is focused on addressing the housing needs of protected class groups. The data in the plan demonstrates that members of protected classes have the greatest need for safe, affordable housing in areas of opportunity, and the proposal is designed to ensure that members of protected classes have greater housing options.

- **Does your plan address issues in your jurisdiction’s fair housing plan?**

This proposal is a direct outgrowth of the recent regional fair housing plan, and its activities are designed to accelerate and enhance implementation of the affordable housing and zoning goals in the plan. The fair housing plan is a roadmap to increase affordable housing and reduce barriers to access for members of protected classes.

- **How will you ensure that your planned activities do not lead to the displacement of vulnerable residents in communities of color?**

Some of the activities in the proposal are expressly designed to reduce displacement, particularly around transit corridors. The Purple Line Corridor Coalition is planning to convert empty commercial properties to affordable housing and working with BIPOC developers and supporting the capacity of Community-Based Organizations and houses of worship to engage in development along the Purple Line.

The eight jurisdictions that participated in the fair housing plan and are part of this plan have approved a goal of no net loss of existing affordable rental units as well as requiring a right of first refusal to tenants, nonprofit organizations, and local governments seeking to maintain affordability for projects with expiring subsidies and manufactured home parks.

- **How will your proposal address the housing needs of people with disabilities and increase their access to accessible and affordable housing?**

The proposal calls for lower income targeting for inclusionary housing units to better serve people with disabilities, who often have very low incomes. Adopting best practices for affordable housing development will include developing permanent supportive housing set-asides in new developments and adopting design standards that require at least 10 percent of total units in new multifamily developments receiving public funds to be accessible to persons with mobility disabilities and at least 4 percent for persons with hearing and/or vision disabilities.

In addition, the proposal will create a one-stop shop for renters to find and apply for affordable and accessible rental housing to ensure that people with disabilities will be able to locate and apply for housing that is accessible instead of being required to call or visit to determine accessibility. The project management team includes two fair housing attorneys who are experts on FHA and ADA compliance. Additionally, each jurisdiction will have housing and planning staff involved who are well-versed in FHA and ADA compliance.

- **Describe the implementation and/or enforcement plan for your proposal.**

The implementation plan will include the expertise of COG staff, Housing Directors from each jurisdiction, and a team of highly experienced consultants. The key project managers, Hilary Chapman and Diane Glauber, have decades of experience in implementing affordable housing plans. Because the proposal is facilitating the development of affordable housing while eliminating barriers, the grant will not be used for development-related expenses except for the creation of ADUs, which will not be subject to onerous environmental and design standards. The project management team’s attorneys will work with staff from each jurisdiction’s law department if any litigation issues may arise.

- **Describe any equity-related resources, tools, or input that informed your proposal.**

This project is an outgrowth of the regional fair housing plan, which had an extensive community engagement process involving thousands of stakeholders and hundreds of interviews, public meetings, focus groups, a series of facilitated regional workshops on housing, equity, and race, and surveys. Stakeholders identified the top barriers to fair housing as lack of affordability, lack of housing stock, lack of accessible housing units, planning and zoning regulations, and practices that support segregation. This proposal seeks to address these priorities. Additionally, there was a public hearing on this proposal held on October 23, 2023 to solicit feedback from stakeholders. The hearing was conducted with simultaneous interpretation in Spanish and American Sign Language, with additional languages available and other accommodations if requested.

- **Do you plan to engage and support minority-, women-, and veteran-owned businesses during your proposed housing production process?**

The Purple Line Corridor Coalition will work with BIPOC developers and support Black and Hispanic houses of worship wishing to engage in development along the light rail Purple Line transit corridor. Additionally, COG and its partners will ensure that all housing development meets local MBE and WBE requirements.

The fair housing plan calls for each jurisdiction to incorporate a fair housing equity analysis into the review of significant rezoning proposals and specific plans. Therefore, a fair housing equity analysis will be incorporated in the review process for new housing developments and significant rezoning proposals. The City of Alexandria will pilot equity metrics to evaluate local zoning reforms and these metrics may be used in the equity analysis in other jurisdictions.

- **Other equity considerations informed by your local circumstances.**

COG has supported regional efforts to integrate equity across multiple sectors in addition to housing. COG's Homeless Services Committee recently concluded a regional racial equity systems analysis that has impacted how local Continuums of Care collaborate and coordinate to serve people experiencing homelessness -- people who have the most severe housing needs.

COG has partnered with GARE (Government Alliance on Race and Equity) since 2019 to create annual cohorts comprised of government staff across the region for training and shared learning to address equity efforts within their own communities. COG also convenes a Chief Equity Officers Committee monthly. This group weighed in on the regional fair housing plan multiple times throughout the planning process and has informed the actions proposed in this application.

- **Describe how you will evaluate the effect of your proposal on promoting desegregation, expanding equitable access to well-resourced areas of opportunity, and furthering the de-concentration of affordable housing.**

The proposals' milestones and metrics have already been established in the fair housing plan and they will be reviewed and reported on annually. Additionally, as described above, an evaluation team will be measuring all aspects of performance. This will contribute not just to a greater understanding in the metropolitan Washington region, but to a national body of knowledge about how regional collaboration can impact efforts to reverse patterns of racial segregation while increasing affordable housing production.

- **How will you track progress and evaluate your efforts to advance racial equity?**

There will be annual performance reviews of the project as well as an overall evaluation, which include demographic and other measurements to determine racial equity. The fair housing plan will provide a baseline to compare future progress.

- **How will units be affirmatively marketed broadly throughout the local area?**

The ADU units to be funded will be marketed to and prioritized for Housing Choice Voucher recipients, who are disproportionately Black and Hispanic female-headed households and people with disabilities. The project also plans to create the region’s first cross-state portal for renters to find and apply for affordable and accessible rental housing to ensure that property owners are following affirmative marketing practices.

**iv. What are your budget and timeline proposals?**

The proposed budget for this regional proposal includes the Metropolitan Washington Council of Government’s management of the collaboration, consultant costs to expand staff capacity and augment existing expertise. In addition, this proposal includes a forgivable loan program for income-eligible homeowners who develop Accessory Dwelling Units on their property and rent them to income-restricted households as well as the development of an online regional rental unit application portal. An overview of the requested budget follows below.

<b>Lead Entity</b>	<b>Funding Request</b>	<b>Project Tasks</b>
Metropolitan Washington Council of Governments	\$476,133.80	Overall project management, coordination of project schedule and budget, development of metrics, coordination with partners & consultants
Metropolitan Washington Council of Governments	\$500,000.00 (20 loans of \$25,000.00 each)	Manage pilot forgivable ADU loan program

COG will contract with consultants to expand capacity to complete other proposed PRO Housing tasks, described in more detail above:

<b>Consultant</b>	<b>Funding Request</b>	<b>Project Tasks</b>
Adaptive Reuse Best Practices Guidebook	\$150,000.00	Develop best practice guide for adaptive reuse development
City of Alexandria, VA	\$650,000.00	Implement phase 2 of zoning reforms and consultant management
Arlington County, VA	\$80,000.00	Develop missing middle housing land use tools and housing types
District of Columbia	\$250,000.00	Develop an anti-displacement strategy and implement Black Homeownership Strikeforce recommendations
Exygy	\$1,110,000.00	Develop a regional rental application portal

Fairfax County, VA	\$200,000.00	Implement Preservation and Manufactured Housing Task Force Strategies and review other regulatory barriers
HAND (Housing Association of Nonprofit Developers)	\$682,000.00	Expand the Housing Indicator Tool to measure impacts of local policies on housing production
Lawyers' Committee for Civil Rights Under Law	\$500,000.00	Research national best practices for zoning reforms that facilitate affordable housing
Loudoun County, VA	\$100,000.00	Develop zoning ordinance reforms to increase housing near transit
Montgomery County, MD	\$200,000.00	Review and enhance Moderately Priced Dwelling Unit (MPDU) program
Prince George's County, MD	\$300,000.00	Develop an Affordable Homeownership Strategy
Prince George's County, MD	\$300,000.00	Implement recommendations to preserve NOAH
Purple Line Corridor Coalition	\$500,000	Create policy tools for redevelopment, preservation, and BIPOC developer capacity building
Urban Institute	\$300,000	Research on Regional Zoning Practices Brief (\$150,000); Office to Residential Conversions research brief (\$100,000); Preservation tracking technical assistance (\$50,000)
Evaluation partner	\$350,000.00	Complete an evaluation at project conclusion of tasks completed, assess outcomes, and synthesize lessons learned

If COG and its partners were awarded 50 percent less funding than requested, the first step would be to redefine and narrow the scope of each proposed task. Some tasks would be eliminated. For example, Urban Institute's regional zoning practices brief and office to residential conversions research would be eliminated. The number of income restricted ADUs which would receive a forgivable construction loan would be cut in half from 20 homes to 10. The number of online calculators created on HAND's Housing Indicator Tool website would be cut in half. The number of zoning reforms that would be examined in the City of Alexandria, VA would be reduced, and progress delayed. The studies in Montgomery County, MD and Arlington County, VA would need to be redefined and delayed. The preservation work done in Prince George's County, MD would have to be scaled back, putting more NOAH units at risk of loss. An evaluation would have to be redesigned or eliminated completely to preserve the scope of some of the other proposed actions. A 50 percent cut would likely be fatal to the proposed regional rental application portal, putting that effort on hold indefinitely until alternative sources of funds could be identified. Overall, the project could still add significant value to the metropolitan Washington region, HUD, and other regions nationwide with a 50 percent budget cut, although the first regional cross-state rental application portal would not likely be feasible. The current request of \$6,060,451.50 without the \$1,110,000.00 cost to develop the regional rental application portal, is \$4,950,451.50. A 50 percent cut from the requested amount (minus

the portal) would result in an overall project budget of \$2,475,225.75. Including the regional rental application portal would mean a minimum budget request of \$3,585,225.75 to preserve all desired elements of this program.

### ***Project Schedule Overview:***

#### Year One:

- Procurement for all consultant-supported activities (months 0 – 3) and initiation of contracted work (months 4-12)
- Develop legal and loan documents and initiate outreach for the ADU forgivable loan program; estimate one loan award in year one
- Develop online policy calculators and hold trainings for HAND’s Housing Indicator Tool
- Development of briefings and guidance on regional zoning reviews, commercial to residential conversions, and adaptive reuse best practices implementation guide
- Technical assistance on preservation network best practices and shared learning
- Develop regional rental application portal and begin beta testing
- Implementation of Prince George’s County preservation study recommendations
- Purple Line Corridor Coalition preservation and capacity building

#### Year Two:

- Continue testing of regional rental application portal and launch portal
- Continue preservation technical assistance workshops
- Completion of multiple consultant-supported activities
- Continue outreach for ADU forgivable loan program and make 2-5 awards
- Outreach and engagement around HAND’s new online HIT tools
- Begin implementation of recommendations developed for multiple tasks (Alexandria, VA, District of Columbia, Montgomery County, MD, Arlington County, VA, Loudoun County, VA)
- Implementation (continued) of Prince George’s County preservation study recommendations
- Evaluation team assessment of year one activities

#### Years Three through Five:

- Monitor and assess regional rental application platform performance and continue outreach
- Continue outreach for ADU forgivable loan program and awards
- Implement recommendations from consultant-supported activities
- Implementation (continued) of Prince George’s County preservation study recommendations
- Purple Line Corridor Coalition preservation and capacity building
- Evaluation team annual and final assessments; adjust implementation of specific actions as needed to improve performance after annual reviews
- Case studies from PLCC produced and shared



EXHIBIT E  
CAPACITY

METROPOLITAN WASHINGTON COUNCIL OF  
GOVERNMENTS

Grant implementation will be led by the Metropolitan Washington Council of Governments, a nonprofit association with a membership of 300 elected officials from 24 local governments, the Maryland and Virginia state legislatures, and U.S. Congress. COG receives funds from local, state, and federal governments annually to conduct its work activities and possesses the necessary capacity and fiscal management experience to serve as lead entity for the grant.

COG is managing over \$21 million in federal grants during Fiscal Year 2023 and has instituted strong fiscal controls. COG's Office of Finance and Administration (OFA) and its staff oversee all aspects of fiscal management, including procurement for all departments and programs within COG. COG's OFA executes federal grant agreements regularly and works with its member agencies, grantees, and/or sub-recipients to oversee implementation of each project or program. The US Federal Transit Administration serves as COG's cognizant agency for the purposes of Indirect Cost Allocation plan review and approvals. Additionally, OFA's Purchasing Manager oversees and conducts all procurements tasks as may be needed to execute the work elements of this grant award. These procurement and contracting practices are informed by the federal Title VI Plan and Program and its own set of DBE and WBE program goals.

