



*Henrico County, Virginia*  
**2015-2020**

# **Five-Year Consolidated Community Development Plan CDBG, HOME, and ESG Programs**

Amended February 8, 2016  
and April 4, 2016

# Acknowledgements

The 2015-2020 Consolidated Plan was prepared by the County of Henrico Department of Community Revitalization, Division of Community Development.

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## Preface

The 2015-2020 Consolidated Plan was prepared in HUD's IDIS online *eCon Planning Suite* system. Henrico County began using this system for preparing the Annual Action Plan in 2013-14. Use of this system is also mandatory for the preparation of the 5-year Consolidated Plan. The reader of this document will find the format similar in format to the Annual Action Plans submitted by Henrico County to HUD in previous years.

As has been done in past years with the Annual Plans, to accommodate the shortcomings of the *e-CON Planning Suite*, every attempt was made to make critical adjustments to the format of the document generated by the *eCon Planning Suite* system. These adjustments were made to increase the readability of the final document. The content was not changed from what was submitted to HUD. Despite these adjustments, the reader may find the placement or context of some information a bit unusual, along with the specifics of the information provided.

We appreciate the patience of the reader as we attempt to work within the parameters proscribed by HUD for the production of the Consolidated Plan.

Any questions or comments with regard to this Consolidated Plan or CDBG, HOME or ESG programs in Henrico County can be addressed to the Henrico County Department of Community Revitalization

This document represents the Consolidated Plan as amended and originally submitted to HUD on August 15, 2015. The annual plan component was amended and submitted to HUD on February 8, 2016. The annual plan component was further amended on April 4, 2016, with a submission of that amendment to HUD through the e-CON Planning Suite on October 11, 2016. The February 8 amendment added unspent 2014-15 funds to projects as listed in the Sources and Uses of Funds chart on page B-1. The April 4 amendment transferred ESG funds among two providers as listed in the Sources and Uses of Funds chart on page B-1. In the Annual Plan component of this document, all allocations and estimated goals and accomplishments reflect these two amendments.

County of Henrico  
Department of Community Revitalization  
August 2015 and October 2016

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# Executive Summary

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

### 1. Introduction

Henrico County is approximately two-hundred forty-four (244) square miles in area and is located in the central portion of the Commonwealth of Virginia. The county is bordered to the south/southeast by the James River and the City of Richmond, which separates Henrico from Chesterfield County. New Kent and Charles City Counties lie to the east. Tuckahoe Creek, to the west, defines Henrico's boundary with Goochland County, and the Chickahominy River to the north forms the boundary with Hanover County.

The County has excellent regional connections; it is accessible from Interstate-64, Interstate-95, Interstate-295, Route 895 (Pocahontas Pkwy), and the James River. It is the home of the Richmond International Airport, the primary airport for the Richmond Metropolitan Area. It also has a station along the Amtrak line.

In the 20th Century, Henrico County grew from an area of rural agriculture to a thriving suburban community generally capturing more growth than the City of Richmond. Similar to the growth trends of the nation, the county experienced its most significant growth in the period following World War II, and has continued to experience steady growth to the present day.

Through the 1990's and into the new millennium, Henrico County has maintained its character as a desirable place to live and work. It has experienced steady and positive growth in population and business while still maintaining urban, suburban, and rural qualities. These diverse characteristics, along with the county's location, quality public services, and other amenities have contributed to Henrico's success over time.

Henrico County is an entitlement jurisdiction eligible to receive direct federal assistance from the US Department of Housing and Urban Development (HUD), and as such receives Community Development Block Grant (CDBG), HOME, and Emergency Solutions Grant (ESG) funds. A requirement of accepting these funds is the preparation of a Five-Year Consolidated Plan, which identifies the County's needs for affordable housing and community development, and an Annual Action Plan, which outlines how the County will use federal funds each year to address the needs of County residents. The County of Henrico's *2015-2020 Five Year Consolidated Community Development Plan* covers a five year period from October 1, 2015 through September 30, 2020.

Included within the 2015-2020 Consolidated Plan is the 2015-16 Annual Action Plan, which represents the first year of the Consolidated Plan and identifies the activities to be undertaken during the year beginning October 1, 2015. The Consolidated Plan along with the Annual Action Plan is the formal application to HUD for the PY 2015-16 entitlement funds administered by the County of Henrico Department of Community Revitalization.

Sources of funds for PY 2015-16 are as follows:

2015-2016 CDBG Entitlement Grant \$1,575,820  
2015-2016 HOME Entitlement Grant \$599,842  
2015-2016 ESG Entitlement Grant \$139,425  
CDBG Funds Brought Forward \$46,839 (amended Feb 2016)  
HOME Funds Brought Forward \$154,169 (amended Feb 2016)  
Total Funds \$ 2,516,095 (amended Feb 2016)

As authorized by the County of Henrico Board of Supervisors on June 23, 2015, and as described in this Plan, CDBG, HOME, and ESG funds have been allocated to twenty-four projects. The Board of Supervisors resolution authorizing the submission of this plan and an itemization of the projects and amounts allocated can be found in Appendix B.

The 2015-16 Annual Action Plan Component has been amended twice. This document reflects the two amendments

## **2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview**

Section SP-45 of this document provides the goals that guide the expenditure of CDBG, HOME and ESG funds for the period of the Consolidated Plan and the specific allocation for the 2015-16 Action Plan. Eleven goals are identified and listed below. Complete descriptions of the goals can be found in Section SP-45.

- Rehabilitation of Existing Housing
- Increase Affordable Homeownership Opportunities
- Support Housing for Special Needs Populations
- Revitalize Older Commercial Corridors
- Increase Job Opportunities for LMI Individuals
- Prevent Homelessness
- Assist Homeless Families in Obtaining Housing
- Emergency Shelter and Supportive Services
- Support Non-Housing Needs for Special Populations
- Improvements to Low and Moderate Income Areas
- Provide Public Services for Low and Moderate Income Populations

The objectives for this 5-Year Consolidated Plan are listed below. Numbers in parenthesis indicate the outcomes for PY 2015-16, the first year of the Consolidated Plan.

- Rehabilitation or minor repair of 240 (58) housing units for low- and moderate-income elderly and/or disabled homeowners thereby retaining the affordable housing stock and increasing the supply of supportive housing.
- Rehabilitation for sale or new construction of 9 (5) housing units for low- and moderate-income homeowners, thereby increasing the availability of affordable permanent housing.
- Provision of downpayment and closing cost assistance to 50 (16) low- and moderate-income first-time homebuyers, thereby increasing the supply of affordable housing to low-income and moderate-income individuals.
- Provision of after-school educational and tutoring activities, counseling, and preventative activities for 750 (150) children living in subsidized housing, thereby improving the safety and livability of neighborhoods.
- Provision of technical assistance to businesses within the County's Enterprise Zone, thereby providing job creation and retention, and the establishment, stabilization and expansion of small businesses. At least 27 (5) jobs, available to low-or moderate-income persons, will be created.
- Provision of facade improvement grants to encourage investment in properties in the older commercial corridors of the County, thereby providing job creation and retention. At least six (1) jobs, available to low- or moderate-income persons, will be created.
- Provision of design assistance grants to encourage investment in properties in the older commercial corridors of the County, thereby providing job creation and retention. At least three (1) jobs, available to a low- or moderate-income persons, will be created.
- Provision of homeowner education to 250 (150) homeowners, the majority of whom are low-income.
- Provision of community facilities that provide services to low-income households and/or are located in low-income neighborhoods, benefitting 150 (80) low-income individuals.
- Provision of infrastructure improvements in low-income areas benefitting approximately 2500 households (not funded in Year One).
- Provision of preventative services to 3250 (651) families/individuals facing homelessness.
- Provision of services to rapidly rehouse 102 (30) families who have experienced homelessness.
- Provision of services to 485 (97) families who have experienced homelessness.

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

The Consolidated Annual Performance and Evaluation Report (CAPER) describes the County's performance relative to the goals established in the Five-Year Consolidated Plan and the objectives of the Annual Action Plan.

The following are summaries of accomplishments for Years 1 through 4 of the previous Consolidated Plan. The Year 5 (PY 2014-15) accomplishments will be reported to HUD by December 31, 2015.

During these years, Henrico County implemented the 2010-15 Consolidated Plan to the extent resources permitted by providing and improving housing opportunities for low- and moderate-income individuals, supporting affordable housing, providing services and opportunities to low- and moderate-income individuals and families, and supporting public facilities and improvements serving low- and moderate-income communities. Henrico County has been able to achieve or exceed the majority of the annual



objectives and remains on-pace for achieving the five year objectives after adjusting for funding reductions.

#### Summary of PY 2010-14 Accomplishments:

- Completion of the rehabilitation of 49 homes owned by low- or moderate-income elderly or disabled homeowners.
- Completion of emergency and minor repairs to 127 homes owned by low- or moderate-income homeowners.
- Provided after-school substance abuse and violence prevention programs to an average of 164 at-risk youths throughout each program year.
- Provided affordable housing to 69 low- or moderate-income households by providing down payment and closing cost assistance.
- Provided affordable owner-occupied housing by completing the purchase, rehabilitation and sale or new construction of 10 homes to 10 low-income households.
- Assisted businesses through a program providing over 700 instances of technical assistance in the four-year period. CDBG funded grants assisted over 42 businesses resulting in the creation of more than 54 jobs for low- or moderate-income people.
- Provided 30 handicapped ramps to disabled, low- or moderate-income homeowners.
- Provided improvements to 15 facilities serving low- and moderate-income communities and populations including: infrastructure improvements in low-income communities, facilities providing housing for low-income elderly residents, facilities providing services to low-income children, a facility providing services to children and adults with mental disabilities, a facility providing services to the elderly, neighborhood parks and recreation facilities, group homes for adults with mental disabilities, and a facility providing job-training to low-income persons.

Henrico County consistently meets the required CDBG spend rate. The 2014-15 spend rate was calculated at 0.73. The spend rate calculated for 2013-14 was 1.05

#### **4. Summary of citizen participation process and consultation process**

Over the course of the year prior to the submission of the Consolidated Plan, County CDBG/HOME/ESG staff continually met with current subrecipients and service providers and representatives of County agencies and other community service providers (including the Continuum of Care) to understand the needs of the community, to make adjustments to existing programs, and to develop goals and specific objectives for the upcoming annual and five-year plan. Specific consultations are outlined in Section PR-10.

Specifically for the development of the 5-Year Consolidated Plan and the 2015-16 Action Plan, Henrico County conducted four public hearings, beginning in January 2015 and with a final hearing with the County Board of Supervisors on June 23, 2015. Opportunities for public input also included a web-based citizen survey that was available and active for four months, presentations at numerous neighborhood association meetings, consultation meetings with County agencies and non-profit service providers, and a postcard survey distributed at various community meetings.

Advertising of public hearings and opportunities for public input included the following:

- Newspaper advertisements in daily, weekly and bi-weekly papers, including newspapers targeted to the African-American community and targeted to Henrico residents
- Flyers distributed to all known subsidized multi-family apartment communities
- Direct mailing and emailing to neighborhood and homeowner associations and neighborhood watch groups
- Notices on county website and Facebook page; information was also provided in Spanish
- Articles and advertisements in County-sponsored newspaper supplements
- Press releases resulting in television, newspaper, and radio coverage.
- Staff attendance at community and neighborhood association meetings.

Input from the myriad of public comment opportunities provided the direction to refine goals to focus resources addressing neighborhood revitalization, affordable housing, and other goals identified in this plan.

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

A complete summary of comments received at public hearings, through the web survey, and other means is included the Attachment, "Citizen Participation Comments." Residents indicated that housing repair programs and infrastructure improvements were of high priority as well as homeless prevention. Service providers indicated a stronger emphasis on services for residents including homelessness prevention, homeownership counseling, and services for the elderly.

Five agencies were represented at the June 23 Board of Supervisors public hearing. Comments from these agencies generally expressed thanks to Henrico County for supporting their programs and provided information on how the agencies are currently assisting Henrico County residents.

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

All comments received were accepted and considered in the formulation of the Five-Year Consolidated Plan and Annual Action Plan.

## **7. Summary**

For the preparation of the Consolidated Plan, County staff sought citizen input through a variety of means and received a substantial amount of comment. That comment, along with staff research and analysis resulted in the development of the goals and outcomes described in this Plan.

## The Process

### PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

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

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	HENRICO COUNTY	
CDBG Administrator	HENRICO COUNTY	Department of Community Revitalization
HOPWA Administrator		
HOME Administrator	HENRICO COUNTY	Department of Community Revitalization
ESG Administrator	HENRICO COUNTY	Department of Community Revitalization
HOPWA-C Administrator		

Table 1 – Responsible Agencies

#### Narrative

The Henrico County Department of Community Revitalization is responsible for the administration of these federal funds.

#### Consolidated Plan Public Contact Information

Citizens may view the Plan or share comments at the Henrico County Department of Community Revitalization at 4062 Crockett Street, Henrico, Virginia during normal business hours. The Plan can be viewed online at [www.henrico.us/revit](http://www.henrico.us/revit). Online access is available at all County libraries. Additional information can be received from, and comments provided to the Department of Community Revitalization at 804-501-7640 or by email at [revitalization@henrico.us](mailto:revitalization@henrico.us)

## **PR-10 Consultation - 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

Throughout the year, CDBG, HOME, and ESG staff met with local agencies and groups. Listed below are some of the meetings undertaken by staff as part of an ongoing dialog to discuss the needs of the County's citizens in preparation of the Five Year Consolidated Plan and 2015 Annual Action Plan.

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

Staff in the Department of Community Revitalization meet regularly throughout the year with a variety of organizations involved in the provision or maintenance of housing for low- and moderate-income citizens, and agencies providing other services to low- and moderate-income citizens. These discussions are designed to identify specific community needs and implement strategies for program enhancement. The Continuum of Care Ranking Committee was formally consulted before developing ESG funding recommendations. Individual ESG providers were also consulted.

The Department of Community Revitalization convenes a monthly meeting of a multi-disciplinary task force that addresses housing and social service needs of County residents. County agencies represented on this task force include: Police, Social Services, Fire, Building Inspections, Mental Health, Community Development, Community Maintenance, and Henrico Public Schools.

In addition to meeting with individual organizations and other County Departments, staff also consults regularly in formal and informal settings with Community Development staff from surrounding jurisdictions and meets bi-monthly with an organization of area non-profit housing providers. This group includes CHDO's, CDFI's, and other community development corporations.

Staff met with a variety of local agencies including housing providers, government agencies providing mental health and social services, organizations involved in providing services to homeless persons, and others to discuss the community development needs of Henrico and the region. These agencies are all listed in Table 2.

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

Staff from the Henrico Department of Social Services represents the County and serves as a voting member of the Continuum of Care Board (CoC). The Department of Community Revitalization is represented on the CoC Ranking Committee. This panel of community stakeholders is convened at least annually to review and assess funding requests for the HUD Continuum of Care Program. The Ranking Committee meets to review applications and to determine how effective the proposed work is in addressing community priorities and needs. A discussion took place with the Ranking Committee on April 2, 2015. The Committee provided recommendations for funding organizations with Henrico County

ESG Entitlement funds. Funding of ESG applicants was based in-part on recommendations from the CoC Ranking Committee and the need to coordinate with other related funds allocated by the CoC.

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

Formal consultation occurred with the CoC Ranking Committee as described above and prior to that with CoC staff. Through representation on the CoC Board, Henrico County staff participates in evaluation and oversight of all CoC funded programs. Through participation on the Ranking Committee, allocations of all HESG, ESG, state funds, and other HUD funds are evaluated in a coordinated fashion with inclusion of Henrico County and other local government staff.

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

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

1	<b>Agency/Group/Organization</b>	HOME INC
	<b>Agency/Group/Organization Type</b>	Housing Service-Fair Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Projects
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year with key program staff. Program adjustments occurred as needed based on consultations and identification of issues and needs. Staff from HOME Inc attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County.
2	<b>Agency/Group/Organization</b>	Project Homes
	<b>Agency/Group/Organization Type</b>	Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Projects

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occurred as needed based on consultations and identification of issues and needs. Staff from project:HOMES attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County.
3	<b>Agency/Group/Organization</b>	Better Housing Coalition
	<b>Agency/Group/Organization Type</b>	Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Projects
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted on strategies to provide affordable housing for homeowners and strategies for addressing community revitalization through rehabilitation of vacant housing as a CHDO. Staff from Better Housing Coalition attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County.
4	<b>Agency/Group/Organization</b>	SOUTHSIDE COMMUNITY DEVELOPMENT AND HOUSING CORPORATION
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Projects
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occurred as needed based on consultations and identification of issues and need for improvement. Staff from SCDHC attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County.
5	<b>Agency/Group/Organization</b>	Richmond Metropolitan Habitat for Humanity
	<b>Agency/Group/Organization Type</b>	Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Projects

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As an agency originally funded for PY 2014-15, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occurred as needed based on consultations and identification of issues and need for improvement.
6	<b>Agency/Group/Organization</b>	Hilliard House
	<b>Agency/Group/Organization Type</b>	Housing Services-Victims of Domestic Violence Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Projects
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occurred as needed based on consultations and identification of issues and need for improvement. Staff from Hilliard House attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County.
7	<b>Agency/Group/Organization</b>	Virginia Supportive Housing/FIND INC
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Persons with Disabilities Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Projects
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As an agency currently funded through County general funds and frequently seeking federal funds, various coordination meetings occurred throughout the program year. Staff from Virginia Supportive Housing attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County.

8	<b>Agency/Group/Organization</b>	HOMEWARD
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Projects
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussions with staff, Board, and Review Committee on regional approach to homelessness and most effective opportunities for Henrico County to participate with ESG funds. Staff from Homeward attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County.
9	<b>Agency/Group/Organization</b>	CARITAS
	<b>Agency/Group/Organization Type</b>	Housing Services-Persons with Disabilities Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Projects
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occurred as needed based on consultations and identification of issues and need for improvement. Staff from CARITAS attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County.
10	<b>Agency/Group/Organization</b>	Henrico County Dept. of Recreation and Parks
	<b>Agency/Group/Organization Type</b>	Other government - Local Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Projects



	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff from the Department of Recreation and Parks attended a consultation meeting held for County agencies to identify community development needs in the County.
11	<b>Agency/Group/Organization</b>	ST. JOSEPH'S VILLA
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Education Child Welfare Agency Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs Projects
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occurred as needed based on consultations and identification of issues and need for improvement. Consultations were held to discuss regional homeless needs and rapid rehousing strategies. Staff from St. Joseph's Villa attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County.
12	<b>Agency/Group/Organization</b>	Henrico County Dept. of Social Services
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services - Victims Child Welfare Agency Other government - Local Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Projects

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occurred as needed based on consultations and identification of issues and need for improvement. Staff from the Department of Social Services attended a consultation meeting held for County agencies to identify community development needs in the County.
13	<b>Agency/Group/Organization</b>	Henrico County Dept. of Building Inspections
	<b>Agency/Group/Organization Type</b>	Housing Other government - Local Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Projects
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussions of housing needs and conditions, opportunities to assist low- and moderate-income persons and address housing quality standards. Staff from the Department of Building Inspections participate in the monthly Resource Team meeting and attended a consultation meeting held for County agencies to identify community development needs in the County.
14	<b>Agency/Group/Organization</b>	County of Henrico, Division of Community Maintenance
	<b>Agency/Group/Organization Type</b>	Housing Services-Elderly Persons Services-Persons with Disabilities Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Projects
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Formal meetings are held monthly to identify specific citizen and housing needs and identify solutions. Cooperative housing improvement programs were implemented with this agency, non-profits, and volunteer groups to address housing needs.
15	<b>Agency/Group/Organization</b>	County of Henrico Dept. of Public Works
	<b>Agency/Group/Organization Type</b>	Other government - Local Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Projects

	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussions of infrastructure needs in low-income areas. Staff from the Department of Public Works attended a consultation meeting held for County agencies to identify community development needs in the County.
16	<b>Agency/Group/Organization</b>	Henrico Area Mental Health and Developmental Services
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Persons with Disabilities Services-Health Services-Education Health Agency Other government - Local Regional organization Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Projects
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussion of housing choice voucher program and clients served, clients needs relating to housing, mentoring and tutoring services to children in subsidized housing. Staff from Henrico Area Mental Health and Developmental Services attended a consultation meeting held for County agencies to identify community development needs in the County.
17	<b>Agency/Group/Organization</b>	Henrico County Public Schools
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Other government - County Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussions of needs of homeless families with children enrolled in Henrico County Public Schools and opportunities to provide stable housing. Staff from HCPS attended a consultation meeting held for County agencies to identify community development needs in the County.
18	<b>Agency/Group/Organization</b>	Virginia Department of Housing and Community Development
	<b>Agency/Group/Organization Type</b>	Housing Other government - State

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff from DHCD attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County.
19	<b>Agency/Group/Organization</b>	City of Richmond Economic and Community Development
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Regional needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff from the City of Richmond Department of Economic and Community Development attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County and regionally.
20	<b>Agency/Group/Organization</b>	CHESTERFIELD COUNTY
	<b>Agency/Group/Organization Type</b>	Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Regional needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff from the Chesterfield County Office of Budget and Management attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County and regionally.
21	<b>Agency/Group/Organization</b>	United Way of Greater Richmond and Petersburg
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-Health Services-Education Services-Employment Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Regional needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff from United Way of Greater Richmond and Petersburg attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County and regionally.

22	<b>Agency/Group/Organization</b>	RAMPS
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff from RAMPS attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County and regionally.
23	<b>Agency/Group/Organization</b>	Commonwealth Catholic Charities
	<b>Agency/Group/Organization Type</b>	Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff from Commonwealth Catholic Charities attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County and regionally.
24	<b>Agency/Group/Organization</b>	A Grace Place
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities Services-Health Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff from A Grace Place attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County and regionally.
25	<b>Agency/Group/Organization</b>	Richmond Regional Planning District Commission
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Regional needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff from RRPDC attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County and regionally.

26	<b>Agency/Group/Organization</b>	Local Initiatives Support Corporation (LISC)
	<b>Agency/Group/Organization Type</b>	Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Regional needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff from LISC Virginia attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County and regionally.
27	<b>Agency/Group/Organization</b>	Resources for Independent Living, Inc.
	<b>Agency/Group/Organization Type</b>	Housing Services-Persons with Disabilities Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff from Resources for Independent Living attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County and regionally.
28	<b>Agency/Group/Organization</b>	NEIGHBORHOOD HOUSING SERVICES OF RICHMOND
	<b>Agency/Group/Organization Type</b>	Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff from Neighborhood Housing Services of Richmond attended a consultation meeting held for non-profit agencies and other stakeholders to identify community development needs in the County and regionally.
29	<b>Agency/Group/Organization</b>	Henrico County Economic Development Authority
	<b>Agency/Group/Organization Type</b>	Other government - Local Economic Development
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussions with the EDA occur throughout the year regarding Enterprise Zone activities and economic development within the County. Staff from the EDA attended a consultation meeting held for County agencies to identify community development needs in the County.

30	<b>Agency/Group/Organization</b>	Henrico County Planning Department
	<b>Agency/Group/Organization Type</b>	Other government - Local Planning organization Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussions throughout the year regarding revitalization efforts in the County, planning needs, and demographics. Staff from the Department of Planning attended a consultation meeting held for County agencies to identify community development needs in the County.
31	<b>Agency/Group/Organization</b>	Henrico County Dept. of Public Utilities
	<b>Agency/Group/Organization Type</b>	Other government - Local Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Infrastructure Needs
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussions of infrastructure needs in low-income areas. Staff from the Department of Public Utilities attended a consultation meeting held for County agencies to identify community development needs in the County.

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

Agency types not directly consulted were represented through other community meetings and discussions or represented on Boards and Committees consulted. Agencies that did not attend the agency consultation meeting were invited to the public hearings and invited to provide comments via email. Some agencies filled out the web survey but it is not known which agencies those were due to the anonymity provided with the survey.

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

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Homeward	Both include the goal of addressing homelessness and identifying needs.

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

**Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I))**

The Virginia Department of Housing and Community Development (DHCD) is consulted with throughout the year in reference to economic development activities and participated in the consultation meeting along with neighboring jurisdictions, the regional planning district commission, and a number of regional non-profits. These entities were also invited to fill out the web survey and attend the public hearings.

**Narrative (optional):**

County CDBG, HOME and ESG staff, as noted in the funding application and notice of funding availability are available for consultation and assistance. Technical assistance for agencies seeking funding for PY 2015-16 was provided primarily to organizations not previously funded. This included the YWCA of Greater Richmond, the Trinity Family Life Center, and Virginia Supportive Housing. Assistance included numerous conference calls, meetings, and site visits.

Input also included direct input from Board members and County administrators. All five Board members are regularly consulted to provide input on programs and priorities for each year's Annual Action Plan. As part of the development of the Consolidated Plan, supervisors provided perspectives on the priority community development needs of the County. Supervisor comments tended to mirror the themes heard from the community at large.



## **PR-15 Citizen Participation**

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

Four public hearings were held to gather citizen input on the 2015-2020 Five Year Consolidated Plan. The first three meetings were community needs public hearings held on January 24, January 26, and March 26, 2015 at several locations around the County. The final meeting, a public hearing with the Board of Supervisors, was held on June 23, 2015. The public needs hearings were advertised multiple times: in the Richmond Times Dispatch (two ads), the Henrico Citizen (four ads), and the Richmond Free Press (two ads). Flyers advertising the meetings were distributed to County libraries and other facilities and were mailed or emailed to neighborhood associations, neighborhood watch groups, business associations, low-income apartment complexes, and non-profit agencies. A Spanish language version of the flyer was distributed to libraries and County facilities and was available for download from the [henrico.us/revit](http://henrico.us/revit) website. The first advertisement was published on January 8, 2015 and the 30-day notice for the public hearing prior to adoption was advertised on May 23, 2015. Notice of the February 2016 amendment was advertised in the daily newspaper on January 9, 2016.

Information about the meetings was on the County's Facebook and Twitter accounts, the front page of the County website and the County's upcoming events calendar, the Department of Community Revitalization webpage, and the County's local tv channel. A press release was issued and information from the press release appeared in the Richmond Times Dispatch and on WWBT Channel 12.

A web-based survey was created to gather feedback from citizens and stakeholders. The availability of the survey was advertised on the Department of Community Revitalization website, in most newspaper ads, on flyers, and in emails to neighborhood associations, business associations, low-income apartment complexes, non-profit agencies, and other County departments. Announcements were also made at various community meetings.

Citizen input was used in the identification of priority needs and the development of goals.

### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/ broad community  Residents of Public and Assisted Housing	Jan 24 meeting had attendance of 31. Jan 26 meeting had attendance of 12. March 26 meeting had attendance of 0.	Attendees were asked to vote on priorities for spending. A summary of the comments made during the meeting and the results of the voting are provided in the attachment.	N/A	
2	Newspaper Ad	Minorities  Non-targeted/ broad community	See appendix.	Several comments were received by email and phone but most cannot be attributed to a particular form of outreach. A summary of the comments can be found in the attachment.  No comments were received regarding Amendment #1 (Feb 8, 2016)	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Non-targeted/ broad community  Residents of Public and Assisted Housing	The web survey generated 64 responses. Of comments received, it is not possible to determine which resulted as a follow-up to participation in the web survey or from related information published on the web site.	The complete web survey results are included in the attachment.	N/A	<a href="http://henrico.us/revit/henrico-county-2015-20-consolidated-plan/">http://henrico.us/revit/henrico-county-2015-20-consolidated-plan/</a>
4	Mailings	Residents of Public and Assisted Housing	Mailings regarding the public hearings and availability to provide comments were made to low-income/assisted apartment complexes, neighborhood associations, and business associations. It is unknown how many attended meetings or completed the survey as a result of these mailings.	Several comments were received by email and phone but most cannot be attributed to a particular form of outreach. A summary of the comments can be found in the attachment.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing	Non-targeted/ broad community	The Henrico County Board of Supervisors held a public hearing regarding the Consolidated Plan on June 23, 2015. Representatives of five non-profits attended the meeting. It is unknown how many of the citizens in attendance at the meeting where there specifically for this public hearing portion.	Representatives from five non-profits spoke in support of the proposed funding allocations. A summary of comments is provided in the attachments. No other members of the public provided comments at the meeting.	N/A	

**Table 4 – Citizen Participation Outreach**

# Needs Assessment

## NA-05 Overview

### Needs Assessment Overview

The data in this Needs Assessment is provided by HUD. It includes Comprehensive Housing Affordability (CHAS) data generated by HUD using the most recent American Community Survey (ACS) data.

Housing problems in Henrico County as summarized in Table 7 show that the most substantial housing problem is cost burden. Cost burdened households are those that pay in excess of 30% of income for housing. This includes house payment (or rent), and utilities. As expected, cost burden is greatest among the lowest income households. Households that are considered extremely cost burdened are those that pay in excess of 50% of income for housing costs. The second most frequently identified housing problem is overcrowding, but represents a very small number of all households (just over 1% of all households). Households lacking complete kitchen facilities or complete plumbing also occur in very small numbers, in total just over one half of one percent.

As indicated in Section NA-15, approximately 32,000 households exhibit one or more of the four housing problems. While African-American households exhibit a slightly greater incidence of housing problems than other populations, the difference does not reach the HUD-defined definition of “disproportionate”, where the incidence exceeds ten percentage points greater than the percentage of persons in that category.

Henrico County has no public housing. There are 18 apartment communities that have units for which project-based housing choice vouchers are assigned. Within these communities there are a total of 2,239 units. Such housing is available to households earning less than 50% Area Median Income (AMI), and they pay rent based on 30% of their household income. Among renters in Henrico, there are 5,310 households that represent the lowest income and most cost burdened households. These households earn less than 30% AMI, and are severely cost burdened, paying in excess of 50% of income for rent. Such households would be most in need of rental assistance.

The January 2015 Point-in-Time count identified 730 adults and 88 children in the Richmond area experiencing homelessness. Of those, 10.3% identified as having their last residence in Henrico.

The non-homeless special needs population consists of elderly persons (65 years of age and older), currently at 12.4% percent of the County’s population, and increasing at a rate faster than the total population; the frail elderly; persons with disabilities; persons with severe mental illness; persons with physical or mental disabilities; persons with alcohol/other drug addiction; persons with HIV/AIDS and their families; and victims of domestic violence, sexual assault, dating violence, and/or stalking. All such individuals need safe and secure housing and the frail elderly and physically disabled in particular need housing which accommodates disabilities and other limitations.

Non-housing community development needs include sidewalks, drainage improvements, water and sewer projects, and other infrastructure improvements. These needs were consistently identified by citizens in community needs public hearings. Henrico County has programmed CIP funds for schools, parks, libraries and recreation facilities, and utility line replacement.

Community input received as part of the development of this Consolidated Plan, from both citizens and service providers, indicated two primary housing needs in the County: the need for more affordable housing, and the need to address the housing conditions of low-income homeowners.

## NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

### Summary of Housing Needs

The most substantial housing problem among Henrico residents is cost burdened. Cost burdened households are those that pay in excess of 30% of income for housing. This includes house payment (or rent), and utilities. As expected, cost burden is greatest among the lowest income households. Households that are considered extremely cost burdened are those that pay in excess of 50% of income for housing costs. The second most frequently identified housing problem is overcrowding, but represents a very small number of all households (just over 1% of all households). Households lacking complete kitchen facilities or complete plumbing also occur in very small numbers, in total just over 1/2 of one percent.

Demographics	Base Year: 2000	Most Recent Year: 2011	% Change
Population	262,300	303,845	16%
Households	108,071	122,919	14%
Median Income	\$49,185.00	\$61,206.00	24%

**Table 5 - Housing Needs Assessment Demographics**

Data Source: 2000 Census (Base Year), 2007-2011 ACS (Most Recent Year)

### Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households *	11,135	12,040	20,890	13,485	65,360
Small Family Households *	4,125	4,040	8,145	5,870	36,080
Large Family Households *	594	855	1,125	845	4,065
Household contains at least one person 62-74 years of age	1,750	2,410	3,160	1,940	9,705
Household contains at least one person age 75 or older	1,604	2,350	2,914	1,159	4,784
Households with one or more children 6 years old or younger *	2,544	2,303	3,329	2,328	7,836
* the highest income category for these family types is >80% HAMFI					

**Table 6 - Total Households Table**

Data Source: 2007-2011 CHAS

## Housing Needs Summary Tables

### 1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Substandard Housing - Lacking complete plumbing or kitchen facilities	135	225	255	75	690	20	15	25	20	80
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	95	85	45	0	225	0	0	35	0	35
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	130	300	285	129	844	25	55	75	70	225
Housing cost burden greater than 50% of income (and none of the above problems)	5,015	2,185	455	70	7,725	2,315	2,135	1,944	625	7,019
Housing cost burden greater than 30% of income (and none of the above problems)	505	2,700	5,205	494	8,904	520	1,240	4,145	2,920	8,825
Zero/negative Income (and none of the above problems)	614	0	0	0	614	245	0	0	0	245



**Table 7 – Housing Problems Table**

Data 2007-2011 CHAS  
Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Having 1 or more of four housing problems	5,375	2,785	1,040	269	9,469	2,360	2,200	2,079	700	7,339
Having none of four housing problems	1,560	3,650	9,110	5,045	19,365	970	3,405	8,650	7,455	20,480
Household has negative income, but none of the other housing problems	614	0	0	0	614	245	0	0	0	245

**Table 8 – Housing Problems 2**

Data Source: 2007-2011 CHAS

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>								
Small Related	2,670	2,030	2,115	6,815	769	1,138	2,790	4,697
Large Related	349	425	139	913	128	200	345	673
Elderly	994	1,009	743	2,746	1,279	1,290	1,489	4,058
Other	1,839	1,830	2,810	6,479	700	763	1,494	2,957
Total need by income	5,852	5,294	5,807	16,953	2,876	3,391	6,118	12,385

**Table 9 – Cost Burden > 30%**

Data Source: 2007-2011 CHAS

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	2,365	680	80	3,125	745	794	810	2,349
Large Related	345	100	45	490	128	105	65	298
Elderly	804	559	155	1,518	825	625	585	2,035
Other	1,779	990	250	3,019	655	609	489	1,753
Total need by income	5,293	2,329	530	8,152	2,353	2,133	1,949	6,435

Table 10 – Cost Burden > 50%

Data Source: 2007-2011 CHAS

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	205	335	245	65	850	0	10	55	35	100
Multiple, unrelated family households	19	15	55	34	123	25	45	55	35	160
Other, non-family households	0	35	35	30	100	0	0	0	0	0
Total need by income	224	385	335	129	1,073	25	55	110	70	260

Table 11 – Crowding Information – 1/2

Data Source: 2007-2011 CHAS

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 12 – Crowding Information – 2/2

Describe the number and type of single person households in need of housing assistance.

Single-person households constitute approximately 29.5% or 36,000 County households. Single-person households are more likely to be homeowners (56% vs. 44%). These ratios vary considerably with age of householder. Younger single-person households are less likely to be homeowners (44%), whereas among single persons over the age 65%, there are more than twice as many owner occupants as renters. (68% vs 32%). Elderly homeowners, regardless of household size, frequently are in need of assistance for housing maintenance and repair. To accommodate aging-in-place, accessibility modifications are of common need, particularly among lower income and single-person households.

### **Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.**

As reported by the YWCA of Richmond, (which serves Henrico County), based on data from the Statewide domestic violence and sexual violence data tracker, there were over 1,400 requests for assistance from Henrico residents. Of this group, 36% did not provide any race or ethnicity information. 35% identified themselves as “Caucasian” followed by “African American or Black” at 24%. The vast majority (94%) were women and just over half in the 25-39 age range, followed by the 40-59 age range. Among the 1400 contacts, 250 specifically requested housing assistance.

According to the 2009-13 American Community Survey (ACS) 5-Year Estimate, 10% of the County population reports having a disability. The rate is slightly higher (10.8%) among the White population and slightly lower (9.8%) among the African American population. Rates of persons with disabilities increase significantly with age and vary only slightly by gender. The female population over 75 reports a disability rate of just over 50% and the male cohort over 75 at 44%. The specific need for housing assistance generally increases with age and disability status. As reported by the ACS, there were a total 10,878 persons over the age of 65 reporting a disability.

### **What are the most common housing problems?**

As the data in the Housing Problems Table shows, the number of units in Henrico County that are lacking complete kitchen or bath facilities is very low as a percentage of total households. The number of renters with these conditions is much higher than the number of owners. This is probably related to affordability – renters with limited incomes cannot afford to move into better housing units. Addressing this issue through strict code enforcement would likely result in displacement of low income households.

Overcrowding is of moderate concern with approximately 1,300 households living in overcrowded conditions; less than 300 of these households are severely overcrowded.

Cost burden is by far the largest housing problem, affecting homeowners and renters in nearly equal numbers. Cost burdened renters are found to be more highly represented in the less than 30% AMI category. These households are rarely homeowners, lacking the means to purchase homes. Cost burdened homeowners are more frequently represented in the 50% - 100% AMI group.

Overall, households who pay more than 50% of their monthly income towards housing are predominately those in the lowest income category (less than 30% AMI).

Housing problem data indicate that housing affordability is a bigger problem than housing condition.

### **Are any populations/household types more affected than others by these problems?**

Overall, renters are more likely to have one of the four housing problems even though there are nearly twice as many homeowners as renters in Henrico County. The elderly make up significant proportions of all the housing problem categories for both renters and homeowners; however the small related household category is the most severely impacted by cost burden.

### **Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance**

Low-income families may lack sufficient and stable income to sustain safe housing over the long-term, putting them at high-risk for eviction and homelessness. As in all metropolitan areas across the country, there is a limited supply of affordable housing in Henrico County and the Greater Richmond area, particularly for families that fall into the extremely low income category. A recent study prepared for the Partnership for Housing Affordability, "Housing the Richmond Region, Needs, Impediments, and Strategies," noted that 35 percent of all households in the Richmond region pay more than 30 percent of their income for housing; 15 percent pay more than 50 percent of their income. The study reported that an estimated "15,000 additional low-income units would be necessary to accommodate very low and extremely low-income households ...." For some families, limited income and a limited inventory of affordable housing are only part of the reason they struggle to maintain housing. Transportation challenges limit job options for many low-income families and a lack of access to affordable childcare also limits work options for some. Additionally, low-income families typically suffer more illnesses and have significant health disparities compared to higher-income families. As a result, low-income families have, on average, higher medical costs and more absences from school and work due to health concerns. To overcome these and other challenges, many families at risk of homelessness need quality case management to link them to formal and informal community resources as well as mainstream benefits.

