

**MONTGOMERY COUNTY ARCHIVES**

**Guide to the Records of the**

**HOUSING OPPORTUNITIES COMMISSION OF  
MONTGOMERY COUNTY  
1968-1999**

**Record Group 15: Boards, Committees, and Commissions**

**August 16, 1999**

**Revised December 12, 2016**

**Updated 2018**

Montgomery County Archives  
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### **ADMINISTRATIVE HISTORY**

In 1966, the Montgomery County Housing Authority was given the responsibility for developing and administering a leased housing program for low income families. In order to expand the County's opportunities to receive federal housing funds and to confront a growing housing crisis in Montgomery County, County Executive James Gleason proposed legislation to the County Council to transfer these functions to a newly-created Housing Opportunities Commission. The Council approved his plan in 1974, and the Commission, comprised of seven members appointed by the County Executive and confirmed by the County Council, was headed for many years by Executive Director Bernard Tetreault, formerly of the Montgomery County Housing Authority. The Commission's original goal was to produce and manage, and assist others to produce, housing for families of eligible income. The Commission's mandate was complementary to that of the Department of Community and Economic Development's Office of Housing, which assisted County agencies to formulate policies ensuring the availability of affordable housing in the County.

Currently, the Commission builds housing for people with a broad range of incomes and a diversity of needs. It manages single- and multi-family developments, provides mortgage financing for first-time home buyers, finances multi-family rental properties for nonprofit organizations and the private sector, and arranges transitional housing for formerly homeless people. It provides rental assistance and manages housing programs for the elderly. The Commission obtains funds from federal, state, and local sources, and through its mortgage program and the sale of bonds. Members testify at hearings and before the County Council, and the Commission conducts a Leadership Training Program in conjunction with Montgomery County Public Schools, holds quarterly meetings with the County Executive and County Council, awards contracts and manages grants, conducts Community forums for the public, and recognizes the achievements of volunteers in this field. Public meetings are usually held twice a month.

### **EXTENT**

2 cubic feet: 7 letter-size Hollinger boxes.

### **SCOPE AND CONTENT**

The records of the Housing Opportunities Commission consist primarily of meeting minutes ranging from 1988 to 1996, annual reports from 1973 to 1989, and printed material dating from 1977 to 1999. The collection also contains annual reports and minutes from its predecessor agency, the Montgomery County Housing Authority.

These records are arranged in five series:

Series I: Housing Authority

*Subseries 1: Minutes*

*Subseries 2: Annual Reports*

Series II: Appointments

Series III: Minutes

Series IV: Annual Reports

Series V: Printed Material

## **SERIES DESCRIPTIONS**

### **Series I: Housing Authority, 1968-1973**

**(0.10 cubic foot)**

In 1939, two years after the passage of the Federal Housing Act, Montgomery County created its first Housing Authority, which was short-lived and developed no housing. In 1966, the County Council acknowledged the acute need for housing for families and individuals of limited income and established the Housing Authority of Montgomery County through enabling legislation of the Maryland Housing Authority's Law and Defense Housing Law of the Annotated Code of Maryland, 1957, Article 44A, as amended. The Commissioners, appointed by the County Executive and confirmed by the County Council, served for five-year terms, with one appointment made each year. The Commissioners selected the Executive Director, who was charged with carrying out the policies of the Housing Authority. The programs of the Authority were financed through the sale of federally guaranteed bonds and through grants from the County and State. These programs included tenant relations, community relations, senior citizen, and other support services. Rental payments supplied the revenue for maintenance and management of the properties acquired, built, or leased by the authority.

Records in this series are divided into two subseries, Minutes and Annual Reports. Each subseries is arranged in chronological order.

#### ***Subseries 1: Minutes, 1968-1969***

***(2 folders)***

This subseries contains minutes and an agenda from December 1968 and January 1969.

#### ***Subseries 2: Annual Reports, 1968-1973***

***(0.10 cubic feet)***

These annual reports provide insight into the programs, financial status, staffing, activities, and accomplishments of the Housing Authority for the years covered.

### **Series II: Appointments, 1988-1989**

**(1 folder)**

This series consists of resolutions adopted by the County Council confirming the County Executive's nominations to the Commission.

### **Series III: Minutes, 1988-1996**

**(0.75 cubic feet)**

These records consist of the minutes, agendas, and notices of the monthly and bi-weekly

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meetings of the Commission and document the attendees of the meetings and the activities of the Commission and its members. Some of the minutes and many of the agendas are missing.

The series is arranged in chronological order.

**Series IV: Annual Reports, 1973-1989**

**(0.10 cubic feet)**

Most of the annual reports in this series consist of oversized newspaper supplements. These reports provide an overview of the HOC's activities during the previous year and plans for future efforts, and include excerpts from the annual audits of the Commission's finances. Annual reports for 1982 and 1984 are missing.