COG also undergoes an annual single audit as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. A copy of the latest federal audit report is available upon request. COG's Department of Community Planning and Services will be responsible for implementing the PRO Housing grant activities. The department promotes regional cooperation on planning, the economy, and housing. COG's lead housing manager has over 20 years of experience in the field and leads all aspects of COG's housing programming, from homelessness to affordable homeownership, and will serve as Project Director. A regional housing planner will support the lead housing manager for the duration of this effort.

- **Describe your jurisdiction's leadership capacity and legal authority.**

COG will be the lead entity and will coordinate all regional activities. Programs that require policy, program, or zoning changes will be jointly managed between COG and local government staff. Activities that are specific to one jurisdiction will be led primarily by local government staff and supported by COG.

- **If your proposed approach includes partners, describe each partner's capacities and credentials related to its role in implementing the project.**

COG's action plan includes partners who bring specific skills and capacity to be able to fully implement the plan, in addition to local government staff who will be dedicating a portion of their time to PRO Housing activities. COG's capacity to fully design, plan, and remove barriers depends on the support of two partner organizations that wrote the regional fair housing plan: the Lawyers' Committee for Civil Rights Under Law (Lawyers' Committee) and the Urban Institute.

The Lawyers' Committee helped draft the regional fair housing plan and will assist in the implementation of all related activities. The Lawyers' Committee will work with COG staff to establish project metrics and milestones, identify partners and resources, coordinate subcontractor activities, draft progress reports, and ensure that project activities are delivered on

time and on budget. For the past five years, the Lawyers' Committee has worked with COG and eight jurisdictions on the preparation of the Metropolitan Washington Regional Fair Housing Plan. The Lawyers' Committee drafted the plan and assisted in project management.

The Lawyers' Committee will also provide subject matter expertise on zoning, affordable housing, and affirmatively furthering fair housing. Its specific responsibilities include researching zoning practices that facilitate affordable housing, working with jurisdictions to establish more uniform zoning standards, developing program guidelines and documents for the proposed ADU forgivable loan program, and ensuring that all project activities affirmatively further fair housing and align with the goals and strategies of the fair housing plan.

The Urban Institute (Urban) is a nonprofit corporation in Washington, D.C., established in 1968. Urban is nationally recognized as an objective and nonpartisan policy research organization with a mission to open minds, shape decisions, and offer solutions through economic and social policy research. Urban has deep experience producing detailed but accessible data-informed policy analysis, especially in the DC region.

Along with the Lawyers' Committee, Urban staff led the data collection and analysis for the Regional Fair Housing Plan and contributed to the plan's content. Urban will work with COG staff to develop zoning reform analysis and strategies, and to provide technical assistance based on its work co-managing the DC Preservation Network for other jurisdictions tracking properties with expiring use subsidies. A Senior Fellow and Senior Research Assistant will serve as primary staff persons for PRO Housing Activities.

COG's partnership plan relies on staff capacity from the Lawyers' Committee and from Urban. Should these partners lack this capacity, COG staff will be able to work with local government staff to adjust project schedules and responsibilities until additional outside consultant support can be procured. COG's plan also relies on two entities piloting programs at the subregional level: the Purple Line Corridor, which will lead development and preservation, and HAND, which will enhance its Housing Indicator Tool. These activities are described in Exhibit D of this proposal. Should either partner withdraw or be unable to complete the outlined activities described, COG will work closely with each organization to redesign the approach and/or identify new partners. Other consulting firms can complete the Housing Indicator Tool.

In the event that the Purple Line Corridor Coalition ceased operations, COG would work with the University of Maryland's National Center for Smart Growth, Montgomery County, and Prince George's County to identify alternative staff capacity to complete the proposed tasks, which are central to the Purple Line Corridor Coalition's [Housing Action Plan](#).

- **Describe your entity's experience working with and coordinating partners in previous projects similar in scope and scale to the proposed activities.**

COG serves as the region's hub for coordinating planning in housing, land use, transportation, public safety, and the environment. Every month, more than 1,500 officials and experts connect through COG to develop solutions to these regional challenges and plan for the future. COG's staff of subject matter experts and administrative professionals support regional officials in

addressing these priorities. These staff have skillfully managed multi-jurisdictional projects and worked with multiple partners on complex, multi-year efforts.

The most relevant and recent example is the Metropolitan Washington Regional Fair Housing plan, which required coordinating multiple partners, community organizations, and government agencies through several years with regulatory changes and the COVID-19 pandemic. COG coordinated with these partners to jointly develop this plan for the region. COG serves as the region's central coordinating body in other policy areas. COG houses the region's metropolitan planning organization, the National Capital Region Transportation Planning Board, which prepares plans and programs for the region in order to receive federal funding. COG also supported the Intermunicipal Agreement (IMA) for the Blue Plains wastewater treatment plant, the largest advanced treatment facility in the world. COG staff provide technical, administrative, legal, and secretariat support to the Parties in implementing the terms of the 2012 IMA.

- **Who wrote this application?**

COG staff (applicant) had primary responsibility for responding to the PRO Housing NOFO. Hilary Chapman, Housing Program Manager, managed the application process, drafted content, budget, project timelines, and was the primary contact with all partners to gather all necessary components of the application. Ms. Chapman was supported by Regional Housing Planner Shirin Wilkerson and Senior Regional Planner Greg Goodwin, who contributed data analysis to the application.

COG also procured assistance from ICF to support development of the written application materials and ensure compliance with all application components. Key ICF staff included Kyle Smith, Senior Manager, Noah Levine, Transportation Specialist, Sherry Steine, Senior Transportation Planner, and Andrea Heggen, Lead Editing and Publishing Specialist.

- **Do you or any partner(s) have experience working with civil rights and fair housing issues?**

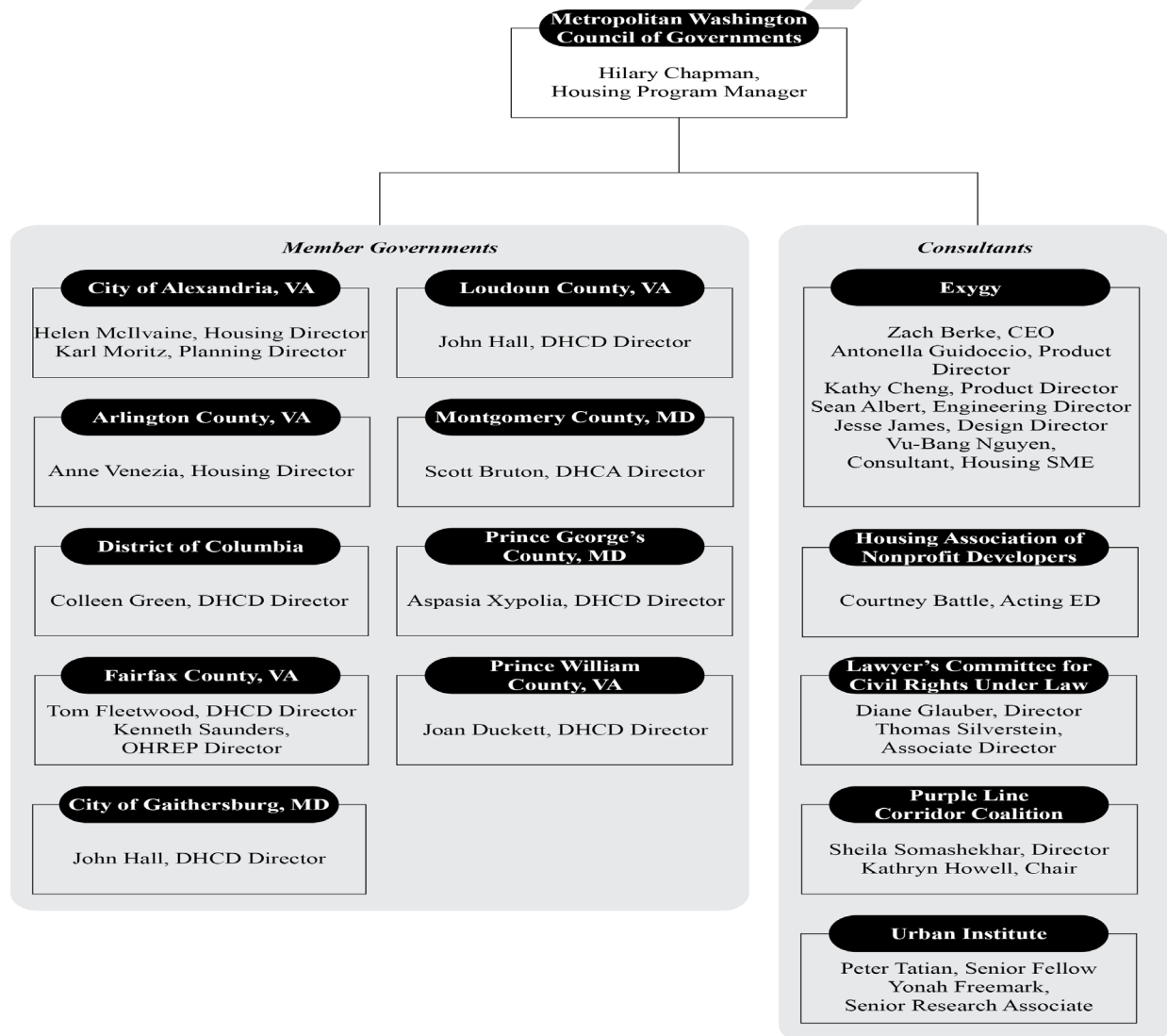
COG recently concluded the first regional fair housing planning process for the metropolitan Washington region in over 25 years. Together with its partners and local government staff, this effort included extensive data collection and analysis of racial and economic disparities with concrete solutions to address and remediate these obstacles to achieving equity for all of the region's residents.

COG additionally provides research and training to embed racial equity principles in other areas of policy and practice. In 2023, COG completed racial equity systems analysis for the nine Continuums of Care who participate in COG's regional Homeless Services Committee. COG also convenes the region's Chief Equity Officers monthly to share best practices and inform efforts to operate local governments and sponsors and annual regional training cohort with the Government Alliance for Racial Equity to inform and guide local government policy and practice. These ongoing efforts help ensure that services, policies, and programs better serve all residents in the region, regardless of income, and work to reduce disparate outcomes by race.

The Lawyers' Committee will provide subject matter expertise in fair housing and project management assistance to COG. The Lawyers' Committee is a national civil rights organization

and the primary author of COG’s Regional Fair Housing Plan The Lawyers’ Committee has deep fair housing expertise and has conducted an additional 25 Assessments of Fair Housing/Analysis of Impediments to Fair Housing Choice on behalf of jurisdictions, regions, states, and public housing authorities. In other jurisdictions, these efforts led to the development and passage of a new inclusionary housing program in New Orleans and the abolishment of single-family zoning in Minneapolis. As a subcontractor to HUD, the Lawyers’ Committee has been providing technical assistance to HUD grantees on Affirmatively Furthering Fair Housing since 2015, when the first AFFH rule was promulgated.