Formerly homeless families and individuals receiving rapid re-housing assistance and nearing program termination need connection to case management and a Housing Stabilization Plan that outlines activities leading to long-term housing stability. These activities typically include increasing income, connecting with formal and informal community support networks, and obtaining mainstream benefits. Many persons receiving rapid rehousing still need to address many of the same preexisting problems that ultimately contributed to their homelessness: credit repair, stable employment, access to health insurance and adequate health care, and safe and stable relationships.

**If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:**

Data on disability is from the 2009-13 American Community Survey (ACS) 5-Year Estimate. Data on domestic violence is from VAdata, the Statewide domestic violence and sexual violence data tracker. Data on cost burden is from the American Community Survey, including analysis by additional researchers as noted above. Definitions of at-risk groups tracked by VAdata can be found on their website at <http://vadata.org/>

**Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness**

The primary housing characteristic linked to increased risk of homelessness is housing cost burden, where lack of adequate income inhibits the ability to pay rent (or for homeowners mortgage payments). Health crises and other sudden financial burdens can also impact a household's ability to pay for housing. The predominant cause is job loss. However, issues affecting the individual or household also have a substantial role in contributing to homelessness. These include: credit issues, lack of stable employment, criminal history, substance abuse, mental illness, and family relational problems from domestic violence to divorce.

## NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction

Analysis of the ACS 5-year estimates provided by HUD shows housing needs among the racial and ethnic groups vary only slightly from these groups as represented in the population overall. The White population has slightly lower incidences of one or more of the housing problems; the Black/African American population has slightly higher incidences, and the Hispanic and Asian populations experience these housing problems in proportions consistent with the overall percentage of these population.

HUD defines disproportionately greater need as 10 percentage points higher than the percentage of persons in category as a whole.

### 0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	8,360	1,704	695
White	4,175	689	340
Black / African American	3,255	884	280
Asian	266	35	43
American Indian, Alaska Native	65	0	0
Pacific Islander	0	0	0
Hispanic	419	90	14

**Table 13 - Disproportionally Greater Need 0 - 30% AMI**

Data Source: 2007-2011 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

### 30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	9,430	2,913	0
White	4,855	1,859	0
Black / African American	3,535	825	0
Asian	413	89	0
American Indian, Alaska Native	70	25	0
Pacific Islander	10	0	0
Hispanic	383	60	0

**Table 14 - Disproportionally Greater Need 30 - 50% AMI**

Data Source: 2007-2011 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

### 50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	10,890	10,434	0
White	5,945	7,044	0
Black / African American	3,760	2,620	0
Asian	620	163	0
American Indian, Alaska Native	74	64	0
Pacific Islander	0	0	0
Hispanic	322	424	0

**Table 15 - Disproportionally Greater Need 50 - 80% AMI**

Data Source: 2007-2011 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

**80%-100% of Area Median Income**

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,654	10,030	0
White	2,269	6,535	0
Black / African American	990	2,860	0
Asian	160	305	0
American Indian, Alaska Native	25	10	0
Pacific Islander	10	10	0
Hispanic	169	153	0

**Table 16 - Disproportionally Greater Need 80 - 100% AMI**

Data Source: 2007-2011 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

**Discussion**

Approximately 32,000 households exhibit one or more of the four housing problems (incomplete kitchen facilities, incomplete plumbing, more than one person per room, or cost burdened). While African-American households exhibit a slightly greater incidence of housing problems than other populations, the difference does not reach the HUD definition of “disproportionate” where the incidence exceeds ten percentage points than the percentage of persons in that category.



## NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction

Analysis of the ACS 5-year estimates provided by HUD shows severe housing problems are experienced in higher proportions among African American households. HUD defines disproportionately greater needs as 10 percentage points higher than the percentage of persons in category as a whole needs. The disparity for African American households is approximately 10 percentage points different.

### 0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	7,325	2,733	695
White	3,565	1,283	340
Black / African American	2,840	1,290	280
Asian	250	45	43
American Indian, Alaska Native	65	0	0
Pacific Islander	0	0	0
Hispanic	414	95	14

**Table 17 – Severe Housing Problems 0 - 30% AMI**

Data Source: 2007-2011 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

### 30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,863	8,474	0

<b>Severe Housing Problems*</b>	<b>Has one or more of four housing problems</b>	<b>Has none of the four housing problems</b>	<b>Household has no/negative income, but none of the other housing problems</b>
White	2,043	4,659	0
Black / African American	1,264	3,090	0
Asian	283	219	0
American Indian, Alaska Native	30	65	0
Pacific Islander	0	10	0
Hispanic	165	288	0

**Table 18 – Severe Housing Problems 30 - 50% AMI**

Data Source: 2007-2011 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

#### 50%-80% of Area Median Income

<b>Severe Housing Problems*</b>	<b>Has one or more of four housing problems</b>	<b>Has none of the four housing problems</b>	<b>Household has no/negative income, but none of the other housing problems</b>
Jurisdiction as a whole	2,465	18,860	0
White	1,225	11,740	0
Black / African American	800	5,575	0
Asian	245	547	0
American Indian, Alaska Native	39	99	0
Pacific Islander	0	0	0
Hispanic	108	625	0

**Table 19 – Severe Housing Problems 50 - 80% AMI**

Data Source: 2007-2011 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

**80%-100% of Area Median Income**

<b>Severe Housing Problems*</b>	<b>Has one or more of four housing problems</b>	<b>Has none of the four housing problems</b>	<b>Household has no/negative income, but none of the other housing problems</b>
Jurisdiction as a whole	499	13,200	0
White	344	8,470	0
Black / African American	85	3,760	0
Asian	20	450	0
American Indian, Alaska Native	0	35	0
Pacific Islander	10	10	0
Hispanic	45	277	0

**Table 20 – Severe Housing Problems 80 - 100% AMI**

Data Source: 2007-2011 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

**Discussion**

Given the changing demographics of Henrico County and the margin of error in producing demographic data by race in non-decennial census years, it is possible the discrepancy between the percentage of African American households experiencing severe housing problems could vary in either direction from what is depicted by the data. The possibility of a clearer indication of a disproportionate need may be identified in future census reports. Other races/ethnic groups do not appear to have a likely disproportionate need.

## NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction:

Housing cost burden is shared consistently among the racial groups in the County. There is no group that exceeds or is near the 10 percentage point threshold defined by HUD as experiencing a disproportionate need.

### Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	79,467	23,487	13,607	700
White	56,074	13,285	7,294	340
Black / African American	17,415	8,075	4,665	280
Asian	3,267	977	776	43
American Indian, Alaska Native	222	110	99	0
Pacific Islander	10	10	10	0
Hispanic	1,708	767	480	18

**Table 21 – Greater Need: Housing Cost Burdens AMI**

Data Source: 2007-2011 CHAS

### Discussion:

Housing cost burden is a significant issue throughout Henrico County and the MSA. Among renters in Henrico, there are 7,850 households that earn less than 50% of Area Median Income and are severely cost burdened, paying over 50% of income for housing costs. There are 11,175 homeowners in this income category, paying over 50% of income for housing costs. The burden is experienced by all racial and ethnic groups, with no indication of disproportionate need.

The overall need for affordable housing as demonstrated by the above data is reinforced by citizen comments.

## **NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)**

**Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?**

In most instances, all racial and ethnic groups in all income categories are experiencing needs similar to the needs of those income categories overall. "Similar," in this case being defined by HUD as no disproportionate need. The possible exception is among the African American population that experiences housing problems in greater, but not necessarily "disproportionately" greater numbers.

**If they have needs not identified above, what are those needs?**

Not applicable.

**Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?**

Concentrations of these racial groups with greater needs are in the central and near west areas of the County.

## NA-35 Public Housing – 91.205(b)

### Introduction

Henrico County has no public housing. The information below depicts regional data.

### Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	24	3,656	2,802	18	2,746	28	0	0

Table 22 - Public Housing by Program Type

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

### Characteristics of Residents

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	
Average Annual Income	0	7,450	9,028	13,149	6,617	13,170	9,726	0	
Average length of stay	0	1	7	6	0	6	0	0	
Average Household size	0	1	2	2	1	2	1	0	
# Homeless at admission	0	0	1	0	0	0	0	0	
# of Elderly Program Participants (>62)	0	2	656	361	3	357	1	0	
# of Disabled Families	0	7	546	601	9	573	19	0	
# of Families requesting accessibility features	0	24	3,656	2,802	18	2,746	28	0	

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher	
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

**Table 23 – Characteristics of Public Housing Residents by Program Type**

Data Source: PIC (PIH Information Center)

### Race of Residents

Race	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	0	70	96	6	84	5	0	0
Black/African American	0	24	3,584	2,689	12	2,645	23	0	0
Asian	0	0	1	6	0	6	0	0	0
American Indian/Alaska Native	0	0	1	3	0	3	0	0	0
Pacific Islander	0	0	0	8	0	8	0	0	0
Other	0	0	0	0	0	0	0	0	0

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

**Table 24 – Race of Public Housing Residents by Program Type**

Data Source: PIC (PIH Information Center)

### Ethnicity of Residents

Ethnicity	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	1	16	75	0	66	9	0	0

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Not Hispanic	0	23	3,640	2,727	18	2,680	19	0	0

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

**Table 25 – Ethnicity of Public Housing Residents by Program Type**

Data Source: PIC (PIH Information Center)

**Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:**

Henrico County has no public housing.

**Most immediate needs of residents of Public Housing and Housing Choice voucher holders**

Henrico County has no public housing.

**How do these needs compare to the housing needs of the population at large**

Henrico County has no public housing.

**Discussion**

Henrico County has no public housing.

There are, however, 18 apartment communities that have units for which project-based housing choice vouchers are assigned. Within these communities there are a total of 2,239 units. Such housing is available to households earning less than 50% Area Median Income, and they pay rent based on 30% of their household income.

There are also an additional 3,676 units that are supported by Low Income Housing Tax Credits. These units have rent limitations and are available to tenants earning less than 50% or 60% AMI.



## NA-40 Homeless Needs Assessment – 91.205(c)

### Introduction:

The following table, courtesy of Homeward, Inc., the coordination agency for addressing homeless in the Richmond region, provides information on Henrico County's homeless population as of January 28, 2015.

### Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	24	0	68	57	57	60
Persons in Households with Only Children	0	0	0	0	0	0
Persons in Households with Only Adults	58	8	263	218	220	210
Chronically Homeless Individuals	4	4	16	10	7	820
Chronically Homeless Families	0	0	2	1	1	547
Veterans	10	0	40	30	28	180
Unaccompanied Child	0	0	0	0	0	0
Persons with HIV	3	1	3	2	1	120

**Table 26 - Homeless Needs Assessment**

**Data Source Comments:**

Homeward January 2015 Point in Time Count of individuals and families experiencing homelessness in the Richmond region.

**If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless**

**individuals and families, families with children, veterans and their families, and unaccompanied youth):**

See Homeless Needs Assessment table.

**Nature and Extent of Homelessness: (Optional)**

<b>Race:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
White	30	6
Black or African American	28	2
Asian	0	0
American Indian or Alaska Native	4	0
Pacific Islander	2	0
<b>Ethnicity:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
Hispanic	1	1
Not Hispanic	63	7

**Data Source Comments:** January 28, 2015 Henrico County PIT Count

**Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.**

See Homeless Needs Assessment table.

**Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.**

According to data from Homeward as determined from the Pointe-in-Time count, persons reporting themselves as White make up the largest group of homeless individuals in Henrico at 42%. followed by African-Americans at 39% Just under 3% identified themselves as Hispanic.

**Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.**

According to data from Homeward, including the data from the January 2015 Point-In-Time Count, there were 64 sheltered homeless persons and 8 unsheltered persons. 14% of the homeless persons were veterans. All unsheltered persons were adults. Homeward estimated that 331 Henrico persons become homeless each year, the vast majority (80%) of these will be persons in households with only adults present. Only a very small percentage of homeless persons (4%) are identified as HIV.

Preliminary data from the July 2015 Point-in-Time Count determined there were 20 unsheltered homeless persons in Henrico. As neither detailed information nor verification was available at time of submission of this Plan, the above tables have not been updated.



## **NA-45 Non-Homeless Special Needs Assessment - 91.205 (b, d)**

### **Introduction:**

The County of Henrico funds programs and services that meet the basic needs of the most vulnerable people in our community - families and individuals with low incomes, children, domestic violence and sexual assault victims, homeless persons, seniors, and persons with disabilities. The County invests in programs that help people gain independence and success.

The following is an overview (where data are available) of persons who, while not homeless, have special needs. Non-homeless special needs populations include the elderly and frail elderly, persons with severe mental illness, developmentally disabled, physically disabled, alcohol/other drug addition, persons with HIV/AIDS and their families, and victims of domestic violence, sexual assault, dating violence, and stalking

### **Describe the characteristics of special needs populations in your community:**

According to the U.S. Census Bureau, Census 2010, there are 306,935 people living in Henrico County. Of that number, 12.4% are elderly (65 years and older). As a group, the elderly population will continue to grow therefore requiring additional resources and services to accommodate their needs.

### **What are the housing and supportive service needs of these populations and how are these needs determined?**

The portion of these populations requiring special housing options has not been quantified. Many persons with special needs also have incomes at or below 50% of AMI. Therefore, their needs may have already been taken into account in estimating the housing needs of persons with extremely low- and very low-incomes. However, for some people, supportive housing (housing with supportive services) is needed as they are unable to undertake activities of daily living (ADL) without assistance. Supportive housing is defined as living units that provide a planned services component with access to a range of services needed for the resident to achieve personal goals. Various populations with special needs require supportive housing.

Priorities among special needs populations include case management, promoting health and wellness, nutrition, drug and alcohol treatment, mental health counseling, care giver programs, and transportation. There also continues to be demand for housing related programs and assistance as many struggle with the cost of housing.

### **Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:**

According to the Centers for Disease Control (CDC) HIV Surveillance Report, 2013, there were 4,714 persons in the Richmond MSA living with HIV at the end of 2013. The Virginia Department of Health HIV Surveillance Quarterly Report (Dec. 31, 2014) counts 541 people in Henrico County as living with HIV; another 466 people are living with AIDS. State-wide, 74% of individuals with HIV are male and 60% are

Black, non-Hispanic. Further information regarding the family/household type or location of those living with HIV/AIDS is not available.

**Discussion:**

Henrico County has significant populations of people who may require special needs due to their age, disability, health, or other reasons. Because the needs of these people vary based on the individual we continue to support and work with other agencies that provide services to these populations. These include the County's Departments of Mental Health and Developmental Services and Social Services as well as a variety of non-profit providers.

## **NA-50 Non-Housing Community Development Needs – 91.215 (f)**

### **Describe the jurisdiction’s need for Public Facilities:**

The County’s Capital Improvement Program (CIP) FY2014-15 through FY2018-19 identifies over \$1.32 billion in Public Facilities needs.

**Schools:** \$472 million over five years for construction of a new high school and a high school technical center and renovation of one high school, one middle school, and thirteen elementary schools along with maintenance and rehabilitation of the existing 72 school facilities. Also included are renovations to several athletic fields and complexes. Over the five year period, \$57.5 million in funding has been identified from the General Fund and Education Meals Tax Revenue. The maintenance and rehabilitation projects are currently funded.

**County Facilities:** \$606.9 million over five years for improvements and new construction at general government facilities, mental health facilities, police and sheriff facilities, and fire facilities. \$44 million has been funded for FY2014-15 and includes ongoing roof, mechanical, and pavement rehabilitation projects at County facilities, construction of a new Police Central Station, fire station alert systems, and one landfill. Currently unfunded facilities include expansion of east and west jail facilities, a police tactical training facility, expansion of east and west Mental Health and Developmental Services facilities, rebuilding of three fire stations, construction of four new fire stations, an Emergency Operations Center facility, other fire facilities, construction of a new courts complex, expansion of east and west government centers, and other renovations, maintenance, and site improvement projects.

**Libraries:** \$49.8 million for replacement of one library, renovations to three libraries, and other library improvements. No funds are allocated for FY 2015-16.

**Recreation and Parks:** \$193.5 million in projects over the five-year CIP was identified. A total of \$37.3 million has been budgeted for facility rehabilitation projects and the new Greenwood Park. The remaining requests for additional park project, site improvements, new buildings and building improvements are currently unfunded.

### **How were these needs determined?**

Public facility needs were determined through an annual CIP budgeting process through department requests, citizen input, and Board of Supervisors priorities.

### **Describe the jurisdiction’s need for Public Improvements:**

**Roads:** Over the five year period, \$8.8 million has been identified for various bridge rehabilitation projects and \$4.2 million for ongoing road construction and new guardrails.

**Water and Sewer:** \$449.3 million in water and sewer projects over the five year CIP have been identified. \$29 million has been identified for a reservoir project and a storage facility projects.

**Drainage:** \$29.7 million in drainage system improvement over the next five years has been identified. These improvements are unfunded at this point.

**Sidewalks:** Sidewalks are not addressed in the County's CIP, however they were a frequent topic of discussion at neighborhood meetings and the public hearings held. Citizens frequently request more sidewalks in all areas of the County. An analysis by the Department of Public Works (DPW) found approximately 2.35 miles of unimproved paths in low- or moderate-income block groups, suggesting areas that would benefit from sidewalks.

### **How were these needs determined?**

Public improvement needs were determined through an annual CIP budgeting process through department requests, citizen input, and Board of Supervisors priorities. The Henrico Department of Public Works conducted an initial analysis in 2015 evaluating areas where pedestrian traffic along public streets in urbanized areas of the county was high enough to create worn paths, suggesting the greatest need for sidewalks. This analysis identified 31,867 linear feet (6.04 miles) of sidewalk need. Of this amount, 12,425 linear feet (2.35 miles) was located in low- and moderate-income areas of the County. These areas of unimproved paths are located throughout the County with concentrations along Laburnum Avenue near Creighton Road and I-64, and in the near west end around Broad Street.

### **Describe the jurisdiction's need for Public Services:**

Job training services was frequently prioritized by residents in the web survey and at public meetings. This is addressed somewhat through the Capital Area Training Consortium (CATC).

Youth services in the form of an after-school program providing tutoring, mentoring, life skills, and other programs for youth living in assisted housing has been a service of the County's Mental Health Department for many years.

Support for foreclosure counseling services for homeowners was frequently requested by local non-profits providing this service. The recovery of the housing market appears to have lessened the need for this type of service.

Local non-profits that provide assisted housing to formerly homeless individuals frequently request assistance for providing case management and other services to these residents.

### **How were these needs determined?**

Public service needs were identified through public input sessions and focus groups with organizations representing local and state government; housing and finance agencies; public service non-profits, and requests for funding assistance from non-profits agencies.

# Housing Market Analysis

## MA-05 Overview

### Housing Market Analysis Overview:

According to estimates prepared by the Henrico County Planning Department, there were a total of 133,020 housing units in the County at the end of 2014. The majority of these are single-family units (65.6%). This number represented an increase of 657 housing units from 2013.

Among the single-family homes, analysis of home sales and home values in 2015 determined that a significant portion (over 40%) may be affordable to households earning up to 80% of Area Median Income (AMI). There are however a large number of County households, both renters and owners, who are likely cost burdened, paying in excess of 30% of income for housing expenses. Recent analyses suggest that 34% of county households are cost burdened.

Although Henrico County does not contain any public housing, there are a variety of other forms of assisted housing both within the County and in the region available to County residents. In the County there are apartment communities with project-based Section 8 vouchers serving households earning less than 50% AMI, Low Income Housing Tax Credit units serving households earning less than 50% or 60% AMI, State Bond financed apartment units serving residents with low incomes, and there are portable housing choice vouchers available to County residents. Several of the projects utilizing either Section 8 vouchers or tax credits are also targeted to persons with disabilities or elderly persons.

Facilities serving homeless persons are located both in Henrico County and elsewhere in central Virginia. Henrico County facilities include Hilliard House, operated by Housing Families First, and St. Joseph's Villa's Flagler Housing program.



## MA-10 Number of Housing Units – 91.210(a)&(b)(2)

### Introduction

According to the 2007 – 2011 American Community Survey, Henrico County has 131,897 housing units. Over half (71%) of the units are single family, with 91% of those being detached single family structures. Twenty-eight percent of residential properties are multifamily structures, with housing units in structures holding 5 – 19 units being the most common, comprising 18% of the total housing stock. Almost two-thirds of the housing units are owner occupied.

The Henrico County Planning Department also tracks changes in housing units. Henrico County continues to experience growth in housing. The most recent estimate (2014 end-of year estimates) determined that there were a total of 133,020 housing units, an increase of 657 from 2013. Two-thirds of the increase came from single-family units. As shown on the map below “Change in Housing Units by Traffic Zone 2013-14”, the recent growth in housing units has been focused in the northwest area of the County and portions of the east.

### All residential properties by number of units

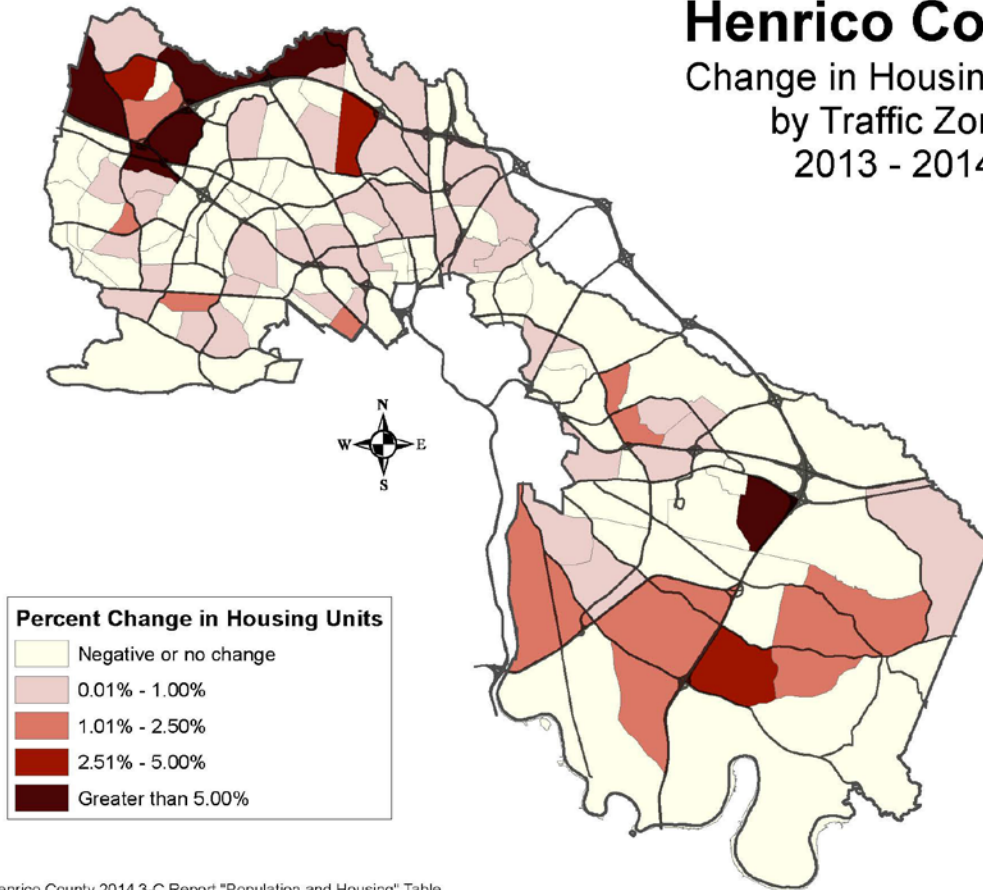
Property Type	Number	%
1-unit detached structure	85,446	65%
1-unit, attached structure	8,367	6%
2-4 units	6,881	5%
5-19 units	23,370	18%
20 or more units	7,417	6%
Mobile Home, boat, RV, van, etc	416	0%
<b>Total</b>	<b>131,897</b>	<b>100%</b>

**Table 27 – Residential Properties by Unit Number**

Data Source: 2007-2011 ACS

# Henrico County

## Change in Housing Units by Traffic Zone 2013 - 2014



Source: Henrico County 2014 3-C Report "Population and Housing" Table  
6/9/2015

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### Change in Housing Units 2013-14

#### Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	96	0%	692	2%
1 bedroom	656	1%	8,987	22%
2 bedrooms	9,304	11%	20,100	48%
3 or more bedrooms	71,382	88%	11,702	28%
<b>Total</b>	<b>81,438</b>	<b>100%</b>	<b>41,481</b>	<b>100%</b>

Table 28 – Unit Size by Tenure

Data Source: 2007-2011 ACS

**Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.**

Section 8 – Project Based Vouchers: Residents qualifying to reside in apartments supported by project-based vouchers must be “very low income” which means their household income is less than 50% of Area Median Income (AMI). There are 2,239 project-based Section 8 units in Henrico County within 16 projects. Some of these are in projects dedicated to disabled residents.

The Low Income Housing Tax Credit (LIHTC) Supported Units: These are 4,975 income-restricted in units 39 apartment communities. Tenants of these apartments must have household incomes not exceeding either 50% or 60% of AMI, depending on the project. Of these, 3,676 are not also supported by project-based vouchers.

Housing Choice Vouchers: There are 676 vouchers administered by two agencies (Henrico Mental Health and Development Services and Central Virginia Resource Corporation). Eligibility for housing choice vouchers is the same for project-based vouchers (50% AMI). The Richmond Redevelopment and Housing Authority (located in the City of Richmond) also issues vouchers and Henrico residents are eligible to apply.

Tax Exempt Bond Supported Units: The Virginia Housing Development Authority (VHDA) makes available taxable and tax exempt bond financing for multi-family developments. The income requirements range from 30% AMI to 150% AMI and can cover from 10% to 50% of units in the development. There are 3,947 such units in Henrico. Tax exempt bond supported projects do not have limitations controlling the cost of rents.

**Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.**

The affordable housing inventory in Henrico County consists of owner-occupied, single-family homes; multi-family rental units (apartments) with market rents that are neither publicly supported or subsidized; and assisted rental units. Assisted rental units consist of 4,975 Low Income Tax Credit (LIHTC) supported units and 2,239 HUD project-based Section 8 units. There are 1,299 units that are both LIHTC and Section-8 supported. There are no LIHTC units where the affordability requirements will expire in the next five years. The next one to expire is a 50-unit project where the 30-year requirement will expire in 2024. Of the 16 developments with project-based Section 8 vouchers, the contract with HUD for 8 projects, representing 773 units, will expire by 2020. The majority of these will expire in 2019.

Losses in the affordable housing industry where affordability is based upon current market conditions, is difficult to predict. Within the single-family housing ownership market, increases in housing value between 2013 and 2015 resulted in a slight decrease in the number of affordable units from 66% to 62% of the single-family housing inventory. This four percentage point decrease is most likely due to increased housing values during a time when the real estate market was still rebounding from the 2008 recession. Changes in market rate rents are more difficult to predict; increases are expected to level off with increased stability in the ownership market.

**Does the availability of housing units meet the needs of the population?**

A study undertaken by the Virginia Center for Housing Research at Virginia Tech and the Center for Urban and Regional Analysis at VCU on behalf of the Capital Region Collaborative Partnership for Housing Affordability in 2015 determined the Richmond Regional Planning District will require 100,000 to 132,000 new housing units in order to meet housing demand associated with anticipated growth the next 20 years. The study also identified an annual housing affordability deficit of \$862 million,

averaging \$6,422 dollars per cost burdened household. Approximately 35% of all household in the planning district are cost burdened paying more than 30% of their income for housing. For Henrico County, the study identified that 34% of households are cost burdened, with 27% of homeowner households cost burdened and 46% of renter households cost burdened.

**Describe the need for specific types of housing:**

There is a need for housing to serve all income levels that can be affordable. An evaluation of new single family housing added in the past five and a half years (January 2011 through May 2015, showed that the median size of newly constructed single family homes (including condominium units) has been 2,556 square feet. The corresponding median sales price for this period of time was \$334,000, a figure out of the range of moderate income households.

Of the 2,909 single family homes constructed during this period, of the 1,454 newly constructed homes that were smaller than the median size, almost 800 were 2000 square feet or less. The median sales price for these 800 homes was \$216,990. This is a price that (at current interest rates) can be within the means of households earning up to 80% of Area Median Income. These 800 homes represent 27.5% of homes constructed. There will be a continuous need for smaller single family homes and their generally corresponding lower sales prices.

With the projected growth in the over 65 population there is expected a growing need for additional senior housing, assisted living, and accessible dwelling units.

## MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

### Introduction

The County of Henrico has experienced a 91% increase in median home value and a 41% increase in median contract rent since 2000, according to the 2007 – 2011 American Community Survey.

The majority of rental units (63.7%) have a contract rent between \$500 and \$999. Over 75% of rental units have a contract rent under \$1,000. Less than 5% of units have a contract rent of more than \$1,500. Contract rent does not include utilities or other household costs.

Fair Market Rent ranges from \$786 to \$1,560, low HOME rents range from \$662 to \$1,096, and high HOME rents range from \$775 to \$1,369. Low HOME rents are equal to 30% of household income for households earning 50% Area Median Income (AMI). High HOME rents are equal to 30% of household income for households earning 65% AMI or Fair Market Rent, whichever is lower.

Rental units are considered affordable if gross rent including utilities does not exceed 30% of household income. According to the 2007 – 2011 Comprehensive Housing Affordability Strategy (CHAS), there are 32,744 rental units. Of these rental units, 6.6% are affordable to households earning 30% AMI, 19.5% are affordable to households earning 50% AMI, and 73.8% of units are affordable to households earning 80% AMI.

Owned housing units are considered affordable if monthly housing costs, including principal and interest, taxes, and insurance, are no more than 30% of the household's income. According to the 2007 – 2011 CHAS data, the total number of owned housing units is 36,712. Of these housing units, 4.2% are affordable to households earning 50% AMI, 34.2% are affordable to households earning 80% AMI, and 60.2% of units are affordable to households earning 100% AMI.

### Cost of Housing

	Base Year: 2000	Most Recent Year: 2011	% Change
Median Home Value	119,900	229,500	91%
Median Contract Rent	585	824	41%

**Table 29 – Cost of Housing**

Data Source: 2000 Census (Base Year), 2007-2011 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	5,045	12.2%
\$500-999	26,407	63.7%
\$1,000-1,499	8,087	19.5%
\$1,500-1,999	892	2.2%
\$2,000 or more	1,050	2.5%
<b>Total</b>	<b>41,481</b>	<b>100.0%</b>

**Table 30 - Rent Paid**

Data Source: 2007-2011 ACS

## Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	2,175	No Data
50% HAMFI	6,390	2,074
80% HAMFI	24,179	12,555
100% HAMFI	No Data	22,083
<b>Total</b>	<b>32,744</b>	<b>36,712</b>

**Table 31 – Housing Affordability**

Data Source: 2007-2011 CHAS

## Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	786	826	979	1,287	1,560
High HOME Rent	775	832	947	1,217	1,369
Low HOME Rent	662	709	851	983	1,096

**Table 32 – Monthly Rent**

Data Source: HUD FMR and HOME Rents

## Is there sufficient housing for households at all income levels?

Based on data from the U.S. Census Bureau, Henrico County has an estimated 45,750 households earning 80% or less than the area median income (AMI), as defined by HUD. Based on current housing costs (estimated utilities, real estate taxes, insurance rates, and interest rates), it is estimated that for 2015 a four-person household at 80% AMI can afford a maximum home purchase price of \$216,504. An analysis of County real estate records shows that 61,767 housing units (62.1%) are assessed at or below this price. An analysis of actual home sales showed 1,824 sales of homes (44.4% of all sales) at or below this price. This indicates that while there appears to be enough housing for low-income households, the properties may not come on the market often enough to meet demand.

A four-person household at 80% AMI can afford just under \$1500 in monthly housing costs. Data from the 2007-2011 CHAS shows that 39,539 renters were paying rent below that amount. It also showed 32,744 rental units affordable to households earning 80% of the area median.

Housing for households near 80% AMI appears to be sufficient, however households at 50% or 30% of AMI likely have a more difficult time in finding affordable housing, particularly for purchase.

## How is affordability of housing likely to change considering changes to home values and/or rents?

The Cost of Housing tables show that the median home value has increased 91% since 2000 and contract rent has increased 41%. During this same period, median household income increased only

25%. While home values are increasing at a slower pace since 2011, they are still outpacing increases in household income, putting increased pressure on families that are already struggling with housing affordability.

**How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?**

According to the 2007 – 2011 American Community Survey, median contract rent for 2011 was \$824. Low HOME rents range from \$662 to \$1,096 and Fair Market Rents range from \$786 to \$1,560 depending on unit size. Although median contract rent is below both HOME rents and Fair Market Rents, HOME rents and Fair Market Rents are gross rents, which include utilities. Utilities added into median contract rent may cause many to exceed HOME rents and Fair Market Rents, especially during months that require significant heating or cooling.

## **MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)**

### **Introduction**

Deteriorated housing conditions are a challenge in Henrico County. The aging housing stock and increasing poverty levels present added pressures on the condition of the housing stock. The County implements several federally-funded programs to improve housing conditions, especially among low-income households.

While the Condition of Units table below indicates that 34% of units in Henrico County have at least one condition (lacks completed plumbing facilities, lacks complete kitchen facilities, more than one person per room, or cost burden greater than 30%), further information shows that nearly all of these relate to the households being cost burdened. Less than 1,500 housing units are lacking either complete kitchen or plumbing facilities, representing just over 1% of occupied housing units in Henrico County. Overcrowded units (more than one person per room) account for less than 2,000 units. The remainder of the 42,049 units with a housing condition are cost burdened, indicating that affordability is a bigger problem than condition.

### **Definitions**

Henrico County does not have a definition for “substandard condition” and “substandard condition but suitable for rehabilitation”. The County uses the Virginia Uniform Statewide Building Code (USBC), a State regulation promulgated by the Virginia Board of Housing and Community Development. Part III of the USBC contains the regulations for the maintenance of existing structures, also known as the Virginia Maintenance Code, which is enforced by Henrico County. The USBC defines “structure unfit for human occupancy” and “unsafe structures” as follows:

- **STRUCTURE UNFIT FOR HUMAN OCCUPANCY.** An existing structure determined by the code official to be dangerous to the health, safety and welfare of the occupants of the structure or the public because (i) of the degree to which the structure is in disrepair or lacks maintenance, ventilation, illumination, sanitary or heating facilities or other essential equipment, or (ii) the required plumbing and sanitary facilities are inoperable.
- **UNSAFE STRUCTURE.** An existing structure (i) determined by the code official to be dangerous to the health, safety and welfare of the occupants of the structure or the public, (ii) that contains unsafe equipment, or (iii) that is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction or unstable foundation that partial or complete collapse is likely. A vacant existing structure unsecured or open shall be deemed to be an unsafe structure.

Henrico County requires that housing units rehabilitated with HUD funds meet HUD Housing Quality Standards (HQS) and/or Uniform Physical Condition Standards (UPCS) and all state and local codes.



## Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	22,337	27%	18,552	45%
With two selected Conditions	173	0%	957	2%
With three selected Conditions	0	0%	30	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	58,928	72%	21,942	53%
<b>Total</b>	<b>81,438</b>	<b>99%</b>	<b>41,481</b>	<b>100%</b>

**Table 33 - Condition of Units**

Data Source: 2007-2011 ACS

## Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	13,204	16%	6,231	15%
1980-1999	30,022	37%	14,361	35%
1950-1979	31,086	38%	18,408	44%
Before 1950	7,126	9%	2,481	6%
<b>Total</b>	<b>81,438</b>	<b>100%</b>	<b>41,481</b>	<b>100%</b>

**Table 34 – Year Unit Built**

Data Source: 2007-2011 CHAS

## Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	38,212	47%	20,889	50%
Housing Units build before 1980 with children present	8,047	10%	4,004	10%

**Table 35 – Risk of Lead-Based Paint**

Data Source: 2007-2011 ACS (Total Units) 2007-2011 CHAS (Units with Children present)

## Need for Owner and Rental Rehabilitation

Approximately 46% of owner-occupied housing units and 49% of renter-occupied units in Henrico County were constructed before 1979, indicating that there is a significant proportion of the housing stock that may require rehabilitation and/or modernization.

As homeowners age with the desire to remain in their homes, there is an increased need for rehabilitation to accommodate aging-in-place, with accessibility improvements, energy efficiency, and system upgrades. Renters will also face these issues although may have more flexibility in obtaining housing that meets their physical needs.

## **Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards**

It is estimated that there are approximately 45,540 housing units occupied by low- or moderate-income homeowner households. This includes 24,828 owner-occupied units and 20,712 renter-occupied units. Of these, 25,297 (55%) low/mod units were built in 1979 or earlier, indicating a greater likelihood of the unit having lead based paint hazards. The majority of these, 14,100 units, are owner-occupied while 11,196 are renter occupied.

This data is based on the 2009-2013 ACS data and is for units built in 1979 or earlier, so the number includes some units built after the lead based paint ban took effect in 1978. The estimated number of units occupied by low- or moderate-income households was calculated by applying the low/mod percent for each block group by the number of housing units in each block group.

The 25,297 low/mod units with an increased likeliness of lead paint hazards represent approximately 20% of the housing units in Henrico County.

### **Discussion**

The 2009-2013 American Community Survey estimated 9,941 vacant housing units in Henrico County.

## MA-25 Public and Assisted Housing – 91.210(b)

### Introduction

The number of public housing units listed below refers to those administered by the Richmond Redevelopment and Housing Authority as reported by HUD. Henrico County has no public housing.

### Totals Number of Units

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	0	23	4,008	3,275	7	3,268	239	0	0
# of accessible units									
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

**Table 36 – Total Number of Units by Program Type**

Data Source: PIC (PIH Information Center)

### Describe the supply of public housing developments:

### Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

Henrico County does not have any public housing units and does not have a public housing authority.

### Public Housing Condition

### Describe the restoration and revitalization needs of public housing units in the jurisdiction:

Henrico County does not have any public housing units and does not have a public housing authority.

### Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

Henrico County does not have a public housing agency.

### Discussion:

Although Henrico County does not have a public housing agency or public housing, there are 2,239 project-based Section 8 units in Henrico County within 16 projects; 676 Section 8 vouchers issued to

County residents for use in Henrico or wherever they chose to live; there are 4,975 units in 39 projects that are supported by Low Income Housing Tax Credit, thereby providing for affordable housing; and there are 3,947 units of housing supported by State bond financing, providing low-income and workforce housing. The Richmond Redevelopment and Housing Authority (located in the City of Richmond) also issues vouchers and Henrico residents are eligible to apply.

## MA-30 Homeless Facilities and Services – 91.210(c)

### Introduction

The following data represent the number of shelter beds through the Central Virginia Region. Within Henrico County, Hilliard House Shelter provides 30 shelter beds for families with children.

### Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	77	0	94	343	3
Households with Only Adults	189	37	274	480	18
Chronically Homeless Households	0	71	0	180	18
Veterans	0	0	43	232	0
Unaccompanied Youth	0	0	0	0	0

Table 37 - Facilities and Housing Targeted to Homeless Households

### Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

All clients that complete an intake and assessment for shelter are asked about use of mainstream resources like Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Women, Infants, and Children (WIC), Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI). Clients are also asked about employment income. The Richmond Intake, which is used by the community's Homeless Point of Entry assesses clients about mental health and substance abuse services and the staff makes referrals for those who are unsheltered and are waiting for shelter. For clients who are sheltered, all clients are assessed at intake for the use of mainstream services and case managers develop service plans with clients to obtain the services identified.

Each shelter also has a child services coordinator who works with families to make sure they are connected to the appropriate McKinney-Vento services.

The community has a "SOAR" (SSI/SSDI Outreach, Access, and Recovery) collaborative that works with providers serving single adults who are homeless to connect them with SSI and SSDI income.

### List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their

**families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.**

The Greater Richmond Continuum of Care (GRCoC) offers services and facilities specifically for veterans and their families, including transitional programs, a Safe Haven, and access to resources intended to resolve homelessness for veterans and their families. In partnership with the VA Medical Center, the community strives to offer coordinated support and access for veterans. The community's goal is to end homelessness for veterans by the end of 2015. While "ending homelessness" does not mean that veterans will no longer lose their housing, by focusing on serving veterans more effectively, we will have a system that is able to quickly assist people with returning to housing.

While specific services and facilities do not exist for chronically homeless individuals and families, there is also an increasing focus on ending homelessness among people who are chronically homeless by the end of 2016. In combination, the goals related to veterans and people who are chronically homeless are a part of a national effort that our community is participating in called Zero:2016.

There are a number of shelters that serve families with children, and as funding for rapid rehousing has grown, the County has been able to more efficiently serve these families. In January 2015, 88 children in the area served by the Greater Richmond CoC were counted staying in area shelters.

## **MA-35 Special Needs Facilities and Services – 91.210(d)**

### **Introduction**

Henrico County has a long history of supporting facilities and services for special needs populations including the elderly and frail elderly; adults and children with mental, physical, or developmental disabilities; and homeless individuals and families.

### **Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs**

Persons with mental health issues and developmental disabilities need supportive housing to live in the community. The needs are met through homes owned and operated by the County of Henrico as well as homes operated by private providers in the County.

### **Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing**

Persons returning from institutions because of mental health issues, substance use disorders or developmental disabilities in the county are assisted by Henrico Area Mental Health & Developmental Services to find appropriate supportive housing to meet their needs. Financial assistance to these persons, if needed, comes from Federal mental health and substance abuse block grant funds, state and local funds.

### **Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)**

Henrico Area Mental Health & Developmental Services will continue to find appropriate supportive housing and provide financial assistance from federal mental health and substance abuse block grant funds, state and local funds. The County also uses its general fund budget to support agencies that provide housing and support services for special needs populations.

Henrico Area Mental Health and Developmental Services - \$34,953,960

Department of Social Services - \$18,722,891

The Mill House/Community Futures Foundation - \$17,217

Resources for Independent Living - \$36,162

Greater Richmond ARC/Camp Baker - \$6,561

CARITAS - \$32,805

FeedMore - \$18,954

FISH - \$26,244

Hilliard House - \$41,337

Homeward - \$10,269

Safe Harbor - \$17,091

Salvation Army - \$15,489

St. Joseph's Villa/Flagler Services - \$34,174

YWCA - \$20,520

The Healing Place - \$10,000

Offender Aid and Restoration - \$5,000

Better Housing Coalition - \$32,805

Senior Connections - \$35,334

SCAN - \$3,438

**For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))**

Please see response above.



## **MA-40 Barriers to Affordable Housing – 91.210(e)**

### **Negative Effects of Public Policies on Affordable Housing and Residential Investment**

The *Analysis of Impediments to Fair Housing Choice* developed for Henrico County by J-QUAD Planning Group (June 2015) reviewed public policies in the context of their impact on fair housing choice and affordable housing. That analysis identified that “zoning policies of the County were deemed to be increasing the cost of housing and impacting affordability for persons at 80 percent and below the median income.” The policy that was specifically noted was the common practice of negotiating development proffers for larger residential developments related to infrastructure improvements and amenities that the development community reported as raising the average cost per home by \$20,000 to \$25,000.

Analysis by J-QUAD found no other negative effects from public policies on affordable housing or fair housing choice.

## MA-45 Non-Housing Community Development Assets – 91.215 (f)

### Introduction

### Economic Development Market Analysis

#### Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	219	96	0	0	0
Arts, Entertainment, Accommodations	13,634	17,191	12	11	-1
Construction	5,984	7,680	5	5	0
Education and Health Care Services	20,087	28,697	18	19	1
Finance, Insurance, and Real Estate	12,947	20,917	12	14	2
Information	2,939	4,801	3	3	0
Manufacturing	6,006	5,788	5	4	-1
Other Services	5,241	6,217	5	4	-1
Professional, Scientific, Management Services	17,743	21,696	16	14	-2
Public Administration	0	0	0	0	0
Retail Trade	17,346	25,094	16	17	1
Transportation and Warehousing	3,176	3,476	3	2	-1
Wholesale Trade	6,216	8,806	6	6	0
Total	111,538	150,459	--	--	--

**Table 38 - Business Activity**

Data Source: 2007-2011 ACS (Workers), 2011 Longitudinal Employer-Household Dynamics (Jobs)

#### Labor Force

Total Population in the Civilian Labor Force	168,270
Civilian Employed Population 16 years and over	156,461
Unemployment Rate	7.02
Unemployment Rate for Ages 16-24	26.78
Unemployment Rate for Ages 25-65	4.52

**Table 39 - Labor Force**

Data Source: 2007-2011 ACS

<b>Occupations by Sector</b>	<b>Number of People</b>
Management, business and financial	44,321
Farming, fisheries and forestry occupations	6,448
Service	13,768
Sales and office	42,581
Construction, extraction, maintenance and repair	10,588
Production, transportation and material moving	6,930

**Table 40 – Occupations by Sector**

Data Source: 2007-2011 ACS

### Travel Time

<b>Travel Time</b>	<b>Number</b>	<b>Percentage</b>
< 30 Minutes	112,578	77%
30-59 Minutes	28,795	20%
60 or More Minutes	5,423	4%
<b>Total</b>	<b>146,796</b>	<b>100%</b>

**Table 41 - Travel Time**

Data Source: 2007-2011 ACS

### Education:

#### Educational Attainment by Employment Status (Population 16 and Older)

<b>Educational Attainment</b>	<b>In Labor Force</b>		<b>Not in Labor Force</b>
	<b>Civilian Employed</b>	<b>Unemployed</b>	
Less than high school graduate	9,466	953	4,616
High school graduate (includes equivalency)	27,073	2,478	5,820
Some college or Associate's degree	37,208	2,370	7,405
Bachelor's degree or higher	58,873	1,790	9,528

**Table 42 - Educational Attainment by Employment Status**

Data Source: 2007-2011 ACS

## Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	674	1,242	1,404	2,502	3,001
9th to 12th grade, no diploma	3,636	2,171	1,948	5,768	3,837
High school graduate, GED, or alternative	7,340	8,422	8,741	18,241	11,554
Some college, no degree	8,637	9,429	8,350	17,706	7,353
Associate's degree	637	2,752	3,333	5,517	1,405
Bachelor's degree	3,765	13,246	12,965	18,653	5,977
Graduate or professional degree	240	6,184	7,577	11,719	4,076

**Table 43 - Educational Attainment by Age**

Data Source: 2007-2011 ACS

## Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	19,044
High school graduate (includes equivalency)	30,253
Some college or Associate's degree	35,610
Bachelor's degree	51,447
Graduate or professional degree	65,335

**Table 44 – Median Earnings in the Past 12 Months**

Data Source: 2007-2011 ACS

## Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

According to the U.S. Department of Labor Bureau of Labor Statistics (BLS), in Virginia, Henrico County ranks only behind Fairfax County in total employment. The Business Activity table above does not fully reflect the total employment in the County which the BLS reports was 178, 471 in 2014. As reported in the table, the sector with the greatest amount of employment is the Education and Health Care Services sector with 20,087 workers, followed by the Professional, Scientific, and Management Services sector with 17,743 workers and the Retail Trade sector with 17,346 workers.

According to the Virginia Employment Commission, the top five employers in Henrico County are: Henrico County School Board, County of Henrico, Bon Secours Richmond Health System, Capital One Bank, and HCA Virginia Health System.

**Describe the workforce and infrastructure needs of the business community:**

The Henrico business community requires a large skilled and educated workforce. With two of the County's largest employment sectors being 1) education and health care services, and 2) professional, scientific, and management services--the workforce sector must provide employees with the necessary levels of education and skill development.

Infrastructure needs of the business community include a reliable and efficient transportation network providing access for employees, customers, materials, and distribution within targeted markets, both throughout central Virginia and beyond, including global markets for an increasing number of Henrico businesses. Transportation networks include roadways, and particularly interstate highways; air passenger and freight service; rail service; and frequently access to deep water ports. Utility infrastructure varies depending upon but typically includes water, sewer, gas and electrical service, all of which are generally available to existing businesses and locations identified for future business development

**Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.**

There are a variety of incentives available in Henrico County to support business development and growth. County-provided incentives include the Enterprise Zone, the Foreign Trade Zone, commercial rehabilitation tax credits, and financing for small businesses is available through the James River Development Corporation and REDC Community Capital Group, Inc., and fast-track approval to help expedite permitting during the construction and build-out stages for qualifying companies. Incentives available through the Commonwealth of Virginia include: Customized recruiting and training incentives provided through the Virginia Department of Business Assistance's Virginia Jobs Investment Program; State Enterprise Zone program cash grants for new job creation and real property investment; corporate tax credits provided through the Major Business Facility Job Tax Credit and Worker Retraining Tax Credit; industrial development bond financing for manufacturing projects and incentive grants for targeted industries and small business programs, and discretionary incentives through the Governor's Opportunity Fund, the Virginia Investment Partnership Grant, the Major Eligible Employer Grant and the Virginia Economic Development Incentive Grant.

According to information published by the Virginia Employment Commission, in May 2015, Henrico County had 9,175 job openings listed. This was the tenth highest number in Virginia, and the second highest (behind the City of Richmond) in the Richmond-Petersburg MSA.

Also in May 2015, Henrico County had an unemployment rate of 4.9%. This compares to the 5.0% State-wide, 5.3% for the MSA.

The Board of Supervisors and the Economic Development Authority remain focused on economic development efforts that provide services to County residents and create good-paying jobs. Continued business development in the western portion of the County has substantially increased job

opportunities for county and MSA residents. Additional business development in the eastern portion of the county has included major retail, office, and industrial employers. This has included major business expansions as well as attraction of new employers to the region. New/expanded businesses frequently require employees with technical skills and the need for access to training opportunities. A transportation network, enabling access for employees is also important. Completion of a planned Bus Rapid Transit (BRT) system along Broad Street will help connect the downtown core with other transit services and employment opportunities.

### **How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?**

According to the Virginia Employment Commission's analysis of jobs advertised on line as of July 1, 2015 for Henrico, only 11% had no minimum education requirement. Over 40% required some post high school education or training. For all MSA jobs just under 8% had no minimum education requirement and 44% required some post high school education. The educational levels of the Henrico residents as noted in the American Community Survey data show that 11.2% of County residents have less than a high school education, and 24% have only a high school education.

### **Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.**

Workforce development programs include:

- Community College Workforce Alliance - an organization that provides training, instruction, skills assessment and more to the Greater Richmond region workforce.
- Career Concourse - a career assessment tool supported by RichmondJobNet.com
- College to Career Fair - a job fair supported by the Greater Richmond Partnership
- Workforce Services Directory - a directory of regional workforce services provided by the Greater Richmond Partnership in conjunction with the Greater Richmond Chamber of Commerce
- RichmondJobNet.com - an online career resource center developed by the Greater Richmond Partnership
- Capitol Region Workforce Partnership -The partnership helps regional efforts to advance employment, training and workforce development opportunities in the counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent and Powhatan and the city of Richmond.

### **Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?**

Yes

**If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.**

Henrico County participated in the Richmond Regional Comprehensive Economic Development Strategy (CEDS). The CEDS was developed through the Richmond Regional Planning District Commission.

The CEDS identifies focal areas and sites for surrounding the five emerging industry clusters (Advanced Manufacturing, Supply Chain Management, Health and Life Sciences, Finance and Insurance, and Professional and Creative Services). Three of the five regional focus areas are located within or partially within Henrico County. Each of these contains numerous development sites.

- Route 1 – I-95/295;
- RIC Airport / White Oak;
- Innsbrook / West Creek

Major economic development strategies, both short and long-term, identified in the CEDS will spur economic growth and promote the goals of the Consolidated Plan.

## **MA-50 Needs and Market Analysis Discussion**

### **Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")**

Henrico County defines a “concentration” as any area in which the percentage of households with a particular housing problem is higher than the County-wide average for that problem. While this definition may not be appropriate for evaluating an individual problem, it is the best way to compare the number of households with a single housing problem and multiple housing problems across a geographical area.

For overcrowding the County average is 1.31%; for cost burden it is 34%; for lack of plumbing it is 0.24%; and for lack of kitchen it is 0.92%. *Map 1 - Housing Problems* shows the census tracts in which two or more of the housing problems identified is above average. Three census tracts are above the County average in all four housing problems; four census tracts are above the average in three housing problems; 17 tracts are above average in two housing problems.

These tracts are throughout the County, although the area with the most problems is the area west of Glenside Drive and between Patterson Avenue and I-64. Another area of high concentration is located along Mechanicsville Turnpike south of Laburnum Avenue.

### **Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")**

Henrico County defines a “concentration” as any area in which the percentage of concentration is higher than the County-wide average. As noted above, this definition is not appropriate for evaluating an individual variable but is the best way to compare with other variables.

The County is approximately 40% non-white and 5% Hispanic. Census tracts with populations above these percents are considered to have concentrations of racial or ethnic minorities. As seen in *Map 2 - Minority Concentrations*, the census tracts in which there is a concentration of non-white minorities are generally located in the central and near eastern part of the County. A smaller area of concentration is located in the area around Broad Street from the Richmond/Henrico line out to the Parham/Gaskins Road area.

Tracts with concentrations of Hispanic residents are a little more spread out with a small concentration near the Richmond International Airport and in the near west end to central part of the County. Only eight census tracts have high concentrations of both non-white minorities and Hispanics.

### **What are the characteristics of the market in these areas/neighborhoods?**

*Map 3 - Housing Problems and Minority Concentrations* shows the census tracts that have concentrations of multiple housing problems and concentrations of racial or ethnic minorities. The characteristics of these areas vary considerably. For most of the areas there is little direct relationship between the housing market and demographic and housing characteristics. What is not generally found



in these areas are the newer residential developments of the County nor areas with the highest housing values. These areas include census tracts with predominantly white populations as well as tracts with non-white minority concentrations and concentrations of Hispanics.

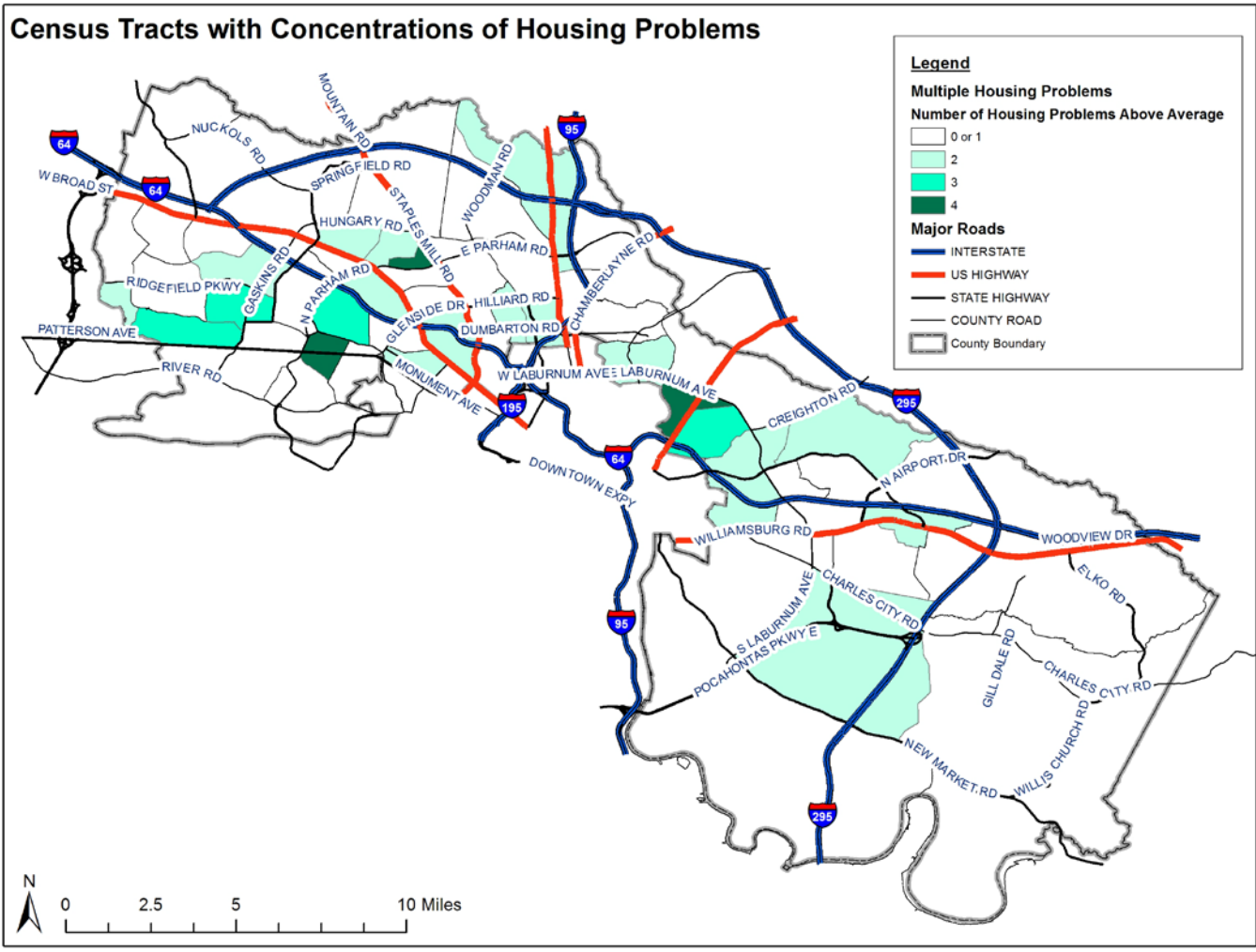
Only three of the 64 census tracts in the County exhibit concentrations of all four housing problems. The characteristics of these tracts differ. Two of the three tracts have high concentrations of either minorities or Hispanics, or both; the remaining tract does not have a concentration of Hispanics or minorities. There is some correlation between the type of housing and the existence of housing issues and concentrations of racial and ethnic minorities. One tract is almost entirely apartments while the other two contain primarily detached, single-family homes. While both are of similar ages, housing styles and size are quite different with the larger, slightly newer homes in Tract 2002.01 in the western part of the County. These characteristics along with differences in services and facilities likely impacts the desirability of the neighborhood and likely drives the market in these two areas and the corresponding housing values.

**Are there any community assets in these areas/neighborhoods?**

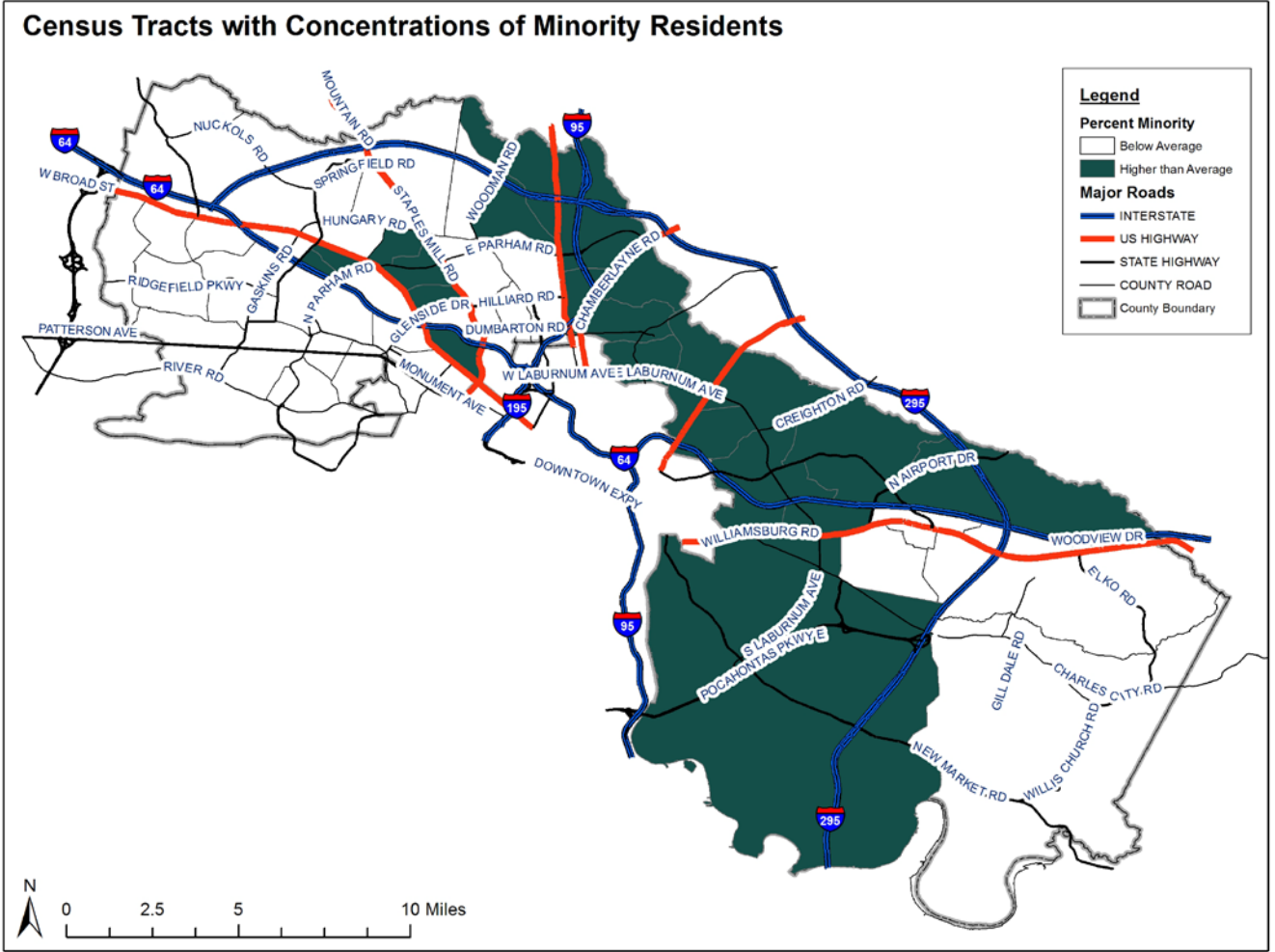
All of these areas have access to community facilities.

**Are there other strategic opportunities in any of these areas?**

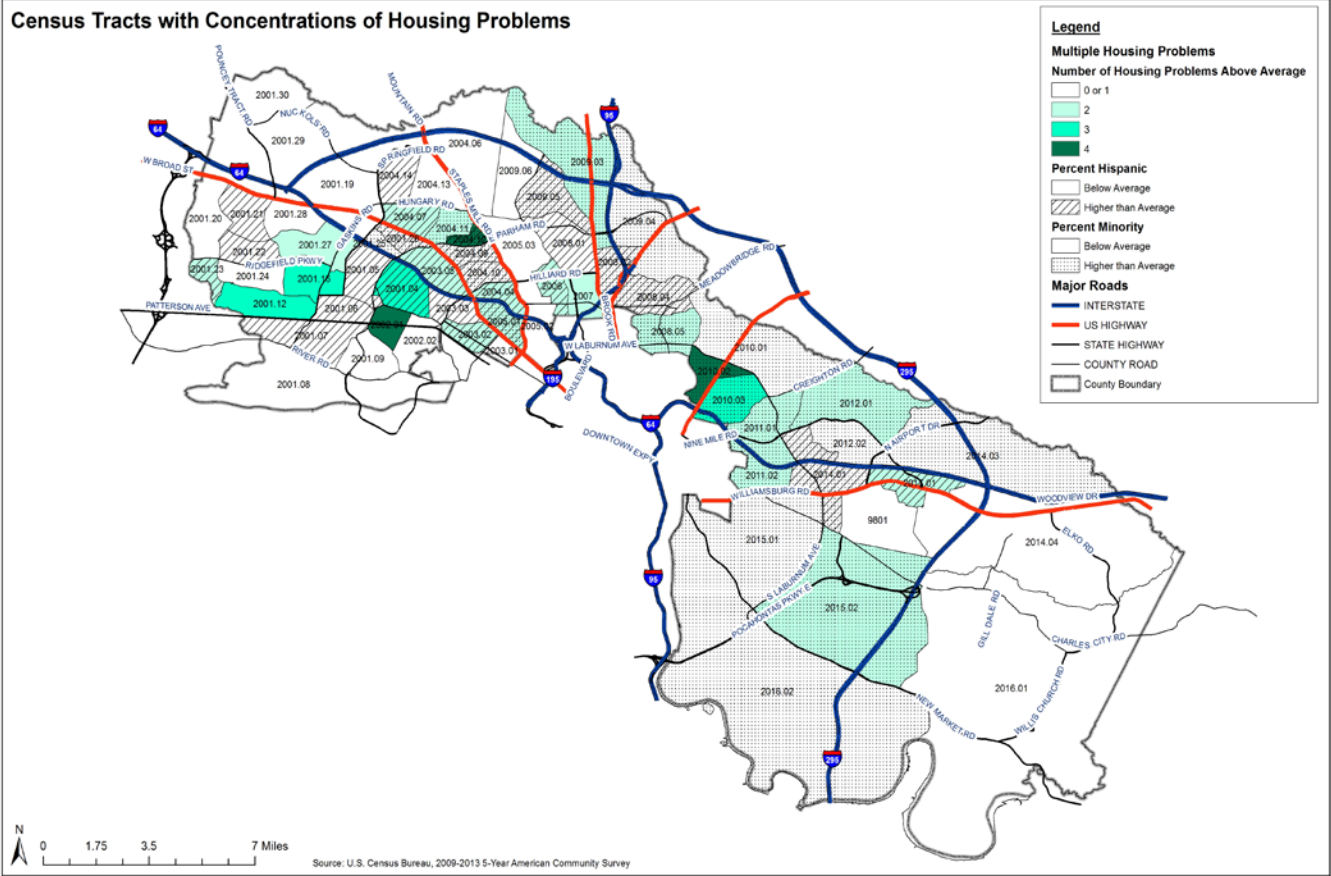
The Henrico County Vision 2026 Comprehensive Plan identifies fifteen revitalization/reinvestment opportunity areas. All fifteen are within or in close proximity to these areas. The inclusion of these revitalization/re-investment opportunity areas in the Comprehensive Plan is intended to facilitate future identification of influences on the area and the appropriate methods and funding sources, such as grants, to aid revitalization/reinvestment efforts in these areas.



Map 1 -- Housing Problems



**Map 2 -- Minority Concentrations**



**Map 3 -- Housing Problems and Minority Concentrations**

# Strategic Plan

## SP-05 Overview

### Strategic Plan Overview

The County of Henrico's strategic plan is based on our assessment of community needs as identified in this Consolidated Plan, in related plans, and on the suitability of the Consolidated Plan and other funds to meet the identified needs.

Within this context, the Consolidated Plan strategic plan calls for the Consolidated Plan funds to focus on four priority needs:

1. Affordable Housing Preservation and Development
2. Community Economic Development
3. Mitigation and Prevention of Homelessness
4. Non-housing Community Development

## SP-10 Geographic Priorities – 91.215 (a)(1)

### Geographic Area

Table 45 - Geographic Priority Areas

1	<b>Area Name:</b>	County-wide
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Comprehensive
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	This target area covers all of Henrico County.
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	
	<b>Identify the needs in this target area.</b>	
	<b>What are the opportunities for improvement in this target area?</b>	
<b>Are there barriers to improvement in this target area?</b>		
2	<b>Area Name:</b>	Highland Springs
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Comprehensive
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	This target area covers Highland Springs and the areas surrounding the Richmond International Raceway.
	<b>Include specific housing and commercial characteristics of this target area.</b>	

	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	
	<b>Identify the needs in this target area.</b>	
	<b>What are the opportunities for improvement in this target area?</b>	
	<b>Are there barriers to improvement in this target area?</b>	

**General Allocation Priorities**

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

Henrico County uses all of its CDBG, HOME, and ESG funds to provide benefits to low- and moderate-income people. As a result, CDBG funded activities are located where these people live and/or receive services and/or work. Henrico County does not plan for, or allocate, these resources on a racial or ethnic basis. Henrico County will continuously evaluate neighborhood needs and conditions. As conditions warrant, the County may target resources, both federal and local, to address such needs and conditions.

## SP-25 Priority Needs - 91.215(a)(2)

### Priority Needs

Table 46 – Priority Needs Summary

<b>1</b>	<b>Priority Need Name</b>	Affordable Housing Preservation and Development	
	<b>Priority Level</b>	High	
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse	veterans Victims of Domestic Violence Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Victims of Domestic Violence Non-housing Community Development
	<b>Geographic Areas Affected</b>	County-wide Highland Springs	
	<b>Associated Goals</b>	Rehabilitation of Existing Housing Increase Affordable Homeownership Opportunities Support Housing for Special Needs Populations	
	<b>Description</b>	<p>41% of Henrico County households (196,560 households) are extremely low-income, very low-income, or low-income, with incomes ranging from 0-80% of Area Median Income (AMI).</p> <p>40% of homeowners and 50% of renters pay more than 30% of their income towards housing costs. 22% of households (102,408 households) are severely cost burdened, with 61,028 renter households and 41,380 homeowners paying more than 50% of their income towards housing costs.</p>	
	<b>Basis for Relative Priority</b>	After broad community and stakeholder outreach, the County narrowed its focus to four Priority Needs all of which are HIGH priority. Feedback collected through the community survey, neighborhood meetings, stakeholder meetings, and public hearings, was substantiated by data reported in the Needs Assessment and Market Analysis, and served as the basis for priority needs.	



2	<b>Priority Need Name</b>	Community Economic Development	
	<b>Priority Level</b>	High	
	<b>Population</b>	Extremely Low Low Moderate Non-housing Community Development	
	<b>Geographic Areas Affected</b>	County-wide	
	<b>Associated Goals</b>	Revitalize Older Commercial Corridors Increase Job Opportunities for LMI Individuals	
	<b>Description</b>	Economic development focused on aging commercial areas facilitates business expansion that corresponds to employment growth and job opportunities for low- and moderate-income persons. Improvements to local businesses assists in the stabilization of business corridors as well as surrounding neighborhoods by improving amenities, access to goods and services, providing job opportunities, and fostering fair housing choice.	
	<b>Basis for Relative Priority</b>	After broad community and stakeholder outreach, the County narrowed its focus to four Priority Needs all of which are HIGH priority. Feedback collected through the community survey, neighborhood meetings, stakeholder meetings, and public hearings, was substantiated by data reported in the Needs Assessment and Market Analysis, and served as the basis for priority needs.	
3	<b>Priority Need Name</b>	Mitigation and Prevention of Homelessness	
	<b>Priority Level</b>	High	
	<b>Population</b>	Extremely Low Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill	Chronic Substance Abuse veterans Victims of Domestic Violence Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Victims of Domestic Violence
	<b>Geographic Areas Affected</b>	County-wide	

	<b>Associated Goals</b>	Prevent Homelessness Assist Homeless Families in Obtaining Housing Emergency Shelter and Supportive Services	
	<b>Description</b>	Homelessness is a regional issue, the January 28, 2015 Point in Time Count identified 730 adults and 88 children experiencing homelessness in the Richmond region. Within Henrico County, Henrico County Public Schools has identified 832 number of students who qualify for assistance under the McKinney-Vento Act. Approximately 10.3% of Henrico's population had incomes below the poverty level; these households are susceptible to homelessness.	
	<b>Basis for Relative Priority</b>	After broad community and stakeholder outreach, the County narrowed its focus to four Priority Needs all of which are HIGH priority. Feedback collected through the community survey, neighborhood meetings, stakeholder meetings, and public hearings, was substantiated by data reported in the Needs Assessment and Market Analysis, and served as the basis for priority needs.	
4	<b>Priority Need Name</b>	Non-housing Community Development	
	<b>Priority Level</b>	High	
	<b>Population</b>	Extremely Low Low Moderate Large Families Families with Children Elderly Individuals Families with Children Mentally Ill Chronic Substance Abuse	veterans Victims of Domestic Violence Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Victims of Domestic Violence Non-housing Community Development
	<b>Geographic Areas Affected</b>	County-wide	
	<b>Associated Goals</b>	Support Non-Housing Needs for Special Populations Improvements to Low/Mod Areas Provide Public Services for Low/Mod Populations	

<p><b>Description</b></p>	<p>This need encompasses community facilities such as infrastructure, County-owned public facilities, non-profit owned/operated facilities, and public services.</p> <p><b>Infrastructure</b> Henrico County's capital budget is not able to finance the construction of sidewalks, drainage projects, street improvements, lighting, and similar needs in existing areas. These areas were developed prior to existing infrastructure standards and requirements placed upon developers. The majority of these areas are generally low- and moderate-income.</p> <p><b>County-owned Public Facilities</b> The County's capital budget is not able to finance the full needs of improvements to County parks and recreation facilities. There is a great need in older, low-income areas of the County where these facilities are aging or are no longer adequately meeting the needs of the community.</p> <p><b>Non-profit Public Facilities</b> Non-profit organizations provide critical services to the most vulnerable populations, such as the elderly and frail elderly, persons with mental and/or physical disabilities including children, homeless individuals and households, and victims of domestic violence.</p> <p><b>Public Services</b> Public services are targeted towards low- and moderate-income populations with special needs. Such populations may include children in single-parent households, victims of domestic violence, homeowners and homebuyers, individuals in supportive housing, and households facing homelessness.</p>
<p><b>Basis for Relative Priority</b></p>	<p>After broad community and stakeholder outreach, the County narrowed its focus to four Priority Needs all of which are HIGH priority. Feedback collected through the community survey, neighborhood meetings, stakeholder meetings, and public hearings, was substantiated by data reported in the Needs Assessment and Market Analysis, and served as the basis for priority needs.</p>

**Narrative (Optional)**

These strategic priorities reflect carefully chosen enhancements and refinements to the priorities of the 2010 Consolidated Plan. The success of the Consolidated Plan in addressing the identified needs, and the continued availability of other revenues to meet other needs, along with the overwhelming support from public hearings for the prioritization of these issues suggests that the priorities should not change in any dramatic way.

## SP-30 Influence of Market Conditions – 91.215 (b)

### Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	This is not an activity Henrico County funds.
TBRA for Non-Homeless Special Needs	This is not an activity Henrico County funds.
New Unit Production	<p>In recent years, market conditions have resulted in the development of single-family homes where the average (and median) size as described in Section MA-10 is beyond the affordability of low- and moderate-income homebuyers. Although the evaluation described in MA-10 discusses median size and resultant cost, the average price of the homes of a size less than median, can represent a significant affordability challenge for households less than 80% and particularly less than 60% of Area Median Income. With the considerable relationship between house size and price, this demonstrates a need for single-family homes of small size and cost available to low- and moderate-income homebuyers.</p> <p>Much of the cost of new construction is related to the cost of associated infrastructure. Given this situation, a more efficient use of entitlement funds for housing is directed to rehabilitation and sale of vacant and substandard housing and limiting new construction to infill sites where the infrastructure is already in place.</p>
Rehabilitation	With nearly 50% of owner-occupied housing units constructed before 1979 there is aging housing stock requiring rehabilitation and modernization. As homeowners age with the desire to remain in their homes, there is an increased need for rehabilitation to accommodate aging-in-place, with accessibility improvements, energy efficiency, and system upgrades.
Acquisition, including preservation	With the housing crisis vacant and foreclosed homes provided an opportunity to provide homeownership opportunities for first time homebuyers.

**Table 47 – Influence of Market Conditions**

## SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

### Introduction

HOME funding has decreased substantially during the previous Consolidated Plan period. It is expected that this decrease will continue but at a slower rate. ESG funding, new to Henrico in PY2014, is assured only through PY2015. However, this plan anticipates continued funding at slightly increased rates for the term of this plan. CDBG funding, despite cuts in the overall program funding nationally, has remained reasonably consistent for Henrico County for the last few years. This plan anticipates funding will remain level.

### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,575,820	0	46,839	1,622,659	6,303,280	The projected amount for the remainder of the Con Plan is based on an assumption that CDBG funding levels will remain the same.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	599,842	0	154,169	754,011	2,114,072	The projected amount for the remainder of the Con Plan is based on an assumption that HOME funding levels will decrease 5% each year.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	139,425	0	0	139,425	630,986	The projected amount for the remainder of the Con Plan is based on an assumption that ESG funding levels will increase 5% each year.

Table 48 - Anticipated Resources

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

- Local and State Enterprise Zone Grants: Henrico County provides grant funding to supplement CDBG funds invested in qualifying businesses for the purpose of job creation for low- and

moderate-income persons. Several grant programs are funded with CDBG funds; others with County general funds. Businesses undertaking improvements resulting in job creation can utilize either or both grant programs. Enterprise Zone businesses/properties are also eligible for state grants.

- Henrico County funds a variety of non-profit organizations in the non-departmental general fund budget for the purpose of providing public services serving predominantly low- and moderate-income persons.
- Low Income Housing Tax Credits: The federal 4% and 9% LIHTC is a substantial source of funding for the construction and rehabilitation of affordable rental units. They are a dollar-for-dollar credit against federal tax liability. Within the past five years four projects provided 527 units of rehabilitated housing dedicated to low-income renters through use of this federal source.
- Section 8 Housing Choice Vouchers: Vouchers used in Henrico County are administered primarily through three entities; Richmond Redevelopment Housing Authority, Henrico Area Mental Health and Developmental Services, and Central Virginia Resource Corporation.
- Down payment and closing cost assistance is leveraged and/or matched with additional private grants, homeowner contributions, state grants, and in-kind contributions.
- Emergency Solutions Grant Funds are leveraged and matched with state ESG funds, private charitable contributions, United Way and similar funding, and in-kind contributions from public and private agencies, and funding provided through the Continuum of Care and CDBG funds provided for homelessness prevention
- Match contribution to HOME-eligible households is provided in-part through two volunteer assistance programs utilizing the value of contributed labor and materials.