The reports are arranged in chronological order.

Records in this series located within Flat File 15 are:

- Housing Opportunities Commission Annual Report, 1977
- Housing Opportunities Commission Annual Report: The HOC Times, 1978
- Housing Opportunities Commission Annual Report, 1978-1979
- Housing Opportunities Commission Annual Report, 1980-1981
- Housing Opportunities Commission Annual Report, 1983
- HOC Annual Report, 1985
- HOC Annual Report, 1986
- HOC Annual Report, 1988
- *HOC's Doorways to Opportunity*, Annual Report 1989

**Series V: Printed Material, 1981-1999**

**(1 cubic foot)**

This series includes reports, financial statements, long range plans, and budgets, arranged in chronological order and alphabetically within each year.

*See also:*

Microfilm Drawer 2: Board, Committees, and Commissions (BCC), 1975-1990, n.d.,  
BCC Type 5 #7 Housing Opportunities Commission

**CONDITIONS GOVERNING ACCESS**

This collection is open for research.

**LANGUAGE**

English.

**PROVENANCE**

These records were transferred from Rockville Regional Library in 1997 and 1999. Series V was

culled from various accessions of printed material. In 1999, the HOC began sending copies of its publications directly to the Archives.

### **PROCESSING PROCEDURES**

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. If records contained oversized documents and photographs, they were removed from the original location in their assigned series and placed in separate containers. Separation sheets would then be inserted in the original location within the folder to indicate the new location of any records placed elsewhere.

Preservation copying of newspaper clippings was performed whenever feasible. Records in folders were arranged, unless otherwise indicated, in forward chronological order, with undated records appearing at the end of the folder.

### **PROCESSING STAFF/FINDING AID AUTHOR**

MCA staff.

**BOX INVENTORY**

**Series I: Housing Authority**

*Subseries 1: Minutes*

**Box 1**

1968

1969

*Subseries 2: Annual Reports*

1969-1970, 1970

1970-1971, 1971

1971-1972, 1972

1972-1973, 1973

**Series II: Appointments**

1988-1989

**Series III: Minutes**

1988-June 1991 (5 folders)

**Box 2**

July 1991-April 1994 (6 folders)

**Box 3**

May 1994-April 1996 (4 folders)

**Series IV: Annual Reports**

1973-1981 (8 folders)

1983

1985-1989 (5 folders)

**Series V: Printed Material**

Financial Statements and Auditors' Report June 30, 1981 and 1980, 1981

Financial Statements and Auditors' Report June 30, 1982 and 1981, 1982

**Box 4**

Approved Budget FY 1984, 1983

Feasibility Study and Recommendations for the Elizabeth L. Scull Housing Center, 1983

Long Range Plan Capital Improvements Program (CIP), FYS 1984-1988 Volume III, 1983

Long Range Plan Mortgage Finance Programs, FYS 1984 - 1986, Volume II, 1983

Long Range Plan Operating Budget, FYS 1984 - 1986, Volume I, 1983

Long Range Plan Opportunity Housing Reserve Fund (OHRF), FYS 1984-1986, Volume I, 1983

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*(Series V: Printed Material, Cont.)*

*(Box 4, cont.)*

Long Range Plan Opportunity Housing Reserve Fund (OHRF), FYS 1984-1986, Volume IV,  
1983

Approved Budget FY 1985, 1984

Approved Budget FY 1986, 1985

**Box 5**

Executive Director's Budget, FY 1988, 1986

Financial Statements as of June 30, 1986 and 1985, Together with Auditors' Report, 1986

Long Range Plan Operating Budget, FYS 1987 - 1989, Volumes 1-3 (Draft), 1986

Combined Financial Statements as of June 30, 1987 and 1986, Together with Auditors' Report,  
1987

Housing Resource Directory, 1989 (2 folders)

FY 1991 Operating Budget, 1990

Evaluation of the Housing Information Center, 1992

Adopted Budget FY 1995, 1994

Executive Director's Recommended Budget FY 1996, 1995

Brochures and Pamphlets, [1999]

Budget in Brief FY 1999, [1999]

Good Neighbor Report, 1999

Update to FY 99 Strategic Plan, 1999

**Box 6**

HOC Housing Programs: The Work of the Housing Opportunities Commission of Montgomery  
County, Maryland, 1990

Adopted budget, FY 1988, 1987

Adopted budget, FY 1989, 1988

Adopted budget, FY 1990, 1989

Adopted budget, FY 1991, 1990

Adopted budget, FY 1992, 1991

Executive Director's Recommended Budget, FY 1993, 1992

Adopted budget, FY 1993, 1992

Executive Director's Recommended Budget, FY 1994, 1993

Executive Director's Recommended Budget, FY 1995, 1994

Executive Director's Recommended Budget, FY 1997, 1996

Adopted Budget FY 1998, 1997