**Key management for proposed PRO Housing activities are below:**



**Full-time staff who will manage PRO Housing activities:**

Name	Title	Affiliation
Eric Keeler	Deputy Director, Office of Housing	City of Alexandria
Kim Cadena	Housing Analyst	City of Alexandria

Nancy Williams	Deputy Director, Dept. of Planning & Zoning	City of Alexandria
Joel Franklin	Principal Housing Planner	Arlington County
Richard Tucker	Housing Arlington Coordinator	Arlington County
Jesse Buggs	Director, Office of Grant Development & Admin	City of Bowie
Kay Starr	Grant Writer & Fair Housing Coordinator	City of Bowie
Lesley Edmond	Housing Compliance Officer	District of Columbia
Danilo Pelletiere	Affordable Housing Preservation Officer	District of Columbia
Amanda Schlener	Fair Housing Program Manager, OHREP	Fairfax County
Vincent Rogers	Director of Policy and Compliance, DHCD	Fairfax County
Linda Hoffman	Associate Director of Policy, DHCD	Fairfax County
Maureen Walker	Program Coordinator, Division of Housing	City of Gaithersburg
Patricia Mezerina	Grants Administrator	City of Gaithersburg
Sharon Disque	Economic Development Manager	City of Gaithersburg
Christine Hillock	Community Development Specialist	Loudoun County
Brian Reagan	Assistant Director	Loudoun County
Johnette Powell	CDBG Manager	Loudoun County
Cathy Mahmud	Senior Planning Specialist	Montgomery County
Katherine Canales	Senior Planning Specialist	Montgomery County
Pam Wilson	Chief Housing Development Manager	Prince George's County
John Maneval	Consultant	Prince George's County
Angie Basette	Assistant Director of Office of Housing and Community Development	Prince William County
Shirin Wilkerson	Regional Housing Planner	Metropolitan Washington Council of Governments
Brook Hill	Counsel	Lawyers' Committee
Sophia Jayanty	Counsel	Lawyers' Committee
Nicholas Finio	Associate Director, National Center for Smart Growth	Purple Line Corridor Coalition
Taylor Phillips	Public Policy Director	HAND
Suan Ortiz	Program Director	HAND
Trianna Overton	Program Associate	HAND
Elle Gover	Senior Product Designer Researcher	Exygy
Emilie Jensen	Senior Product Designer	Exygy
Morgan Ludkte	Principle Engineer, Bloom Housing	Exygy
Emily Jablonski	Senior Web Engineer	Exygy
Yazeed Loonat	Senior Web Engineer	Exygy
Chad Brokaw	Senior Frontend Engineer	Exygy
Cade Wolcott	Frontend Engineer	Exygy
T Liu	Frontend Engineer	Exygy

EXHIBIT F  
LEVERAGE

METROPOLITAN WASHINGTON COUNCIL OF  
GOVERNMENTS



**Summary of In-Kind Commitments to PRO Housing Activities**

<b>Organization Name</b>	<b>In-Kind Match</b>
City of Alexandria, VA	\$ 250,000.00
Arlington County, VA	\$ 70,000.00
District of Columbia	
Exygy	\$ 2,000,000.00
Fairfax County, VA	\$ 477,740.00
City of Gaithersburg, MD	\$ 20,436.00
HAND	\$ 107,256.00
Loudoun County, VA	\$ 1,000,000.00
Montgomery County, MD	\$ 100,000.00
MW Council of Governments	\$ 1,074,317.00
NCSG/Purple Line Corridor Coalition	\$ 277,361.00
Prince George's County, MD	\$ 790,932.00
Prince William County, VA	\$ 317,845.00
	<hr/> <hr/>
	\$ 6,485,887.00



DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT (CPHD)

Housing Division

2100 Clarendon Blvd., Suite 700, Arlington, VA 22201  
TEL 703.228.3765 FAX 703.228.3834 www.arlingtonva.us

October 4, 2023

Ms. Hilary Chapman  
Housing Program Manager  
Metropolitan Washington Council of Governments  
777 North Capital Street NE, Suite 300  
Washington, DC 20002

**RE: In Kind Cost Share for the 2023 HUD PRO Housing Grant**

Dear Ms. Chapman:

This letter is to document our commitment to support the 2023 HUD PRO Housing grant proposal from Metropolitan Washington Council of Governments, to determine affordability in Missing Middle housing developments.

The County of Arlington will be providing the following in-kind cost share (match) contribution during the duration of the project to support the Missing Middle Housing affordability PRO Housing tasks and regional efforts identified in the application. The value of the commitment is calculated as follows:

Project Lead, Housing Master Planner: \$30,000  
Principal Planner: \$40,000

The total in-kind cost share is \$70,000. The source of this support is Arlington County general revenue.

Sincerely,

*Anne Venezia*

Anne Venezia  
Director, Arlington County Housing Division



# Non-Departmental CONTINGENT RESERVES

Expenditures by Type	FY 2022 Actual	FY 2023 Approved	FY 2024 Approved
Contingent Reserves	\$0	\$3,324,170	\$2,108,204
<b>Total Expenditures (All Funds)</b>	<b>\$0</b>	<b>\$3,324,170</b>	<b>\$2,108,204</b>

Item	Description/Impacts	Amount
<b>TOTAL FY 2023 APPROVED ALL FUNDS BUDGET</b>		<b>\$3,324,170</b>
All	Remove \$3,324,170 of one-time funding for FY 2023 contingency items. Expenditures budgeted here in FY 2023 related to Out-of-School Time and Climate Change initiatives were moved to their respective departments. Funding for the Night/Weekend Zoning Inspector has been moved to the Employee Compensation section of Non-Departmental.	(\$3,324,170)
Inova Alexandria Hospital Appropriation	This funding represents the deletion of approximately 50% of the appropriation to the Inova Alexandria Hospital for uncompensated care. The funding has been placed in contingent reserves until staff receive and complete an assessment of the impact of the expansion of Medicaid eligibility, and agree on the appropriate impact on the City's appropriation to Inova going forward.  The FY 2024 budget maintains this funding in Non-Department contingent reserves. These funds will be proposed for release once Inova Alexandria provides service level and financial information related to the impact of Medicaid expansion to the City and City Council approves its release.  During the Add/Delete process, City Council directed staff to fund the emergency bed finder from the City Manager's alternative budget options from the Inova general contingency, reducing it by \$79,250 from \$490,575 to \$411,325.	\$411,325
Language Stipend Contingency	This funding would provide additional pay (stipend or bonus) to staff that utilize their language skills on a regular basis during the course of their regular workday, week, or if they enlist to be on call for a bonus. The plan for this pay incentive will be presented to City Council as part of the process to release these contingency funds.  This item was also included as a Contingent Reserve item in FY 2023.	\$300,000
Childcare Services at select Council, board, committee, and commission events	This funding would provide child-minding services at Council Town Hall events (4) and select board, committee, and commission (BCC) meetings. Council staff will work with Commission Chairs to determine 2-3 BCCs with greatest need to support an initial program. Selected BCCs will then coordinate implementation of child-minding services.	\$50,000
Local Housing Voucher Program Study	This funding will be used for a study to determine the feasibility and how best to structure (e.g. legal review, subsidy amounts, landlord engagement, etc.) a voucher-like program that stabilizes housing and enables access for low-income households across the City's private rental market. Any remaining funds would be leveraged to support the Housing Master Plan update.	\$250,000
Northern Virginia Juvenile Detention Center Contingency	A portion (\$657,629) of the City's appropriation for the Northern Virginia Juvenile Detention Center has been placed into contingent reserves. This contingent allocation will remain pending until City staff have provided recommendations that:  1) Optimize capacity within Northern Virginia for Juvenile Secure Detention services 2) Leverage available physical plant capacity for alternative uses 3) Pursue new regional partnerships for use of facilities and staffing	\$657,629

(continued on next page)



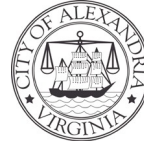
# Non-Departmental

## CONTINGENT RESERVES (CONTINUED)

Item	Description/Impacts	Amount
Central coordinator for Immigrant Affairs/Refugee Resettlement	This funding will be used to explore resources that could advance efforts to connect our immigrant communities with information, resources, and services and address the unique challenges of Alexandria’s immigrant populations. Council encouraged staff to consider the purpose of this program, what the program would look like, and who is being served while noting the Department of Community and Human Services' involvement moving forward.	\$110,000
RPCA mental health pilot position	This funding will be used to develop a pilot program at two RPCA facilities to provide mental services at community spaces. Council agreed to allow staff flexibility in determining the type of position most appropriate for this program.	\$75,000
Private security camera incentive program	This funding will be used to develop a private security incentive program. This initiative would provide a small incentive to businesses and homeowners who invest in a private security camera. The goal of this initiative is to encourage businesses and homeowners to set up cameras to increase safety and deter crime, as well increase the partnership between residents, businesses, and the Alexandria Police Department (APD). Council also asked staff to explore what other efforts could be undertaken to promote cameras without financial incentives and that the Alexandria Police Department staff consider which programs would benefit from additional community support.	\$20,000
INOVA Bed Finder Contingency	This funding will be used for an emergency bed finder position which will facilitate expedited placements of Alexandrians experiencing a mental health crisis. Dedicating a resource to expediting placements will increase availability of Alexandria Police Department officers currently assigned to those awaiting beds and more efficiently clear emergency room spaces, as well as accelerate treatment for patients awaiting these placements. Through the Add/Delete process, Council directed staff to fund this position out of the existing Inova Alexandria Hospital contingency, resulting in a general contingency of \$411,325 and an emergency bed finder contingency of \$79,250.	\$79,250
Adult & Aging Services State Funding Shortfall Contingency	This funding is intended to fill the state funding gap created by Virginia budget formula changes related to the Older Americans Act and could be eliminated by changes to the State’s budget upon final adoption.	\$19,000
Rental Inspection Contingency	This funding is for a staff position to conduct enhanced proactive inspection and follow up of non-compliant multi-family rental properties. This position will be funded via Code Fund revenue.	\$136,000
<b>TOTAL FY 2024 APPROVED ALL FUNDS BUDGET</b>		<b>\$2,108,204</b>



Office of Housing  
421 King Street, Suite 215  
Alexandria VA 22314



**DEPARTMENT OF PLANNING AND ZONING**  
301 King Street  
Room 2100  
Alexandria, VA 22314

October 5, 2023

Ms. Hilary Chapman  
Housing Program Manager  
Metropolitan Washington Council of Governments  
777 North Capital Street NE, Suite 300  
Washington DC 20002

Re: City of Alexandria – Office of Housing In Kind Support and Financial  
Commitment for the 2023 HUD PRO Grant

Dear Ms. Chapman:

I am pleased to provide this letter confirming the support of the City of Alexandria Office of Housing and Department of Planning and Zoning and our firm commitment to carry out local and regional initiatives proposed in the HUD PRO grant application being coordinated by the Metropolitan Washington Council of Governments (COG).

The activities proposed in the application are fully consistent with Alexandria's current *Zoning for Housing – Housing for All* Initiative and will help staff implement and further this effort through a second phase particularly focused on achieving greater housing affordability, access, and equity. The activities proposed also support projects and studies anticipated to be explored during the upcoming Update to the City's 2013 Housing Master Plan, including Alexandria-specific strategies recommended in the recently completed Regional Fair Housing Plan. HUD PRO grant resources will both enrich and amplify internal analyses in preparation for the Planning process but will also ensure public activations provide real opportunities for community engagement and consultation on sensitive, challenging, and complicated topics.

The PRO grant budget documents submitted by the Office of Housing (Housing) and Department of Planning and Zoning (PZ) provide estimates of the minimum staff time anticipated to be dedicated to various projects and the

organizational chart provides a list of staff who will lead, manage, or contribute to portions of the work. The work is planned to be carried out within existing staff capacity and budgeted resources. As noted in the PRO grant budget attachment, \$250,000 of FY 2024 City general fund monies has been earmarked for the Housing Master Plan Update (see attached City budget non-departmental contingent reserves). At its legislative meeting on September 26, 2023, City Council approved release of the funds for study of a local voucher rental subsidy program and for other Housing Master Plan Update internal work.

The City's Office of Housing and Department of Planning and Zoning expect to continue their regular close collaboration on the proposed initiatives. While the directors will be actively involved during all phases, primary leadership for PRO grant activities will be undertaken by Housing's deputy director and PZ's assistant director.

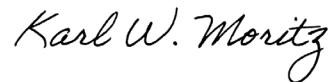
Thank you for your courtesies. The City deeply appreciates COG's coordination of this funding application. We are pleased to be among the partners joining in this effort. Please contact us at [helen.mcillvaine@alexandriava.gov](mailto:helen.mcillvaine@alexandriava.gov) or [karl.moritz@alexandriava.gov](mailto:karl.moritz@alexandriava.gov) if we can provide further information regarding the City of Alexandria's submission for the HUD PRO grant.

Sincerely,



~~Helen S. McIlvaine (Oct 5, 2023 15:55 EDT)~~

Helen S. McIlvaine  
Director  
Office of Housing



Karl W. Moritz  
Director  
Dept. of Planning and Zoning










# COA Housing - PZ Funding Commitment for HUD PRO Grant 100523

Final Audit Report

2023-10-05

Created:	2023-10-05
By:	Kimberly Cadena (kimberly.cadena@alexandriava.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAy5TYpW5dzY8U1GiOgY0kBe95a5YxL8Mz

## "COA Housing - PZ Funding Commitment for HUD PRO Grant 100523" History

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2023-10-05 - 7:55:17 PM GMT- IP address: 63.88.40.2
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2023-10-05 - 8:20:42 PM GMT



October 6, 2023

Marion Mollegen McFadden  
Principal Deputy Assistant Secretary for Community Planning and Development  
U.S. Department of Housing and Urban Development  
451 Seventh Street, SW  
Washington, DC 20410

Re: In-Kind match for PRO Housing grant application

Dear Ms. McFadden:

This letter is to confirm that the Metropolitan Washington Council of Governments (COG) intends to serve not only as the lead entity of a regional collaboration for a Pathways to Removing Obstacles to Housing (PRO Housing) application, but will also contribute in-kind staff time and expertise to ensure the overall project success, contingent upon the award of funds from the United States Department of Housing and Urban Development, to carry out eligible activities as provided in COG's PRO Housing application.

COG is a nonprofit association, with a membership of 300 elected officials from 24 local governments, the Maryland and Virginia state legislatures, and U.S. Congress. Every month, more than 1,500 officials and experts connect through COG to develop solutions to the region's major challenges and plan for the future.