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

Recreation needs and facilities serving low- and moderate-income areas will be met using existing County-owned facilities. Facilities serving populations with special needs are frequently County-owned and used to address many of the needs identified in this plan.

## SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Henrico County Dept. of Community Revitalization	Government	Non-homeless special needs Planning	Jurisdiction
HOMEWARD	Continuum of care	Homelessness	Region
County of Henrico Dept. of Public Works	Government	Neighborhood improvements	Jurisdiction
Project Homes	Subrecipient	Ownership	Jurisdiction
SOUTHSIDE COMMUNITY DEVELOPMENT AND HOUSING CORPORATION	CHDO	Ownership	Jurisdiction
Better Housing Coalition	CHDO	Ownership	Jurisdiction
Housing Opportunities Made Equal of Virginia, Inc. (HOME)	Subrecipient	Ownership	Jurisdiction
Henrico County Dept. of Social Services	Government	Non-homeless special needs	Jurisdiction
YWCA	Subrecipient	Homelessness	Region
CARITAS	Subrecipient	Homelessness	Region
Housing Families First	Subrecipient	Homelessness	Jurisdiction
ST. JOSEPH'S VILLA	Subrecipient	Homelessness	Region
Virginia Supportive Housing	Subrecipient	Rental	Region
Trinity Village Center			

**Table 49 - Institutional Delivery Structure**

### Assess of Strengths and Gaps in the Institutional Delivery System

Housing and community development resources (both federal and non federal) are administered to the benefit of the community through a network of non-profit corporate partners and County agencies.

**Housing** – Housing services are provided primarily by non-profit partners. These include CHDOs and community development corporations.

The specific need in Henrico County given the age and type of housing stock frequently does not match the housing improvement programs of many of the local non-profits. With a waiting list of over 400



households for repair/rehabilitation services, another service provider able to provide services consistent with these needs would be beneficial. The HUD after-value rehab limits for the Richmond MSA are disproportionately low and not reflective of the housing needs in Henrico County given the abundance of older single-family detached homes in poor condition but still with high values due to the desirable housing market in Henrico County.

Homeownership is a high priority in Henrico County. Two service providers offer homeownership education and administer down payment assistance programs on behalf of Henrico County using federal, local, state, and other funds. With two HUD-qualified counseling agencies with substantial experience in homeownership education and administration of down payment and closing cost assistance there appear to be no institutional impediments to providing these services. Several other area agencies that are not currently funded by Henrico County are qualified to provide these services as well.

The creation of new affordable housing is carried out on behalf of Henrico County through four non-profit developers, three of which are certified as CHDOs. This number provides an adequate supply of development partners, however each is frequently limited by: access to private capital for construction financing, increased requirements HUD has placed on CHDO's, and the small volume of work from Henrico County due Henrico's small entitlement allocations relative to neighboring jurisdictions.

**Infrastructure** – Infrastructure projects are implemented by the Henrico County Department of Public Works. Scheduling of infrastructure improvement projects in low/mod areas occurs within the context of all other capital projects and can result in delays due to bundling of projects and the need to obtain outside engineering/design assistance. In Virginia, recent stormwater requirements mean that simple infrastructure projects are frequently burdened with the additional time and expense of compliance with stormwater management regulations.

**Public Facilities** – Improvements to the County's parks and recreation facilities are implemented by the Department of Recreation and Parks. These improvements are overseen by a team of experienced designers and capital project managers with a proven ability to implement projects on-time and within budget. Improvements to non-profit owned public facilities are implemented by the non-profit using existing qualified staff. Past projects have been implemented on time and on budget.

**Public Services**– The HUD required cap on funding public services limits the ability to address public service needs beyond a minimal level. The Henrico County Departments of Mental Health and Social Services are fully capable of implementing funded programs. On occasion, staff turnover can affect the immediate ability to deliver services in the ESG-funded Social Service programs.

**Regional Cooperation** – Henrico County consults regularly with adjacent entitlement jurisdictions to coordinate service delivery, evaluation and assistance to regional non-profit services providers, and to explore opportunities for cooperative funding of regional projects.

**Availability of services targeted to homeless persons and persons with HIV and mainstream services**

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	X	X	
Legal Assistance	X		
Mortgage Assistance	X		
Rental Assistance	X	X	
Utilities Assistance	X	X	
<b>Street Outreach Services</b>			
Law Enforcement	X	X	
Mobile Clinics	X	X	
Other Street Outreach Services	X	X	
<b>Supportive Services</b>			
Alcohol & Drug Abuse	X	X	
Child Care	X	X	
Education	X		
Employment and Employment Training	X		
Healthcare	X	X	
HIV/AIDS	X		
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation	X	X	
<b>Other</b>			

**Table 50 - Homeless Prevention Services Summary**

**Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)**

The Greater Richmond Continuum of Care (GRCoC) is organized on a collective impact model to address the needs of all persons experiencing homelessness in the region. The GRCoC brings together stakeholders from more than 30 non-profits, 8 local jurisdictions (including public school systems) as well as state and federal agencies working with subpopulations of people experiencing homelessness including veterans and their families, chronically homeless individuals and families, youth, and survivors of sexual and domestic violence.

GRCoC is working to develop a detailed plan to end chronic homelessness by the end of 2016 (in line with the federal priority in the Opening Doors plan) and is forming this committee and plan in 2015. The CoC implemented an objective assessment instrument in order to facilitate the targeting of those most vulnerable for our limited permanent supportive housing resources. The GRCoC continues discussions

on the need to increase capacity to provide permanent supportive housing. GRCoC participates in the state's Housing and Healthcare technical assistance initiative designed to increase the coordination of healthcare and housing resources to reduce chronic homelessness. GRCoC is actively pursuing strategies to increase the use of Medicaid to fund supportive services for chronically homeless individuals and families.

There are services offered to homeless families that address the needs of homeless youth. The efforts are led by the GRCoC's Child and Family Workgroup, co-chaired by staff from the Henrico County Department of Social Services. The workgroup works to increase the coordination and effectiveness of services for children, youth, and families. These services include mental health support services and assistance through the school system. Since this is a difficult population to be effectively served in shelter, the County will continue to emphasize the importance of rapid re-housing to better meet the needs of families with older children. This is consistent with Homeward's *Ten Year Plan to Prevent and End Homelessness in the Richmond Region*.

The GRCoC convenes a workgroup (which includes case workers, managers, the Department of Disability Services, and Social Security Administration) to track Starting Out All Right (SOAR) outcomes and address barriers. In 2015, GRCoC continued to increase the number of SOAR certified workers and to make SOAR applications more accessible in the community. The State Outcomes Homeless Advisory Committee set a goal of developing a statewide portal for screening homeless individuals for mainstream resources by using Homeless Management Information System data

**Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above**

The Richmond metropolitan area saw a 7.2% decrease in the number of people staying in area shelters in the past year. While some of this change had to do with changes in the available shelter space, the community has also done a lot to get people into permanent housing through enhanced outreach and engagement. The amount of permanent support housing (PSH) available in the community has been increased and specific efforts have been made to address the needs of veterans with the help of the local VA hospital and people who are chronically homeless with the help of the enhanced outreach team. The unsheltered numbers continue to support the need for increased units of PSH for single adults.

There is a frequent shortage of shelter beds particularly for families with children and for single adults at certain times of the year.

Employment and re-entry services continue to be a need for the large number of ex-offenders in the client population.

**Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs**

The County will continue to work with the CoC to coordinate the allocation of limited resources as efficiently as possible to service providers in the community.

The Department of Community Revitalization will continue to collaborate, modify programs, and provide technical assistance as needed to accommodate changing needs.

## SP-45 Goals Summary – 91.215(a)(4)

### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Rehabilitation of Existing Housing	2015	2019	Affordable Housing	County-wide Highland Springs	Affordable Housing Preservation and Development	CDBG: \$2,809,100 HOME: \$1,661,000 ESG: \$0	Homeowner Housing Added: 9 Household Housing Unit  Homeowner Housing Rehabilitated: 240 Household Housing Unit
2	Increase Affordable Homeownership Opportunities	2015	2019	Affordable Housing	County-wide	Affordable Housing Preservation and Development	CDBG: \$125,000 HOME: \$450,000 ESG: \$0	Direct Financial Assistance to Homebuyers: 50 Households Assisted
3	Support Housing for Special Needs Populations	2015	2019	Affordable Housing	County-wide	Affordable Housing Preservation and Development	CDBG: \$400,000	Rental units rehabilitated: 60 Household Housing Unit
4	Revitalize Older Commercial Corridors	2015	2019	Economic Development	County-wide	Community Economic Development	CDBG: \$1,255,000	Facade treatment/business building rehabilitation: 7 Business  Jobs created/retained: 38 Jobs  Businesses assisted: 1450 Businesses Assisted
5	Increase Job Opportunities for LMI Individuals	2015	2019	Economic Development	County-wide	Community Economic Development		Jobs created/retained: 36 Jobs

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Prevent Homelessness	2015	2019	Homeless	County-wide	Mitigation and Prevention of Homelessness	ESG: \$142,560	Homelessness Prevention: 3,250 Persons Assisted
7	Assist Homeless Families in Obtaining Housing	2015	2019	Homeless	County-wide	Mitigation and Prevention of Homelessness	ESG: \$271,544 CDBG: \$40,000	Tenant-based rental assistance / Rapid Rehousing: 102 Households Assisted
8	Emergency Shelter and Supportive Services	2015	2019	Homeless	County-wide	Mitigation and Prevention of Homelessness	ESG: \$158,401	Homeless Person Overnight Shelter: 485 Persons Assisted
9	Support Non-Housing Needs for Special Populations	2015	2019	Non-Homeless Special Needs	County-wide	Non-housing Community Development	CDBG: \$175,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 150 Persons Assisted
10	Improvements to Low/Mod Areas	2015	2019	Non-Housing Community Development	County-wide	Non-housing Community Development	CDBG: \$450,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2500 Persons Assisted
11	Provide Public Services for Low/Mod Populations	2015	2019	Non-Housing Community Development	County-wide	Non-housing Community Development	CDBG: \$910,000	Public service activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted

**Table 51 – Goals Summary**

## Goal Descriptions

1	<b>Goal Name</b>	Rehabilitation of Existing Housing
	<b>Goal Description</b>	Provide for the rehabilitation of the County's existing housing stock both for homeowners and in order to improve vacant, deteriorated structures to be sold to low- or moderate-income homebuyers thereby revitalizing neighborhoods.
2	<b>Goal Name</b>	Increase Affordable Homeownership Opportunities
	<b>Goal Description</b>	Increase homeownership opportunities by providing homeownership counseling, down payment and closing cost assistance, or the development of new affordable housing for low- or moderate-income households.
3	<b>Goal Name</b>	Support Housing for Special Needs Populations
	<b>Goal Description</b>	Provide support for housing for special needs populations such as the elderly or the disabled.
4	<b>Goal Name</b>	Revitalize Older Commercial Corridors
	<b>Goal Description</b>	Provide assistance to businesses located or looking to locate in older commercial corridors of the County.
5	<b>Goal Name</b>	Increase Job Opportunities for LMI Individuals
	<b>Goal Description</b>	Provide funding to support activities that create jobs targeted towards low- or moderate-income individuals. Jobs created are in addition to businesses assisted through other economic development activities.
6	<b>Goal Name</b>	Prevent Homelessness
	<b>Goal Description</b>	Support activities that prevent homelessness.
7	<b>Goal Name</b>	Assist Homeless Families in Obtaining Housing
	<b>Goal Description</b>	Provide assistance to rapidly rehouse homeless families and individuals.
8	<b>Goal Name</b>	Emergency Shelter and Supportive Services
	<b>Goal Description</b>	Provide funds for the operation or maintenance of emergency shelters and supportive services to shelter clients.
9	<b>Goal Name</b>	Support Non-Housing Needs for Special Populations
	<b>Goal Description</b>	Provide funding to support activities/facilities that provide services for special populations such as elderly, disabled persons, or low-income children.
10	<b>Goal Name</b>	Improvements to Low/Mod Areas
	<b>Goal Description</b>	Provide funds that support the development or improvement of amenities and infrastructure serving low/mod areas. This may include County parks, drainage system improvements, sidewalks, lighting, or other things.
11	<b>Goal Name</b>	Provide Public Services for Low/Mod Populations
	<b>Goal Description</b>	Provide support for public services for low/mod populations that provide employment training, education enhancement, financial literacy, life skills, and/or housing education.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

Henrico County will serve an estimated 359 extremely low-income, low-income, and moderate-income households through CDBG and HOME funded housing activities.



**SP-50 Public Housing Accessibility and Involvement – 91.215(c)**

**Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)**

Henrico County does not have any public housing.

**Activities to Increase Resident Involvements**

Henrico County does not have any public housing.

**Is the public housing agency designated as troubled under 24 CFR part 902?**

N/A

**Plan to remove the ‘troubled’ designation**

N/A

## **SP-55 Barriers to affordable housing – 91.215(h)**

### **Barriers to Affordable Housing**

The *Analysis of Impediments to Fair Housing Choice* developed for Henrico County by J-QUAD Planning Group (June 2015) reviewed public policies in the context of their impact on fair housing choice and affordable housing. That analysis identified that “zoning policies of the County were deemed to be increasing the cost of housing and impacting affordability for persons at 80 percent and below the median income.” The policy that was specifically noted was the common practice of negotiating development proffers for larger residential developments related to infrastructure improvements and amenities that the development community reported as raising the average cost per home by \$20,000 to \$25,000.

Analysis by J-QUAD found no other negative effects from public policies on affordable housing or fair housing choice.

### **Strategy to Remove or Ameliorate the Barriers to Affordable Housing**

The public policies identified as barriers to affordable housing are in place to provide quality residential environments and housing for persons of all income levels and enable the development of adequate infrastructure serving all county residents and enabling efficient and cost effective development.

To continue to ensure that housing is developed that is affordable to as large a number of county residents as possible, and accommodating any current or future barriers to affordable housing, Henrico County intends to pursue the following strategies:

- To make housing more affordable to tenants the County will continue to support the use of Low Income Housing Tax Credits for projects involving the rehabilitation of existing units in order to continue to ensure their affordability and viability as safe, quality housing for persons of low- and moderate-income.
- One of the most significant barriers to affordable housing (and fair housing choice) are limited incomes among some Henrico families. The County will continue to aggressively market the County and encourage and facilitate the location and expansion of employers who provide living (and higher) wages for their workers.
- The County will continue to support homebuyer assistance programs by funding down payment and closing cost assistance programs for low-income homebuyers.
- With the limited public service funds available through CDBG, the County will continue to support programs that target the most vulnerable children through programs that assist with life skills and education.
- The County will continue to support with non-federal funds a variety of programs and agencies that provide housing assistance for the most vulnerable population.
- The County will continue to provide assistance to low-income, elderly homeowners through the Real Estate Advantage Program, providing relief from local real estate taxes.

## **SP-60 Homelessness Strategy – 91.215(d)**

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

For single adults, the CoC's outreach is steered by community participation in the Substance Abuse and Mental Health Services Administration and sponsored Cooperative Agreements to Benefit Homeless Individuals grant. This a multi-agency effort that includes the Henrico County Department of Social Services, permanent supportive housing providers, homeless health care providers, and others. This group has a special outreach team that goes out to find those who are most vulnerable and to link them to housing.

Families with children qualified under the McKinney-Vento Act are regularly contacted by the County Department of Social Services and Henrico County Public Schools to identify opportunities and assist with the transition to permanent housing by these families.

The CoC conducts a semi-annual point-in-time count of homeless persons. Staff from Henrico County participates in this effort offering case management and other assistance.

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

Although the CoC and many local service providers believe that homeless services should be focused on rapid rehousing, there is still some need for emergency and transitional housing. Henrico County will continue to support transitional housing programs and emergency shelter needs as funds are available.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.**

There is community consensus around the priority of rapid rehousing assistance in the ESG program.

Henrico County will subcontract with local providers to assist families and individuals in existing transitional housing programs move to permanent housing, as funding allows. The goals of the program are to address the barriers that prevent households from leaving transitional housing programs and helping clients to move quickly from homelessness to self-sufficiency and independent living. This program provides households with security and utility deposits, and short or medium term rental assistance. Clients receive case management targeted to gaining employment and budgeting and financial competency.

**Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs**

Henrico County will subcontract with local providers to assist families and individuals in danger of becoming homeless by providing case management, rental and utility payments, and other supportive services.

Prevention strategies designed to avert homelessness among households at risk are one of the key priorities and strategies of ending homelessness. Prevention assistance helps people who are at imminent risk of becoming homeless remain in their housing or secure alternative, appropriate, safe housing that prevents them from entering the shelter system. Program assistance must be well targeted to those most likely to become homeless without these interventions.

Effective homelessness prevention strategies emphasize *primary prevention* focused on emergency assistance and interventions designed to directly prevent individuals, families, and youth from becoming homeless. Henrico DSS identified a number of components that must be present for an effective prevention system, including: identification and outreach; information and referral; emergency financial assistance; tenant education, mediation and legal assistance; case management; financial stability services; and long-term self-sufficiency.

## **SP-65 Lead based paint Hazards – 91.215(i)**

### **Actions to address LBP hazards and increase access to housing without LBP hazards**

Henrico County will reduce LBP hazards through its housing activities that involve new construction, rehabilitation of existing owner occupied structures and structures for sale or lease using lead safe work practices, code enforcement, and lead paint/healthy homes education to homeowners, renters ,and landlords.

### **How are the actions listed above related to the extent of lead poisoning and hazards?**

A significant portion (47%) of the County's housing stock was built prior to 1978; these houses are generally in low- and moderate-income areas. By rehabilitating houses in these areas along with education of the residents, the County hopes to reduce the number of homes with lead-based paint. Henrico County provides up to \$5,000 for lead abatement costs in each home rehabilitation project.

### **How are the actions listed above integrated into housing policies and procedures?**

The County requires all of its housing providers and contractors to follow Federal Lead Paint Regulations to ensure that lead hazards are addressed or in many cases eliminated.

## **SP-70 Anti-Poverty Strategy – 91.215(j)**

### **Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families**

Henrico County attempts to reduce poverty among County residents by creating job opportunities and helping low-income families create wealth by becoming homeowners and providing stable living environments.

The Capital Region Workforce Partnership (CRWP) is an eight locality consortium with elected representation from Henrico, Chesterfield, Goochland, Hanover, Charles City, New Kent and Powhatan Counties and the City of Richmond. The Partnership, in cooperation with the Resource Workforce Investment Board (WIB) it appoints, has responsibility for disbursing and conducting oversight of federal funds allocated to the region from the Workforce Investment Act of 1998, and other federal, state, and local grants and resources that become available to support the Capital Region's workforce efforts. Henrico County serves as grant recipient and fiscal agent for these funds. The Capital Region Workforce Partnership is the Henrico County Agency currently responsible for providing administrative support to the Partnership Board, the WIB and its standing committees, and is directly responsible for managing contracts awarded by WIB and the Partnership for delivery of Workforce Investment Act (WIA) services through the three Workforce Centers in the Region.

In addition, Henrico County uses CDBG funds to promote development of commercial corridors and places which results in the creation of new jobs, the majority of which are available to low- or moderate-income individuals.

Henrico County provides funding to the CONNECT program that aims to prevent substance abuse and delinquent behavior among youths in low-income communities by connecting them with positive peers, supportive adults, and various career options. The program introduces these at-risk youths to career and post-high school education options.

Henrico County assists low-income families with housing stability through its rental assistance, homebuyer assistance, and homeowner assistance programs. Families facing eviction are eligible for emergency rent or utilities assistance in order to prevent homelessness. First-time homebuyers are assisted with purchasing a home through the provision of homeowner education and down payment and closing cost assistance grants. This assistance aids families in achieving stability of housing and in increasing their household wealth through the acquisition of real estate. Existing homeowners receive assistance in repairs or rehabilitation of their homes which improves the stability of their living environments, and benefits the surrounding community. By facilitating homeownership, Henrico County enables low and moderate income families to build wealth through the asset of owning one's own home.

Henrico County has placed a high priority on the infrastructure, its highways, and economic development. It has a strong commercial tax base. It has also sought to maintain a vital residential environment. The County adopted a Comprehensive Revitalization Strategy and created the Department of Community Revitalization to carry out its related programs and activities. The County

has also created an Economic Development Authority. This strategy has been successful in the creation of jobs and promotion of a high quality of life.

**How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan**

The County allocates all of its CDBG, HOME, and ESG funds each year for the benefit of households earning below 80% of the Area Median Income in order to prevent or ameliorate the effects of poverty and to assist these families in moving to the economic mainstream.

## **SP-80 Monitoring – 91.230**

**Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Each agency implementing a Consolidated Plan-funded activity is responsible for monitoring the activity for compliance with County and fund-required program standards. Monitoring of CDBG, HOME, and ESG programs is undertaken by program staff within the Department of Community Revitalization, assisted by staff in the County Department of Finance. County staff monitor programs of both non-profit subrecipients and county agencies implementing programs. Minority business outreach is a part of Henrico County procurement requirements that apply to all CDBG, HOME, and ESG subrecipients.

CDBG procedures: CDBG-funded activities are reviewed for eligibility, environmental compliance, and labor standards compliance prior to IDIS set-up and funding. Procedures include desk monitoring of performance reports and review of invoices, project work write-ups, and client eligibility; annual monitoring for program quality and data verification; review (as applicable) of federal A-133 audit requirements; and a review of financial audits / reports.

ESG procedures: ESG-funded activities are reviewed for eligibility and environmental compliance prior to IDIS set-up and funding. Procedures include desk monitoring of performance reports and review of invoices, annual monitoring for program quality and data verification, review (as applicable) of federal A-133 audit requirements, and a review of financial audits / reports.

HOME procedures: HOME-funded activities are reviewed for eligibility, environmental compliance, and labor standards compliance prior to IDIS set-up and funding. Procedures include desk monitoring of performance reports and review of invoices, sales contracts, project work write-ups, and client eligibility; annual monitoring for program quality and data verification; review (as applicable) of federal A-133 audit requirements; and a review of financial audits / reports.

Where funding is used for a capital project (construction or substantial modification) such as infrastructure or major building renovation, staff inspects the project at project completion and as needed, during construction. Housing projects involving rehabilitation receive an inspection prior to construction and a follow-up inspection prior to close-out. Housing repair projects receive an inspection upon completion. CHDO projects receive inspections prior to project start, periodically during construction, and upon completion.



## Expected Resources

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

#### Introduction

HOME funding has decreased substantially during the previous Consolidated Plan period. It is expected that this decrease will continue but at a slower rate. ESG funding, new to Henrico in PY2014, is assured only through PY2015. However, this plan anticipates continued funding at slightly increased rates for the term of this plan. CDBG funding, despite cuts in the overall program funding nationally, has remained reasonably consistent for Henrico County for the last few years. This plan anticipates funding will remain level.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,575,820	0	46,839	1,622,659	6,303,280	The projected amount for the remainder of the Con Plan is based on an assumption that CDBG funding levels will remain the same.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	599,842	0	154,169	754,011	2,114,072	The projected amount for the remainder of the Con Plan is based on an assumption that HOME funding levels will decrease 5% each year.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	139,425	0	0	139,425	630,986	The projected amount for the remainder of the Con Plan is based on an assumption that ESG funding levels will increase 5% each year.

**Table 52 - Expected Resources – Priority Table**

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

- Local and State Enterprise Zone Grants: Henrico County provides grant funding to supplement CDBG funds invested in qualifying businesses for the purpose of job creation for low- and moderate-income persons. Several grant programs are funded with CDBG funds; others with County general funds. Businesses undertaking improvements resulting in job creation can utilize either or both grant programs. Enterprise Zone businesses/properties are also eligible for state grants.
- Henrico County funds a variety of non-profit organizations in the non-departmental general fund budget for the purpose of providing public services serving predominantly low- and moderate-income persons.
- Low Income Housing Tax Credits: The federal 4% and 9% LIHTC is a substantial source of funding for the construction and rehabilitation of affordable rental units. They are a dollar-for-dollar credit against federal tax liability. Within the past five years four projects provided 527 units of rehabilitated housing dedicated to low-income renters through use of this federal source.
- Section 8 Housing Choice Vouchers: Vouchers used in Henrico County are administered primarily through three entities; Richmond Redevelopment Housing Authority, Henrico Area Mental Health and Developmental Services, and Central Virginia Resource Corporation.
- Down payment and closing cost assistance is leveraged and/or matched with additional private grants, homeowner contributions, state grants, and in-kind contributions.
- Emergency Solutions Grant Funds are leveraged and matched with state ESG funds, private charitable contributions, United Way and similar funding, and in-kind contributions from public and private agencies, funding provided through the Continuum of Care, and CDBG funds provided for homelessness prevention.
- Match contribution to HOME-eligible households is provided in-part through two volunteer assistance programs utilizing the value of contributed labor and materials.

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

Recreation needs and facilities serving low- and moderate-income areas will be met using existing County-owned facilities. Facilities serving populations with special needs are frequently County-owned and used to address many of the needs identified in this plan.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Rehabilitation of Existing Housing	2015	2019	Affordable Housing	County-wide Highland Springs	Affordable Housing Preservation and Development	CDBG: \$743,659 HOME: \$420,019	Homeowner Housing Added: 5 Household Housing Unit Homeowner Housing Rehabilitated: 58 Household Housing Unit
2	Increase Affordable Homeownership Opportunities	2015	2019	Affordable Housing	County-wide	Affordable Housing Preservation and Development	CDBG: \$40,000 HOME: \$178,000	Direct Financial Assistance to Homebuyers: 16 Households Assisted
3	Support Housing for Special Needs Populations	2015	2019	Affordable Housing	County-wide	Affordable Housing Preservation and Development	CDBG: \$50,000	Rental units rehabilitated: 1 Household Housing Unit
4	Revitalize Older Commercial Corridors	2015	2019	Economic Development	County-wide	Community Economic Development	CDBG: \$235,000	Facade treatment/business building rehabilitation: 1 Business Jobs created/retained: 8 Jobs Businesses assisted: 256 Businesses Assisted
5	Prevent Homelessness	2015	2019	Homeless	County-wide	Mitigation and Prevention of Homelessness	ESG: \$21,500 CDBG: 40,000	Homelessness Prevention: 651 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Assist Homeless Families in Obtaining Housing	2015	2019	Homeless	County-wide	Mitigation and Prevention of Homelessness	ESG: \$60,000	Tenant-based rental assistance / Rapid Rehousing: 18 Households Assisted
7	Emergency Shelter and Supportive Services	2015	2019	Homeless	County-wide	Mitigation and Prevention of Homelessness	ESG: \$45,000	Homeless Person Overnight Shelter: 97 Persons Assisted
8	Support Non-Housing Needs for Special Populations	2015	2019	Non-Homeless Special Needs	County-wide	Non-housing Community Development	CDBG: \$25,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 80 Persons Assisted
9	Provide Public Services for Low/Mod Populations	2015	2019	Non-Housing Community Development	County-wide	Non-housing Community Development	CDBG: \$182,000	Public service activities other than Low/Moderate Income Housing Benefit: 300 Persons Assisted

Table 53 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Rehabilitation of Existing Housing
	<b>Goal Description</b>	Provide funds to project:Homes for minor home repair (48) and moderate home rehabilitation (10); provide Better Housing Corporation and project:Homes for CHDO activities (2 and 1, respectively); and \$100,000 undesignated for revitalization of housing as part of the Highland Springs/RIR Revitalization Initiative (2).
2	<b>Goal Name</b>	Increase Affordable Homeownership Opportunities
	<b>Goal Description</b>	Provide funds for 16 down payment assistance grants to SCDHC (7) and HOME Inc (9).
3	<b>Goal Name</b>	Support Housing for Special Needs Populations
	<b>Goal Description</b>	Provide funds to New Clay House toward development of New Clay House II. Funds for rehabilitation of one rental unit; 1 person assisted.

4	<b>Goal Name</b>	Revitalize Older Commercial Corridors
	<b>Goal Description</b>	Provide funds for one facade improvement grant, 6 design assistance grants, and Commercial Assistance staff.
5	<b>Goal Name</b>	Prevent Homelessness
	<b>Goal Description</b>	Provide funds to DSS (51 individuals or families) and to YWCA for hotline (600 persons).
6	<b>Goal Name</b>	Assist Homeless Families in Obtaining Housing
	<b>Goal Description</b>	Provide funds to Housing Families First and St. Joseph's Villa for rapid rehousing.
7	<b>Goal Name</b>	Emergency Shelter and Supportive Services
	<b>Goal Description</b>	Provide funds to CARITAS (supportive services to shelter clients, 70 people) and to Hilliard House (shelter operations for 27 households).
8	<b>Goal Name</b>	Support Non-Housing Needs for Special Populations
	<b>Goal Description</b>	Provide funds to Trinity Family Life Center for a playground serving approximately 80 low-income children.
9	<b>Goal Name</b>	Provide Public Services for Low/Mod Populations
	<b>Goal Description</b>	Provide funds to CONNECT to provide after-school program for 180 low-income students. Provide funds to Richmond Metropolitan Habitat for Humanity for homeowner education workshops (expect 30 LMI homeowners at each of 4 sessions)

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The following projects comprise the activities that will take place during the 2015-16 program year to address the priority needs and specific objectives identified in the strategic plan.

#### Projects

#	Project Name
1	CDBG Administration
2	HOME Program Administration
3	Commercial Assistance Program
4	Enterprise Zone Facade Grants
5	Enterprise Zone Design Assistance
6	CONNECT Program
7	Project:Homes Homeowner Rehabilitation Program
8	Project: Homes Emergency and Minor Repairs
9	HOME Inc Downpayment Assistance
10	Southside Community Development and Housing Corporation Downpayment Assistance Program
11	Better Housing Coalition CHDO
12	Project:HOMES CHDO
13	Trinity Village Community Playground
14	Highland Springs/RIR Revitalization Initiative
15	Historic District Survey Highland Springs
16	Homeowner Maintenance Workshops
17	Virginia Supportive Housing New Clay House
18	ESG15 Administration
19	ESG15 Homeless Prevention
20	ESG15 Rapid Rehousing
21	ESG15 Shelter
22	ESG15 Data Collection

**Table 54 – Project Information**

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

Funds are allocated based on priorities established in the Five-Year Consolidated Plan, including the need to address issues with the aging housing stock in the County, the need to provide services and facilities for special needs populations, and funding requests received. Decreases in the HOME entitlement allocation have significantly impacted the ability to address priorities and underserved needs.

# AP-38 Project Summary

## Project Summary Information

1	<b>Project Name</b>	CDBG Administration
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Rehabilitation of Existing Housing Increase Affordable Homeownership Opportunities Support Housing for Special Needs Populations Revitalize Older Commercial Corridors Support Non-Housing Needs for Special Populations Provide Public Services for Low/Mod Populations
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development Community Economic Development Non-housing Community Development
	<b>Funding</b>	CDBG: \$257,000
	<b>Description</b>	Provide funds for administration of the CDBG program.
	<b>Target Date</b>	9/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
	2	<b>Project Name</b>
<b>Target Area</b>		County-wide
<b>Goals Supported</b>		Rehabilitation of Existing Housing Increase Affordable Homeownership Opportunities
<b>Needs Addressed</b>		Affordable Housing Preservation and Development
<b>Funding</b>		HOME: \$59,984
<b>Description</b>		Provide funds for administration of the HOME program.
<b>Target Date</b>		9/30/2016
<b>Estimate the number and type of families that will benefit from the proposed activities</b>		
<b>Location Description</b>		
<b>Planned Activities</b>		
3	<b>Project Name</b>	Commercial Assistance Program
	<b>Target Area</b>	County-wide



	<b>Goals Supported</b>	Revitalize Older Commercial Corridors
	<b>Needs Addressed</b>	Community Economic Development
	<b>Funding</b>	CDBG: \$190,000
	<b>Description</b>	Provide funds for administration of the Enterprise Zone program.
	<b>Target Date</b>	9/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Commercial Assistance planners expect to provide technical assistance to 250 businesses in Henrico County. Six LMI jobs will be created.
	<b>Location Description</b>	Businesses assisted are located within the County's designated Enterprise Zones.
	<b>Planned Activities</b>	
<b>4</b>	<b>Project Name</b>	Enterprise Zone Facade Grants
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Revitalize Older Commercial Corridors
	<b>Needs Addressed</b>	Community Economic Development
	<b>Funding</b>	CDBG: \$30,000
	<b>Description</b>	Provision of financial incentives to business or commercial property owners seeking to complete improvements to the facade of their building. Assisted properties must be within County-designated Enterprise Zones. Assisted businesses agree to create jobs for low- or moderate-income individuals.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	One business will be assisted; it will create at least one LMI job.
	<b>Location Description</b>	One business/commercial property located within the County's Enterprise Zone will be assisted.
	<b>Planned Activities</b>	
<b>5</b>	<b>Project Name</b>	Enterprise Zone Design Assistance
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Revitalize Older Commercial Corridors
	<b>Needs Addressed</b>	Community Economic Development
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	Provide architectural assistance to business or commercial property owners seeking to make improvements to the facade of their building. Assisted businesses must be located in County-designated Enterprise Zones.

	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Six businesses will receive design assistance grants. At least one LMI job will be created.
	<b>Location Description</b>	Assisted businesses must be located within the County's Enterprise Zones.
	<b>Planned Activities</b>	
6	<b>Project Name</b>	CONNECT Program
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Provide Public Services for Low/Mod Populations
	<b>Needs Addressed</b>	Non-housing Community Development
	<b>Funding</b>	CDBG: \$172,000
	<b>Description</b>	Project provides support for an after-school program providing tutoring assistance and other services to children living in subsidized housing complexes.
	<b>Target Date</b>	9/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 180 children residing in low-income apartment communities will participate in this after-school program.
	<b>Location Description</b>	The program operates from five locations and serves 13 low-income communities.
	<b>Planned Activities</b>	
7	<b>Project Name</b>	Project:Homes Homeowner Rehabilitation Program
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Rehabilitation of Existing Housing
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	CDBG: \$148,659 HOME: \$375,019
	<b>Description</b>	This program provides moderate home rehabilitation to low-income homeowners who are elderly and/or disabled.
	<b>Target Date</b>	9/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Ten households will receive moderate home rehabilitation.
	<b>Location Description</b>	County-wide
		<b>Planned Activities</b>

8	<b>Project Name</b>	Project: Homes Emergency and Minor Repairs
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Rehabilitation of Existing Housing
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	CDBG: \$495,000
	<b>Description</b>	Provides minor home repairs for low- and moderate-income homeowners.
	<b>Target Date</b>	9/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	48 households will receive minor home repairs.
	<b>Location Description</b>	County-wide.
	<b>Planned Activities</b>	
9	<b>Project Name</b>	HOME Inc. Downpayment Assistance
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Increase Affordable Homeownership Opportunities
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	CDBG: \$20,000 HOME: \$103,008
	<b>Description</b>	Provision of down payment assistance grants to 9 first-time, low- or moderate-income homebuyers
	<b>Target Date</b>	9/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Nine households will receive down payment assistance and homeownership counseling.
	<b>Location Description</b>	Housing purchased may be anywhere in Henrico County.
	<b>Planned Activities</b>	
10	<b>Project Name</b>	Southside Community Development and Housing Corporation Downpayment Assistance Program
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Increase Affordable Homeownership Opportunities
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	CDBG: \$20,000 HOME: \$75,000
	<b>Description</b>	Provision of down payment assistance grants to 7 first-time, low- or moderate-income homebuyer

	<b>Target Date</b>	9/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Seven low-income, first-time homeowners will receive down payment and closing cost assistance and homeownership counseling.
	<b>Location Description</b>	Purchased homes may be located anywhere in Henrico County.
	<b>Planned Activities</b>	
<b>11</b>	<b>Project Name</b>	Better Housing Coalition CHDO
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Rehabilitation of Existing Housing Increase Affordable Homeownership Opportunities
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	HOME: \$45,000
	<b>Description</b>	This project will provide an undesignated subrecipient(s) with funds to assist in the development of housing affordable to low-income, first-time homebuyers. New housing will be created through either the purchase, rehab, and sale of an existing vacant home or through new construction.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	One unit of affordable housing will be produced and sold to a low-income, first-time homebuyer.
	<b>Location Description</b>	County-wide.
	<b>Planned Activities</b>	
<b>12</b>	<b>Project Name</b>	Project:HOMES CHDO
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Rehabilitation of Existing Housing Increase Affordable Homeownership Opportunities
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	HOME: \$96,000
	<b>Description</b>	This project will provide an undesignated subrecipient(s) with funds to assist in the development of housing affordable to low-income, first-time homebuyers. New housing will be created through either the purchase, rehab, and sale of an existing vacant home or through new construction.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Two units of affordable housing will be produced and sold low-income, first-time homebuyers.

