



FOR INTERNAL USE ONLY

INTERGOVERNMENTAL AFFAIRS DIVISION
COUNTY AGENCY LEGISLATIVE COMMENT REQUEST FORM

Reviewing Agency: **DHCD**

Bill/Resolution Number: **CB-099-2025**

Brief Summary of the Bill/Resolution:

CB-099-2025 An Act Concerning Critical Worker Housing Assistance Program sponsored by Chairman Burroughs, for the purpose of establishing the Critical Workforce Housing Assistance Program within the Housing Investment Trust Fund; providing eligibility standards for participation in the Program; providing for the assistance to be offered in the Program; providing for the application and approval process for Program assistance; and generally regarding the Housing Investment Trust Fund.

Agency Impact:

Will this bill impact your Agency financially or operationally, or your Agency's mission?

☒ Yes ☐ No ☐ Undeterminable at this time

If yes, please select the appropriate impact: ☐ Positive Impact ☐ Negative Impact ☐ No Impact

Discussion of Impact:

While DHCD would be supportive of a housing assistance program, we must consider the costs, administratively, financially and programmatically.

Presently, the Housing Investment Trust Fund (HITF) is overcommitted, which means the money allotted to existing projects has exhausted the funds. It would be critical to significantly increase the funding for HITF in order to fund the Critical Worker Housing Assistance Program and still maintain the HITF commitments.

To successfully implement the Critical Worker Housing Assistance Program, DHCD would need to hire additional staff to manage the program. The following information outlines the areas that should be considered when developing a new housing assistance program:

1. Funding Limitations

- The programs proposed under CB-099-2025 would require new or expanded administrative and financial commitments to be effectively implemented and sustained.
- Currently, DHCD's budget and staffing levels are fully committed to the administration of existing programs, including the Housing Investment Trust Fund, Right of First Refusal, HOME, CDBG, and other state and federal grant initiatives.
- Without dedicated County funding to support these new initiatives, DHCD would face difficulty fulfilling the programmatic and monitoring requirements envisioned in these bills.

2. Staffing and Administrative Capacity

- DHCD does not currently have the staffing levels necessary to assume additional programmatic responsibilities without compromising the efficiency or compliance of existing programs.
- Successful implementation would require additional staff to develop program guidelines, conduct outreach, monitor compliance, and manage reporting and evaluation activities.



FOR INTERNAL USE ONLY

- Without specific allocations for personnel and administrative support, the Department's capacity to manage these programs in accordance with County and federal standards would be severely constrained.

3. Recommendation for Implementation Support

- DHCD recommends that the Council identify and allocate additional funding, both operational and programmatic, necessary to successfully administer the programs outlined in CB-099-2025.
- The Department also recommends that implementation timelines be structured to allow for staff recruitment, program design, and stakeholder coordination before launch.

Fiscal Impact: /SB

Please provide an estimate of the financial impact. For example, will this bill require you to hire more staff, create a computer system, etc.?

Regarding the fiscal impact to DHCD, the implementation of this bill would require a significant increase to the HITF fund and well as additional staffing to administer the program.

Agency Position Recommendation:

☐ Support ☐ Oppose ☒ Support with Amendments ☐ No position.

Please specify any suggested amendments in the space below?

See Amendments under Discussion of Impact

Additional Information:

Has your agency been contacted by the State Department of Legislative Services staff regarding this proposal?

☐ Yes ☒ No

If yes, please provide comments about the discussion.

**Agency Contact: Jonathan Butler, Acting Director, DHCD (301) 883-6511;
JRButler1@co.pg.md.us**