COG will contribute direct and indirect labor costs for years one through five for the following positions:

- Paul DesJardin, Director, Department of Community Planning and Services  
15% for years one through 3 and 10% for years 4 – 5 (**\$256,755**)
- Hilary Chapman, Housing Program Manager (lead PRO Housing manager)  
25% for year one and 10% for years two through five (value of **\$142,627**)
- Shirin Wilkerson, Regional Housing Planner  
20% for year one and 15% for years two through five (value of **\$124,935**)

COG's Housing Affordability Planning Program (HAPP) is designed to increase the amount of affordable housing developed near high-capacity transit, in priority planning areas with existing infrastructure and access to jobs and other community amenities. COG has received funding from Amazon's Housing Equity Fund to administer a third round of grants in 2024. HAPP awards small, flexible grants to area local governments and non-profit developers (with support from a local jurisdiction) engaged in the planning, approval, or development of housing near transit stations. The value of the 2024 grants, which will directly contribute to the increased production and development of affordable housing near transit in metropolitan Washington, is **\$550,000**.

Ms. Marion Mollegen McFadden  
October 6, 2023

The total value of COG's in-kind share toward furthering the proposed PRO Housing activities is **\$1,074,317**. These funds are unrestricted and committed at the time of the award. It is understood that this letter is only an expression of our intent should COG receive an award of PRO Housing funds.

Sincerely,

A handwritten signature in black ink, appearing to read "Clark Mercer".

Clark Mercer  
Executive Director

Dear Ms. Chapman,

This letter is to document Exygy's commitment to support the 2023 HUD PRO Housing grant proposal from Metropolitan Washington Council of Governments, to advance solutions for affordable housing preservation and fair marketing. We are also committed to bringing along our partners at Google.org. Their commitment to this project is outlined below.

Since 2015, we have been the primary designer and developer of San Francisco's award-winning affordable housing portal, DAHLIA, that replaced a confusing and lengthy paper-based process enabling applicants to complete an application in less than 15 minutes. In the years since, we took the foundation of our work in SF and built it out into an open source platform under the name "Bloom Housing." Bloom Housing has enabled us to expand access to this solution and make it more cost effective for other jurisdictions who can now benefit from the expansive feature sets that have been validated by years of user research and testing with home seekers, housing staff, and partners. Our platform encompasses three products that are accessible and mobile-friendly to meet everyone where they are at, a Public Portal for home seekers and housing counselors to search and apply for affordable housing in a consistent and simplified way from property to property, regardless of the developer or property manager; a Partners Portal for developers and property managers to update their listings and track applications including the ones that are received in paper; and an Admin interface for Housing Staff to manage preferences, and see all the listings and applications in their jurisdictions.

Our partners at Google.org have also expressed their commitment to this project. Initially, Google.org is able to commit a full fellowship team to the project for six months. In addition, Google.org has expressed interest in providing additional support for this work -- but it cannot commit to this funding at this time -- Metropolitan Washington Council of Governments will need to go through Google.org's funding application process. Google.org has already demonstrated an excitement and willingness to fund this work, through its funding of the Doorway project at MTC, the Bay Area's COG. Each of Google's fellowships provides an average of \$2M ([as calculated by Taproot](#)) in pro-bono support from a team of engineers, marketers, user experience designers, product and program managers. Each of Google's pro-bono support investment on Bloom projects makes Bloom a better product, meaning that every pro-bono hour Google invests goes to benefit all implementing Bloom jurisdictions.

Today, collaborations between Google.org and Exygy have led to Bloom Housing serving over 8,000,000 residents in the Bay Area and the City of Detroit. We continue building new features to better meet the needs of home seekers, housing staff and property managers and developers. For instance, currently we are finishing a discovery phase around lotteries and will soon start building related functionality for Doorway Housing Portal — the Bay Area (9 County) regional collaboration with BAHFA (Bay Area Housing Finance Authority) and Google.org. When we

partner with new jurisdictions, we are able to layer in additional functionality and customizations to meet their unique needs, while still giving them the ongoing benefits of the platform, which will include platform improvements and new feature sets invested in by other jurisdictions that are using Bloom Housing.

Our hope is to develop Metropolitan Washington COG's affordable housing portal to meet HUD Fair Marketing guidelines and ensure all new affordable housing units produced or preserved in the metro Washington region through the pro-housing funding opportunity are equitably distributed to residents most affected by the housing crisis. The Bloom Housing portal, built alongside Washington COG's pro-housing activities, will move the region's affordable housing listing and application towards meeting HUD's fair marketing guidelines through the following portal features:

**Mobile-Friendly Website:** Applicants can access a mobile-friendly website with all the information needed to apply (unit availability, eligibility requirements, screening process, application process, property information, local preferences/programs) including an online digital application

**Paper Common Applications:** Applicants are able to download PDFs of paper common applications (to print out) or pick up standard paper versions at local community based organizations, housing counselors, city offices, service/legal providers, libraries, schools, and more. Accepting applications in-person or via mail, including clear information on how to pick up and submit applications.

**Community Languages:** Applicants find out about housing opportunities through advertising, marketing materials, and applications that are available in all the most commonly spoken languages in the community - in media that meets the community where they are, such as ethnic newspapers.

**Consistent Information:** Applicants can view essential affordable housing information that is consistent from property to property, regardless of the developer or property manager - including information about rents, property/unit amenities, application processes, income eligibility, local programs/preferences, accepted rental, subsidies, and more.

Sincerely,



Zachary M. Berke  
CEO, on behalf of team Exygy





## County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods, and diverse communities of Fairfax County

October 18, 2023

Ms. Hilary Chapman Housing Program Manager  
Metropolitan Washington Council on Governments  
777 North Capital Street NE, Suite 300  
Washington, DC 20002

Ms. Chapman:

Over the past few years, eight local governments came together through MWCOG to create a regional fair housing plan with shared goals and strategies designed to address our shared housing challenges in a coordinated and meaningful way. Fairfax County served as an active partner in that collaboration and intends to remain an engaged partner for the Pathways to Removing Obstacles to Housing (PRO Housing) competition.

This letter is to document the commitment of Fairfax County in support of the 2023 HUD PRO Housing grant proposal from the Metropolitan Washington Council of Governments, to advance solutions for affordable housing preservation and production. The commitment represents in-kind costs for staff support of the grant in the total amount of \$477,740. This in-kind commitment is comprised of the following:

- Co-PI Fairfax County Office of Human Rights and Equity Programs: Human Rights Consultant - \$16,820 for each of Years 1-4
- Co-PI Fairfax County Department of Housing and Community Development: Division Director, Affordable Housing Development - \$14,790 for each of Year 1-4
- Co-PI Fairfax County Department of Housing and Community Development: Associate Division Director, Preservation- \$38,680 for each of Year 1-4
- Co-PI Fairfax County Department of Housing and Community Development: Housing and Community Developer IV - \$31,260 for each of Year 1-4
- Co-PI Fairfax County Department of Planning and Development: Planner V - \$25,000 in years 1 and 2 (total)
- Co-PI Fairfax County Department of Planning and Development: Planner III - \$46,000 in years 1 and 2 (total)

The total in-kind cost share over the four-year period is \$477,740. The source of this support is nonfederal (state and local funding). These funds will be committed at the time of the award.

---

**Department of Housing and Community Development**  
3700 Pender Drive, Suite 300  
Fairfax, Virginia 22030-7442  
Tel. 703-246-5100 • Fax 703-653-7130 • TTY 7110  
[www.fairfaxcounty.gov/rha](http://www.fairfaxcounty.gov/rha)



# County of Fairfax, Virginia

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To protect and enrich the quality of life for the people, neighborhoods, and diverse communities of Fairfax County

DocuSigned by:

*Tom Fleetwood*

66AE6931915A418...

Tom Fleetwood

Director, Fairfax County Department of Housing and Community Development

DocuSigned by:

*Kenneth Saunders*

83BA96BA3F27445...

Ken Saunders

Director, Fairfax County Office of Human Rights and Equity Programs

DocuSigned by:

*Tracy Strunk*

AE184B7F5A76464...

Tracy Strunk

Director, Fairfax County Department of Planning and Development

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**Department of Housing and Community Development**

3700 Pender Drive, Suite 300

Fairfax, Virginia 22030-7442

Tel. 703-246-5100 • Fax 703-653-7130 • TTY 7110

[www.fairfaxcounty.gov/rha](http://www.fairfaxcounty.gov/rha)



October 6, 2023

Hillary Chapman  
Housing Program Manager  
Metropolitan Washington Council of Governments  
777 North Capital Street NE, Suite 300  
Washington, DC 20002  
Re: Intent to Participate for the 2023 HUD PRO Housing Grant

Dear Ms. Chapman:

This letter is to confirm the mutual intent of both the Metropolitan Washington Council of Government (MWCOG) and the City of Gaithersburg to collaborate and enter into a partner agreement, contingent upon the award of funds from the United States Department of Housing and Urban Development for the Pathways to Removing Obstacles to Housing (PRO Housing) competition, to carry out eligible activities as provided in MWCOG's PRO Housing application.

In my authority as Division Manager for the City of Gaithersburg's Division of Housing and Community Development, the City of Gaithersburg will be providing the following in-kind cost share (match) contribution:

Program Manager, Brittany Marinello: \$11,796

Program Coordinator, Maureen Walker: \$8,640

The City of Gaithersburg's total in-kind match totals to \$20,436 throughout the process to carry out eligible task and activities as provided by MWCOG's PRO Housing Application.

Over the past few years, eight local governments came together through MWCOG to create a regional fair housing plan with shared goals and strategies designed to address our shared housing challenges in a coordinated and meaningful way. The City of Gaithersburg served as an active partner in that collaboration and intends to remain an engaged partner for the Pathways to Removing Obstacles to Housing (PRO Housing) competition.

It is understood that this is letter is only an expression of our intent and a binding partner agreement detailing the terms and conditions of the proposed partnership must be executed before the use of any PRO Housing funds, if awarded.

Respectfully,

*BC Marinello*

Brittany Marinello  
City of Gaithersburg  
Division of Housing and Community Development Manager

City of Gaithersburg • 31 South Summit Avenue, Gaithersburg, Maryland 20877-2038  
301-258-6300 • FAX 301-948-6149 • cityhall@gaitersburgmd.gov • gaitersburgmd.gov

MAYOR  
Jud Ashman

COUNCIL MEMBERS  
Neil Harris  
Lisa Henderson  
Jim McNulty  
Robert T. Wu

CITY MANAGER  
Tanisha R. Briley



Housing Association of Nonprofit Developers

Courtney Battle  
Acting Executive Director  
1330 New Hampshire Avenue NW, Suite 124,  
Washington, D.C. 20036

Re: Intent to Participate

Dear Ms. Chapman:

This letter is to confirm the mutual intent of both Metropolitan Washington Council of Governments (MWCOG) and the Housing Association of Nonprofit Developers (HAND) to collaborate and enter into a partner agreement, contingent upon the award of funds from the United States Department of Housing and Urban Development for the Pathways to Removing Obstacles to Housing (PRO Housing) competition, to carry out eligible activities as provided in MWCOG's PRO Housing application.

HAND is a nonprofit membership collective working across the private, public and social sectors to collaborate in the production and preservation of affordable housing in the Capital Region of Baltimore, Washington, and Richmond. Representing the ecosystem of partners who collaborate in bringing equitable communities to fruition, HAND works to disrupt the systems that perpetuate inequity in the communities we serve. We do this by embedding racial equity into our operations, practices, and programming, and activating our membership through policy forums and advocacy designed to drive impact for Black and brown communities residing at the sharpest intersections of inequity.

In 2021, HAND developed the Housing Indicator Tool in response to the 2019 Urban Institute report that called for the production of 374,000 net new housing units between 2015 and 2030 (39% of which should be affordable to middle-income households, 38% affordable to low-income households) to adequately address the region's affordable housing crisis.

Through data collection efforts, HAND revealed several key issues that, based on conversations with policymakers and the broader community, have elevated in prominence since the launch of the tool, especially the disparity of low-income housing units (housing affordable to households with incomes below 30 percent of the area median income). For example, in February 2023, Prince George's County passed a temporary rent stabilization bill to cap rent increases at 3% in an effort to protect renter households from dramatic rent increases.

As a subrecipient to MWCOG, HAND will advance the goals of the HUD PRO Housing opportunity to accelerate the preservation and production of affordable housing along the Capitol Region of Baltimore, DC, and Va. Utilizing our staff time and a data analysis and research partner, we will engage in key housing activities under this grant:

1. **Providing current regional data across the Capitol Region:** To help establish benchmark data for the efficacy of the core grant strategy, HAND will conduct comprehensive research and data analysis across the Capitol Region to more clearly define where the opportunities for affordable housing remain and clearer data on those most impacted (i.e., disaggregated data).
2. **Technical assistance training for HAND members:** At HAND, we embed racial equity into every facet of our work. We will scale our capacity-building model to reach more members in understanding the tools at their disposal and the importance of approaching urban planning and housing development with a race-conscious framework. In our work, we have seen the devastating impact on rising housing costs on communities of color, particularly Black



communities. To ensure affordable housing is built with equity in mind, we will create a suite of technical assistance programs offered across the Capitol Region.