	<b>Location Description</b>	County-wide.
	<b>Planned Activities</b>	
13	<b>Project Name</b>	Trinity Village Community Playground
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Support Non-Housing Needs for Special Populations
	<b>Needs Addressed</b>	Non-housing Community Development
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	Provide funds for a playground serving low-income children in a day care and after-school program as well as the surrounding low-mod community.
	<b>Target Date</b>	9/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 80 low-mod children in the daycare and after-school program will use the playground along with children living in nearby neighborhoods.
	<b>Location Description</b>	Trinity Family Life Center, 3601 Dill Road.
	<b>Planned Activities</b>	
14	<b>Project Name</b>	Highland Springs/RIR Revitalization Initiative
	<b>Target Area</b>	Highland Springs
	<b>Goals Supported</b>	Rehabilitation of Existing Housing
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development Non-housing Community Development
	<b>Funding</b>	CDBG: \$100,000
	<b>Description</b>	Provide funds for revitalization efforts in Highland Springs and/or RIR area through property acquisition, housing rehabilitation, and/or public improvements.
	<b>Target Date</b>	9/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Two households will be assisted.
	<b>Location Description</b>	Highlands Springs and/or RIR area.
	<b>Planned Activities</b>	
15	<b>Project Name</b>	Historic District Survey Highland Springs
	<b>Target Area</b>	Highland Springs
	<b>Goals Supported</b>	Rehabilitation of Existing Housing Revitalize Older Commercial Corridors
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development Community Economic Development

	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Provide funds in order to complete a historic district survey in Highland Springs to explore the possibility of a National Register Historic District listing.
	<b>Target Date</b>	9/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 180 residential and 20 commercial properties will be surveyed in order to evaluate the potential of a National Register Historic District listing for the Highland Springs area. Inclusion on the National Register will enable eligible properties to access another funding source in order to complete rehabilitation to their home or business.
	<b>Location Description</b>	Highland Springs
	<b>Planned Activities</b>	
16	<b>Project Name</b>	Homeowner Maintenance Workshops
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Provide Public Services for Low/Mod Populations
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Provide funds to Richmond Metropolitan Habitat for Humanity in order to conduct a series of four educational workshops for homeowners in low-mod areas targeted towards housing improvement and maintenance.
	<b>Target Date</b>	7/31/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that at least 30 LMI homeowners will attend each workshop.
	<b>Location Description</b>	Workshops will be held at a public facility in the central or eastern part of the County.
	<b>Planned Activities</b>	
17	<b>Project Name</b>	Virginia Supportive Housing New Clay House
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Rehabilitation of Existing Housing Support Housing for Special Needs Populations
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Provide funds to Virginia Supportive Housing towards the renovation of units at New Clay House, permanent supportive housing.
	<b>Target Date</b>	9/30/2018

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	One individual will benefit from the rehabbed unit.
	<b>Location Description</b>	New Clay House, 1125 W. Clay Street, Richmond.
	<b>Planned Activities</b>	
<b>18</b>	<b>Project Name</b>	ESG15 Administration
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Prevent Homelessness Assist Homeless Families in Obtaining Housing Emergency Shelter and Supportive Services Support Non-Housing Needs for Special Populations
	<b>Needs Addressed</b>	Mitigation and Prevention of Homelessness
	<b>Funding</b>	ESG: \$10,425
	<b>Description</b>	Provide funds for the administration of the ESG program.
	<b>Target Date</b>	9/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>19</b>	<b>Project Name</b>	ESG15 Homeless Prevention
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Prevent Homelessness
	<b>Needs Addressed</b>	Mitigation and Prevention of Homelessness
	<b>Funding</b>	ESG: \$21,500 CDBG: \$40,000
	<b>Description</b>	Funds provided to Henrico Dept. of Social Services for homelessness prevention activities \$47,000 (\$7,000 ESG and \$40,000 CDBG). Funds provided to YWCA of Richmond - Greater Richmond (\$14,500) for support of a regional hotline providing resources to victims of domestic violence.
	<b>Target Date</b>	9/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	51 individuals or families will be assisted with homelessness prevention through DSS; 600 individuals will be assisted through the YWCA hotline.
	<b>Location Description</b>	County-wide
	<b>Planned Activities</b>	

20	<b>Project Name</b>	ESG15 Rapid Rehousing
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Assist Homeless Families in Obtaining Housing
	<b>Needs Addressed</b>	Mitigation and Prevention of Homelessness
	<b>Funding</b>	ESG: \$60,000
	<b>Description</b>	Housing Families First \$30,000; St. Joseph's Villa \$30,000; YWCA of Richmond - Greater Richmond Regional Domestic Violence Hotline \$14,500
	<b>Target Date</b>	9/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	18 households will be assisted through rapid rehousing programs.
	<b>Location Description</b>	N/A
	<b>Planned Activities</b>	Funds provided to Housing Families First and St. Joseph's Villa Flagler Housing and Homeless Services in order to assist families with rehousing.
21	<b>Project Name</b>	ESG15 Shelter
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Emergency Shelter and Supportive Services
	<b>Needs Addressed</b>	Mitigation and Prevention of Homelessness
	<b>Funding</b>	ESG: \$35,000
	<b>Description</b>	Housing Families First \$25,000 CARITAS \$20,000
	<b>Target Date</b>	9/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	97 persons or households will be assisted through either shelter at Housing Families First or through case management services from CARITAS.
	<b>Location Description</b>	Housing Families First: 3900 Nine Mile Rd, Richmond, VA 23223 and various locations for CARITAS
	<b>Planned Activities</b>	Housing Families First will provide short-term emergency shelter, intensive case management, and supportive services to 27 Henrico families experiencing homelessness as they prepare to enter a rapid rehousing or permanent supportive housing program.  CARITAS will provide case management and supportive services to approximately 70 Henrico individuals or families who are homeless and staying in the CARITAS shelter.
22	<b>Project Name</b>	ESG15 Data Collection
	<b>Target Area</b>	County-wide



<b>Goals Supported</b>	Prevent Homelessness Assist Homeless Families in Obtaining Housing Emergency Shelter and Supportive Services Support Non-Housing Needs for Special Populations
<b>Needs Addressed</b>	Mitigation and Prevention of Homelessness
<b>Funding</b>	ESG: \$2,500
<b>Description</b>	Homeward - HMIS \$2,500
<b>Target Date</b>	9/30/2016
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project provides funds to the CoC towards the required Homeless Management Information System (HMIS). The system benefits any family/individual who is served by a homeless service provider within the regional CoC.
<b>Location Description</b>	1125 Commerce Rd. Richmond, VA 23224
<b>Planned Activities</b>	

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

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

Henrico County uses all of its CDBG, HOME, and ESG funds to provide benefits to low- and moderate-income people. As a result, CDBG funded activities are located where these people live and/or receive services and/or work. Henrico County does not plan for, or allocate, these resources on a racial or ethnic basis.

The County offers residential rehabilitation and repair programs for low-income homeowners. Eligibility is based on household income and is available County-wide.

Homebuyer assistance programs are available for any County resident who meets the income and eligibility requirements. Housing purchased under these programs can be anywhere in the County.

Housing for sale that is built or rehabilitated with CDBG or HOME funds may be anywhere in Henrico County. Purchasers of these homes must meet income and eligibility guidelines.

The CONNECT Program serves children living in subsidized multi-family housing. The program operates five locations, serving 13 communities: Henrico Arms, Oakland Village, Newbridge Village, Richfield Place, the Noelle at Brook Hill, Bungalow City, Coventry Gardens, Ironwood, Summerdale, Viviana Hall, Williamsburg Place, Woodlands, and Woodpost Townhomes.

Programs that provide assistance to businesses create jobs available to low-income persons. Beneficiaries are not required to be from any particular area of Henrico County. However, businesses assisted must be located in the Enterprise Zone, which follows commercial corridors and industrial areas throughout the County.

One facility providing day care and after-school care to low-income children, owned and operated by a not-for-profit organization, will receive CDBG funds for a playground. This facility qualifies on a basis of providing service to low-income individuals and is located in a low/mod area.

One facility that provides permanent, supportive housing to formerly homeless individuals will receive funds for rehabilitation of a rental unit; this facility is located in the City of Richmond and provides services to individuals in the Richmond region.

A program to provide homeowner maintenance and repair education will take place at a public facility in a low/mod area.

ESG funds will provide financial assistance and case management services to homeless persons and households and those facing homelessness. Assistance will be given to households who meet the income and eligibility guidelines regardless of where they live or lived in Henrico County. Assistance to those who will be placed in housing will be for housing in any part of the County that meets the needs of the household.

Henrico County defines areas of minority or racial concentration as those in which 50.1% or more of the population is nonwhite. These areas are shown on the map, “Henrico County Minority Concentrations” provided in Appendix D. This is primarily the central section of the County with some smaller areas in the West End. This map differs slightly from *Map 2 - Minority Concentrations* in MA-50 which shows census tracts that have higher than average number of racial or ethnic minorities.

The CONNECT program serves children in low-income housing developments and these five program sites are located within the areas of high minority concentration.

**Geographic Distribution**

Target Area	Percentage of Funds
County-wide	94

**Table 55 - Geographic Distribution**

**Rationale for the priorities for allocating investments geographically**

Henrico County allocates the majority of funds to activities that are not geographically constrained. A small portion of funds (6%) have been allocated to a target area of Highland Springs and Richmond International Raceway. This 6% is not appearing in the table above.

# Affordable Housing

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

### Introduction

The 2015-2019 Five Year Consolidated Community Development Plan identifies priorities based on market analysis, citizen and stakeholder input, and census data. Several priorities also coincide with goals and/or objectives of Henrico County Vision 2026, the County Comprehensive Plan, adopted August 2009. These priorities have resulted in the following allocations for housing activities in PY 2015-16. The target date for the completion of the majority of these activities is September 30, 2016.

- \$148,659 from CDBG and \$375,019 from HOME funds to project:HOMES for the rehabilitation of homes owned by very low- or low-income elderly and/or disabled County homeowners.
- \$495,000 from CDBG funds to project:HOMES for emergency and minor repairs to homes owned by very low- or low-income residents of the County.
- \$20,000 from CDBG and \$103,008 from HOME funds to HOME Inc. for down-payment and closing cost assistance for the purchase of homes by low-income, first-time homebuyers.
- \$20,000 from CDBG and \$75,000 from HOME funds to Southside Community Development and Housing Corporation for down-payment and closing cost assistance for the purchase of homes by low-income, first-time homebuyers.
- \$96,000 from HOME CHDO funds to project:HOMES for activities of acquisition and rehabilitation of homes for sale to low-income households.
- \$45,000 from HOME CHDO funds to Better Housing Coalition for activities of acquisition and rehabilitation of homes for sale to low-income households.
- \$100,000 of CDBG funds for activities of acquisition and rehabilitation of homes for sale to low-income households or infrastructure improvements in support of affordable housing.
- \$50,000 of CDBG funds to Virginia Supportive Housing for the rehabilitation of one unit of permanent, supportive housing at New Clay House.
- \$10,000 of CDBG funds to Richmond Metropolitan Habitat for Humanity for homeowner maintenance and repair workshops for homeowners in low/mod areas.
- \$7,000 from ESG funds and \$40,000 from CDBG funds to the Henrico Department of Social Services for Homeless Prevention.
- \$14,500 from ESG funds to the YWCA of Richmond for Homeless Prevention.
- \$60,000 from ESG funds to Housing Families First and St. Joseph's Villa for Rapid Rehousing.
- \$45,000 from ESG funds to CARITAS and Housing Families First/Hilliard House for emergency shelter and/or case management for shelter residents.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	766
Non-Homeless	78
Special-Needs	1
Total	845

**Table 56 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	69
The Production of New Units	5
Rehab of Existing Units	59
Acquisition of Existing Units	16
Total	149

**Table 57 - One Year Goals for Affordable Housing by Support Type**

### **Discussion**

The above numbers represent: 58 units of homeowner rehabilitation or repair and one unit of SRO rehab; 5 units of acquisition, rehab, and sale; 16 down payment assistance grants for first-time homebuyers; and 69 persons assisted with rental assistance through rapid rehousing or homeless prevention programs funded with ESG or CDBG funds. The difference of 697 between the two tables represents 600 persons served by the YWCA hotline and 97 homeless individuals/families in shelters being assisted with emergency shelter and/or case management services.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

Henrico County has no public housing.

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

N/A

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

N/A

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

N/A

### **Discussion**

N/A

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

### **Introduction**

Henrico County has placed a high priority on its infrastructure, highways, and economic development. It has a strong commercial tax base and has sought to maintain a vital residential environment. The County has adopted a Comprehensive Revitalization Strategy and created the Department of Community Revitalization to carry out its related programs and activities. This strategy has been successful in the creation of jobs and promotion of a high quality of life. In addition to its ongoing efforts for the commercial and industrial development and stable living environments, the County has invested CDBG funds for the promotion of development of its commercial corridors and places. Henrico County has also participated in the Capital Region Workforce Partnership (CRWP). CWRP manages funds made available through Job Training Partnership Act and other programs. This effort provides training and retraining services to economically disadvantaged adults and youths faced with significant education and/or skill barriers to employment; provides assistance to laid-off workers that result in their speedy return to employment; and provides services to individuals in danger of becoming long-term unemployed.

In addition, the County has utilized all of its CDBG and HOME Program allocations for the benefit of low-income persons to reduce the effects of poverty and to assist families to transition into the economic mainstream. For special needs, the County utilizes CDBG and/or HOME funds in keeping its elderly, very low- and low-income homeowners in their homes through a program of minor repairs and housing rehabilitation. For physically disabled individuals, the County continues to use CDBG funds for housing repairs and rehabilitation.

Additionally, beginning in PY 2014-15, the County became an entitlement grantee for Emergency Solutions Grant (ESG). The goals of this funding source are to reduce the number of individuals/households who become homeless; to shorten the length of time an individual or household is homeless; and to reduce the number of individuals/households that return to homelessness. The County will meet these goals through supporting Continuum of Care (COC) strategies and homeless service and prevention programs that align with these goals. This funding will support coordinated community-based activities that are designed to support the goals of the ESG program. Henrico County will use ESG funding for rapid re-housing, homeless prevention, and support services for homeless individuals in a manner that is coordinated with other homeless service providers, homeless prevention providers, and other resources within the County. As of May 12, 2015 Henrico Area Mental Health and Developmental Services (HAMHDS) had 268 Section 8 housing vouchers under lease; 250 of those vouchers are being used in Henrico County. HAMHDS had approximately 215 people on their waiting list as of May 12, 2015. Current information from the Virginia Housing Development Authority (VHDA) will require the agency to reduce numbers through attrition to 255. VHDA will allow incoming portability to the agency and transfers at that time. As of May 15, 2015 Central Virginia Resource Corporation reported 408 Section 8 housing vouchers being managed and issued in Henrico County through an administrative services agreement with VHDA.

The Henrico County Department of Social Services provided assistance to homeless persons and those threatened with homelessness through needs assessments and the provision of services. *The*

*Department's Homelessness Prevention Program provided financial assistance to 78 households. The Department of Social Services has provided assistance locating housing, providing rental and utility assistance, and other assistance.*

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

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

The County participates in street outreach which provides individualized assessments and provides services to unsheltered homeless persons. Information gathered during this process is incorporated in the annual homelessness point in time count, coordinated twice a year by Homeward. Henrico coordinates with a large number of agencies to provide services to homeless individuals and families and provides County financial assistance to several including:

- Feedmore (Meals on Wheels, Central Virginia Foodbank)
- FISH (Eastern Henrico County)
- Housing Families First/Hilliard House
- Homeward
- Safe Harbor
- Salvation Army
- St. Joseph's Villa Flagler Homeless Services
- CARITAS
- HEARTH of Henrico
- YWCA

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

The ESG program funds service providers for programs related to Rapid Rehousing, Case Management, and Homeless Prevention. These programs provide short- and medium-term shelter and supportive services to homeless individuals and families while affordable, suitable permanent housing is being sought.

Based on the 2015-16 ESG program year, ESG service providers anticipate assisting 651 households and individuals with homeless prevention services; rapidly re-house 18 households and individuals; provide support service to shelter operations benefiting 27 households; and case management to 70 shelter residents.



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

The ESG program funds Rapid Rehousing and Homeless Prevention programs which provide short and medium-term rental assistance and supportive services to homeless individuals and families and those at risk of homelessness, so that they can access and maintain affordable, suitable permanent housing.

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

For PY 2015-16 Henrico County has allocated ESG funds to organizations that provide services to clientele including homeless or potentially homeless populations. These organizations, program descriptions and allocations include the following:

- CARITAS Case Management -- \$20,000 to fund a program that will provide case management services to 70 individuals residing in shelters. An additional \$32,805 has been allocated from non-departmental funds to support shelter staff costs for the Single Adult and Family Focus programs, which provided 28,763 nights of shelter to 673 different men and women and 8,811 nights of shelter to 123 different families, including 211 children.
- St. Joseph's Villa – Flagler Housing and Homeless Services -- \$30,000 to fund a program to provide rapid rehousing services to six households. An additional \$34,174 has been allocated from non-departmental funds for the provision of services.
- Housing Families First Rapid Rehousing -- \$30,000 to fund a program to provide rapid re-housing for 12 households, primarily women and children. An additional \$41,337 has been allocated from non-departmental funds for the rapid rehousing of an additional fifty-five (55) families.
- Department of Social Services Homeless Prevention -- \$7,000 of ESG funds and \$40,000 of CDBG funds for the provision of assistance and services to prevent homelessness for 51 persons or families.
- YWCA -- \$14,500 towards the cost of operating a regional domestic violence hotline. It is estimated that 600 Henrico County residents will benefit from this hotline. An additional \$20,520 has been allocated from non-departmental funds for the hotline, emergency safe housing, counseling, and case management.
- Housing Families First - Hilliard House Shelter - \$25,000 of ESG funds to provide shelter and case management services to 27 persons or families. Additional funding has been allocated from non-departmental funds.

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

### **Introduction:**

Henrico County is an affordable housing market. Based on current assessed values of single family homes in the County, a large percentage of its homes are affordable for low-income families, making 80% or less than median income for the area. Henrico has obviously experienced the dynamics of the lending practices of recent years, the housing market and the downturn of the economy.

As reported in the *2010-2015 Five Year Consolidated Community Development Plan*, Henrico has tracked the affordability of its single family housing, which documented that 74% were affordable in 2001, and following fluctuations during the decade, resulted in a 71% affordability rate in 2010. Also, in 2010, 91% of homes were affordable as workforce housing for families making 120% of MFI.

In addition, Henrico County has more than 9,862 subsidized apartments. Project-based subsidies include apartments supported by Sec. 8, Sec. 236, Sec. 42 Low Income Housing Tax Credits and VHDA financed properties. In addition, 676 Sec. 8 vouchers were issued to county residents for use in Henrico County or wherever they chose to live as of May 2015. There were 832 identified McKinney-Vento students in Henrico County public schools.

Historically, Henrico County has allowed some of the smallest lot sizes in the area and has never required cash proffers or impact fees. The County has consistently promoted a variety of residential development including apartments, townhouses, condominiums and single family dwellings.

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

Specific actions during PY 2015-16 to remove barriers and promote affordable housing include the following:

- Allocation of \$141,000 for CHDO Activities aimed at increasing the supply of affordable housing for low- and moderate-income homeowners.
- Allocation of \$100,000 of CDBG for acquisition and rehab and/or infrastructure improvements in support of affordable housing.
- Allocation of \$178,008 of HOME and \$40,000 of CDBG for down payment assistance to support first-time low- and moderate-income homebuyers.
- Allocation of a total of \$1,018,678 of CDBG and HOME funds for rehabilitation and minor repair programs in support of the retention of existing affordable housing.
- Allocation of \$50,000 of CDBG for rehabilitation of one unit of permanent supportive housing.
- Allocation of \$1,802,931 of County General Funds to the Community Maintenance and Building Inspection Programs that includes the administration of a volunteer housing assistance program designed to improve the housing conditions of low-income County homeowners and a program of facilitating the maintenance of affordable housing communities.
- Lowest real estate tax rate of the 13 largest jurisdictions in Virginia.

- Real Estate Advantage Program (REAP) provides real estate tax exemption for qualified seniors.
- Tax abatement for single-family and multi-family housing rehabilitation.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

Henrico County undertakes a variety of actions to meet underserved needs, foster and maintain affordable housing, reduce lead based paint, reduce the number of poverty level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies. These actions are part of the administrative culture of the County and will continue through PY 2015-16. Despite substantially diminishing resources, the County will maintain a focus on the most critical needs in these areas.

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

While there are several constraints to meeting the needs of low-, very low-, and moderate-income residents, the primary obstacle is the lack of funding to fully address all needs. In response to the level of need, the County continues to provide local funding to nonprofits.

The County continues to administer Housing Choice Vouchers, provide homeless prevention services and assistance for County residents, and continues on a County-wide basis to encourage economic development leading to job growth, much of which is targeted to very low-, low-, and moderate-income persons. The County also encourages all types of residential development and has been supportive of the use of low-income housing tax credits for the rehabilitation of multi-family housing for low- and moderate-income persons.

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

During PY 2015-16, Henrico County will commit a total of \$948,678 for homeowner rehabilitation and repair for 57 low- and moderate-income households, the majority of which will be elderly householders.

\$241,000 will be committed to acquisition, rehabilitation, and sale of vacant homes to low- and very low-income first-time homebuyers. The County is providing \$190,000 in homebuyer assistance and education to 14 first-time low/mod homebuyers. The Community Maintenance Program (funded through the General Fund) includes the administration of a volunteer housing assistance program designed to improve the housing conditions of low-income County homeowners and a program of facilitating the maintenance of affordable housing communities.

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

The County budgets an additional \$5,000 above the maximum \$45,000 per unit cost for moderate rehabilitation to address potential lead-based paint abatement.

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

The Commercial Assistance Program, the Enterprise Zone Facade Grant program, and the Enterprise Zone Design Assistance program facilitate development and expansion of businesses to create jobs available to low- and moderate-income persons as well as persons in poverty.

The County will continue to support appropriate activities that preserve and expand the supply of housing that is affordable to low-income households. This will include support for applications for low-income housing tax credits for the rehabilitation of existing multi-family units, providing housing opportunities for low-and moderate-income persons.

The CONNECT Program provides after-school mentoring and tutoring to improve educational achievement (a significant factor in determining future income) for children residing in low-income housing communities.

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

The County also has a designated staff position to administer the programs and activities funded with CDBG funds and a HOME Program Manager to administer the programs and activities funded with HOME and ESG funds. Staff works with the individual County Departments, such as Public Works, Social Services, Recreation and Parks, Mental Health, Planning, Public Utilities, Building Inspections, and the Division of Community Maintenance to develop procedures and coordination for administering programs that will be carried out by these divisions. Staff regularly tracks the production and effectiveness of all agencies, including subrecipients, tasked with implementing programs with CDBG, HOME, and ESG funds. Adjustments are continuously made as needed.

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

CDBG, HOME, and ESG staff will continue to participate in monthly meetings with County social services agencies, bi-monthly meetings with non-profit housing providers, and regular interactions with housing agencies and financial institutions.

## Program Specific Requirements

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

**Introduction:**

Henrico County receives CDBG, HOME, and ESG entitlement funds and does not expect to receive any CDBG or ESG program income in 2015-16. It is possible Henrico County may receive HOME program income as a result of proceeds from CHDO development or early payoff of loans before the end of the affordability period.

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

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

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

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

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

**HOME Investment Partnership Program (HOME)**  
**Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

N/A

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Henrico uses the recapture provision for homebuyer activities and imposes an affordability period and recapture policy. Henrico limits the amount subject to recapture to the net proceeds available from the sale. Henrico County monitors the ownership during the "affordability period." Enforcement of the homebuyer provisions contained in the HOME Regulations (24 CFR Part 92) will be through a Deed of Trust and Note. See attached Henrico County Recapture Provisions (Appendix E).

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Henrico County implements the Recapture option. Guidelines are provided in Appendix E -- Henrico County Recapture Provisions.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

N/A

**Emergency Solutions Grant (ESG)**  
**Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

By accepting ESG funds from Henrico County, the grantee agrees to administer the funds in accordance with the Henrico County Emergency Solutions Grant Manual and HUD ESG regulations. A copy of the manual is located in Appendix F.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The community has had a centralized point of entry into the shelter system since 2004. It is called Homeless Point of Entry (HPE), is run by Commonwealth Catholic Charities, and provides screening and assessment for shelter assistance. All households seeking shelter are assessed using the Richmond Housing Barrier Assessment, which is a tool that has been designed to identify demographic information and service needs. Most agencies use the form since their receipt of state funding requires the use of that barrier assessment tool.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The County and the CoC actively encourage new applicants to apply for funds and develop educational presentations about the funding process and local priorities. All applicants and potential applicants are encouraged to participate in the CoC and work to address gaps in service provision. The County solicits applications from all qualified service providers and makes them aware of funding through various notification letters, phone calls, and information. Application instructions are posted on the County's website.

If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The County has met the requirements of 24 CFR 576.405(a) by participating in and seeking input from the CoC's ranking committee regarding gaps in service and gained input that was applied in the funding decisions.

4. Describe performance standards for evaluating ESG.

The CoC uses the HEARTH performance measurements to evaluate ESG programs. The HMIS staff run APR reports quarterly for review by the funded agencies and provides this information to the Project Development Manager. The Performance Measurement Committee of the Continuum of Care began its work in the Spring of 2014 and will develop detailed performance standards for each program type. With the exception of providers primarily serving survivors of domestic violence, all programs use HMIS to collect data and monitor program outcomes.



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## Attachments

### Citizen Participation Comments

#### Summary

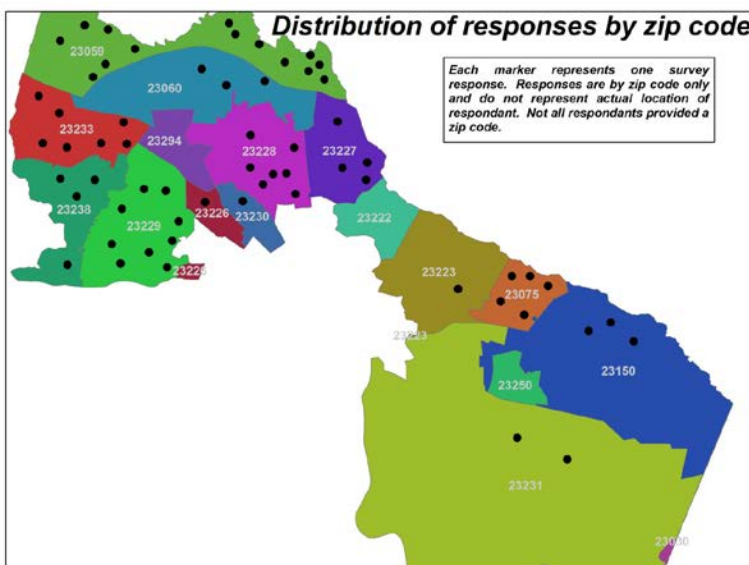
Several methods were used to solicit input from Henrico county residents and stakeholders. These included a web survey, three public hearings, presentations at numerous community/neighborhood meetings, and comments received via phone or email. A summary is provided below.

#### Web Survey

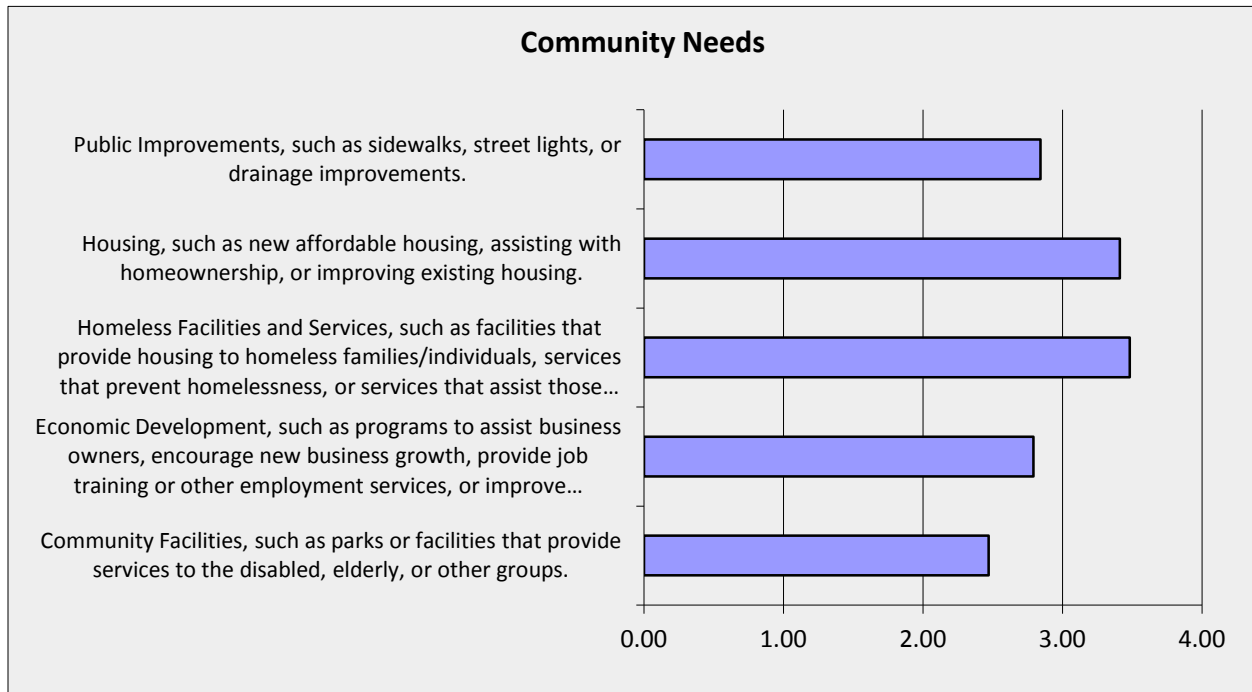
A survey regarding community development needs was created for input from Henrico County residents and stakeholders. The survey was open from January 7 through April 16, 2015. The survey was linked on the Dept. of Community Revitalization website and was advertised in all newspaper advertisements and mailings. Direct links were sent to neighborhood associations via email and mailed flyers, non-profit organizations via email, and low-income housing complexes via mailed flyers. There were 64 responses to the survey. A copy of the survey instrument follows.

The majority of survey respondents (96.8%) were Henrico County residents. The remaining respondents were business owners and non-profit service providers. Most of the respondents were homeowners or relatives of homeowners while a few were renters.

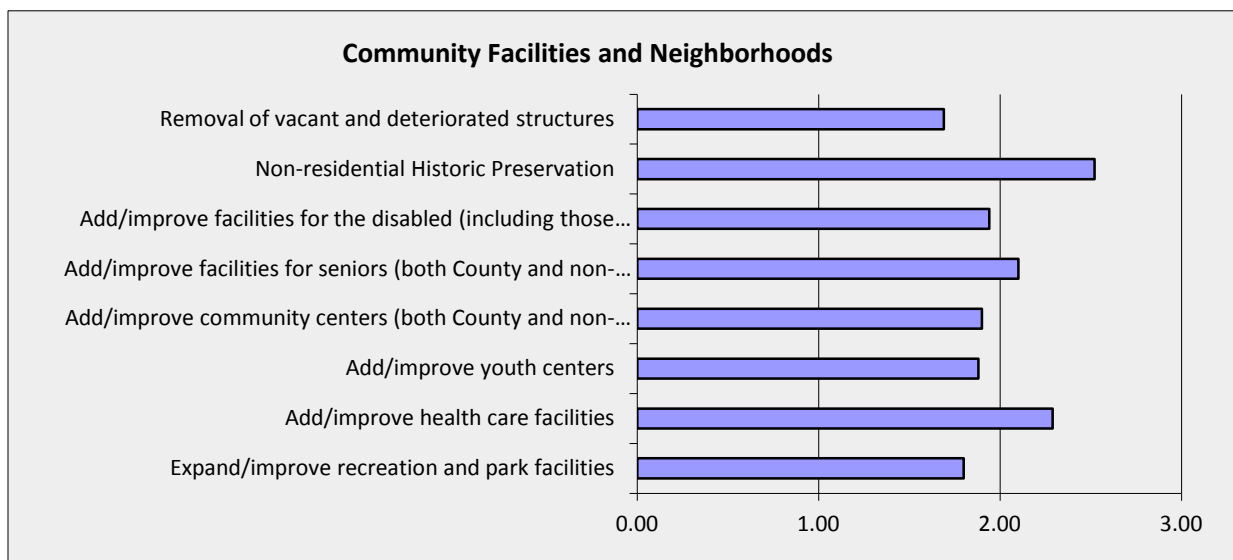
The map below shows the distribution of survey responses. Most responses received were from the western part of the County. The survey link sent in an email to Homeowners Associations resulted in 38% of survey responses. The survey link on the website accounted for the other responses. HOAs that have email memberships lists and active memberships tend to be in newer communities which are predominantly located in the western part of the County. Representation of residents of the eastern part of the County was stronger at the public hearings.



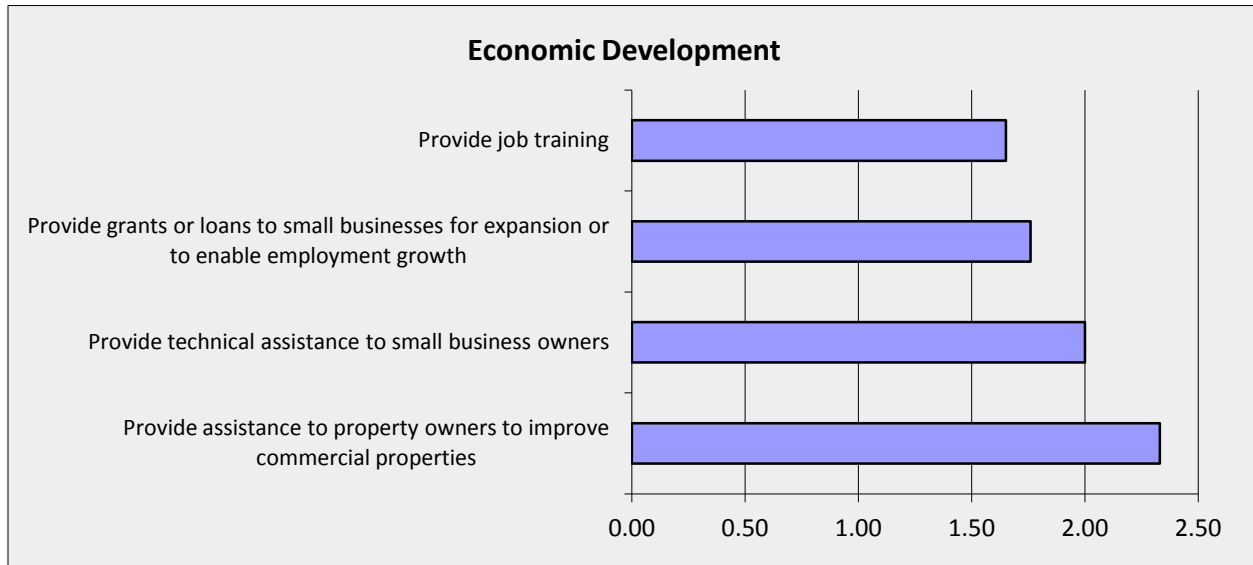
Respondents were asked to rank five areas of community development needs with 1 being the highest priority and 5 being the lowest priority. The following chart shows that ranking. The lowest numbers correlate to the highest priority assigned by respondents. Community facilities were ranked as the highest need.



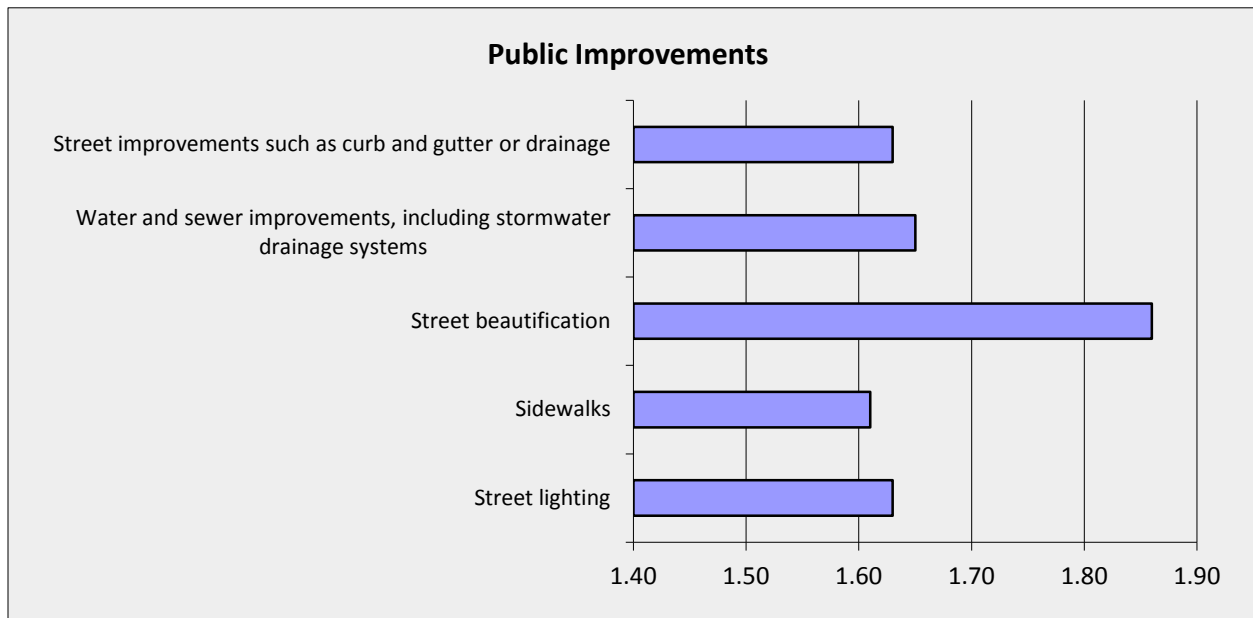
The survey asked respondents to prioritize specific needs within each of the Community Development Needs areas. Within each category the issues were rated as high, medium, or low by respondents. A lower score indicates a higher priority ranking. In each category respondents were also given the ability to write-in suggestions for types of needs or specific areas of need.



Removal of vacant and deteriorated structures was ranked as the highest priority need relating to community facilities and neighborhoods. Expansion/improvements to recreation and park facilities were the second highest priority in this category and the highest priority relating to community facilities. Five respondents left remarks in the “other” category for this question and three of those related to bike lanes.



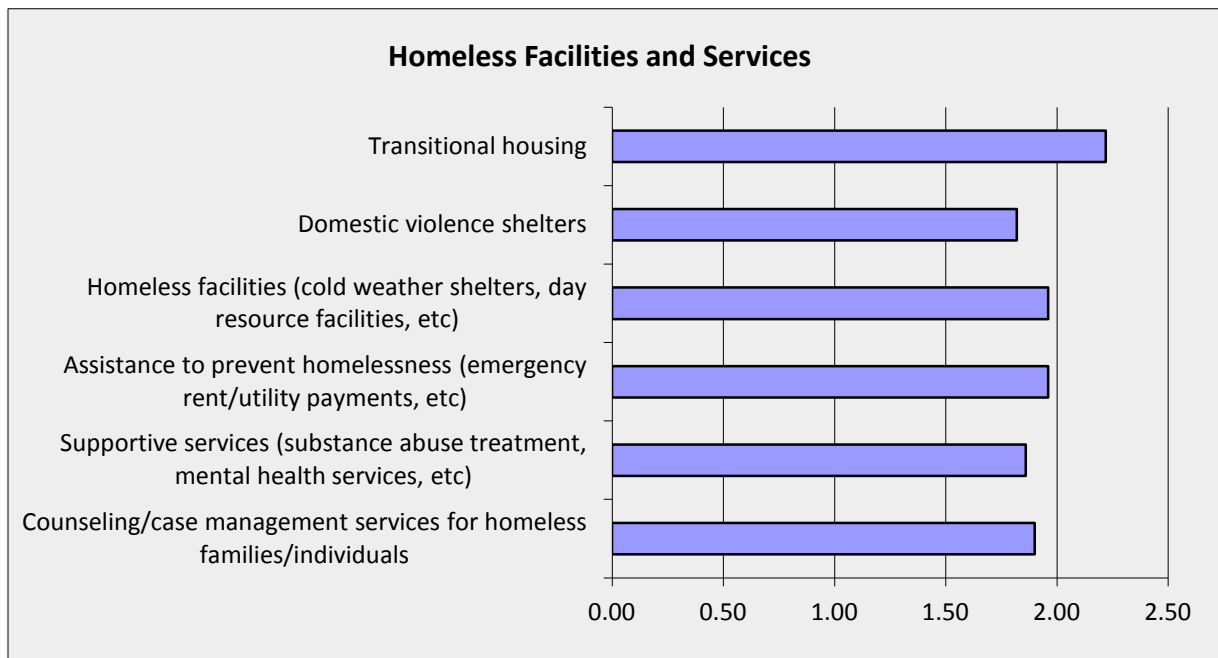
The provision of job training was ranked as the highest priority need within the economic development category.