3. **Cross-sector capacity-building:** Our work allows HAND to understand how cross-sector collaborations leads to sustainability in affordable housing. Our membership includes representatives from the development, financing, and philanthropic sectors to name a few. We will scale our cross-sector building approach to support developers and community based organizations as they advocate for increased housing solutions.
4. **Tools development and training:** We will work with HR&A to develop regional calculators to facilitate discussions among government agencies that impact the planning and development of housing and with residents in the region. We will also provide training on the use of the calculators with recommendations for KPIs and benchmarking across the regions.

In my authority as Acting Executive Director of HAND, we will provide the following in-kind cost share (match) contribution during the period of February 1, 2024 through December 31, 2027 (project years 1-2) to support the tools development, training and capacity building tasks. The value of the commitment is calculated as follows:

- Executive Director with task effort of 20% in years 1-2 years: \$44,782.00
- Public Policy Director with task effort of 20% in years 1-2: \$27,785.00
- Program Director with task effort at 20% in years 1-2: \$22,439.00
- Policy Associate with task effort at 10% in years 1-2: \$12,250.00

The total in-kind cost share is \$107,256.00. The source of this support is nonfederal. These funds will be unencumbered, unrestricted, and committed at the time of award. This staff time will be allocated to the following activities:

- Research and development for HIT advancement and regional calculator build
- Technical development of the HIT advancement and regional calculators
- Roll-out strategy and partner engagement
- Training and capacity building across the Capitol Region
- Evaluation period in the last two years of the grant period
- Programming expenses related preparing for development and post launch activities
  - Meeting spaces, food, and materials

It is understood that this letter is only an expression of our intent and a binding partner agreement detailing the terms and conditions of the proposed partnership must be executed before the use of any PRO Housing funds, if awarded.

Courtney Battle, Acting Executive Director, HAND  
202.384.3764  
cbattle@handhousing.org



Angela D. Alsobrooks  
County Executive

Ms. Hillary Chapman  
Housing Program Manager  
Metropolitan Washington Council of Governments  
777 North Capital Street NE, Suite 300  
Washington, DC 20002

Re: Intent to Participate

This letter is to confirm our commitment to collaborate and enter into a partner agreement, contingent upon the award of funds from the United States Department of Housing and Urban Development for the Pathways to Removing Obstacles to Housing (PRO Housing) competition, to carry out eligible activities as provided in the Metropolitan Washington Council of Governments PRO Housing application.

The mission of Prince George's County Department of Housing and Community Development (DHCD) is to support the creation and preservation of healthy and inclusive communities where access to opportunity for all County residents is increased. DHCD supports equitable economic growth in the County by creating and preserving quality homes that both current and future County residents of all incomes can afford.

Prince George's County DHCD will be providing the following in-kind cost share (match) contribution during the period of February 1, 2024 through December 31, 2027 (project years 1-4) to support this proposal. The value of the commitment is \$790,932 and calculated as follows:

DHCD Director \$107,663\* with a task effort of 10% in years 1-4

DHCD Housing Development Division Chief \$186,012\* with a task effort of 20% in years 1-4

DHCD Senior Financial Underwriters (2) \$273,772\* with a task effort of 20% each in years 1-4

Program Analyst \$75,568\* with a task effort of 20% in years 1-4

DHCD Consultant Services \$147,917 in years 1-4

*\*The amounts above include compensations and fringe.*



It is understood that this letter is only an expression of our intent and a binding partner agreement detailing the terms and conditions of the proposed partnership must be executed before the use of any PRO Housing funds, if awarded.

Sincerely,



Aspasia Xypolia

Director, Prince George's County DHCD





National Center for Smart Growth Research and Education

Preinkert Fieldhouse, Suite 1112, College Park, MD 20742

September 25, 2023

Ms. Hillary Chapman  
Housing Program Manager  
Metropolitan Washington Council of Governments  
777 North Capital Street NE, Suite 300  
Washington, DC 20002

**RE: In Kind Cost Share for the 2023 HUD PRO Housing Grant**

Dear Ms. Chapman:

This letter is to document our commitment to support the 2023 HUD PRO Housing grant proposal from Metropolitan Washington Council of Governments, to advance solutions for affordable housing preservation and production along Maryland's Purple Line route.

In my authority as Director of the National Center for Smart Growth Research and Education (NCSG) at the University of Maryland, NCSG will be providing the following **in-kind cost share (match)** contribution during the period of February 1, 2024 through December 31, 2027 (project years 1-4) to support the Purple Line Corridor PRO Housing tasks. The value of the commitment is calculated as follows:

Co-PI Kathryn Howell: \$40,000 with task effort of 7.4% in years 1-4  
Co-PI Nicholas Finio: \$40,000 with task effort of 9% in years 1-4  
Graduate Research Assistant (10-hour): \$53,421 with task effort at 50% in years 1-4  
Fringe Benefits for Faculty Researchers (Co-PIs): \$25,688  
Fringe Benefits for Graduate Research Assistant: \$14,263  
Tuition remission for Graduate Research Assistant: \$34,640  
Foregone F&A indirect cost on modified total direct costs under this match: \$69,349

The total in-kind cost share is \$277,361. The source of this support is nonfederal (State of Maryland fiscal pool). These funds will be unencumbered, unrestricted, and committed at the time of award.

Sincerely,

Kathryn Howell  
Director, National Center for Smart Growth Research and Education  
University of Maryland, College Park





National Center for Smart Growth Research and Education

Preinkert Fieldhouse, Suite 1112, College Park, MD 20742

September 27, 2023

Ms. Hillary Chapman  
Housing Program Manager  
Metropolitan Washington Council of Governments  
777 North Capital Street NE, Suite 300  
Washington, DC 20002

**RE: Intent to Participate**

Dear Ms. Chapman:

This letter is to confirm the mutual intent of both Metropolitan Washington Council of Governments (MwCOG) and the University of Maryland's National Center for Smart Growth to collaborate and enter into a partner agreement, contingent upon the award of funds from the United States Department of Housing and Urban Development for the Pathways to Removing Obstacles to Housing (PRO Housing) competition, to carry out eligible activities as provided in MwCOG's PRO Housing application.

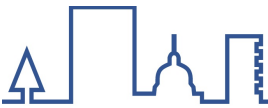
Maryland's Purple Line light rail transit project, now under construction, will shape the growth and character of the greater Washington region for decades. However, areas along the 16-mile Purple Line corridor host much of the remaining unsubsidized affordable housing near transit inside the Washington Beltway, and rents and home values are already rising within a mile of the line. While the expansion of transit-oriented development will mean important shifts in the opportunities for transit-oriented development, these investments also put thousands of families and small businesses at risk of displacement.

[The Purple Line Corridor Coalition](#) (PLCC), a project of the [National Center for Smart Growth](#) (NCSG) at the University of Maryland (UMD), was founded in 2013 to maximize the equitable development benefits of Maryland's largest transit investment in the 21<sup>st</sup> century. No net loss of the 17,000 homes affordable to households earning below \$72,000 (60% of AMI in 2019) is a central goal. PLCC brings together public agencies, community advocates, developers, lenders, and others to influence development toward more equitable outcomes, especially to preserve existing affordable stock and increase affordable housing supply.

PLCC has led local successes that support the affordable housing goals of our region. For example, the coalition and its partners have: helped a Purple Line municipality establish a fund for tenant purchase; helped a church secure funding for a feasibility study on their property's potential for new affordable housing; raised and deployed \$11 million in private philanthropic capital to help advance numerous early stage development projects; and provided development technical assistance to support the addition of an estimated potential 1,500 affordable units to the Purple Line pipeline -- resulting in the completion of 850 affordable homes since 2019. PLCC's successes build on a unique coalition-based approach that cuts across two jurisdictions and multiple sectors.

But PLCC faces systemic barriers in this pursuit, and the PRO Housing grant presents an unprecedented opportunity to tackle these barriers collectively with peer practitioners and





jurisdictions in the greater Washington region. At the local level, PLCC will infuse preservation and production efforts with targeted capacity to address redevelopment pressures, monitor and support buildings with expiring affordability, and generate creative solutions and political will to address systemic gaps, such as the shortage of development resources and outdated zoning and land use regulations. At the regional – and national – levels, PLCC will capture its learnings through a case study that will help other communities facing rapidly rising housing costs generate their own solutions.

As a subrecipient to MWCOG, PLCC will advance the goals of the HUD PRO Housing opportunity by accelerating the preservation and production of affordable housing along the Purple Line corridor. Utilizing NCSG staff time and a Housing Development Consultant, PLCC will engage in four key housing activities under this grant:

1. **Planning for mixed-use conversion of strip malls and other commercial properties to include affordable housing.**

Single story strip malls encompass a significant portion of the Purple Line footprint, a reality counter to the regional need to maximize density and affordability near transit. NCSG staff will lead a planning and problem-solving effort that builds on a technical analysis of redevelopment potential on strip mall sites that is currently underway. This task will culminate in policy and financing recommendations to maximize affordable housing on existing strip mall sites, with implications for Purple Line jurisdictions as well as other historically car-centric suburban jurisdictions.

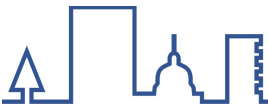
2. **Accelerating the preservation and production of affordable housing through development technical assistance to small property owners, market rate developers, municipalities, and others who might not otherwise pursue affordable housing.**

Development and redevelopment along the Purple Line transit corridor is actively underway as property values increase in anticipation of a completed light rail. However, without intervention, many of these projects will not include affordability protections. Through development technical assistance deployed by a skilled Housing Development Consultant, PLCC will support the players in these transactions to maximize the opportunity for affordable housing. PLCC will couple this on-the-ground work with the coordinated policy and systems efforts of the coalition, to generate lasting solutions that are informed by the realities of development.

3. **Affordable housing development capacity building, including expanding PLCC's network of BIPOC affordable housing developers and supporting the capacity of CBOs and houses of worship to engage in development along the Purple Line.**

Through convening and training, PLCC will build the capacity of our region to support the coalition's development goals. Among developers, the capacity building will generate and increase knowledge of local and state affordable housing programs, affordable housing transactions, and eTOD principles. In turn, more developers will be able to support affordable housing development in Montgomery and Prince George's counties and beyond, adding capacity to the regional housing ecosystem.

4. **A case study of lessons learned for the region and HUD**



PLCC's model is unique in the greater Washington region, and this grant will provide PLCC with an opportunity to develop and share lessons learned with stakeholders across the MWCOG region. Ultimately this will help break down barriers that impede the entire region's interconnected housing system. PLCC will write a case study of lessons learned for the region and for a broader HUD audience.

It is understood that this is letter is only an expression of our intent and a binding partner agreement detailing the terms and conditions of the proposed partnership must be executed before the use of any PRO Housing funds, if awarded.

Sincerely,

Kathryn Howell  
Director, National Center for Smart Growth Research and Education  
University of Maryland, College Park



October 9, 2023

Ms. Hilary Chapman  
Housing Program Manager  
Metropolitan Washington Council of Governments  
777 North Capital Street NE, Suite 300  
Washington, DC 20002

Re: In- Kind Cost Share for the 2023 HUD PRO Housing Grant

Dear Ms. Chapman:

This letter serves as Prince William County's support in the 2023 HUD PRO Housing Grant proposal from Metropolitan Council of Governments, to advance solutions for affordable housing initiatives within our County. We are currently developing our first Affordable Dwelling Unit Program. This grant opportunity will allow us to fully implement our program.

This letter also serves to document the following In-Kind cost share (Match) contribution during the period of February 1, 2024, through September 30, 2029, which represents the project grant years, in order to support the affordable housing initiatives to implement the county's Affordable Dwelling Unit Program and further our affordable housing goals as identified within the Regional Fair Housing Plan.

The value of this commitment is calculated as follows:

Prince William County has committed one-time funds for the development of the County's Affordable Dwelling Unit Program in an amount of \$215,000

Director of Housing, Prince William County \$13,440 for each of Years 1-5

Assistant Director of Office of Housing and Community Development - Community Planning and Development Division \$5,092 for each of Years 1-5

The Total In-Kind cost share is \$307,660, of which \$215,000 has been committed by the County for the Affordable Dwelling program and the remaining in-kind share will be committed at the time of the award.

Sincerely,

  
Christopher Shorter  
County Executive, Prince William County

EXHIBIT G  
LONG-TERM EFFECT

METROPOLITAN WASHINGTON COUNCIL OF  
GOVERNMENTS

The activities in the proposal are designed to reduce exclusionary zoning and increase affordable housing in areas of high opportunity in a variety of ways. The long-term impact will include greater opportunities to develop affordable housing in high opportunity communities because of zoning changes, a streamlined development process, and financial incentives.

This grant proposal establishes two new regional programs that break down systemic regional barriers to fair housing access and choice. A new regional forgivable loan program will help homeowners build ADUs as income-restricted units, and a regional rental application portal will help low-income residents find housing opportunities across jurisdictional lines.

By the end of the engagement, the grant will have additionally produced new work products and tools that local jurisdictions can utilize to reduce land use barriers and increase their local supply. These include calculators to help jurisdictions prioritize the local land use actions; a planning guide for redeveloping local commercial properties, developed for the WMATA Purple Line but applicable regionwide; an Accessory Dwelling Unit and “gentle density” pattern book, developed for the City of Alexandria; and an update to the nation’s oldest mandatory inclusionary zoning program in Montgomery County that will inform other high cost, high opportunity jurisdictions across the region.

Finally, these grant funds will allow for the development of proven local approaches to housing supply for their adoption across metropolitan Washington including: the co-location of affordable housing and school redevelopment in Alexandria, VA; development of an affordable homeownership strategy in Prince George’s County, MD; and a transit corridor zoning reform in Loudoun County, complementing the work of the Purple Line Corridor Coalition in suburban Maryland.

Collectively, these programs, tools, and case studies provide the foundation for a community of practice between jurisdictions. The region experiences several interrelated local and regional barriers to a balanced, fair, and affordable housing market. There is no “one size fits all” pathway to reform them. Successful examples demonstrate proof of concept and inspire other jurisdictions to implement reforms.

An evaluation team will assess the impact of the proposed activities and help determine which of these actions most effectively achieved COG goals. This cross-cutting evaluation will inform COG’s understanding about how to improve housing outcomes in metropolitan Washington and will contribute to the national body of knowledge about the value of regional collaboration in increasing affordable housing supply.

**• Describe what roadblocks your proposal might be facing (e.g., the reversal of a plan to streamline the permitting process). What are the most likely ways in which the barriers might persist despite your proposed activities, and how does the proposal account for and counteract this?**

Residential zoning reform faces complex, challenging barriers. Arlington County, VA’s Missing Middle study encompassed several years and engendered intense scrutiny as it debated to allow

multifamily housing in single-family neighborhoods. Despite passing the reform in March 2023 unanimously, the County was sued in April 2023 by a group of single-family homeowners.<sup>1</sup> Likewise, when Montgomery County, MD embarked on an update of its first update to its General Plan in nearly 60 years, it fueled great debate about future development in general and increased density specifically.<sup>2</sup>

This proposal will not end NIMBYism (Not-in-My-Backyard). Some residents still will not wish to see change in the region's predominately single-family neighborhoods. However, through extensive community engagement, local pilot projects, and the facilitation of lessons learned, COG and grant partners will ensure that proposed activities are successfully implemented, or appropriately modified through informed input.

COG and its partners will also face the challenge of working across two states and a federal district. As COG and its partners work to identify zoning reforms and find opportunities to align them across these jurisdictions, the opportunities for delay and challenges may rise exponentially. To guard against this, COG and its partners will carefully consider which elements to pursue at the outset.

Some barriers to the success of this proposed plan are not within our control, such as rising interest rates, which may dampen interest by existing homeowners to develop ADUs due to increased costs.

**• Do you anticipate your proposal will result in reducing housing cost burden for residents without increasing other costs, such as transportation costs?**

This project positions the Washington region to meet housing goals of the COG transportation plan. In doing so, the metropolitan region will add more affordable housing in location efficient communities near transit and jobs, reduce its dependency on automobiles, and help more low-income households live in communities where they can reduce their housing and transportation costs. The COG Board has committed to add 320,000 new housing units by 2040. Seventy-five percent of these new units are set aside as affordable for low-to-moderate income households, and another 75 percent will be near high-capacity transit or in walkable activity centers.

The project also helps expand access to good schools and amenities among those residents living in high poverty neighborhoods. The Regional Fair Housing Plan has found that Black and Latino residents are much more likely to live in communities with poorer schools, substandard housing, and lower levels of health. Currently, assisted affordable housing units and Housing Choice Voucher holders are disproportionately distributed in the eastern part of the region, while other, higher opportunity communities prohibit multifamily housing altogether. This project aims to remove these barriers to greater regional integration.

COG staff and Planning Directors have confirmed that the region possesses the land area to support these goals if enough jurisdictions reform their local land use codes to allow for new

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<sup>1</sup> <https://www.washingtonpost.com/dc-md-va/2023/04/21/arlington-missing-middle-lawsuit-zoning/>

<sup>2</sup> <https://www.washingtonpost.com/transportation/2022/10/23/montgomery-council-thrive-growth/>

multifamily housing. This project will achieve that through the coordinated reduction of local code barriers, with activities that reflect each community's context. Alexandria, Arlington, the District of Columbia, the City of Gaithersburg, Loudoun County, and Montgomery County will all pilot land use reforms under this proposal that will expand the region's supply of developable land near transit.

Finally, this project also increases the re-use of vacant properties as affordable housing. COG and local government staff will assess and propose zoning incentives to repurpose these properties into affordable housing. Along the WMATA Purple Line in Maryland, the Purple Line Corridor Coalition will develop policy and financing recommendations on vacant strip-mall sites. As a result, the Washington region will develop a replicable market model to re-use vacant retail properties as housing in priority, transit-served locations.

**• Describe how your proposal represents a model for other communities, including the manner(s) in which your jurisdiction(s) or others may scale or replicate the proposal.**

This proposal advances local reforms that can be replicated by neighboring jurisdictions across the region. In the Washington region, land use regulations are local, but regionally, they produce housing underproduction and increased cost. Local jurisdictions need support to test and adjust the most successful solutions to their unique circumstances.

This proposal achieves that by allowing each jurisdiction participating in the Regional Fair Housing Plan to advance those reforms it believes will deliver the greatest impact on housing supply goals. For example, Alexandria will produce a guidebook on middle housing in its single-family neighborhoods that all jurisdictions can use. Loudoun County will revise its zoning ordinance to facilitate increased affordable housing near transit, and COG will document practices for replication in other high cost, high opportunity communities. The Purple Line Corridor Coalition will develop a planning guide focused on commercial property in Montgomery County and Prince George's County, but with applicability in all transit-served jurisdictions facing displacement pressure.

COG will serve as the convener for these jurisdictions to come together and share practices on a regular basis. These jurisdictions already regularly meet monthly within COG and will continue to meet regularly to provide updates and peer-to-peer support as activities are initiated under this grant.

**• Describe the community's most significant environmental risks and how the proposal is aligned with them to efficiently promote community resilience.**

The Metropolitan Washington region, like others nationwide, faces challenges in improving air quality, reducing harm from greenhouse gas emissions, restoring local waterways, and addressing climate change. Key challenges include higher temperatures and greater demand for water. COG issues monthly drought reports from April to October as part of the Metropolitan Washington Water Supply and Drought Awareness Response Plan and provides guidance on water use for jurisdictions and residents.

Earlier this year, COG was awarded a federal grant to manage the climate planning process for the EPA Climate Pollution Reduction Grant for the region. COG staff will develop a Priority and Comprehensive Climate Action Plan for the Washington, DC MSA. This work expands COG's national leadership in climate planning. In 2008, the National Capital Region Climate Change Report included significant greenhouse gas reduction goals and was one of the nation's first multi-state climate initiatives.

The Climate and Energy Plan and recent efforts under the EPA Climate Pollution Reduction Grant will inform the planned activities for the PRO Housing grant. The alignment of housing and climate planning will help ensure that future development takes place in priority areas, close to high-capacity transit, and near existing infrastructure. As a result, the region will reduce its dependence on cars, thus reducing greenhouse gas emissions, and prevent sprawling development patterns, which result in the loss of native habitats.

**• What do you consider success to look like at the end of the period of performance or beyond? How would you anticipate the proposal to enable the production and preservation of affordable housing? Explain how the targeted outcomes will remedy the identified Need.**

*Housing production of 32,257 units per year.* By the end of the grant period, the Washington region would meet COG's regional housing production target. Seventy-five percent of these units would be affordable to low-and-moderate income households, and 75 percent of these units would be located near high-capacity transit. This would be made possible by the collective impact of new policies and incentives to site, finance, and build affordable housing, conversions of commercial properties facilitated by PLCC, the regional loan forgiveness program for ADUs managed by COG, and other tools.

*An additional 10% of regional land is made available for multifamily housing.* By the end of the grant, COG jurisdictions will have modified local land use regulations and opened more opportunities for multifamily housing in high opportunity areas. In some jurisdictions, this may mean increased TOD. Others may allow "gentle density" through production of ADUs within single family areas. It is anticipated that as zoning reforms are tested in pilot communities, others will adopt them as the outcomes and lessons learned are disseminated through COG.

*The region experiences no net loss in affordable housing.* In the region's urban core, all affordable housing production has been offset by a loss in market-rate housing, or NOAH. This grant aims to reverse that trend. This grant seeks to slow housing prices and rent appreciation to reduce pressure on the region's remaining NOAH stock. This grant additionally funds an "early warning" system to preserve at-risk NOAH and rental buildings. By the end of the grant period, these will have successfully stemmed the rate of NOAH loss, so that new affordable housing development will result in a regional net gain in units.

*The region's score in the Dissimilarity Index plateaus and begins to decrease.* According to this U.S. Census measure, the region is experiencing high and increasing levels of segregation between Black and White populations, as well as moderate levels between White and Hispanic and Asian residents. This grant aims to reverse that trend and increase access to the region's areas of opportunity. It is anticipated that grant activities will increase multifamily housing in areas of

opportunity, accelerate affordable housing production everywhere, and affirmatively market the units so disadvantaged residents know how to find them.

**• Describe the long-term effect of your proposal on removing barriers to affordable housing production that have perpetuated segregation, inhibited access to well-resourced neighborhoods of opportunity for protected class groups and vulnerable populations and expanded access to housing opportunities for these populations.**

This proposal implements the recommendations of the Regional Fair Housing plan, a historic interjurisdictional commitment to dismantle regional patterns of segregation. Today, White residents are much more likely to live in areas with high quality schools, housing, and amenities than Black and Hispanic/Latino residents. Because of home prices, segregation is getting worse. This proposal seeks to reverse this trend through three approaches.

First, the activities will encourage more multifamily development. Right now, 74 percent of the region's land area is zoned for single family housing. This grant's collective reforms, which include Accessory Dwelling Units, missing middle housing, and TOD, will result in more multifamily development and more apartments where a Housing Choice Voucher holder may choose to live.

Second, the activities will create new mechanisms to add affordable housing within opportunity areas. Jurisdictions like Loudoun County, Prince William County, and Arlington County will use grant support to develop new tools to boost affordable housing for low- and moderate-income households. These tools will significantly boost the affordable housing production in these jurisdictions.

Finally, the activities focus on improving housing access for residents in high poverty neighborhoods. Residents who live in these predominantly Black and Hispanic/Latino neighborhoods frequently do not know how to find assisted affordable housing, especially in jurisdictions located across state lines. A regional rental application portal will facilitate a "one stop shop" to improve affirmative access to housing, including those new multifamily units created as a result of increased production.