Most of the public improvement categories ranked closely with each other with street beautification a very low priority. Sidewalks were ranked as the highest priority.



Energy efficient improvements were ranked as the highest priority for housing related issues.



Domestic violence shelters were ranked as the highest priority related to homeless facilities and services. Supportive services ranked a very close second highest priority.

Survey respondents were also asked whether they believe that the allocation of federal funds should be evenly distributed across the County or concentrated in deteriorated areas or neighborhoods. Two-thirds of respondents stated that they believe the funds should be concentrated in deteriorated areas.

### Public Hearings and Community Meetings

Attendees at the Public Hearings were asked to assign priorities to various community development needs by allocating dollars among the various identified needs. They were also able to suggest other needs that should be prioritized. The chart below shows how the needs were ranked along with the written comments received. A summary of other items from the meeting discussion is provided below the chart.

<b>Public Facilities and Infrastructure</b>	<b>Total</b>
Expand/improve recreation and park facilities	11
Add/improve health care facilities	6
Add/improve youth centers	7
Add/improve community centers	8
Add/improve facilities for seniors	1
Add/improve facilities for the disabled	9
Nonresidential historic preservation	1
Removal of vacant and deteriorated structures	11
Street lighting	19
Sidewalks	22
Street beautification	7
Water and sewer improvements, including stormwater drainage systems	9
Street improvements such as curb and gutter or drainage	28
<b>Other</b>	<b>20</b>
access to public water, gas, sewer along Charles City Road	6
Improved schools and library (Fairfield)	3
<b>Housing</b>	<b>Total</b>
Home repair/rehabilitation programs for homeowners	23
Homebuyer assistance	12
Affordable rental housing	7
Affordable housing for sale	12
Housing for disabled persons	7
Housing for elderly persons	8
Energy efficiency improvements	8

Accessibility improvements	3
<b>Other</b>	11
mental health group homes	10
<b>Homelessness and Services</b>	<b>Total</b>
Counseling/case management services	3
Supportive services	6
Assistance to prevent homelessness	18
Homeless facilities	9
Domestic violence shelters	5
Transitional housing	5
Other (put any written comments in envelope for later recording)	0
Adult Day care	9
<b>Economic Development</b>	<b>Total</b>
Commercial property improvements	23
Technical assistance to small business owners	6
Grants or loans to small businesses	12
Job training	14
Grants for equipment or supplies	3
Other (put any written comments in envelope for later recording)	2
Improvement to Cool Lane; sidewalk in front of Armstrong High	0
Bring more large businesses to area.	0

Other comments received during discussion:

- Desire for a library in Highland Springs
- Community learning centers
- Sidewalks are a low priority.
- Provide bus stops
- Sidewalks wanted on Laburnum Ave near the library and apartments and near other low-income apartments.
- These areas need public transportation, street lights, and sidewalks.

Additionally, comments were received at other neighborhood meetings that staff attended during the planning process. A summary of those comments is below. Not all respondents ranked each item.

Need	High Priority – No. of votes	Low Priority – No. of Votes
Community Facilities (e.g. parks)	1	1
Public Improvements	2	1
Sidewalks	2	2
Lighting	3	2
Other _____	Water/sewer infrastructure	
Community Services (e.g. childcare)	1	1
Economic Development		
Housing		
New affordable housing for sale	3	
Home repairs/rehab	4	
Homeownership assistance	3	
Affordable rental housing	1	3
Other _____		
Homeless Programs	3	
Facilities and Services	4	
Prevention (emergency assistance)	4	
Other Community Needs		

### Consultations

Consultation meetings were held with local non-profit agencies that work or provide service in the community development field and with County agencies in this area of service. A summary of the comments and priorities from those meetings is below.

	County Agency Consultation				Non-Profit Consultation			
	High Priority	Medium Priority	Low Priority	Should not be addressed	High Priority	Medium Priority	Low Priority	Should not be addressed
<b>Public Facilities and Infrastructure</b>								
Parks/recreation centers								
Youth centers	1							
Senior centers/adult day care		1			3		1	
Facilities for the disabled or other special needs						1		
Other community centers								
Stormwater/drainage improvements	1							1



Sidewalks	2	2	1					1
Street lighting		1	4					
Street beautification								
Blight removal		2	1					3
Areas with under performing schools					1	1		
Bus rapid transit infrastructure to the West End (jobs)			2		2		4	1
Sidewalks to schools – Darbytown Road						2		
Adult day care need-growing					3			
Partnership with churches to work with elderly on a transition to senior communities	3				--	--	--	--
Public transportation – important for employee and employer attraction and retention	8	2						
<b>Economic Development</b>								
Job training, prisoner re-entry, foster care, homeless	1	1	1		3	3	1	
Commercial property improvements	1							6
Grants/loans to small businesses for business development		1			1			
Low-interest loans			1					
Manufacturing is growing in Henrico	2	2						
Welders/machinists in demand – work with schools to train	1	2						
<b>Housing</b>								
Homeowner repair/rehab		6	1		3	2	1	
Group homes			1			2		

Homebuyer assistance				1	2	2		
Accessibility/aging in place improvement	1				1	3		
Energy efficiency improvements						1	2	
Senior housing	1	1			3	1		
Affordable housing for very low income (under 50% AMI)					2	1	2	
Aging out of foster care						1	3	
Lack of affordable housing					4			
SRO expansion-capital	1				1	1	1	
SRO-operating/services					1	1	2	1
Universal design on new development					5	1		
Target areas – multi-family housing need and employment centers		1			3	4	3	
Prisoner re-entry housing-near jobs/training			1				2	
Housing Counseling for renters to homeowners					2	3		
Mixed income development					3	2	2	
Veteran homelessness					1	2		
Chronic homelessness					1	3		
Affordable rental housing					1	3		1
Ways to address doubling up and other conversion to address housing cost		1						
External neighborhood conditions are an impediment to housing choice	3	3						

<b>Homelessness and Other Services</b>								
Facilities (cold weather shelters etc)		1	3			1		
Prevention (rent/utility assistance)	2	1				1		
Supportive services (substance abuse, mental health, etc)		1						
Youth education/after-school programs	6	1	1			1		5
Getting people into housing from motels			1				1	
Rapid rehousing	1			2	7	2	2	
COC coordination	1					3		
Emergency shelters – crisis response	2	1			4	2	2	
Fund existing structures and rapid rehousing					3	1	1	
Outreach – unsheltered individuals						1		
Targeted prevention – motels, shelters, most vulnerable population					1	7	2	
Coordination from non-profits/DSS						2		
Furniture bank, job readiness, other services			1		1			
Diversion		1	3		1	1		
Financial, literary prevention and home buyers		1			2	3		
Alignment of local policy with COC policy					1			
Identify reason & condition for homelessness		4	1		--	--	--	--

Community policing & how to work with homeless individuals	1		4		--	--	--	--
Acknowledgement of Henrico homeless			3		--	--	--	--
Transportation		1	1		--	--	--	--
Coordination of service and policy by County	6	2			--	--	--	--
Local control of Section 8		1			--	--	--	--
Education of fair housing – requirement for residents not just owners		2	1					

**Board of Supervisors Public Hearing**

A final public hearing was held before the Henrico County Board of Supervisors on June 23, 2015. Members of the audience were invited to comment on the resolution authorizing the County Manager to submit the Five-Year Consolidated Plan and First Year Action Plan. Five members of the audience, representing five local non-profit agencies, spoke before the Board. A summary of the meeting minutes from the June 23, 2105 Board of Supervisors meeting follows.

COUNTY OF HENRICO, VIRGINIA.  
BOARD OF SUPERVISORS  
REGULAR MEETING  
June 23, 2015

The Henrico County Board of Supervisors convened a regular meeting on Tuesday, June 23, 2015, at 7:00 p.m. in the Board Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico County, Virginia.

**Members of the Board Present:**

Frank J. Thornton, Chairman, Fairfield District  
Tyrone E. Nelson, Vice Chairman, Varina District  
Richard W. Glover, Brookland District  
David A. Kaechele, Three Chopt District  
Patricia S. O'Bannon, Tuckahoe District

**Other Officials Present:**

John A. Vithoukas, County Manager  
Joseph P. Rapisarda, Jr., County Attorney  
Michael L. Wade, Sheriff  
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board  
Joseph P. Casey, Ph.D., Deputy County Manager for Administration  
Jane D. Crawley, Deputy County Manager for Community Services  
Timothy A. Foster, P.E., Deputy County Manager for Community Operations  
Randall R. Silber, Deputy County Manager for Community Development

Mr. Thornton called the meeting to order at 7:00 p.m.

Mr. Thornton led the recitation of the Pledge of Allegiance.

The Reverend Marcus D. Martin, Pastor of New Bridge Baptist Church, delivered the invocation.

On motion of Mrs. O'Bannon, seconded by Mr. Nelson, the Board approved the minutes of the June 9, 2015, Regular Meeting.

The vote of the Board was as follows:

Yes: Thornton, Nelson, Glover, Kaechele, O'Bannon

No: None

### **MANAGER'S COMMENTS**

Senior Assistant County Attorney Rhysa South, a 28-year employee of the County Attorney's Office, was recently elected to the Virginia State Bar Council for a three-year term beginning July 1. The Council, which is composed of representatives from 31 judicial circuits, is the governing body of the Virginia State Bar, the only mandatory professional organization for attorneys licensed in the Commonwealth. Of the Bar's 49,026 members statewide, Ms. South will represent the 1,413 attorneys registered in the 14<sup>th</sup> Judicial Circuit. This latest accomplishment for Ms. South adds to her long and extensive record of public service for the State Bar. In addition to her Bar service, Ms. South has held every appointed office in the Henrico Bar Association, including president; has served as president of the Local Government Attorneys of Virginia; has served on numerous committees of the Metropolitan Richmond Women's Bar Association; and is an active member of the Virginia Law Foundation Fellows.

Henrico County has received 24 Achievement Awards from the National Association of Counties (NACo), more than any other Virginia county and fifth-most in the nation, for groundbreaking programs developed and implemented by eight general government agencies and by the public school system. 2015 marks the tenth year in a row that Henrico has outdistanced Virginia's other counties in the number of NACo awards received. The five counties in the nation that netted more awards than Henrico all have populations exceeding one million residents. This year, NACo designated one of the County's award-winning programs "Best of Category." Only 21 programs in the nation earned this distinction. The County program selected as the best in its category is titled *Internship Program: Preparing the Workforce of Tomorrow*. The County has hired nearly 90 interns in the past three years through this program, which was put forward by the Department of Human Resources. The awards will be covered in greater detail at a special County ceremony on September 22.

### **BOARD OF SUPERVISORS' COMMENTS**

Mrs. O'Bannon introduced Claire Galvin, a rising senior at Glen Allen High School, who was shadowing Mrs. O'Bannon at the work session and Board meeting. Ms. Galvin will be interning with the County's Planning Commission, Director of Human Resources, and Deputy County Manager for Community Services. She will be learning a lot about how government works and is an example of the County's internship program.

Mr. Thornton recognized Thomas Luther from Boy Scout Troop 1829, sponsored by St. Mathias Episcopal Church in Bon Air, who was attending the meeting to fulfill a requirement for the Citizenship in the Community merit badge. Accompanying Thomas at the meeting was his father, Neil Luther, an Assistant Scoutmaster for the troop and the County's Director of Recreation and Parks.

### **RECOGNITION OF NEWS MEDIA**

Mr. Thornton recognized Ted Strong from the *Richmond Times-Dispatch*.

## PRESENTATIONS

### 143-15 Resolution - In Memory of Russell Alton "Al" Wright.

On motion of Mr. Kaechele, seconded by Mr. Glover, and by unanimous vote, the Board approved this item – see attached resolution.

Mr. Kaechele presented the resolution to Mr. Wright's wife, Dorothy R. "Dot" Wright, and Mr. Wright's sons, Dale E. Wright and James A. Wright, in recognition of Mr. Wright's exemplary life and admirable community achievements, which included fairly and effectively representing the Three Chopt District on the Board of Zoning Appeals for more than 42 years. Also participating in the presentation were the following family members: Diane W. Overburg (*daughter*); Ken Forti (*daughter's fiancée*); Carol A. Wright and Debra S. Wright (*daughters-in-law*); Russell A. Wright II, Ashley Wright, Dale Erin Wright, Megan Leiby, Steven Wright, and Michael J. Pajaczowski (*grandchildren*); Laura Wright (*grandson's wife*); and Elsa B. Wright (*great-granddaughter*).

### 144-15 Resolution - In Memory of John Thomas "Jack" Ferguson.

On motion of Mr. Nelson, seconded by Mrs. O'Bannon, and by unanimous vote, the Board approved this item – see attached resolution.

Mr. Thornton mentioned highlights about Mr. Ferguson and presented the resolution to Mr. Ferguson's wife, Julia Meade Ferguson, and John Daniel, Mr. Ferguson's son-in-law, in recognition of Mr. Ferguson's exemplary life and admirable community achievements, which included serving with distinction on the Industrial Development Authority for 26 years as a charter member. Also participating in the presentation were the following family members: Meade Ferguson Welch (*daughter*), William H. "Bill" Ferguson II (*son*), Randall G. "Randy" Welch (*son-in-law*), and Christopher Welch (*son-in-law's brother*).

Keep Henrico Beautiful Committee Landlover and Clean Business Awards.

Juli Ashe, a member of the Keep Henrico Beautiful Committee, was joined by members of the Board of Supervisors and the following committee members in presenting awards for exemplary residential and commercial properties: Jim Barrett; Nancy Bruce, Secretary; Elaine Burton; Norma Harris; and Brian Montgomery. The following residents received Land Lover Awards: Kathi and Bob Witte (Brookland), Thelma Johnson (Fairfield), Catherine Drooger (Tuckahoe), and Brenda Burwell (Varina). Lucy McGuffin (Three Chopt) was not in attendance but was also recognized as a Land Lover Award winner. The following businesses received Clean Business Awards: Faison School for Autism (Brookland),

represented by Brian McCann, Executive Vice President; Popeyes (Fairfield), represented by Yenis Anca, General Manager; National Organic Process Enterprises (Three Chopt), represented by Chip Hall, Owner, and Blair Maury, Vice President of Sales and Marketing; Lakewood Manor (Tuckahoe), represented by Jeff McInnis, Executive Director; and Industrial Control Services (Varina), represented by Mark Romers, President/National Sales Manager.

#### **APPOINTMENTS/RESIGNATION**

- 145-15            Resolution – Appointment of Member – Board of Social Services.
- On motion of Mr. Kaechele, seconded by Mr. Glover, and by unanimous vote, the Board approved this item – see attached resolution.
- 146-15            Resolution – Appointment of Member – Greater Richmond Partnership Board of Directors.
- On motion of Mr. Nelson, seconded by Mr. Glover, and by unanimous vote, the Board approved this item – see attached resolution.
- 147-15            Resolution – Appointment of Members – J. Sargeant Reynolds Community College Board.
- On motion of Mrs. O'Bannon, seconded by Mr. Nelson, and by unanimous vote, the Board approved this item – see attached resolution.
- 148-15            Resolution – Resignation of Member – Local Emergency Planning Committee.
- On motion of Mrs. O'Bannon, seconded by Mr. Kaechele, and by unanimous vote, the Board approved this item – see attached resolution.
- 149-15            Resolution – Nomination of Members – Local Emergency Planning Committee.
- On motion of Mrs. O'Bannon, seconded by Mr. Glover, and by unanimous vote, the Board approved this item – see attached resolution.
- Mr. Thornton acknowledged that the County's former Chief of Police, Henry Stanley, was in the audience.
- 150-15            Resolution - Appointment of Members - The Cultural Arts Center at Glen Allen Foundation Board of Directors.



On motion of Mr. Glover, seconded by Mr. Kaechele, and by unanimous vote, the Board approved this item – see attached resolution.

151-15 Resolution – Appointment of Members and Alternates – Virginia Transit Association Board of Directors.

On motion of Mr. Kaechele, seconded by Mrs. O'Bannon, and by unanimous vote, the Board approved this item – see attached resolution.

### **PUBLIC HEARING ITEMS**

152-15 Resolution – Authorizing the County Manager to Submit the Henrico County Five-Year Consolidated Plan and the Annual Action Plan, including the CDBG, HOME, and ESG Program Plans for Fiscal Year 2015-16; to Execute the CDBG, HOME, and ESG Agreements for Fiscal Year 2015-16; and to Execute Contracts to Implement the CDBG, HOME, and ESG Activities.

Mark Strickler, Director of Community Revitalization, narrated a brief slide presentation on the FY 2015-16 consolidated plan for the Emergency Solutions Grants (ESG), Community Development Block Grant (CDBG), and HOME Investment Partnerships (HOME) programs. He noted a net decrease in the U.S. Housing and Urban Development's allocation over the previous year despite increases in CDBG and ESG allocations. Mr. Strickler pointed out staff was recommending funding for 24 of the 26 requests received. He identified the sources and proposed uses of ESG, CDBG, and HOME program funds for FY 2015-16. Mr. Strickler and Mr. Vitoulkas responded to questions from the Board.

The following persons thanked the Board for supporting their organizations with ESG, CDBG, and/or HOME program funds:

- Kara Kaufman, Director of Development for CARITAS
- Lee Householder, CEO of project:HOMES
- Beth Vann-Turnbull, Executive Director of Housing Families First
- Linda Tissiery, CEO of the YWCA of Greater Richmond, and Cathy Easter, Executive Director of Safe Harbor, both of whom were representing the Greater Richmond Regional Hotline
- Alexandra James, CEO of Trinity Family Life Center, and A. Lincoln James, Chairman of the Board of the Trinity Family Life Center

On motion Mr. Kaechele, seconded by Mrs. O'Bannon, and by unanimous vote, the Board approved this item – see attached resolution.

153-15 Resolution – Amendments to the FY 2014-15 Annual Fiscal Plan: June, 2015.

Mr. Vithoukas and Brandon Hinton, Management and Budget Division Director, responded to questions from the Board regarding appropriations contained within this resolution for a new General District courtroom, the Greater Richmond Convention Center Authority, the Police Division's Emergency Communications (E-911) Center, and voting machine replacement.

On motion of Mrs. O'Bannon, seconded by Mr. Nelson, and by unanimous vote, the Board approved this item – see attached resolution.

#### PUBLIC COMMENTS

Kim Taylor, owner of Taylor's Environmental Janitorial Services, expressed concern regarding the recent termination of his company's contract with the County. Mr. Vithoukas advised Mr. Taylor that the public comment period was not the correct platform to discuss this matter and that he would have a conversation with Mr. Taylor after the meeting so he could get the particulars of Mr. Taylor's situation.

#### GENERAL AGENDA

154-15 Resolution – Appropriation of Funds for Fiscal Year 2015-16.


Mr. Hinton responded to a question from Mr. Glover.

On motion of Mr. Glover, seconded by Mr. Nelson, and by unanimous vote, the Board approved this item – see attached resolution.

155-15 Resolution - Award of Construction Contract - Dartmouth Avenue & Horsepen Road Area (Phase 2) Water Rehabilitation - Tuckahoe District.

On motion of Mrs. O'Bannon, seconded by Mr. Glover, and by unanimous vote, the Board approved this item – see attached resolution.

*There being no further business, the meeting was adjourned at 8:33 p.m.*

  
\_\_\_\_\_  
Chairman, Board of Supervisors  
Henrico County, Virginia

## **Grantee Unique Appendices**

### **2015-2020 Consolidated Plan and Action Plan Appendices**

Appendix A: Resolution of the Board of Supervisors

Appendix B: Sources and Uses of Funds

Appendix C: Public Hearing Notices

Appendix D: Areas of Minority Concentration

Appendix E: Henrico County Recapture Provisions

Appendix F: Henrico County ESG Manual

Appendix G: Citizen Participation Plan

# Appendix A – Resolution of the Board of Supervisors



**COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE**

Agenda Item No. 152-15

Page No. 1 of 2

**Agenda Title: RESOLUTION** — Authorizing the County Manager to Submit the Henrico County Five-Year Consolidated Plan and the Annual Action Plan, including the CDBG, HOME, and ESG Program Plans for Fiscal Year 2015-16; to Execute the CDBG, HOME, and ESG Agreements for Fiscal Year 2015-16; and to Execute Contracts to Implement the CDBG, HOME, and ESG Activities.

<p>For Clerk's Use Only:</p> <p>Date: <u>6/23/2015</u></p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p><input type="checkbox"/> Amended</p> <p><input type="checkbox"/> Deferred to:</p>	<p><b>BOARD OF SUPERVISORS ACTION</b></p> <p>Moved by (1) <u>Kaechle</u> Seconded by (1) <u>O'Bannon</u></p> <p>(2)</p> <p>REMARKS: <b>APPROVED</b></p>	<table border="0"> <tr> <td></td> <td>YES</td> <td>NO</td> <td>OTHER</td> </tr> <tr> <td>Glover, R.</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Kaechle, D.</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Nelson, T.</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>O'Bannon, P.</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Thornton, F.</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		YES	NO	OTHER	Glover, R.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kaechle, D.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O'Bannon, P.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							

**WHEREAS**, Henrico County is an entitlement community under the U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant (“CDBG”) Program, as authorized by Title I of the Housing and Community Development Act of 1974; and,

**WHEREAS**, the County’s CDBG entitlement for Fiscal Year 2015-16 is \$1,575,820, and the County has prepared the attached table of the proposed sources and uses of CDBG entitlement funds; and,

**WHEREAS**, the County is an entitlement community under the HUD HOME Investment Partnerships Program (“HOME”) as authorized by the HOME Investment Partnerships Act of 1990; and,

**WHEREAS**, the County’s HOME entitlement for Fiscal Year 2015-16 is \$599,842, and the County has prepared the attached table of the proposed sources and uses of HOME entitlement funds; and,

**WHEREAS**, \$63,000 in unspent HOME funds from previous years is included in the proposed use of HOME funds in Fiscal Year 2015-16; and,

**WHEREAS**, Henrico County is an entitlement community under the HUD Emergency Solutions Grants (“ESG”) Program, as authorized by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009; and,

**WHEREAS**, the County’s ESG entitlement for Fiscal Year 2015-16 is \$139,425, and the County has prepared the attached table of the proposed sources and uses of ESG entitlement funds; and,

**WHEREAS**, localities are required to submit a Five-Year Consolidated Plan and an Annual Action Plan (“Plan”) as a condition of receiving CDBG, HOME, and ESG funds, and the Department of Community Revitalization has prepared the required Plan for submission to HUD with the proposed uses of CDBG, HOME, and ESG funds shown on the attached table.

By Agency Head A. Neal Tucker 6/11/15 By County Manager [Signature]

Routing:  
 Yellow to: \_\_\_\_\_  
 Copy to: \_\_\_\_\_  
 Certified: \_\_\_\_\_  
 A Copy Teste: \_\_\_\_\_ Clerk, Board of Supervisors  
 Date: \_\_\_\_\_

COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
MINUTE

Agenda Item No. 152-15  
Page No. 2 of 2

**Agenda Title: RESOLUTION** — Authorizing the County Manager to Submit the Henrico County Five-Year Consolidated Plan and the Annual Action Plan, including the CDBG, HOME, and ESG Program Plans for Fiscal Year 2015-16; to Execute the CDBG, HOME, and ESG Agreements for Fiscal Year 2015-16; and to Execute Contracts to Implement the CDBG, HOME, and ESG Activities.

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**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors that it: (1) approves the Plan, including the proposed uses of CDBG, HOME, and ESG funds for Fiscal Year 2015-16; (2) authorizes the County Manager to submit the Plan; and (3) authorizes the County Manager to execute the CDBG, HOME, and ESG agreements for Fiscal Year 2015-16 and the contracts necessary to implement the CDBG, HOME, and ESG program activities in a form approved by the County Attorney.

**COMMENTS:** The Director of Community Revitalization recommends approval of this Board paper, and the County Manager concurs.

**County of Henrico**  
**2015-2016 CDBG, HOME, & ESG Programs**  
**Sources & Uses of Funds**  
**April 4, 2016**

**Appendix B - 2015-16 Sources and Uses of Funds**

SOURCES	CDBG	Amended CDBG Feb. 2016	HOME	Amended HOME Feb. 2016	ESG	Amended ESG April 2016
FY 2015-2016 Allocation	\$1,575,820	\$1,575,820	\$599,842	\$599,842	\$139,425	\$139,425
Funds Brought Forward/Program Income	\$0	\$46,839	\$63,000	\$154,169		
Total Available	\$1,575,820	\$1,622,659	\$662,842	\$754,011	\$139,425	\$139,425
<b>CDBG/HOME USES</b>						
1. CDBG & HOME Administration	257,000	257,000	59,984	59,984		
2. Commercial Assistance Program	190,000	190,000				
3. Enterprise Zone Façade Grants	30,000	30,000				
4. Enterprise Zone Design Assistance	15,000	15,000				
5. CONNECT Program	172,000	172,000				
6. project:HOMES Homeowner Rehabilitation Program	141,820	148,659	311,858	375,019		
7. project:HOMES Emergency and Minor Repairs	495,000	495,000				
8. HOME Inc. Downpayment Assistance	20,000	20,000	75,000	103,008		
9. Southside Community Development & Housing Corp. Downpayment Assistance	20,000	20,000	75,000	75,000		
10. Better Housing Coalition CHDO			45,000	45,000		
11. project:HOMES CHDO			96,000	96,000		
12. Trinity Village Community Playground	25,000	25,000				
13. Highland Springs & RIR Revitalization Initiative	100,000	100,000				
14. Historic District Survey - Highland Springs Initiative	50,000	50,000				
15. Homeowner Maintenance Workshops	10,000	10,000				
16. Virginia Supportive Housing - New Clay House	50,000	50,000				
17. Henrico Social Services - Homeless Prevention		40,000				
<b>ESG USES</b>						
1. ESG Administration					10,425	10,425
2. Henrico Social Services - Homeless Prevention					17,000	7,000
3. Housing Families First (Hilliard House) - Rapid Rehousing					30,000	30,000
4. Housing Families First (Hilliard House) - Emergency Shelter					15,000	25,000
5. St. Josephs Villa - Flagler Housing and Homeless Services Rapid Rehousing					30,000	30,000
6. CARITAS - Case Management and transportation for shelter clients					20,000	20,000
7. YWCA of Richmond - Greater Richmond Regional Domestic Violence Hotline					14,500	14,500
8. Homeward - Homeless Management Information System					2,500	2,500
<b>TOTAL</b>	<b>\$1,575,820</b>	<b>\$1,622,659</b>	<b>\$662,842</b>	<b>\$754,011</b>	<b>\$139,425</b>	<b>\$139,425</b>

## Appendix C – Public Hearing Notices

Published in the Richmond Times-Dispatch (Jan. 11, 2015) and Henrico Citizen (Jan. 8 and Jan. 22, 2015)

### Public Hearing on Community Development Needs and Program Performance, Henrico County, Virginia

The County of Henrico is preparing its Five Year Consolidated Plan for the years 2015 – 2019. The County is required to prepare this Plan to receive federal Community Development Block Grant (CDBG), HOME Investment Partnership, and Emergency Solutions Grant (ESG) funds. The Plan will serve as a guide for the use of federal funds in addressing Henrico's community development needs.

Henrico County will conduct three public hearings at the times and locations listed below to hear from citizens their opinions concerning community development needs in the County and past performance of community development programs. The County encourages all citizens to attend. Citizens can also provide feedback via email or electronic survey. More information can be found at [www.henrico.us/revit](http://www.henrico.us/revit) or by calling 501-7640.

Meeting times and locations:

- Saturday, January 24, 2015, 9:30 AM. Eastern Henrico Recreation Center, 1440 N. Laburnum Ave.
- Monday, January 26, 2015, 6:30 PM. Tuckahoe Area Library, 1901 Starling Dr.
- Thursday, February 26, 2015, 6:30 PM. Belmont Recreation Center, 1600 Hilliard Rd.

Meeting locations are handicap accessible and reasonable accommodations will be provided. If you need a special accommodation, please call 501-7640 at least two days in advance of the event.

Published in the Henrico Citizen (Feb. 19, 2015)

### Public Hearing on Community Development Needs and Fair Housing Choice

The County of Henrico is preparing its Five Year Consolidated Plan for the years 2015 – 2020 as well as its Analysis of Impediments to Fair Housing Choice (AI). The County is required to prepare these documents to receive federal Community Development Block Grant (CDBG), HOME Investment Partnership, and Emergency Solutions Grant (ESG) funds. The Consolidated Plan will serve as a guide for the use of federal funds in addressing Henrico's community development needs. The AI provides an analysis of fair housing choice in Henrico County.

Henrico County is seeking input from the citizens of Henrico, particularly low- and moderate-income residents, on needs in the area of housing and community development and in identifying impediments to fair housing choice that may exist in the County.

Henrico County will conduct a public hearing on these issues on Thursday, February 26, 2015, 6:30 PM at the Belmont Recreation Center, 1600 Hilliard Rd. The County encourages all citizens to attend. Citizens can also provide feedback via email or electronic survey via the website listed below.

Agencies interested in applying for CDBG, HOME, or ESG funds for Program Year 2015-16 may obtain an application from the County website beginning Feb. 13, 2015. The deadline to apply is March 13, 2015.

More information on the public hearing and the funding application process can be found at [www.henrico.us/revit](http://www.henrico.us/revit) or by calling 501-7640.

Meeting locations are handicap accessible and reasonable accommodations will be provided. If you need a special accommodation, please call 501-7640 at least two days in advance.

Published in the Richmond Times-Dispatch (Feb. 8, 2015)

**Public Hearing and Notice of Funding Availability,  
Henrico County, Virginia**

The County of Henrico is preparing its Five Year Consolidated Plan for the years 2015 – 2020 as well as its Analysis of Impediments to Fair Housing Choice (AI). The County is required to prepare these documents to receive federal Community Development Block Grant (CDBG), HOME Investment Partnership, and Emergency Solutions Grant (ESG) funds. The Consolidated Plan will serve as a guide for the use of federal funds in addressing Henrico's community development needs. The AI provides an analysis of fair housing choice in Henrico County.

Henrico County is seeking input from the citizens of Henrico, particularly low- and moderate-income residents, on needs in the area of housing and community development and in identifying impediments to fair housing choice that may exist in the County.

Henrico County will conduct a public hearing on these issues on Thursday, February 26, 2015, 6:30 PM at the Belmont Recreation Center, 1600 Hilliard Rd. The County encourages all citizens to attend. Citizens can also provide feedback via email or electronic survey via the website listed below.

Agencies interested in applying for CDBG, HOME, or ESG funds for Program Year 2015-16 may obtain an application from the County website beginning Feb. 13, 2015. The deadline to apply is March 13, 2015. More information on the public hearing and the funding application process can be found at [www.henrico.us/revit](http://www.henrico.us/revit) or by calling 501-7640.

Meeting locations are handicap accessible and reasonable accommodations will be provided. If you need a special accommodation, please call 501-7640 at least two days in advance.

Published in the Richmond Free Press  
(Jan. 15-17, 2015)

**Public Hearing on Community Development Needs -  
Henrico County, Virginia**

The County of Henrico is preparing its Five Year Consolidated Plan to guide the use of federal CDBG, HOME, and ESG funds.

Henrico County will conduct three public hearings to hear from citizens their opinions concerning community development needs and past program performance:

- Saturday, Jan. 24, 2015, 9:30 AM. Eastern Henrico Rec. Center
- Monday, Jan. 26, 2015, 6:30 PM. Tuckahoe Area Library
- Thursday, Feb. 26, 2015, 6:30 PM. Belmont Recreation Center

For more information visit [www.henrico.us/revit](http://www.henrico.us/revit) or call 501-7640.

Published in the Richmond Free Press  
(Feb. 19-21, 2015)

**Public Hearing on Community Development Needs  
& Fair Housing Choice – Henrico County, Virginia**

The County of Henrico is preparing its Five Year Consolidated Plan and Analysis of Impediments to Fair Housing Choice (AI) to guide the use of federal CDBG, HOME, and ESG funds and analyze fair housing choice in Henrico County.

Henrico County will conduct a public hearing to hear from citizens their opinions concerning community development needs and fair housing issues on Thursday, February 26, 2015, 6:30 PM at the Belmont Recreation Center, 1600 Hilliard Rd.

More information on the Consolidated Plan, AI, and the funding application process can be found at [www.henrico.us/revit](http://www.henrico.us/revit) or by calling 501-7640.



**Public Hearing on Community Development Needs and Fair Housing Choice**

The County of Henrico is preparing its Five Year Consolidated Plan for the years 2015 – 2020 as well as its Analysis of Impediments to Fair Housing Choice (AI). The County is required to prepare these documents to receive federal Community Development Block Grant (CDBG), HOME Investment Partnership, and Emergency Solutions Grant (ESG) funds. The Consolidated Plan will serve as a guide for the use of federal funds in addressing Henrico's community development needs. The AI provides an analysis of fair housing choice in Henrico County.

Henrico County is seeking input from the citizens of Henrico, particularly low- and moderate-income residents, on needs in the areas of housing and community development and in identifying impediments to fair housing choice that may exist in the County.

Henrico County will conduct a public hearing on these issues on Thursday, March 26, 2015, 6:30 PM at the Henrico County Training Center, 7701 E. Parham Road, Room 2031, located at the corner of Parham and Shrader Roads. The County encourages all citizens to attend. Citizens can also provide feedback via email or electronic survey via the website listed below.

More information on the public hearing can be found at [www.henrico.us/revit](http://www.henrico.us/revit) or by calling 501-7640.

Meeting location is handicap accessible and reasonable accommodations will be provided. If you need a special accommodation, please call 501-7640 at least two days in advance.

**Notice of Public Hearing on the Submission of the Henrico County 2015-19 Consolidated Plan and the 2015-16 Annual Action Plan**

Henrico County is a participant in the federal Community Development Block Grant (CDBG), HOME Grant, and Emergency Solutions Grant (ESG) programs and is required to submit a Consolidated Plan and Annual Action Plan to the U.S. Department of Housing and Urban Development by August 15, 2015. The Henrico County Board of Supervisors will hold a public hearing on Tuesday, June 23, 2015 at 7:00 PM in the Board Room in the County Administration Building at Parham and Hungary Spring Roads to consider a resolution to adopt the proposed Plan and the proposed uses of funds.

Funding for the program year includes:

2015-16 CDBG Entitlement Grant	\$1,575,820
2015-16 HOME Entitlement Grant	\$599,842
HOME Funds Brought Forward	\$63,000
2015-16 Emergency Solutions Grant	\$139,425
<b>Total Funds Available</b>	<b>\$2,378,087</b>

The following projects have been recommended for funding in 2015-2016:

**CDBG and HOME Program Administration** - CDBG: \$257,000; HOME: \$59,984.

**Commercial Assistance Program** - technical assistance to businesses and property owners for commercial corridor revitalization and for job creation. CDBG: \$190,000.

**Enterprise Zone Façade Grants** - financial assistance towards costs of rehabilitation of commercial buildings in Enterprise Zone creating jobs. CDBG: \$30,000.

**Enterprise Zone Design Assistance** - for businesses considering improvements creating jobs. CDBG: \$15,000.

**CONNECT Program** - support services for at-risk youth living in subsidized housing. CDBG: \$172,000.

**project:HOMES Homeowner Rehabilitation Program** - rehabilitation of homes owned by low-income elderly and/or disabled persons. CDBG: \$141,820; HOME: \$311,858.

**project:HOMES Emergency and Minor Repairs** - emergency and minor repairs to the homes of low-income homeowners. CDBG: \$495,000.

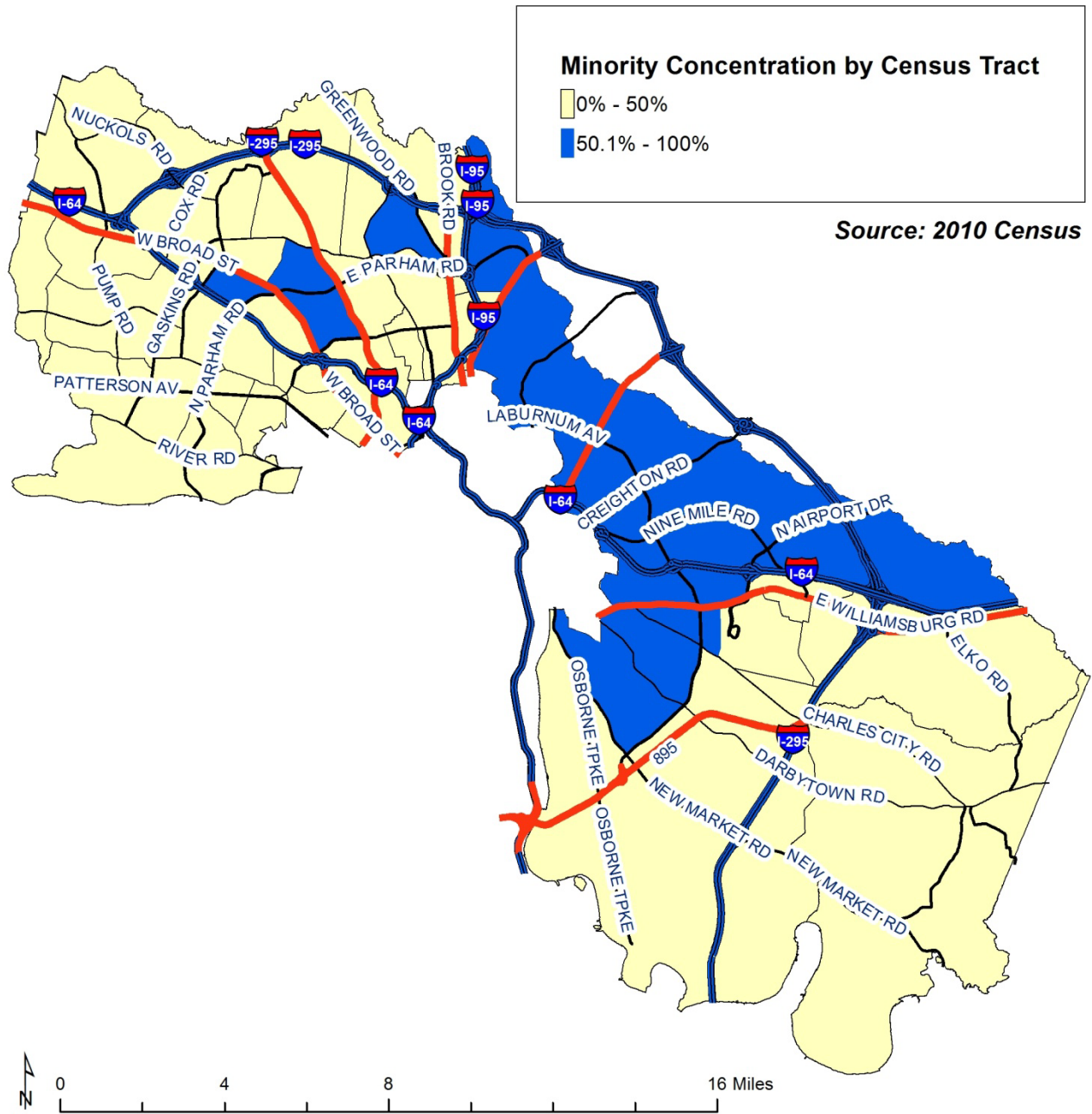
**HOME Inc. Downpayment Assistance** - homeownership assistance for low income persons. - CDBG: \$20,000; HOME: \$75,000.

(ad continues next page)

**Southside Community Development & Housing Corp.**  
**Downpayment Assistance** - homeownership assistance for low income persons. CDBG: \$20,000; HOME: \$75,000.  
**Better Housing Coalition CHDO** – acquisition rehabilitation and sale of vacant single family homes to low income families. HOME: \$45,000.  
**project:HOMES CHDO** - acquisition rehabilitation and sale of vacant single family homes to low income families. HOME: \$96,000.  
**Trinity Village Community Playground** –construction of a playground at 3601 Dill Road serving a low income neighborhood. CDBG: \$25,000.  
**Highland Springs/RIR Revitalization Initiative** – funds for housing and neighborhood revitalization activities in Highland Springs and the Richmond International Raceway area. CDBG: \$100,000.  
**Historic District Survey Highland Springs** – funds for a National Register District survey and nomination for Highland Springs. CDBG: \$50,000.  
**Homeowner Maintenance Workshops** – provides funds for four home maintenance and repair workshops for low-income homeowners. CDBG: \$10,000.  
**Virginia Supportive Housing New Clay House** – support for the rehabilitation and construction of 80 supportive housing units. CDBG: \$50,000.  
**ESG Program Administration** - ESG: \$10,425.  
**Henrico Dept. of Social Services** - Homeless Prevention - ESG: \$17,000.  
**Housing Families First** - Rapid Rehousing - ESG: \$30,000.  
**Housing Families First** – Emergency Shelter - ESG: \$15,000.  
**St. Josephs Villa** – Rapid Rehousing - ESG: \$30,000.  
**CARITAS** - Case Management for Shelter Clients - ESG: \$20,000.  
**YWCA of Richmond** – Domestic Violence Hotline – ESG: \$14,500.  
**Homeward** – Homeless Management Information System – ESG: \$2,500.

The proposed Plan is available for review in the Henrico County Department of Community Revitalization at 4062 Crockett Street during normal business hours, and can also be viewed online at [www.henrico.us/revit](http://www.henrico.us/revit). Online access is available at all County libraries. For additional information, or to provide comments, please call the Department of Community Revitalization at 501-7617 or email [revitalization@henrico.us](mailto:revitalization@henrico.us).

# Appendix D – Areas of Minority Concentration



## Appendix E – Henrico County Recapture Provisions

### HENRICO COUNTY RECAPTURE PROVISION FOR USE OF HOME FUNDS

The County of Henrico will use the Recapture Provision in all HOME homeownership and homebuyer projects/activities to ensure homes remain the buyer’s principal residence throughout the affordability period. The following table outlines the affordability periods.

<b>Amount of HOME Investment</b>	<b>Length of the Affordability Period</b>
Under \$15,000	5 years
\$15,000 to \$40,000	10 years
Over \$40,000	15 years

#### FOREGIVENESS OF REPAYMENT / RECAPTURE:

If the Borrower (homeowner) occupies the property as his/her principal place of residence for a period of time less than the affordability period, then a pro-rated portion of the Direct HOME Subsidy (HOME Investment) will be forgiven for each full year that Borrower owns and occupies the property, as described below and Henrico County will recapture a pro-rated amount from net proceeds available at sale.

The “Direct HOME Subsidy” is defined as the HOME assistance that enabled the Borrower to purchase the property. Direct HOME Subsidy includes down-payment, closing costs or other HOME assistance provided directly to the Borrower.

The pro-rated amount recaptured and returned to Henrico County is calculated as follows:

- Divide the number of full years the Borrower occupied the home by the period of affordability.
- Multiply the resulting figure by the total amount of direct HOME subsidy originally provided to the Borrower. This is the amount forgiven.
- Subtract the forgiven amount from amount of direct HOME subsidy.
- Example:
  - Mr. Smith received a \$12,000 downpayment assistance grant. This required an affordability period of 5 years. He sold the home after 3 years and 7 months and moved out. He therefore resided in the home for 3 full years.  $3 \text{ years} / 5 \text{ years} = 0.6$ ;  $0.6 \times \$12,000 = \$7,200$ ;  $\$12,000 - \$7,200 = \$4,800$ , which is the amount recaptured.

In the event of foreclosure, the recaptured HOME investment is pro-rated as described above.

Under no circumstances will Henrico County recapture more than is available from the Net Proceeds of the sale. “Net Proceeds” is defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

#### RIGHT OF FIRST REFUSAL:

In the event that Borrower wishes to sell, assign, convey or otherwise transfer the property secured, the County of Henrico shall have exclusive Right of First Refusal to purchase or otherwise receive title to this Property in the amount of a third party bona fide offer under the following terms and conditions:

1. If the Borrower receives a bona fide offer from a ready, willing and able purchaser to purchase the Property, the Borrower shall give written notice of sale and a true copy of the offer to purchase the Property to the County of Henrico by certified mail, return receipt requested within seven (7) days of the Borrower receipt of the offer.

2. The County of Henrico shall have five (5) business days from the date of receipt of notice to give the Borrower a like notice if the County of Henrico intends to exercise its right to purchase the Property.
3. If the County of Henrico exercises its right to purchase the Property, the right shall be exercised and payment to the Borrower shall be made within thirty (30) days of receipt by the Borrower of the County's good faith intent to purchase the Property. Borrower shall convey the Property to the County of Henrico by Special Warranty Deed, free and clear of all liens and encumbrances and such other matters as would not materially interfere with the use of the Property or the marketability of title.
4. The first right of refusal restrictions will automatically terminate if title to the mortgaged property is transferred by foreclosure, deed-in-lieu of foreclosure, or assignment of an FHA insured mortgage to HUD.

Right of First Refusal is not applicable to homeowner rehabilitation projects

DUE ON SALE; ACCELERATION:

If all or any part of the Property, or interest therein, is leased, sold or otherwise transferred by the Borrower, excluding the granting of a lien subordination, or a transfer by survivorship, all sums secured are immediately due and payable, except as provided above.

SUBORDINATION:

The lien for HOME funds shall no worse than in second lien position.

REFINANCING:

The County of Henrico will agree to subordinate an existing lien associated with HOME funds to new debt in order to protect its interests and the interests of the homebuyer. Refinancing is limited to circumstances in which the following occurs:

- The homebuyer must be securing better terms that reduce monthly housing costs.
- The new interest rate must be fixed for the life of the loan (no balloon or ARM loans).
- Cash equity withdrawn may only be used for emergency property repairs or catastrophic expenses upon approval by Henrico County.

In the event refinancing does not meet one of the circumstances described above, Henrico County will not approve refinancing.

In the event refinancing involves the primary lien (first mortgage) and the second lien (direct HOME subsidy), for a period of time less than the affordability period, then the homebuyer will be required to reimburse Henrico County the outstanding balance of their direct HOME subsidy for the remaining affordability period.

ENFORCEMENT:

Recapture provisions shall be enforced through contractual agreements between Henrico County and its sub-recipients and CHDO's. All subrecipients and CHDO's will be responsible for passing the recapture provision requirement to the purchaser of the HOME assisted unit in the form of a recorded Deed of Trust and Note that runs concurrently with the affordability period and through a written agreement between the homebuyer and the subrecipient/CHDO.

8/2015

**Appendix F – Henrico County ESG Manual**



**Henrico County  
Emergency Solutions Grant  
Manual**

**September 2014**

**Department of Community Revitalization  
P. O. Box 90775  
Henrico, VA 23273**

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## **I. INTRODUCTION**

Henrico County is a recipient pursuant of U.S. Department of Housing and Urban Development Title 24, § 576 - Emergency Solutions Grants (ESG) Program funds. The Emergency Solutions Grants Program is designed to assist homeless individuals and families, and subpopulations within this group, such as victims of domestic violence, youth, people with mental illness, families with children, and veterans. The ESG Program is authorized under Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378) and program funds may be used for five (5) program components (§576.101 - §576.107) and administrative activities (§ 576.108). Finally, the ESG Program is governed by regulations in 24 CFR § 576 Emergency Solutions Grants Program.

### **Eligible Program Components**

- Street Outreach – Essential Services related to reaching out to unsheltered homeless individuals and families, and connecting and providing them with urgent non-facility based care.
- Emergency Shelter – Rehabilitation, conversion, or renovation of a building to serve as a homeless shelter, shelter operations and provisions of services to homeless individuals and families.
- Homelessness Prevention – Rent, application fees, security deposits, legal services, credit repair, and other assistance to prevent individuals or families from becoming homeless. (no funding limit)
- Rapid Re-housing Assistance – Housing relocation and stabilization services to move individuals and families from shelters to permanent housing. (no funding limits)
- Homeless Management Information System (HMIS) – For costs of participating in informal system management by Homeward, the Richmond area Continuum of Care. (no funding limits)
- Grant Administration is also allowed. (Limited to 7.5%)

## **II. PROGRAM COMPONENTS**

The following is an expanded list of ESG program components. Eligible Participants are determined based on HUD's criteria for defining homeless and at risk of homelessness (Appendix A). Eligible costs for each component may be found in the Code of Federal Regulations.

### **Street Outreach**

Eligible Participants: Unsheltered individuals and families who are homeless.

Eligible Activities: Essential services to eligible participants provided on the street or in parks, abandoned building, bus stations, campgrounds, and in other such setting where unsheltered persons are staying. Staff salaries, related to carrying out street outreach activities, are also eligible.

Eligible Costs: Engagement, case management, emergency health services, emergency mental health services, transportation and services to special populations.

### **Emergency Shelter**

Eligible Participants: Individuals and families who are homeless.

Eligible Activities: Essential services to persons in emergency shelters, renovating buildings to be used as

emergency shelters, and operating emergency shelters. Staff costs, related to carrying out emergency shelter activities are also eligible.

Eligible Costs: Essential Services, renovation, shelter operations, assistance required under the Uniform Relocation Act.

Essential services are those services provided to individuals and families who are in an emergency shelter, including: case management, child care, education services, employment assistance and job training, outpatient health services, legal services, transportation, services for special populations. Shelter operations are costs to operate and maintain emergency shelters and also provide other emergency lodging when appropriate. Essential services must be included under the emergency component in the interim rule to be eligible cost with ESG funds.

The eligible costs for essential services include: maintenance (including minor and routine repairs), rent, security, fuel, insurance, utilities, food, furnishings, equipment, supplies necessary for the operation of the shelter, hotel/motel vouchers for individuals and families but only when no appropriate emergency shelter is available.

Expenditure Limits for Street Outreach and Emergency Shelter: Combined street outreach and emergency shelter expenditures for each fiscal year's ESG grant cannot exceed 60% of the total ESG grant award (\$ for 2014-2015).

#### **Homeless Prevention and Rapid Re-Housing**

Eligible Participants: Rapid Re-housing participants are individuals and families who are literally homeless, at imminent risk of homelessness, and who are below 30%AMI.

Eligible Activities: Short-and medium-term rental Assistance and Housing Relocation and Stabilization services. Staff salaries related to carrying out rapid re-housing and homeless prevention activities.

Short-term rental assistance is up to 3 months of assistance. Medium-term rental assistance is up to 24 months of assistance. A one-time payment of up to 6 months of arrears is also eligible but the total of short-term, medium-term rental assistance, and arrears cannot exceed 24 months of assistance, including any last month rental payment as part of the security deposit.

#### **Homeless Management Information System HMIS**

All subrecipients must participate in HMIS, except victim services and legal service providers who may establish a comparable data base.

#### **Administration**

Recipients may use up to 7.5% of the ESG grant for the payment of administrative costs related to the planning and execution of the ESG activities, which may be shared with subrecipients.

### **III. SUB-RECIPIENT PROGRAM REQUIREMENTS**

Assistance through the Emergency Solutions Grants (ESG) program is intended to be provided as a part of a CoC-coordinated, system-wide approach. In order to evaluate and coordinate services to the greatest extent possible, subrecipients providing funding assistance must:

- All sub-recipients are required to match awarded ESG funds dollar-for-dollar.
- All sub-recipients are required to have access to and input beneficiary information the Homeless Management Information Systems (HMIS).

- Must expend Grant funds within 24 months.
- Eligible participants for homeless prevention services must be below 30% AMI.
- A signed and completed Homeless Certification Form and any supporting documentation must be included in each program participant file.
- Develop a permanent housing plan with each program participant for use after ESG assistance ends (see 24 CFR § 576.401(e)(1)(ii)).
- Require program participants to meet with a case manager not less than once per month to implement the plan and monitor progress towards housing stability (see § 576.401(e)(1)(i)).
- Assist program participants in obtaining appropriate supportive services, as well as connect them to other federal, state, local, and private benefits and services for which they may be eligible. This includes, but is not limited to, Medicaid, SNAP, WIC, unemployment insurance, SSI/SSDI, services for veterans, and TANF (see § 576.401(d)).
- Document all of the efforts required above in the program participant's file (see § 576.500(f)).
- Work with Henrico County to develop and maintain written policies and procedures for coordination among different providers of services in the community. Activities must be coordinated and integrated to the maximum extent practicable (see § 576.400(e)(3)(v)).

Exception: Subrecipients are exempt from the requirement to meet with program participants monthly if they also receive funding under the Violence Against Women Act of 1994 (VAWA) or the Family Violence Prevention and Services Act (FVSP), because these programs prohibit making housing conditional on the program participant's acceptance of services (see § 576.401(e)(2)).

The requirements described above are required when providing any kind of ESG-funded assistance (including emergency shelter), even when, for instance just a one-time payment of rent/utility arrears is being provided. In this example, a single case management session may meet the program's requirements so long as the housing plan can be established and the referrals to mainstream resources can be completed during the initial intake meeting. The subrecipient may, however, require the program participant to attend additional follow-up meetings as a condition of receiving assistance.

### **Evaluating Eligibility for Assistance**

Eligibility is awarded to individuals and families at or below 30% AMI that are experiencing homelessness, as defined by HUD. All other individuals and families who qualify for rapid re-housing services under ESG regulations will be referred to ESG-funded providers for relevant services.

### **Coordination among Providers**

Coordination among homeless service providers will occur primarily through the centralized intake system. *Exceptions may be made for those who show up at emergency shelters on their own.*

Given this context, programs that receive funding through ESG will be subject to the following coordination requirements:

- a. Street Outreach providers coordinate with emergency shelters to utilize the centralized intake system and work with the emergency shelter to meet the immediate need for the

- shelter.
- b. Emergency Shelter providers must partner with Rapid Re-housing providers to ensure participants have access to services that can quickly re-stabilized participant's housing situation can be
  - c. Homelessness Prevention Programs will participate in a coordinated service system
  - d. Rapid Re-housing programs will be expected to use the centralized intake system for referrals and coordinate with emergency shelters for unsheltered clients.

### **Homelessness Prevention**

Priority will be given to individuals and families who meet the minimum eligibility requirements and are at imminent risk of homelessness as defined by HUD, who are below 30% AMI, and have a vacate notice. These candidates must meet the requirements of and acquire a Homeless Certificate Form (Appendix B).

### **Rapid Re-housing Assistance**

Priority is given to individuals and families who are "literally homeless, unsheltered or in emergency shelters, and to all other individuals and families who meet the definition of "literally homeless" as defined by HUD (Appendix A). Eligible participants meet the Rapid Re-housing Program Participant Eligibility Requirements (Appendix C) in order to receive rapid re-housing assistance.

### **Rental Assistance**

The following policies and Rent Reasonableness Checklist and Certification form (Appendix D) are recommended when determining the duration of rental assistance provided to program participants:

- a. FMR limits, rent reasonableness standards, housing habitability standards, and lead-based paint regulations apply.
- b. Rental assistance agreement (between subrecipient and owner) and written lease agreement (between program participant and owner) are required. (When assistance is for arrears only, an oral lease may serve as documentation under certain conditions.)
- c. Up to 12 months of total assistance may be provided during any 3-year period, including a one-time payment of rental arrears.
- d. Subject to HUD's requirements, subrecipients may establish caps and conditions on the amount of assistance program participants may receive.
- e. Rental assistance cannot be provided to a program participant that is receiving Tenant-Based Rental Assistance or living in a unit receiving Project-Based Rental Assistance or operating assistance through other public sources (exception applies to rental arrears on tenant's portion of rental payment).

To keep a program participant in the same unit, a lead-based paint assessment is not required, when providing homelessness prevention services.

### **Emergency Shelters Policies**

All emergency shelters are responsible for developing their own policies/procedures regarding

admission, diversion, referral, and discharge. This includes domestic violence service providers, which adhere to statewide standards for provision of services. In an effort to enhance coordination among providers, the County of Henrico provides the subrecipient a Basic Habitability Checklist (Appendix E) and intends to work with shelter providers and the local Continuum of Care during 2012-13 to develop system-wide policies and procedures where appropriate.

### **Emergency Shelter Policies for Assessing Participant Needs**

All emergency shelters receiving ESG funds will conduct assessments of their participants' needs for essential services with the Prevention Participant Eligibility Requirements form (Appendix F). For most shelters, this will occur at intake or shortly thereafter. Program participants will participate in identifying and prioritizing needs. Unmet needs will be addressed either by the shelter or by other providers of essential services. Reassessment will occur at a frequency determined by each provider. Again, the County of Henrico intends to work with shelter providers and the local Co-continuum of Care during 2012-13 to develop system-wide policies and procedures where appropriate.

### **Safety Standards for Emergency Shelters**

Emergency shelters must comply with HUD's minimum safety standards. These include:

**Structure and materials:** Building must be structurally sound.

**Access:** Shelters must be in compliance with federal legislation and regulations associated with the Rehabilitation Act, Fair Housing Act, and Americans with Disabilities Act.

**Space and security:** With the exception of day shelters, facilities must provide each program participant with an acceptable place to sleep, as well as adequate space and security for themselves and their belongings.

**Interior air quality:** Each shelter must have natural or mechanical ventilation that provides pollutant free interior air.

**Water supply:** The shelter's water supply must be free of contamination.

**Sanitary facilities:** Participants must have access to sanitary facilities that are in proper operating condition, are private, and adequate for personal cleanliness and the disposal of human waste.

**Thermal environment:** The shelter must have necessary HVAC in proper operating condition.

**Illumination and electricity:** The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances.

**Food preparation:** Food preparation areas must contain suitable space and equipment to store, prepare, and serve food.

**Sanitary conditions:** The shelter must be maintained in a sanitary condition.

**Fire safety:** There must be at least one working smoke detector in each occupied unit of the shelter, preferably near sleeping areas. The fire alarm system must be designed for hearing impaired residents. Public areas of the shelter must have at least one working smoke detector, and there must be a second means of exiting the building in the event of fire or other emergency.

### **Subrecipient Performance Standards and Goals**

The County of Henrico will evaluate ESG activities through the following two measurement systems:

- a. Monthly Reporting: This will include participant demographics, programs utilized, and level of essential services provided by the subrecipient.
  
- b. HMIS: The information in HMIS will be used to determine how well programs are meeting the objectives of ESG.

### **Subrecipient Performance Goals**

Target those who need assistance most: At least 50% of homelessness prevention participants will fit into the high-risk categories.

Reduce the number of people living on the streets or emergency shelters: At least 50% of rapid re-housing participants will either come from the streets **or** other place not meant for human habitation or come from an emergency shelter.

Shorten the time people spend homeless: Rapid re-housing participants will find permanent housing within 30-45 days of the start of services.

Reduce each program participant's housing barriers or housing stability risks: All homelessness prevention and rapid re-housing program participants will complete a Housing Stability Plan, with barriers identified and action steps to reduce them. Upon program exit, all participants will have eliminated at least one barrier to housing stability.

## **IV. SUBRECIPIENT GRANT DOCUMENTATION REQUIREMENTS**

On December 5, 2011, HUD published its final rule on the definition of homelessness in the Federal Register. The new rule went into effect on January 4, 2012 and altered the regulations found in 24 CFR Parts 91, 582, and 583. All programs funded under the Emergency Solutions Grant must use the definition of homelessness and at-risk of homelessness found in HUD's recently updated regulations (Appendix A).

### **Recordkeeping Requirements for All Participants**

All ESG program participants must receive an initial screening, initial eligibility certification, notice of due process rights, housing barrier assessment, housing plan, appropriate referrals, and case management schedule. ESG financial and rental assistance should be targeted to serve residents of Henrico County. Subrecipients are expected to verify residence when verifying other eligibility requirements.

### **Documentation of Initial Screening**

All households seeking homeless assistance must be initially screened through the coordinated or centralized assessment tool such as HMIS. This screening must be completed in a manner that allows for the identification of candidates for prevention services and immediate referral of these households to the appropriate homeless services and/or homeless prevention provider. Note that initial screenings take place when the household is seeking assistance. All households seeking services, regardless of eligibility or ineligibility to any specific program, must receive appropriate referrals.

### **Ineligible Applicants**

Records must be maintained for all households denied service(s). Subrecipients are required to maintain some type of record of all clients that are screened and classified as ineligible for ESG. This must include documentation of the reason(s) for the determination of ineligibility.

### **Eligible Participants**

Certification of homelessness status (Appendix B )is required for all program participants. The subrecipient must use the appropriate forms and obtain third party verification where possible. The ESG Program targets individuals and families who are homeless and those who are at risk of homelessness (Appendix A). These include households that fall into the following categories:

1. Literally homeless: Individuals and families who lack a fixed, regular, and adequate nighttime residence, including those residing in a shelter or a place not meant for human habitation and those exiting an institution where they resided temporarily
2. At-risk households: Individuals and families who will imminently lose their primary nighttime residence
3. Households fleeing or attempting to flee domestic violence who are either literally homeless or at- risk of homelessness (category one and two above)

### **Documentation of Due Process Rights**

Any individuals seeking and/or receiving ESG assistance must receive written notification of the subrecipient's grievance policy. For those receiving ESG assistance, a signed acknowledgement of this notification must be included in the participant file. Grievance policies must be board approved and provide specific procedures to be followed for any disputed ESG decision impacting ESG assistance.

### **Termination**

The subrecipient may terminate assistance to a program participant who violates program requirements. In terminating assistance to a program participant, the subrecipient must provide a formal process that recognizes the rights of individuals receiving assistance to due process of law. This process, at a minimum, must consist of: (1) Written notice to the program participant containing a clear statement of the reasons for termination; (2) A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and (3) Prompt written notice of the final decision to the program participant. Subrecipients may resume assistance to a



program participant whose assistance was previously terminated.

### **For Households Receiving Rapid Re-housing Assistance**

When households initially receive rapid re-housing assistance they must be literally homeless. Therefore, a signed and completed Homeless Certification Form and any supporting documentation must be included in the file. In addition, rapid re-housing eligibility must be documented with a completed and signed ESG Program Participant Eligibility Requirements Form and appropriate source documentation.

Re-housing financial assistance for more than three months requires recertification of eligibility and includes household income limits. This Recertification Form (Appendix G) must be completed every three months. No participant may receive more than twelve months of financial assistance over a three-year period.

Recertification requires subrecipient certification and documentary evidence of the following:

- Program participant household income below 30 percent area median income (documented using an Income Evaluation Form meeting the minimum requirements specified by HUD)
- The household lacks the financial resources and support networks needed to maintain housing without ESG rapid re-housing assistance
- Housing stabilization services are being appropriately implemented

### **For Households Receiving Homelessness Prevention Assistance**

A household must be at imminent risk of homelessness according to HUD's definition at 24 CFR 576.2, have income that falls below 30 percent AMI, and have no other resources available in order to be eligible for ESG prevention assistance.

In addition to the income limits stated above, the household must have no more than \$500 in assets (includes all checking, savings, retirement accounts, stocks, bonds, mutual funds, and real estate). This does not include primary, appropriate, and reasonable transportation, pension or retirement funds that cannot be accessed. Subrecipients must use the HUD Published Income Limits and must use HUD's Section 8 income eligibility standards for ESG. All of this must be documented using an Income Evaluation Form meeting the minimum requirements specified by HUD.

Certification of at-risk status and prevention assistance eligibility is required with a completed and signed ESG Program Participant Eligibility Requirements Form and appropriate source documentation.

The three month recertification requirement applies to all households receiving prevention financial assistance. No participant may receive more than twelve months of financial assistance over a three-year period.

### **Housing Barriers Assessment and Housing Plan**

ESG subrecipients must utilize an initial housing barriers assessment and develop a housing plan. In all cases housing barrier assessments and plans must be individualized to identify and address the unique household situation. All plans must be focused first on quickly obtaining permanent housing and secondly on obtaining and maintaining housing stability. Please note that most ESG clients must receive at least monthly case management (certain exceptions may apply for domestic violence shelters). Proof of this case work must be clearly documented in the participant's file.

### **Documentation of Referrals and Services Provided**

All ESG funded programs must be focused on transitioning program participants to housing stability as quickly as possible. Subrecipients must leverage rapid re-housing resources (where available), other services, and mainstream resources to transition all program participants to permanent housing as quickly as possible. Federal regulations require that all of these referrals and other services provided be documented in the program participant's file.

### **Documentation of Financial Assistance Provided**

Copies of all payments or expenditures associated with the program participant must be retained in the participant's file.

- a. The subrecipient must keep copies of the source documents in the program participant files:
  - Copies of invoice, voucher, and pre-numbered check;
  - Each piece of paper must show participant's unique identifier, and proof of review and approval by the appropriate staff (at least initialed and dated).
- b. The subrecipient must maintain proof of processing (e.g. copy of check's backside, bank statement, or photocopy of check's cancellation) for all payments. Please note that while these are not required in the program participant files that they must be readily available for monitoring purposes.
- c. Any ESG funds used to support program participants must be issued directly to the appropriate third party, such as the landlord or utility company, and in no case are funds eligible to be issued directly to program participants. If funds are found to be used for ineligible activities as determined by Henrico County, the subrecipient will be required to reimburse these costs.
- d. Subrecipients must not take measures to recapture any deposit assistance provided to program participants. In the cases where the return of a deposit to the subrecipient is unavoidable, all returned deposits must be tracked as program income. Any resulting program income must be used for ESG eligible activities.

### **Documentation of Property Standards**

Subrecipients must use a Basic Habitability Checklist form (Appendix E) which is signed and completed and included in all program participant records, in order to meet HUD's minimum habitability standards.

Note: that the habitability standards are different from the Housing Quality Standards (HQS). Because the HQS criteria are more stringent than the habitability standards, a subrecipient could use either standard. In contrast to HQS inspections, the habitability standards do not require a certified inspector.

Housing that is occupied by families with children and that was constructed before 1978 must also comply with Lead Based Paint inspection requirements, per the Lead Based Paint Poisoning Prevention Act. Subrecipients must use an approved Lead-Based Paint Visual Assessment Form (Appendix H) that must be completed and included in program participant records. This requirement applies to all households that receive any type of ESG financial assistance.

### **Documentation of Rent Reasonableness for Rental Assistance**

When the subrecipient provides any kind of rental assistance for any portion of a participant's rent, the amount of the rent stated in the lease must meet two standards:

- Rent Reasonableness – rent is equal to or less than that of other similar units in the area
- Fair Market Rent (FMR) – rent (including utilities) is at or below the HUD-established FMR for the unit size in the area

The rental assistance cannot exceed actual rental cost, which must be in compliance with HUD's standard of "rent reasonableness." "Rent reasonableness" defined as: that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. To make this determination, the subrecipient should consider (a) the location, quality, size, type, and age of the unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner. A copy of the HUD Rent Reasonableness Worksheet must be completed and included in the program participant file (Appendix D).

The amount of rental assistance must also be at or below Fair Market Rents (FMR) for the area. Note: the FMR includes utility allowances, and therefore requires subrecipients to utilize the appropriate utility allowance for any utilities that are paid by the program participant separate from rent. Subrecipients will need to utilize an established utility allowance in order to assess FMR limits for rents on units not including all utilities. The subrecipient may use the local housing authority's or VHDA's appropriate regional allowances in order to calculate the rent standard. The actual rent charged for a unit plus the allowance for any utilities that the program participant must pay themselves must not exceed the FMR for the area. The completed FMR Worksheet must be included in the program participant file.

### **Rental Assistance Agreements and Payments**

The client's record must include copies of all leases and rental assistance agreements for the provision of rental assistance, documentation of payments made to owners or agents for the provision of rental assistance, and supporting documentation for these payments, including the date of occupancy by the program participant. This supporting documentation also includes signed, written agreements between

the agency, the participant, and the owner or agent for payments made and received, as well as the duration of the assistance.

### **Related Federal Mandates Homeless Management Information System (HMIS)**

All subrecipients (except for agencies serving victims of domestic violence) are expected to enter all relevant program participant data into the HMIS system, complete periodic data quality checks, and work with their local HMIS administrator to assure that all required reports are submitted to the County of Henrico by the specific due dates. Subrecipients must assure that all HMIS data is complete and accurate. Please note: domestic violence shelters must, in lieu of HMIS, use a comparable database system. Domestic violence shelters are responsible for meeting all HMIS data standards and reporting requirements regardless of the data collection system utilized.

### **Nondiscrimination and Equal Opportunity Requirements**

Subrecipients must make known ESG rental assistance and services are available to all on a non-discriminatory basis. They must ensure that all citizens have equal access to information about ESG, and equal access to the financial assistance and services provided under this program. Among other things, this means that each subrecipient must take reasonable steps to ensure meaningful program access to persons with Limited English Proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964, so that persons with Limited English Proficiency have meaningful access to ESG assistance.

### **Affirmatively Furthering Fair Housing**

Subrecipients have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status. Examples of affirmatively furthering fair housing include:

- Marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency;
- Making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities (see, for example, HUD's rule on effective communications at 24 CFR 8.6);
- Providing fair housing counseling services or referrals to fair housing agencies;
- Informing participants of how to file a housing discrimination complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777; and
- Recruiting landlords in areas to which housing choice is expanded.

## **V. HENRICO COUNTY ESG PROGRAM REQUIREMENTS**

### **HUD Monitoring**

Henrico County is monitored by HUD to ensure that the County is following ESG program regulations and the Department of Community Revitalization monitors subrecipients to verify that they are following ESG program regulations.

HUD conducts monitoring visits during which time they review and assess the County's compliance with federal regulations, management of its contracts with subrecipients, coordination of County conducted projects and activities, record keeping, accounting and other fiscal management and other aspects of the administration of the programs. During these visits the HUD staff also visits the subrecipients and monitors their compliance, records and other aspects of their activities.

### **Subrecipient Monitoring**

Per program regulations, the ESG Program Manager will monitor each subrecipient once per 12-month period. The purpose of the monitoring visit is to review and assess the subrecipient's compliance with federal regulations, management of contracts, coordination of activities, record keeping, accounting and other fiscal management, and other aspects of the administrations of the programs. An accountant from the Henrico County Department of Finance accompanies the ESG Program Managers on the annual monitoring visits in order to review the financial management aspects of the grant.

The ESG Program Manager coordinates with the Subrecipient to establish a time during which to conduct the monitoring visit. This is finalized with a letter sent to the Subrecipient President/CEO and to the president of the Subrecipient Board of Directors.

### **Subrecipient Monthly Performance Report (MPR)**

Henrico County requires that ESG subrecipients submit a Monthly Performance Report (Appendix I) to the ESG Program Manager. The MPR captures demographic data of participants assisted through ESG-funded activities, as well as information on outputs and outcomes achieved. The report is divided into sections:

- Section 1: Types of Programs and Services Provided
- Section 2: Non-Residential Services
- Section 3: Residential Services
- Section 4: Narrative

The MPR is generally due to the Henrico County's ESG Program Manager on the 6<sup>th</sup> business day or the month of the Contract Term.

### **Consolidated Annual Performance and Evaluation Report**

HUD requires that Henrico County submit a CAPER to HUD within 90 days of the close of the program year. For Henrico County the program year runs from October 1 through September 30th. The Annual Performance Report must be submitted by December 31st. ESG specific items for the CAPER are defined in IDIS.

- Spend Rate Report from IDIS.

### **Integrated Disbursement and Information System (IDIS)**

The Integrated Disbursement and Information System (IDIS) is a web-based application that ESG program recipients and subrecipients use to set up the program and activities, commit funds to activities, draw funds, and generate financial management reports. Instructions on how to use IDIS for the ESG program can be found at: <https://www.hudexchange.info/resource/1857/using-idis-online-for-the-emergency-solutions-grants-esg-program/> (File name: using IDID online for the Emergency Solutions Grants Program)

### **Match Requirements**

ESG requires a dollar-for-dollar match. The subrecipient must make matching contributions to supplement the ESG program in an amount that equals the amount of ESG funds provided by Henrico County. The sub recipient must identify the source of match at the time of applying for ESG. Matching contributions may be obtained from any source, including any federal source, other than the

ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from federal source of funds:

- The subrecipient must ensure the laws governing any funds used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
- If ESG funds are used to satisfy the matching requirements of another federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

The overall match requirement is the responsibility of Henrico County to document that matching contributions overall equal the entitlement amount. Subrecipients, including County agencies must document match using the “emergency Solutions Grant Quarterly Matching Funds Report.” This report form is included with the funding agreement for each subrecipient and provided in Appendix K.

**HUD Expenditure Requirements**

HUD imposes a two-year expenditure deadline for the expenditure of ESG funds. If any funds allocated to a subrecipient are not spent by the end of the Program Year (September 30), Henrico County will decommit them in IDIS and recapture and reallocate those funds to other eligible ESG programs.

<b>ESG Timeliness Requirement</b>	<b>HUD Timeframe</b>
Obligate Funds (Defined as signing of subrecipient contract)	180 Days (from the date HUD signs the Contract)
Reimburse Subrecipient Organizations	30 Days
Expend all ESG Funds	2 Years

**Requisition of Funds: Nonprofit Agencies**

Nonprofit subrecipient (CARITAS, Hilliard House, and St. Joseph’s Villa) must submit a request for payment to the ESG Program Manager (Scott Carter) in order to receive ESG Program expenses. Requests for ESG Program Funds must be made on the Requisition for Disbursement of Funds form (Appendix J). Requests for funds must include necessary supporting documents such as receipts, copies of checks, or other proof of payment to specific vendors.

Requests for payment as described in the subrecipient contract are received by the ESG Program Manager for review and approval.

Once the request is approved, the ESG Program Manager prepares a the Requisition for Disbursement of Funds requesting that the funds be released to the requesting Subrecipient. The memo includes the name of the project, the agency name, the amount requested, the IDIS project activity number, Oracle account number, total allocation, program year, location, and reason for the request. The Requisition also includes the balance of funds remaining for the project. It is signed by the ESG Program Manager who submits the original copies of all supporting documents along with the Requisition to the Account Clerk III. The documents include the original request form from the subrecipient, any receipts or invoices, and any other documents that were submitted along with the original request for payment.

The Account Clerk III prepares an Invoice Overview (Direct Pay Invoice) in Oracle. Once the Invoice Overview is prepared in Oracle, the Account Clerk III submits the Requisition, supporting documentation, and Invoice Overview distribution page to the Community Development Division Manager for approval. Once the Community Development Division Manager approves the payment the

Community Development Division Manager submits the payment to the Director or Community Revitalization for approval. After the Director of Community Revitalization has approved the payment, it is returned to the Account Clerk III. The Account Clerk III submits the payment to the Department of Finance. The Department of Finance issues and mails a check to the requesting party within 10 business days following receipt of the request.

### **Requisition of Funds: County Agencies**

#### **Inter-Department Transfers (IDT)**

The vast majority of Henrico Department of Social Services (DSS) ESG expenditures will be processed through an IDT.

- Prior to submitting a formal request for payment through Oracle, all payment requests, including supporting documentation, will be provided from DSS Accountant (Mary Charles) or Business Manager (Terry Painter-Beals) to the ESG Program Manager (Scott Carter) for review and approval. This will typically occur weekly.
- Scott Carter will coordinate any necessary review within the Department of Community Revitalization (DCR) and will email his confirmation to DSS that the payments are acceptable and may be paid. Any payments not pre-approved will not be paid by DSS.
- On a monthly basis (typically at the end of each month), the DSS Business Manager or Accountant will submit an Inter-Departmental Transfer (IDT) in Oracle to receive reimbursement for payments made. DSS will send an email notification of the IDT to the Community Development Manager (David Sacks). The email notification will contain the IDT number and date of the IDT. The IDT will include supporting documentation.
- The Community Development Manager will forward the IDT information to the ESG Program Manager to confirm it can be paid. The Community Development Manager will approve the IDT in Oracle, print it and submit the hard copy IDT and supporting documentation to the Account Clerk III.

#### **Direct Pay**

When this occurs, it will typically involve payments for rent, utilities, etc. This option will not be used by DSS for PY 2014-15

- The Department of Social Services will enter and approve the Direct Pay in ORACLE.
- The Department of Social Services will print and send the Invoice Overview and the original invoice via in inter-office mail to Pat Nuckols, the DCR Account Clerk III.
- Pat will give the paper work to Scott Carter for his review and approval.
- Scott will give the paperwork to David Sacks to review. After approving David will date and sign the Direct Pay invoice.
- David will return the paperwork to Pat Nuckols to copy, send the original copies to Accounting to be processed, and to be entered into the ACCESS database.

#### **Requisitions**

This option will not be used by DSS for PY 2014-15. This option will not be used by DSS for PY 2014-15

- When the Department of Social Services (DSS) creates a requisition using CDBG funding in ORACLE, DSS staff will select "Henrico PO DATA ENTRY CDBG" responsibility. This will ensure that the requisition flows to David Sacks in Community Revitalization who is the final approver for these requisitions.