# Grant Application Detailed Budget Worksheet

(Exp. 08/31/2011)

Name and Address of Applicant:	Metropolitan Washington Council of Governments 777 N. Capitol St., NE, Suite 300 Washington, DC 20002	Public reporting burden for this collection of information is estimated to average 3 hours 12 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. Information collected will provide proposed budget data for multiple programs. HUD will use this information in the selection of applicants. Response to this request for information is required in order to receive the benefits to be derived. The information requested does not lend itself to confidentiality.
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Category		Detailed Description of Budget (for full grant period)			HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>1. Personnel (Direct Labor)</b>		<b>Estimated Hours</b>	<b>Rate per Hour</b>	<b>Estimated Cost</b>								
Position or Individual												
MWCOG Manager		3120	\$ 53.37	\$166,514	\$166,514						\$ 142,627.00	
MWCOG Planner		2080	\$ 37.98	\$78,998	\$78,998						\$ 124,935.00	
MWCOG DCPS Director											\$ 256,755.00	
<b>Total Direct Labor Cost</b>				<b>\$245,513</b>	<b>\$245,513</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$524,317</b>	<b>\$0</b>
<b>2. Fringe Benefits</b>		<b>Rate (%)</b>	<b>Base</b>	<b>Estimated Cost</b>	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
COG Manager		22.86%	\$ 166,514	\$38,065	\$38,065							
COG Planner		22.86%	\$79,998	\$18,288	\$18,288							
				\$0								
<b>Total Fringe Benefits Cost</b>				<b>\$56,353</b>	<b>\$56,353</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>3. Travel</b>					HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>3a. Transportation - Local Private Vehicle</b>		<b>Mileage</b>	<b>Rate per Mile</b>	<b>Estimated Cost</b>								
				\$0								
				\$0								
				\$0								
				\$0								
				\$0								
<b>Subtotal - Trans - Local Private Vehicle</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Detailed Description of Budget

3b. Transportation - Airfare (show destination)	Trips	Fare	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Transportation - Airfare			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3c. Transportation - Other	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Transportation - Other			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
3d. Per Diem or Subsistence (indicate location)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Per Diem or Subsistence			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Travel Cost</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
4. Equipment (Only items over \$5,000 Depreciated value)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
			\$0								
<b>Total Equipment Cost</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Detailed Description of Budget

5. Supplies and Materials (Items under \$5,000 Depreciated Value)

	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>5a. Consumable Supplies</b>											
			\$0								
Meeting/catering	3	\$250.00	\$750	\$750							
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Consumable Supplies			\$750	\$750	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>5b. Non-Consumable Materials</b>											
			\$0								
Copying/Printing (5 years)	5	\$100.00	\$1,500	\$1,500							
Supplies (5 years)	5	\$100.00	\$500	\$500							
			\$0	\$0							
			\$0								
			\$0								
Subtotal - Non-Consumable Materials			\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Supplies and Materials Cost</b>			<b>\$2,750</b>	<b>\$2,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>6. Consultants (Type)</b>											
Adaptive Re-use Redevelopment Guidebook			\$150,000								
City of Alexandria: Zoning for Housing/Housing for All			\$650,000	\$650,000					\$ 250,000.00		
Arlington Co Missing Middle - housing types			\$80,000	\$80,000					\$ 70,000.00		
DC Anti-displacement			\$250,000								
Exygy & Google.org regional rental portal			\$1,110,000	\$1,110,000						\$ 2,000,000.00	
Fairfax Co. entitlement review & preservation implementation			\$200,000						\$ 477,740.00		
HAND Housing Indicator Tool upgrades			\$682,000	\$682,000						\$ 107,256.00	
Lawyers' Committee for Civil Rights Under Law (Proj Mgmt, analysis & implement)			\$500,000	\$500,000							
Loudoun County Zoning Reform for e-TOD			\$100,000	\$100,000					\$ 1,000,000.00		
Montgomery County MPDU analysis			\$200,000	\$200,000					\$ 100,000.00		
Prince George's County Affordable HO Strategy			\$300,000	\$300,000					\$ 395,466.00		
Prince George's County Preserv. Implementation			\$300,000	\$300,000					\$ 395,466.00		
Program Evaluation			\$350,000	\$350,000							
Purple Line Corridor Coalition			\$500,000	\$500,000				\$ 277,361.00			
Urban Institute (zoning analysis/preservation T/A)			\$300,000	\$300,000							
			\$0								
<b>Total Consultants Cost</b>			<b>\$5,672,000</b>	<b>\$5,072,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$277,361</b>	<b>\$1,890,932</b>	<b>\$0</b>	<b>\$0</b>

	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>7. Contracts and Sub-Grantees (List individually)</b>											
			\$0								
			\$0								
			\$0								
			\$0								

Total Subcontracts Cost

			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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3

form HUD-424-CBW (2/2003)

Detailed Description of Budget

**8. Construction Costs**

				HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>8a. Administrative and legal expenses</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>								
			\$0								
			\$0								
			\$0								
			\$0								
Subtotal - Administrative and legal expenses			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8b. Land, structures, rights-of way, appraisal, etc</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
Subtotal - Land, structures, rights-of way, ...			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8c. Relocation expenses and payments</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
Subtotal - Relocation expenses and payments			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8d. Architectural and engineering fees</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
Subtotal - Architectural and engineering fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8e. Other architectural and engineering fees</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
			\$0								
			\$0								
			\$0								
Subtotal - Other architectural and engineering fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Detailed Description of Budget

	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>8f. Project inspection fees</b>			\$0								
			\$0								
			\$0								
Subtotal - Project inspection fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8g. Site work</b>			\$0								
			\$0								
			\$0								
Subtotal - Site work			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8h. Demolition and removal</b>			\$0								
			\$0								
			\$0								
Subtotal - Demolition and removal			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8i. Construction</b>			\$0								
			\$0								
			\$0								
Subtotal - Construction			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8j. Equipment</b>			\$0								
			\$0								
			\$0								
Subtotal - Equipment			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8k. Contingencies</b>			\$0								
			\$0								
			\$0								
Subtotal - Contingencies			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>8l. Miscellaneous</b>			\$0								
			\$0								
			\$0								
Subtotal - Miscellaneous			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Construction Costs</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

				HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
<b>9. Other Direct Costs</b>											
	<b>Quantity</b>	<b>Unit Cost</b>	<b>Estimated Cost</b>								
Forgivable Loan Program - ADUs	20	\$ 25,000.00	\$500,000	\$500,000							
			\$0								
			\$0								
			\$0								
<b>Total Other Direct Costs</b>			<b>\$500,000</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Subtotal of Direct Costs</b>				<b>\$5,876,615</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$277,361</b>	<b>\$1,890,932</b>	<b>\$524,317</b>	<b>\$0</b>
<b>10. Indirect Costs</b>											
	<b>Rate</b>	<b>Base</b>	<b>Estimated Cost</b>								
MWCOG central staff support services	60.9%	\$ 301,865	\$183,836	\$183,836							
<b>Total Indirect Costs</b>			<b>\$183,836</b>	<b>\$183,836</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Estimated Costs (Subtotal Direct + Total Indirect)</b>			<b>\$6,660,451</b>	<b>\$6,060,451</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$277,361</b>	<b>\$1,890,932</b>	<b>\$524,317</b>	<b>\$0</b>

**Grant Application Detailed Budget Worksheet**

<b>Detailed Description of Budget</b>			
<b>Analysis of Total Estimated Costs</b>		<b>Estimated Cost</b>	<b>Percent of Total</b>
<b>1</b>	<b>Personnel (Direct Labor)</b>	\$ 245,512.80	4%
<b>2</b>	<b>Fringe Benefits</b>	\$ 56,352.64	1%
<b>3</b>	<b>Travel</b>	\$ -	0%
<b>4</b>	<b>Equipment</b>	\$ -	0%
<b>5</b>	<b>Supplies and Materials</b>	\$ 2,750.00	0%
<b>6</b>	<b>Consultants</b>	\$ 5,672,000.00	85%
<b>7</b>	<b>Contracts and Sub-Grantees</b>	\$ -	0%
<b>8</b>	<b>Construction</b>	\$ -	0%
<b>9</b>	<b>Other Direct Costs</b>	\$ 500,000.00	8%
<b>10</b>	<b>Indirect Costs</b>	\$ 183,836.05	3%
	<b>Total:</b>	\$ 6,660,451.50	100%
	<b>HUD Share:</b>	\$ 6,060,451.50	
	<b>Match:</b> (as percentage of HUD Share)	\$0	0%

form HUD-424-CBW (2/2003)



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION III  
Delaware, District of  
Columbia, Maryland,  
Pennsylvania, Virginia,  
West Virginia

1835 Market Street  
Suite 1910  
Philadelphia, PA 19103  
215-656-7100  
215-656-7260 (fax)

January 30, 2023

Ms. Julie Mussog  
Chief Financial Officer  
Metropolitan Washington Council of Governments  
777 North Capitol Street NE, Suite 300  
Washington, DC 20002

Re: FY 2024 Indirect Cost Rate Proposal

Dear Ms. Mussog:

The Federal Transit Administration (FTA) has reviewed the Metropolitan Washington Council of Governments' (MWCOG) recent indirect cost proposal, as requested. As the Cognizant Agency for Indirect Costs, FTA concurs with MWCOG's use of a fixed rate with carryforward of 60.90% for the period of July 1, 2023 to June 30, 2024. This rate should be applied to direct salaries and wages, as specified in your Indirect Cost Rate Proposal.

As an agency receiving less than \$35 million in annual direct federal funding, MWCOG is required to develop a plan every year and maintain the plan and all related supporting documentation for audit. MWCOG is not required to submit the plan for federal approval unless specifically requested to do so by FTA, or there is a change in accounting system or methodology, or the rate exceeds the last approved rate by more than 20 percent. The scope of FTA's review of future rates is based on the policies outlined in FTA's Circular 5010.1E.

Attached to this letter is the Indirect Cost Negotiation Agreement formally concurred and incorporated herein. FTA has completed and signed the attached agreement form. Please sign the agreement form and return a countersigned copy to our office. The countersigned document serves as your organization's record of FTA's concurrence with the FY 2024 indirect cost rate and should be provided to FTA and other Federal agencies to reflect the concurred rate, terms, and effective dates.

If you have any questions, please contact Kelly Tyler at (202) 366-3267 or email at [Kelly.Tyler@dot.gov](mailto:Kelly.Tyler@dot.gov).

Sincerely,

Digitally signed by THERESA  
GARCIA CREWS  
Date: 2023.01.30 19:08:46 -05'00'

Terry Garcia Crews  
Regional Administrator

cc: Anna Douglas, MWCOG

Enclosure

**INDIRECT COST NEGOTIATION AGREEMENT  
BETWEEN THE  
METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS  
AND THE  
FEDERAL TRANSIT ADMINISTRATION**

This agreement is made and entered between Metropolitan Washington Council of Governments (MWCOG) and the United States Department of Transportation, Federal Transit Administration (FTA), the cognizant Federal agency for indirect costs under government-wide Uniform Administrative Requirements and Cost Principles, 2 CFR 200.

The indirect cost rates concurred and contained herein are for use and may be charged to grant awards, cooperative agreements and contracts with the Federal Government, to which 2 CFR 200 Subpart E and Appendix VII applies, subject to the limitations contained in Section II.A of this agreement, as well as the grants management guidelines included in FTA's Circular 5010.1E.

The indirect cost rates were concurred by FTA in accordance with the authority contained in Appendix G of FTA Circular 5010.1E.

**Section I: Rate**

Type: Fixed with Carry Forward Adjustment

Effective Period: July 1, 2023 to June 30, 2024

Rate: 60.90 percent.

Base: Direct salaries and wages

Applicable To: All programs not specifically exempted, or limited by law, or otherwise not applicable because special operating factors necessitate special indirect cost rates.

**Section II: General**

**A. Limitations**

The rates contained in this agreement may be subject to statutory or administrative limitations and are reimbursable through grant, contract, or other agreement only to the extent that funds are available. Acceptance of these rates is predicated on these conditions: (1) Only costs incurred by MWCOG were included in its indirect cost pool as finally accepted and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment, and (4) The information provided by MWCOG which was used to establish the rates are not later found to be materially incomplete or inaccurate by the Federal Government. In such situations, the agreement will be subject to reopening, and the rates may be adjusted and refunds made if the proposal included unallowable costs.

B. Accounting Changes

This agreement is based on the accounting system to be in effect during the agreement period. Changes in the method of accounting for costs that affect the amount of reimbursement resulting from the use of these rates require prior concurrence of FTA. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain concurrence may result in cost disallowances.

C. Fixed Rate with Carryforward

This agreement and concurrence is for fixed rate with carryforward indirect cost rates and is based on an estimate of the costs for the period covered by the rates. When the actual costs for this period are determined, an adjustment will be made to the rates for the subsequent Fiscal Years to compensate for the difference between the costs used to establish the fixed rates and actual costs as required under 2 CFR 200 Appendix VII.

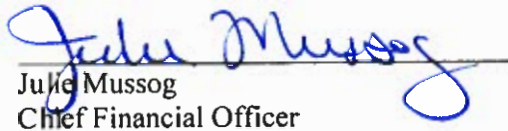
D. Use by Other Federal Agencies

The rates in this Agreement were concurred in accordance with the authority in 2 CFR 200 Subpart E and Appendix VII, and should be applied to grants, contracts, and other agreements covered by this regulation, subject to any limitations in Section I or II.A above. Copies of this document may be provided to other Federal Agencies as a means of notifying them of this agreement.

E. Other

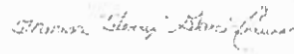
If any Federal contract, grant, or other agreement is reimbursing indirect costs by means other than the concurred rates in this agreement, MWCOG shall notify FTA.

Metropolitan Washington  
Council of Governments

  
Julie Mussog  
Chief Financial Officer

1/31/23  
Date

U. S. Department of Transportation  
Federal Transit Administration

  
Digitally signed by THERESA  
GARCIA CREWS  
Date: 2023.01.30 19:10:41  
-05'00'

Terry Garcia Crews  
Regional Administrator

\_\_\_\_\_  
Date

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

**OPPORTUNITY & PACKAGE DETAILS:**

Opportunity Number:	FR-6700-N-98
Opportunity Title:	Pathways to Removing Obstacles to Housing (PRO Housing)
Opportunity Package ID:	PKG00283091
CFDA Number:	14.023
CFDA Description:	Community Development Block Grant- PRO Housing Competition
Competition ID:	FR-6700-N-98
Competition Title:	Pathways to Removing Obstacles to Housing (PRO Housing)
Opening Date:	09/07/2023
Closing Date:	10/30/2023
Agency:	Department of Housing and Urban Development
Contact Information:	CDBG-PROHousing@hud.gov

**APPLICANT & WORKSPACE DETAILS:**

Workspace ID:	WS01197619
Application Filing Name:	Metropolitan Washington Council of Governments
UEI:	NE3JSLQVNMZ3
Organization:	METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
Form Name:	Disclosure of Lobbying Activities (SF-LLL)
Form Version:	2.0
Requirement:	Mandatory
Download Date/Time:	Oct 09, 2023 12:11:46 PM EDT
Form State:	No Errors

**FORM ACTIONS:**[CHECK FOR ERRORS](#)[SAVE](#)[PRINT](#)

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013  
Expiration Date: 02/28/2025

## Review Public Burden Disclosure Statement

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

**4. Name and Address of Reporting Entity:**

Prime     SubAwardee

\* Name: Metropolitan Washington Council of Governments

\* Street 1: 777 N. Capitol St, NE, Suite 300    Street 2: \_\_\_\_\_

\* City: Washington    State: DC: District of Columbia    Zip: 20002

Congressional District, if known: DC-98

**5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:**

<b>6. * Federal Department/Agency:</b> Housing and Urban Development	<b>7. * Federal Program Name/Description:</b> Community Development Block Grant- PRO Housing Competition
	CFDA Number, if applicable: 14.023

<b>8. Federal Action Number, if known:</b> _____	<b>9. Award Amount, if known:</b> \$ _____
---	---

**10. a. Name and Address of Lobbying Registrant:**

Prefix \_\_\_\_\_ \* First Name N/A Middle Name \_\_\_\_\_

\* Last Name N/A Suffix \_\_\_\_\_

\* Street 1 \_\_\_\_\_ Street 2 \_\_\_\_\_

\* City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**b. Individual Performing Services** (including address if different from No. 10a)

Prefix \_\_\_\_\_ \* First Name N/A Middle Name \_\_\_\_\_

\* Last Name N/A Suffix \_\_\_\_\_

\* Street 1 \_\_\_\_\_ Street 2 \_\_\_\_\_

\* City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**11.** Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\* Signature: Completed on submission to Grants.gov

\* Name: Prefix Mr. \* First Name Clark Middle Name \_\_\_\_\_  
\* Last Name Mercer Suffix \_\_\_\_\_

Title: Executive Director    Telephone No.: (202) 962-3346    Date: Completed on submission to Grants.gov

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

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Opening Date:	09/07/2023
Closing Date:	10/30/2023
Agency:	Department of Housing and Urban Development
Contact Information:	CDBG-PROHousing@hud.gov

**APPLICANT & WORKSPACE DETAILS:**

Workspace ID:	WS01197619
Application Filing Name:	Metropolitan Washington Council of Governments
UEI:	NE3JSLQVNMZ3
Organization:	METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
Form Name:	HUD Applicant-Recipient Disclosure Report
Form Version:	4.0
Requirement:	Mandatory
Download Date/Time:	Oct 09, 2023 12:11:15 PM EDT
Form State:	No Errors

**FORM ACTIONS:**[CHECK FOR ERRORS](#)[SAVE](#)[PRINT](#)

# Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Number: 2501-0017  
Expiration Date: 01/31/2026

**Applicant/Recipient Information** \* UEI Number:  \* Report Type:

1. Applicant/Recipient Name, Address, and Phone (include area code):

\* Applicant Name:

\* Street1:

Street2:

\* City:

County:

\* State:

\* Zip Code:

\* Country:

\* Phone:

2. Employer ID Number (do not include individual social security numbers):

\* 3. HUD Program Name:

\* 4. Amount of HUD Assistance Requested/Received: \$

5. State the name and location (street address, City and State) of the project or activity:

\* Project Name:

\* Street1:

Street2:

\* City:

County:

\* State:

\* Zip Code:

\* Country:

### Part I Threshold Determinations

\* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. For further information see 24 CFR Sec. 4.3.

Yes  No

\* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR 4.9.

Yes  No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

---

**Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.**

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

---

Department/State/Local Agency Name:

\* Government Agency Name:

Government Agency Address:

\* Street1:

Street2:

\* City:

County:

\* State:

\* Zip Code:

\* Country:

\* Type of Assistance:

\* Amount Requested/Provided: \$

\* Expected Uses of the Funds:

---

Department/State/Local Agency Name:

\* Government Agency Name:

Government Agency Address:

\* Street1:

Street2:

\* City:

County:

\* State:

\* Zip Code:

\* Country:

\* Type of Assistance:

\* Amount Requested/Provided: \$

\* Expected Uses of the Funds:

---

**Note:** Use additional pages if necessary.

---

**Part III Interested Parties. You must disclose:**

1. All developers, contractors, or consultants involved in the application for assistance or in the planning, development, or implementation of the project or activity.

* Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)	* Unique Entity ID	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %

2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

* Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	City of Residence	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %

**Note:** Use additional pages if necessary.

**Certification**

I/We, the undersigned, certify under penalty of perjury that the information provided above is true, correct, and accurate.  
 Warning: If you knowingly make a false statement on this form, you may be subject to criminal and/or civil penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

\* Signature:

\* Date: (mm/dd/yyyy)

## Instructions

### Overview.

**A. Coverage.** You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

### **B. Update reports (filed by "Recipients" of HUD Assistance):**

**General.** All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

### **Line-by-Line Instructions.**

#### **Applicant/Recipient Information.**

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's EIN, as appropriate, is optional. Individuals must not include social security numbers on this form.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

#### **Part I. Threshold Determinations - Applicants Only**

Part I contains information to help the applicant determine whether the remainder of the form must be completed. Recipients filing Update Reports should not complete this Part.

If the answer to **either** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report but must sign the certification at the end of the form.

#### **Part II. Other Government Assistance and Expected Sources and Uses of Funds.**

**A. Other Government Assistance.** This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

**B. Non-Government Assistance.** Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD and any other source - that have been or are to be, made available for the project or activity. Non-government sources of Form HUD-2880 funds typically include (but are not limited to) foundations and private contributors.

#### **Part III. Interested Parties.**

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower). Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Unique Entity Identifier (UEI), for non-individuals, or city of residence, for individuals, for each organization and person listed is **optional**.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

**Note** that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, or on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional

information required. Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

**Notes:**

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.

4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.

5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

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**OPPORTUNITY & PACKAGE DETAILS:**

Opportunity Number:	FR-6700-N-98
Opportunity Title:	Pathways to Removing Obstacles to Housing (PRO Housing)
Opportunity Package ID:	PKG00283091
CFDA Number:	14.023
CFDA Description:	Community Development Block Grant- PRO Housing Competition
Competition ID:	FR-6700-N-98
Competition Title:	Pathways to Removing Obstacles to Housing (PRO Housing)
Opening Date:	09/07/2023
Closing Date:	10/30/2023
Agency:	Department of Housing and Urban Development
Contact Information:	CDBG-PROHousing@hud.gov

**APPLICANT & WORKSPACE DETAILS:**

Workspace ID:	WS01197619
Application Filing Name:	Metropolitan Washington Council of Governments
UEI:	NE3JSLQVNMZ3
Organization:	METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
Form Name:	Applicant and Recipient Assurances and Certifications (HUD-424B)
Form Version:	1.0
Requirement:	Mandatory
Download Date/Time:	Oct 09, 2023 12:11:32 PM EDT
Form State:	

**FORM ACTIONS:**

**Applicant and Recipient  
Assurances and Certifications**

**U.S. Department of Housing  
and Urban Development**

OMB Number: 2501-0017  
Expiration Date: 01/31/2026

**Instructions for the HUD-424-B Assurances and Certifications**

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or as an individual, must provide the following assurances and certifications, which replace any requirement to submit an SF-424-B or SF-424-D. The Responsible Civil Rights Official has specified this form for use for purposes of general compliance with 24 CFR §§ 1.5, 3.115, 8.50, and 146.25, as applicable. The Responsible Civil Rights Official may require specific civil rights assurances to be furnished consistent with those authorities and will specify the form on which such assurances must be made. A failure to furnish or comply with the civil rights assurances contained in this form may result in the procedures to effect compliance at 24 CFR §§ 1.8, 3.115, 8.57, or 146.39.

By submitting this form, you are stating that all assertions made in this form are true, accurate, and correct.

As the duly representative of the applicant, I certify that the applicant:

\*Authorized Representative Name:

Prefix:

\*First Name:

Middle Name:

\*Last Name:

Suffix:

\*Title:

\*Applicant Organization:

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the application to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et.seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) as amended, and implementing regulations at 24 CFR part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion sex (including gender identity and sexual orientation), disability, familial status, or national origin and will affirmatively further fair housing; except an applicant which is an Indian tribe or its instrumentality which

is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with all applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.105(a) and 5.106 as applicable.

6. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A.

7. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et.seq.) and related Federal authorities prior to the commitment or expenditure of funds for property.

8. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all subawards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHs established under State law are not excluded from the statute's coverage.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

**WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

\*Signature:

Completed Upon Submission to Grants.gov

\*Date:

Completed Upon Submission to  
Grants.gov

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Workspace ID:	WS01197619
Application Filing Name:	Metropolitan Washington Council of Governments
UEI:	NE3JSLQVNMZ3
Organization:	METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	4.0
Requirement:	Mandatory
Download Date/Time:	Oct 09, 2023 12:10:47 PM EDT
Form State:	<b>Error(s)</b>

**FORM ACTIONS:**

CHECK FOR ERRORS

SAVE

PRINT

**Application for Federal Assistance SF-424****\* 1. Type of Submission:**

- Preapplication  
 Application  
 Changed/Corrected Application

**\* 2. Type of Application:**

- New  
 Continuation  
 Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**
 Completed by Grants.gov upon submission.
**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**State Use Only:****6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:****\* a. Legal Name:** Metropolitan Washington Council of Governments**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

52-6060391

**\* c. UEI:**

NE3JSLQVNMZ3

**d. Address:****\* Street1:**

777 N. Capitol St., NE, Suite 300

Street2:

**\* City:**

Washington

County/Parish:

**\* State:**

DC: District of Columbia

Province:

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

20002-4239

**e. Organizational Unit:**

Department Name:

Community Planning &amp; Services

Division Name:

N/A

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

Prefix:

Ms.

**\* First Name:**

Hilary

Middle Name:

**\* Last Name:**

Chapman

Suffix:

Title: Housing Program Manager

Organizational Affiliation:

Staff member

**\* Telephone Number:**

(202) 962-3346

Fax Number:

**\* Email:** hchapman@mwkog.org

**Application for Federal Assistance SF-424**

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

E: Regional Organization

**Type of Applicant 2: Select Applicant Type:**

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

**Type of Applicant 3: Select Applicant Type:**

**\* Other (specify):**

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

Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.023

**CFDA Title:**

Community Development Block Grant- PRO Housing Competition

**\* 12. Funding Opportunity Number:**

FR-6700-N-98

**\* Title:**

Pathways to Removing Obstacles to Housing (PRO Housing)

**13. Competition Identification Number:**

FR-6700-N-98

**Title:**

Pathways to Removing Obstacles to Housing (PRO Housing)

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

Add Attachment

Delete Attachment

View Attachment

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

Pathways to Removing Obstacles to Housing (PRO Housing) in metropolitan Washington, DC

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="6,035,451.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="6,035,451.00"/>

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

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

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

Yes  No

If "Yes", provide explanation and attach

**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 18, Section 1001)**

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

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



## ADDITIONAL INFORMATION

Question #14., SF 424 Application for Federal Assistance

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

District of Columbia

Maryland:

- City of Gaithersburg
- Montgomery County
- Prince George's County

Virginia:

- City of Alexandria
- Arlington County
- Fairfax County
- Loudoun County
- Prince William County



## ADDITIONAL INFORMATION

Question #16b., SF 424 Application for Federal Assistance

Additional Congressional Districts of Proposed Activities:

Maryland:

MD-04

MD-05

MD-06

MD-08

Virginia:

VA-07

VA-08

VA-10

VA-11



Metropolitan Washington  
**Council of Governments**

777 North Capitol Street NE, Suite 300  
Washington, DC 20002

[mwcog.org](http://mwcog.org)