- DSS staff should NOT select “DSS IP Data entry” responsibility to enter CDBG requisitions. All employees that enter CDBG requisitions are to be informed of this requirement. If employees need this ORACLE selection set up they should contact Maurine Wolfgang at 501-4331 or email wol04.
- Supporting documentation should be attached to the requisition in ORACLE.

#### **Partial Payments or Final Purchase Order Payments**

This option will not be used by DSS for PY 2014-15

- The Department of Social Services will enter the Partial Payment or Final Payment in ORACLE.
- The Department of Social Services will print and send the Invoice Overview and the original invoice in inter-office to Pat Nuckols.
- Pat will give the paper work to Scott Carter for his review and approval.
- Scott will give the paperwork to David Sacks to review. After approving David will date and sign the Partial Payment or Final Payment invoice.
- David will give the paperwork to Pat Nuckols to copy, send the original copies to Accounting to be processed, and to be entered into the ACCESS database.



## **VI. APPENDICES**

- A. Criteria for Defining Homeless and at Risk Homelessness**
- B. Homeless Certification Form**
- C. Rapid Re-housing Program Participant Eligibility Requirements**
- D. Rent Reasonableness Checklist and Certification**
- E. Basic Habitability Checklist**
- F. Prevention Participant Eligibility Requirements**
- G. Recertification Form**
- H. Lead-Based Paint Visual Assessment**
- I. Monthly Performance Report**
- J. Requisition for Disbursement of Funds**
- K. Quarterly Matching Funds Report**

## CRITERIA FOR FOR DEFINING HOMELESS AND AT RISK FOR HOMELESSNESS

## CRITERIA FOR DEFINING HOMELESS

Category 1	<b>Literally Homeless</b>	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
Category 2	<b>Imminent Risk of Homelessness</b>	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
Category 3	<b>Homeless under other Federal statutes</b>	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
Category 4	<b>Fleeing/ Attempting to Flee DV</b>	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing

## Criteria for Defining at Risk of Homelessness

<p>Category 1</p>	<p>Individuals and Families</p>	<p>An individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Has an annual income below 30% of median family income for the area; AND</li> <li>(ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; AND</li> <li>(iii) Meets one of the following conditions: <ul style="list-style-type: none"> <li>(A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR</li> <li>(B) Is living in the home of another because of economic hardship; OR</li> <li>(C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR</li> <li>(D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR</li> <li>(E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR</li> <li>(F) Is exiting a publicly funded institution or system of care; OR</li> <li>(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan</li> </ul> </li> </ul>
<p>Category 2</p>	<p>Unaccompanied Children and Youth</p>	<p>A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute</p>
<p>Category 3</p>	<p>Families with Children and Youth</p>	<p>An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.</p>

**HOMELESS CERTIFICATION FORM**

Applicant Name and Unique Identifier: \_\_\_\_\_

Staff Member Name: \_\_\_\_\_

Household without dependent children (complete one form for each adult in the household)

Household with dependent children (complete one form for household)

Number of persons in the household: \_\_\_\_\_

**This is to certify that the above named individual or household is currently either literally or imminently homeless based on the check mark, other indicated information, and signature indicating their current living situation. Check the appropriate type of documentation used to verify homelessness and attach it to this worksheet**

**CHRONICALLY HOMELESS CERTIFICATION**

**Please continue to the General Homeless Certification after selecting "Yes" or "No"**

**CHRONICALLY HOMELESS:**  Yes  No

Individual or family:

(i) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years; **and**

(ii) Has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions.

**GENERAL HOMELESS CERTIFICATION**

**Complete with information on the primary cause of homelessness**

Homeless Status	Type of Eligible Documentation	Documentation/Eligibility
<b>LITERAL HOMELESSNESS (RAPID RE-HOUSING ELIGIBLE)</b>		
<input type="checkbox"/> <b>Persons living on the street or sleeping in a place not designed for or ordinarily used as a regular sleeping accommodation</b>	<ul style="list-style-type: none"> <li>Signed and dated written certification by person seeking services</li> <li>Signed and dated written certification by an outreach worker</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> <b>Persons living in a shelter designed to provide temporary living arrangements</b> - congregate/scattered site emergency shelters - transitional housing - hotels/motels paid for by a charitable organization or government program	<ul style="list-style-type: none"> <li>HMIS shelter record</li> <li>Written referral from previous shelter staff</li> <li>Written referral from charitable organization or government program</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

<input type="checkbox"/>	Persons exiting an institution where they resided for 90 days or less and resided in a place not meant for human habitation immediately before entering institution	<ul style="list-style-type: none"> <li>• HMIS shelter record</li> <li>• Written referral from previous shelter staff</li> <li>• Written referral from institution</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/>	Persons fleeing domestic violence. <b>*Must meet one of the homeless status categories listed above*</b>	<ul style="list-style-type: none"> <li>• Written, signed and dated verification from the participant</li> <li>• Written, signed and dated verification from the domestic violence service provider.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>IMMINENT RISK OF HOMELESSNESS (PREVENTION/DIVERSION ELIGIBLE)</b>			
<input type="checkbox"/>	Person will imminently lose primary nighttime residence within 14 days and meets both of the following circumstances - No appropriate subsequent housing options have been identified - Household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing	<ul style="list-style-type: none"> <li>• Documentation of efforts to divert from homelessness (contact with prevention provider)—<b>Notate in case file</b></li> <li>• Eviction letter from tenant/homeowner (If living with another, i.e. doubled up)</li> <li>• Letter from hotel/motel manager and cancelled checks to verify costs covered by the participant</li> <li>• Court order/eviction notice</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/>	Persons fleeing domestic violence	<ul style="list-style-type: none"> <li>• Written, signed and dated verification from the participant</li> <li>• Written, signed and dated verification from the domestic violence service provider.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p><b>Documentation of attempts to obtain third party verification (required):</b> <i>Third party verification is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for homeless assistance.</i></p>    <p><b>Self Declaration of Homelessness:</b> <i>Self declaration is only permitted when third party verification cannot be obtained.</i></p>			

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form Completed By: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Rapid Re-housing Program Participant Eligibility Requirements**

*This form is required for all rapid re-housing assistance.*

Head of Household Full Name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

*Program participants must identify all subsidy or assistance received within the past six months. VHSP assistance must not be provided in the same cost category when subsidies by any other source (e.g., Section 8) are being provided.*

Participant is receiving tenant or project-based rental assistance, excluding rental arrearages, through other public sources for the same time period and/or cost type (**document in client file--ineligible for VHSP assistance**)

Participant is **NOT** receiving tenant or project-based rental assistance through other public sources for the same time period and/or cost type (**document in client file**)

Comments/Notes:

Overall Minimum Requirements

In order to receive rapid re-housing financial assistance or services funded by VHSP, individuals and families must meet the following minimum requirements. Please check if applicable:

Completed Initial Evaluation/Intake

The household meets both of the following circumstances:

No appropriate subsequent housing options have been identified; **AND**

The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing; **AND**

**Meets at least one of the following risk factors:**

Living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels/motels paid for by charitable organizations or by federal, state, and local government programs); **OR**

Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks; **OR**

Exiting an institution for 90 days or less and was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry before entering that institution; **OR**

Fleeing or attempting to flee domestic violence (must meet one of the above mentioned risk factors as well)

**All supporting documentation for project participant eligibility must be readily available in client records and case notes. Third-party verification must be provided and is the preferred method of certifying homelessness for an individual who is applying for VHSP assistance.**

**Determination of Program Eligibility Completed By (name of staff):**

\_\_\_\_\_  
PRINT NAME OF STAFF PERSON

\_\_\_\_\_  
STAFF PERSON SIGNATURE

**I certify that the information above and any other information I have provided in applying for VHSP assistance is true, accurate and complete.**

\_\_\_\_\_  
PRINT NAME OF PROGRAM PARTICIPANT

\_\_\_\_\_  
PROGRAM PARTICIPANT SIGNATURE

**Date:** \_\_\_\_\_

**RENT REASONABLENESS CHECKLIST AND CERTIFICATION**

		Unit #1	Unit #2	Unit #3
Address				
Number of Bedrooms				
Square Feet				
Type of Unit/Construction				
Housing Condition				
Location/Accessibility				
Amenities Unit: Site: Neighborhood:				
Age in Years				
Utilities (type)				
Unit Rent Utility Allowance Gross Rent				
Handicap Accessible?				

**CERTIFICATION:**

**A. Compliance with Payment Standard**

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
 Proposed Contract Rent      +      Utility Allowance      =      Proposed Gross Rent

Approved rent does not exceed applicable Payment Standard of

\$\_\_\_\_\_.

**B. Rent Reasonableness**

Based upon a comparison with rents for comparable units, I have determined that the proposed rent for the unit [ ] is [ ] is not reasonable.

Name:	Signature:	Date:
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# Basic Habitability Checklist

Unit or Shelter Address  
(include street address, city and zip code)

Grantee Name (if shelter) or  
Landlord/ Property-owner Contact Information  
(include name, company name, mailing address and phone number)

	YES	NO
<b><u>State and local codes.</u></b> Unit is compliant with all applicable state and local housing codes, licensing requirements, and any other requirements in the jurisdiction regarding the condition of the structure and the operation of the housing or services.		
<b><u>Structure and materials.</u></b> The unit is structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from the elements.		
1. <b><u>Access.</u></b> Where applicable, the shelter is accessible in accordance with: a. Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; b. The Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and 28 CFR part 35.		
<b><u>Space and security.</u></b> Each resident is afforded adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.		
<b><u>Interior air quality.</u></b> Every room or space has natural or mechanical ventilation. Unit is free of pollutants in the air at levels that threaten the health of residents.		
<b><u>Water supply.</u></b> The water supply is free from contamination.		
<b><u>Sanitary facilities.</u></b> Residents have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.		
<b><u>Thermal environment.</u></b> The unit has adequate heating and/or cooling facilities in proper operating condition.		
<b><u>Illumination and electricity.</u></b> The unit has adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. There are sufficient electrical sources to permit the use of essential electrical appliances while assuring safety from fire.		
<b><u>Food preparation and refuse disposal.</u></b> All food preparation areas contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.		
<b><u>Sanitary condition.</u></b> The unit and any equipment are maintained in sanitary condition.		
<b><u>Fire safety.</u></b> Each unit includes at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors are located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.		
<b><u>Fire safety.</u></b> The public areas of all units must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.		

Agency Name

Agency Staff Name

Signature

Date

**Tenant (if applicable)**

Name

Date

Signature

**Landlord / Property-owner (if applicable)**

Name

Date

Signature

**Prevention Participant Eligibility Requirements***This form is required for all prevention assistance.*

Head of Household Full Name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**An individual or family:** (must have income **below** 30% percent AMI, lacks sufficient resources & meets one of the following risk factors)**Prioritization: Individuals or families that were formerly homeless whom also meet the risk factors for imminent homelessness.** Completed Initial Evaluation/Intake Household income, based on Section 8 income eligibility standards, is **below** 30 percent Area Median Income (AMI). *Include a copy of income eligibility determination completed worksheet found at: <http://www.hud.gov/offices/cpd/affordablehousing/library/modelguides/2005/1780.pdf> (see page 25). This must be signed by program participant. The Area Median Income Limits are found at <http://www.huduser.org/DATASETS/il.html> (Please note \$500 limit on assets –documentation required)*  
; **AND**

Household Size (all adults/children): \_\_\_\_\_

30% of Area Median Income for Household Size: \$ \_\_\_\_\_

Total Household Annual Gross Income: \$ \_\_\_\_\_

 The household lacks the financial resources and support networks needed to prevent them from becoming literally homeless; **AND****Meets one of the following risk factors of imminent homelessness with acceptable documentation:** Housing loss within 14 days – has been notified of their right to occupy their current housing or living situation will be terminated within 14 days after the date of application for assistance: notification to leave within 14 days must be written and only third party source/written is appropriate (must document 1 of the following criteria): If tenant: eviction notice, court order to leave within 14 days; **or** If living with another (doubled up): eviction letter from tenant/homeowner; **or** If living in a hotel/motel: letter from hotel/motel manager and cancelled checks to verify costs covered by the participant**Household may also receive assistance if meets one of the following at-risk of homelessness factors with acceptable documentation:** Persistent housing instability - has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance (**must document the following 2 criteria**): Housing history must demonstrate 2 or more moves within 60 days: documentation may include HMIS records, referral from housing/service provider, letter from tenant/owner (**intake observation not appropriate**); **and**

Economic reasons may include termination from employment, unexpected medical costs, inability to maintain housing including utilities, etc: documentation may include notice of termination, healthcare bills indicating arrears, utility bills indicating arrears (**intake observation not appropriate**).

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Living in the home of another person/individual because of economic hardship (**must document the following 2 criteria**):

Housing must be in the home of another (i.e., doubled up): documentation may include letter from tenant/homeowner (**intake observation may be appropriate**); **and**

Economic reasons may include termination from employment, excessive medical costs, inability to maintain housing including utilities, etc: documentation may include notice of termination, healthcare bills indicating arrears, utility bills indicating arrears (**intake observation not appropriate**).

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Discharge from a public institution or system of care (including prisons, mental health institutions, and hospitals) (**must document 1 of the following criteria**):

Source documentation (i.e., discharge paperwork); **or**

Referral letter

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Residency in housing that has been condemned by housing officials and is no longer meant for human habitation (**must document 1 of the following criteria**):

Source documentation (i.e., letter); **or**

Intake Observation

---

Living in a rented hotel or motel and cost is not paid for by charitable organization or by Federal, State, or local government programs for low-income individuals (**must document the following 2 criteria**):

Housing must be in a hotel/motel: documentation may include either letter from hotel/motel manager or intake observation; **and**

Costs have not been covered by charitable organization or government program: documentation – cancelled check.

***I certify that the program participant has received no other rental subsidy or assistance for the same time period and cost type, excluding rental arrearages, within the past six months.***

***Determination of Project Eligibility Completed By (name of staff):***

\_\_\_\_\_  
PRINT NAME OF STAFF PERSON

\_\_\_\_\_  
STAFF PERSON SIGNATURE

***I certify that no other rental subsidy or assistance has been received for the same time period and cost type, excluding rental arrearages, within the past six months. I also certify that any other information I have provided in applying for VHSP assistance is true, accurate and complete.***

\_\_\_\_\_  
PRINT NAME OF PROGRAM PARTICIPANT

\_\_\_\_\_  
PROGRAM PARTICIPANT SIGNATURE

**RECERTIFICATION FORM**

Households receiving Prevention and Rapid Re-Housing Rental Assistance must be recertified at least every 90 days. At the end of each recertification, the case manager must attach the new evidence to this form documenting the household is still eligible for the program. Housing Stabilization services, such as case management, can be provided after the term of a program participant's rental assistance expires. The client must be re-certified for case management services after 12 months.

Program Participant Name (s): \_\_\_\_\_

Client is enrolled in:  Prevention Program (must have income below 30% AMI)  
 Rapid Re-Housing Program (must have income below 30% AMI)  
 Housing Stabilization Services/Case Management

Date of Entry Into Program: \_\_\_\_\_ Case Manager: \_\_\_\_\_

Number of Months (Including Arrears) Household has received rental assistance: \_\_\_\_\_

Date of this Re-Certification: \_\_\_\_\_

Household Size: \_\_\_\_\_

30% of Area Median Income for Household Size: \$ \_\_\_\_\_

Total Household Annual Gross Income: \$ \_\_\_\_\_

**INCOME**

Household income, based on Section 8 income eligibility standards, is **below** 30 percent Area Median Income (AMI). *Include a copy of income eligibility determination completed worksheet found at: <http://www.hud.gov/offices/cpd/affordablehousing/library/modelguides/2005/1780.pdf> (see page 25). This must be signed by program participant. The Area Median Income Limits are found at <http://www.huduser.org/DATASETS/il.html>*

Household income, based on Section 8 income eligibility standards, is **at or above** 30 percent Area Median Income (AMI)—**Households with an income that is at 30% AMI or higher are no longer eligible to receive VHSP financial assistance**

**RESOURCES: Staff must document the lack of resources, BUT FOR VHSP financial assistance (example, bank savings/statements, medical bills, etc.) for the clients who are receiving on-going VHSP assistance.**

No appropriate subsequent housing options have been identified and the household lacks the financial resources and support networks needed to prevent them from becoming literally homeless-- **Households with more than \$500 in assets are no longer eligible to receive VHSP rental assistance**

Subsequent housing options have been identified and the household has the financial resources and support networks needed to prevent them from becoming literally homeless—**Households with more than \$500 in assets are no longer eligible to receive VHSP rental assistance**

**HOUSING STABILITY GOALS**

Household agrees to work on the following goals to ensure a stable housing outcome:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**STAFF CERTIFICATION:** (please check one)

- Household Eligible for additional rental assistance
- Household Ineligible for additional rental assistance
  
- Household Eligible for additional case management services
- Household Ineligible for additional case management services

If ineligible for financial and/or case management services, please list community based agencies that the household can access for further support.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Documentation proving the statements on this form MUST be attached. The lack of support networks should be notated within the client file. Subsequent recertification forms and evidence should be kept in the client file.**

<b>Lead-Based Paint Visual Assessment</b>	
<p><i>All units in which program participants reside are subject to Lead-Based Paint requirements. This form must be completed and included in each program participant file. Individuals completing this form must complete the online HUD <a href="http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm">http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm</a> training.</i></p>	
Program Participant Name: _____	
Property Address: _____	
Property Owner Name: _____	
Check all that apply:	
<input type="checkbox"/> Property was built after 1978                      Year Property Built: _____	
<input type="checkbox"/> No child under 6 lives with program participant	
<input type="checkbox"/> Property is zero bedrooms, SRO housing, elderly housing	
<input type="checkbox"/> Property has been tested and determined to not to contain lead-based paint (attach documentation)	
<input type="checkbox"/> Property has had lead-based paint hazards removed (attach documentation)	
<input type="checkbox"/> If any items are checked above, no visual assessment is required. Please include appropriate signatures (agency and program participant) and date.	
<input type="checkbox"/> No items are checked above (Visual Assessment required)	
Interior: Is there any peeling, chipping, chalking, or cracking paint?  <input type="checkbox"/> YES <input type="checkbox"/> NO	Interior: Deterioration exceeds the de minimis level?  <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Exterior: Is there any peeling, chipping, chalking, or cracking paint?  <input type="checkbox"/> YES <input type="checkbox"/> NO	Exterior: Deterioration exceeds the de minimis level?  <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Common Areas: Is there any peeling, chipping, chalking, or cracking paint?  <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	Common Areas: Deterioration exceeds the de minimis level?  <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA

Describe Any Action Taken:	
Program Participant: _____	
_____ Signature	_____ Date
Property Owner Name: _____	
_____ Signature	_____ Date
Program Staff Name: _____	
_____ Signature	_____ Date

**MONTHLY PERFORMANCE REPORT  
EMERGENCY SOLUTIONS GRANT (ESG) SUBRECIPIENTS**

---

**Subrecipient Agency Name:** \_\_\_\_\_

**Contact Person and Phone Number:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_ **Quarter: 1 2 3 4 YEAR END**

**Type of programs and services (check all that apply):**

Emerg. Shelter Facilities \_\_\_\_\_ Transitional Shelter \_\_\_\_\_  
 Vouchers for Shelters \_\_\_\_\_ Outreach \_\_\_\_\_  
 Drop - in Center \_\_\_\_\_ Health Care \_\_\_\_\_  
 Soup kitchen/meal distrib \_\_\_\_\_ Food Pantry \_\_\_\_\_  
 Mental Health \_\_\_\_\_ HIV/AIDS Services \_\_\_\_\_  
 Alcohol/drug Program \_\_\_\_\_ Employment \_\_\_\_\_  
 Homeless Prevention \_\_\_\_\_ Child Care \_\_\_\_\_  
 Other \_\_\_\_\_

=====

**Non-Residential Services:**

Number of persons served quarterly/yearly: \_\_\_\_\_

**Race** (this should equal number of adults and children served quarterly/yearly):

White \_\_\_\_\_ Black/African Am. \_\_\_\_\_  
 Asian \_\_\_\_\_ Am. Indian/Alaskan Native \_\_\_\_\_  
 Native Hawaiian/Other Pacific Is. \_\_\_\_\_ Am. Indian/Alaskan Native & White \_\_\_\_\_  
 Asian & White \_\_\_\_\_ Black/African Am. & White \_\_\_\_\_  
 Am. Indian/Alaskan Native & Black/African Am. \_\_\_\_\_  
 Other Multi-Racial \_\_\_\_\_  
 Hispanic \_\_\_\_\_

=====

**Residential Services:**

Number of Adults Served Quarterly/Yearly: \_\_\_\_\_

Number of Children Served Quarterly/Yearly: \_\_\_\_\_

**Race** (this should equal number of adults and children served quarterly/yearly):

White \_\_\_\_\_ Black/African Am. \_\_\_\_\_  
 Asian \_\_\_\_\_ Am. Indian/Alaskan Native \_\_\_\_\_  
 Native Hawaiian/Other Pacific Is. \_\_\_\_\_ Am. Indian/Alaskan Native & White \_\_\_\_\_  
 Asian & White \_\_\_\_\_ Black/African Am. & White \_\_\_\_\_  
 Am. Indian/Alaskan Native & Black/African Am. \_\_\_\_\_  
 Other Multi-Racial \_\_\_\_\_  
 Hispanic \_\_\_\_\_



Type of Shelter/Facility (this should equal number of persons served quarterly/yearly):

Barracks \_\_\_\_\_ Group/Large House \_\_\_\_\_  
Mobile home/Trailer \_\_\_\_\_ Hotel/Motel \_\_\_\_\_  
Scattered Site Apt. \_\_\_\_\_ Single Room Occupancy \_\_\_\_\_  
Single Family Detached House \_\_\_\_\_ Other \_\_\_\_\_

Number of Unaccompanied 18 and over Male: \_\_\_\_\_ Female: \_\_\_\_\_

Number of Unaccompanied under 18 Male: \_\_\_\_\_ Female: \_\_\_\_\_

Number of Families with Children Headed by:

Single 18 and over Male: \_\_\_\_\_ Female: \_\_\_\_\_

Single 18 and under Male: \_\_\_\_\_ Female: \_\_\_\_\_

Two Parents 18 and over: \_\_\_\_\_ Two Parents Under 18: \_\_\_\_\_

Number Families with no Children: \_\_\_\_\_

Number of persons served who are:

Victim of Domestic Violence: \_\_\_\_\_ Chronically homeless: \_\_\_\_\_

Severely Mentally Ill: \_\_\_\_\_ HIV/AIDS: \_\_\_\_\_

Chronic Substance Abuse: \_\_\_\_\_ Elderly: \_\_\_\_\_

Veterans: \_\_\_\_\_ Other Disability: \_\_\_\_\_

=====

**Narrative:**

**Funding Sources** (to be filled in at the end of the year):

Include funding specifically for this project/program by funding source e.g. United Way, Philip Morris, CoC etc. and amount

ESG:

Other Federal:

Local Gov:

Private:

Fees:

Other: \_\_\_\_\_

Total:

# County of Henrico

## Emergency Solutions Grant Program

### Requisition for Disbursement of Funds

#### Agency Name and Address:

#### Project Name:

#### Project#/CPS Project ID:

Type of Disbursement:  Initial  Progress  Final

**Instructions:** In an attachment, clearly identify by description all items for which capital advance or reimbursement funds are requisitioned. Do not request funds for any item until payment is due.

The undersigned hereby requests the County of Henrico to disburse funds as provided by the Subrecipient Agreement heretofore executed on the XX day of XX/XX/XXXX, as shown in the request for disbursement.

<b>Monthly Funding Report</b>	<b>Amount Requested</b>	<b>Amount Approved (Office use only)</b>
1. Total Contract ESG Program Funds	\$	\$
2. ESG Funds Expended to date	\$0	
3. Unobligated ESG Balance		
4. Non-ESG funds expended to date		
5. Estimated Request	\$	\$
6. ESG cash on hand (funds received but not expended)	\$0	\$
7. Program Income*	\$0	\$
8. Total cash on hand (add lines 6 and 7)	(\$0 )	(\$ )
9. Total Due on This Requisition (Subtract line 7 from 5)	\$	\$

\* Subrecipients must report and spend Program Income before spending ESG Program funds.

ESG Program funds per this request represent 0% of total project funding received to date from all sources.

To the best of our knowledge, information and belief the sum requested is now payable. The undersigned hereby certifies that all of the above items have been paid or will be paid within three days of receipt of the requisitioned funds. We hand you herewith full supporting invoices and/or receipts, as required, covering such items enumerated for your review. The undersigned certifies that all prior work, labor and materials to be paid for under this request are satisfactory and are in accordance with the contract. The undersigned further certifies that liability insurance as requested by the County of Henrico is in full force and effect..

Signature of Preparer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_ Date \_\_\_\_\_

**EMERGENCY SOLUTIONS GRANT  
QUARTERLY MATCHING FUNDS REPORT**

SUBRECIPIENT: \_\_\_\_\_

PROJECT: \_\_\_\_\_

PERIOD COVERED: (check one)

- Oct 1, 2014 - Dec 31, 2014 (1<sup>st</sup> quarter)
- Jan 1, 2015 - March 31, 2015 (2<sup>nd</sup> quarter)
- April 1, 2015 - June 30, 2015 (3<sup>rd</sup> quarter)
- Oct 1, 2014 - Sept 30, 2015 (12-month, end of year)

Type of Expense	ESG Expenditures	Expenditures from Other sources (Match)	Total Expenditures
	\$	\$	\$
<b>Total Expenditures</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

SOURCE OF MATCHING FUNDS LISTED ABOVE

Source	Amount
	\$
<b>Total of all Sources</b>	<b>\$</b>

Matching Funds Reports are due to the Henrico County ESG Program Manager within 20 days following the end of the quarter. (January 20, April 20, July 20, and October 20).

10/1/2014

## Appendix G – Citizen Participation Plan



# Henrico County Citizen Participation Plan For the Use of CDBG, HOME, and ESG Program Funds

### **INTRODUCTION**

The County of Henrico (County) is an entitlement jurisdiction and, as such, receives entitlement grant funding from the U.S. Department of Housing and Urban Development (HUD).

The federal entitlement grant funds include: Community Development Block Grant (CDBG); HOME Investment Partnerships Program; and Emergency Solutions Grant (ESG).

As an entitlement jurisdiction, the County is required to prepare a Five-Year Consolidated Plan (Consolidated Plan), an Annual Community Development Action Plan (Action Plan), and a Consolidated Annual Performance and Evaluation Report (CAPER).

In addition, as required by the U.S. Department of Housing and Urban Development (HUD) Code of Final Regulations for the Consolidated Plan (24 CFR Part 91.105), the County must adopt a Citizen Participation Plan (CPP) setting forth the County's policies and procedures for citizen participation. This CPP establishes standards for the County to provide for and encourage citizens and entitlement grant beneficiaries to participate in the planning, execution, and evaluation of the Consolidated Plan, Action Plans, and CAPERs.

### **DEFINITIONS**

**Amendment, Minor:** A change to a previously adopted Five-Year Consolidated Plan or Annual Action Plan that does not meet the thresholds to qualify as a Substantial Amendment. This includes:

- Monetary changes or shifts, regardless of size that are: (1) necessary for substantially preserving all the programs and activities identified in an Action Plan; and (2) necessitated by significant changes in the funding levels between HUD's initial estimates of funding amounts and HUD's final allocation notification to the County;
- Updates to Consolidated Plan data including, but not limited to, census data, income limits, fair market rents, and HOME high/low market rents;
- Changes in location of an approved project or activity so long as the purpose, scope and intended beneficiaries remain constant; or
- Transfer of entitlement funds amongst program years' budget lines for synonymous projects or activities.

**Amendment, Substantial:** A change to a previously adopted Five-Year Consolidated Plan or Annual Plan, including the reprogramming of funds left unexpended from previous activities, that:

- Increases or decreases by 25% or \$20,000, whichever is greater, the amount allocated to a current project or activity;
- Makes a significant change to the purpose, scope, or proposed beneficiaries of a previously approved project or activity; or
- Funds a new project or activity in excess of \$20,000.

**Annual Action Plan (Annual Plan):** The Action Plan describes the activities to be undertaken in the upcoming Program Year (PY) that meet the goals in the approved Consolidated Plan and utilize the annual funding provided to the County by HUD.

**Citizen Participation Plan (CPP):** The CCP provides standards by which citizens are encouraged to participate in the development, planning, execution, and evaluation of the Consolidated Plan, any substantial amendments to the Consolidated Plan, the Annual Action Plans, and the CAPERs.

**Community Development Block Grant (CDBG):** The CDBG program provides communities with resources to address a wide range of housing and community development needs that benefit low- and moderate-income persons through decent housing, suitable living environments, and expanded economic opportunities.

**Consolidated Annual Performance and Evaluation Report (CAPER):** HUD requires the County to prepare a CAPER at the end of each program year. The CAPER assesses the County's annual achievements relative to the goals in the Consolidated Plan and the proposed activities in the Action Plan.

**Department of Housing and Urban Development (HUD):** HUD is the federal government agency that creates and manages programs pertaining to home ownership, affordable housing, fair housing, homelessness, and community and housing development.

**Displacement:** Displacement refers to the involuntary relocation of individuals from their residences due to housing development and rehabilitation activities paid for by federal funds.

**Eligible Activity:** Activities that are allowable uses of the three federal funds (CDBG, HOME, and ESG) covered by the Citizen Participation Plan as defined in the Code of Federal Regulations Title 24 for the Department of Housing and Urban Development.

**Emergency Solutions Grant (ESG):** The ESG program provides resources to assist individuals and families in quickly regaining stability in permanent housing after experiencing a housing crisis or homelessness.

**Five-Year Consolidated Plan (Consolidated Plan):** HUD requires entitlement jurisdictions to prepare a Consolidated Plan every five years. The Consolidated Plan identifies housing, economic, and community development needs and prioritizes funding to meet those needs.

**Home Investment Partnerships Program (HOME):** HOME is designed exclusively to create or preserve affordable housing for low-income households. Activities include those that build, buy, and/or rehabilitate affordable rental or homeownership housing, or provide direct rental assistance to low-income people.

**Low to Moderate Income (LMI):** LMI is 0-80% of Area Median Income (AMI) for a jurisdiction as defined annually by HUD. In addition, this includes those individuals presumed by HUD to be principally LMI (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers).

**Public Hearing:** Public hearings provide the public, specifically LMI individuals and households, to make public testimony or comment. Public hearings are advertised in local newspapers and made accessible to persons who do not speak English or who have a disability.

### ***ROLE, RESPONSIBILITIES, AND CONTACT INFORMATION***

The County of Henrico is the recipient of the federal entitlement grant funds listed above.

#### **Department of Community Revitalization**

The Department of Community Revitalization (DCR) serves as the Lead Agency for the administration of the County's HUD entitlement funds. The Department is responsible for informing citizens about the planning process, facilitating meetings, preparing the Annual Action Plan and the Five-Year Consolidated Plan, preparing amendments, developing the CAPER, providing opportunities for public comments, and all other program requirements.

Contact information for DCR is:

Henrico County Dept. of Community Revitalization  
4062 Crockett Street, Henrico, VA, 23228  
P.O. Box 90775, Henrico, VA 23273-0775  
804-501-7640  
[revitalization@henrico.us](mailto:revitalization@henrico.us)  
[www.henrico.us/revit](http://www.henrico.us/revit)

#### **Henrico County Board of Supervisors**

The Henrico County Board of Supervisors is the elected legislative body governing the County of Henrico. It is responsible for approving the County's Five-Year Consolidated Plan, the Annual Action Plans, and amendments to the Plans, prior to submission of those documents to HUD.

Board meetings are generally held on the second and fourth Tuesday of each month beginning at 7 pm. The meetings are held in the Board Room, Administration Building of the Western Government Center at 4301 E. Parham Road. All Board meetings are held in facilities that are accessible to persons with disabilities.

## ***CITIZEN PARTICIPATION POLICIES***

### **Availability of Draft and Approved Documents**

The draft and final versions of the Consolidated Plan, Annual Plan, CAPER, and all related amendments will be available online at the County's Department of Community Revitalization website [www.henrico.us/revit](http://www.henrico.us/revit). Hard copies of all documents will be available at the offices of DCR, 4062 Crockett Street, Henrico, VA 23228, during regular business hours. Internet access is available at all County public libraries.

The draft Consolidated Plans, draft Action Plans, and draft substantial amendments will be made available for public review and comment for a minimum of 30 days prior to their submission to HUD.

The draft CAPER will be available for public review and comment for a minimum of 15 days prior to its final submission to HUD.

Previously approved plans and amendments will be available to residents, public agencies, and other interested parties.

Final Plans, CAPERs, and amendments will be available on the County's website at [www.henrico.us/revit](http://www.henrico.us/revit) and at the offices of the Department of Community Revitalization.

### ***PUBLIC HEARINGS***

The County will hold a minimum of two (2) public hearings each year to obtain citizens' views and respond to proposals and questions from citizens and other stakeholders on the Five-Year Consolidated Plan and the Annual Action Plan.

The first will be held during the development of the Five-Year Consolidated Plan or Annual Action Plan (Needs Public Hearing) in order to receive input from citizens and stakeholders on the housing and community development needs of the County, particularly for low- or moderate-income citizens. Comments regarding the previous year CAPER will be solicited at this meeting. Additional Needs Public Hearings may be held as determined by DCR staff. Hearings will be held on weekday evenings no earlier than 5:00 pm. Additional hearings may be held on Saturday mornings or other times on weekdays in order to provide several attendance options.

The final public hearing will be hosted by the Henrico County Board of Supervisors during a regularly scheduled Board meeting (Board of Supervisors Public Hearing) and will give citizens the opportunity to give input on the proposed Consolidated Plan/Annual Action Plan and proposed annual CDBG, HOME, and ESG budget.

Public hearings will be held at accessible locations within the County. Assistance to disabled persons or those with limited English proficiency will be provided upon request, with at least three (3) business days prior notification to the Department of Community Revitalization.

## **NOTICE OF HEARINGS AND REVIEW PERIODS**

A public review period of not less than thirty (30) days will be provided and advertised for each Consolidated Plan, Annual Plan, and substantial amendment to enable the public to provide comments prior to submission of the approved document to HUD.

A public review period of not less than fifteen (15) days will be provided and advertised for each CAPER to allow for public comments prior to submission of the approved document to HUD.

Notices of public hearings, the availability of draft documents, and comment periods will be distributed, published, and posted on the Department of Community Revitalization website at [www.henrico.us/revit](http://www.henrico.us/revit).

Notices will be distributed and published at least ten (10) to fourteen (14) days before the public hearings and will include the subject, time, and location of the hearing as well as information regarding how to request accommodation and services available for persons with disabilities who wish to attend the public hearings. Notices for the Board of Supervisors Public Hearing will be published 30 days in advance in conjunction with the notice of public review period for the proposed Consolidated Plan/Annual Action Plan and proposed annual CDBG, HOME, and ESG budget.

Newspaper postings of the notices for the Consolidated Plan, Annual Action Plan, CAPER, and substantial amendments will be provided in the Richmond Times-Dispatch or other newspaper of general circulation. As budget allows, advertisements will be placed for at least one day in additional newspapers including the Henrico Citizen and weekly and bi-weekly newspapers targeting minority populations.

Public notices of comment periods will announce the availability of relevant draft documents for public review and will include a description of the document's purpose. The notices will describe how to obtain a copy of the document for review and clearly list all scheduled hearings with dates, times, and locations. The notices will include information on how to access documents online and list locations where hard copies will be available.

Notices will be sent to an e-mail distribution list maintained by the Department of Community Revitalization. Members of the public may be added to this distribution list by contacting the Community Development Division at 804-501-7640 or via email at [revitalization@henrico.us](mailto:revitalization@henrico.us). Although the County will prioritize the use of email to distribute the public notices to residents, it will continue to send hard copies via U.S. Postal Service to residents with no email access, upon request.

The County will consider comments and views expressed by residents, public agencies, and other interested parties either in writing or orally at public meetings. In each Five-Year Consolidated Plan, Annual Action Plan, CAPER, or substantial amendment submitted to the U.S. Department of Housing and Urban Development (HUD), the County will provide as an attachment a summary of all comments received either orally or in writing during the applicable 30-day or 15-day public review period; the



County's subsequent action; and the reasons for non-action, if none was taken. This information will also be made available to the public as part of the final document.

### ***NOTICE OF HEARINGS – MINOR AMENDMENTS***

Minor amendments to the Consolidated Plan or Annual Plan require no public notifications, public hearings, and public body approvals as specified in this CPP.

### ***DISPLACEMENT POLICY***

Projects and activities funded with CDBG, HOME, or ESG funds will be planned in order to minimize displacement of low- or moderate-income residents. In the event displacement occurs, the County will notify affected persons and provide assistance consistent with the provisions of the Federal Uniform Relocation Act and all other applicable governmental regulations.

### ***AVAILABILITY OF AND ACCESS TO RECORDS***

Information on the County's Consolidated Plans, including records or documents covering the previous Consolidated Plans, CPPs, the current Consolidated Plan, Annual Action Plans, and CAPERs will be posted on the Department of Community Revitalization website at [www.henrico.us/revit](http://www.henrico.us/revit), and will be made available for citizen review during normal working hours at the Department of Community Revitalization, 4062 Crockett Street, Henrico, VA 23228, and upon written or oral request addressed to the Community Development Division at 804-501-7640 or [revitalization@henrico.us](mailto:revitalization@henrico.us). Documents prior to 2011 are not available online. Contact the Department of Community Revitalization to determine availability. If the County is unable to provide immediate access to the documents requested, the County will make every effort to provide the documents and reports consistent with the Virginia Freedom of Information Act.

### ***TECHNICAL ASSISTANCE***

The County will, to the extent feasible, respond to requests for technical assistance by groups representing persons of low- and moderate-income developing funding proposals for any program covered by the Consolidated Plan in accordance with grant procedures. This may include, but is not limited to, providing information regarding how to fill out applications, other potential funding sources, and referrals to appropriate agencies within and outside the County. "Technical assistance," as used here, does not include the provision of funds to groups requesting such assistance. Assistance will also be provided to interested individuals and citizens' groups who need further explanation on the background and intent of the Housing and Community Development Act, interpretation of specific HUD regulations, and project eligibility criteria for federal grants.

### ***COMMENTS/COMPLAINTS***

Comments or complaints from residents, public agencies, and other interested parties regarding the Consolidated Plan or related amendments and performance reports may be submitted in writing to the

Henrico County Department of Community Revitalization, PO Box 90775, Henrico, VA 23273-0775 or via email at [revitalization@henrico.us](mailto:revitalization@henrico.us).

Written comments or complaints will be referred to appropriate County staff for consideration and response. The County will provide substantive, written responses to all comments or complaints within fifteen (15) business days of receipt.