



Henrico County, Virginia

2013-2014

**ANNUAL CONSOLIDATED
COMMUNITY DEVELOPMENT
ACTION PLAN**

Amended

April 7, 2014

Department of Community Revitalization

April 2014

Acknowledgements

The 2013-2014 Annual Consolidated Community Development Action Plan and Amendment was prepared by the County of Henrico Department of Community Revitalization, Division of Community Development.

County of Henrico Board of Supervisors

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

John A. Vithoukas, County Manager
Randall S. Silber, Deputy County Manager of Community Development

County of Henrico Department of Community Revitalization, Division of Community Development

S. Mark Strickler, Director of Community Revitalization
David Sacks, Community Development Manager
Scott Carter, HOME Program Manager
Geleene Goffena, AICP, CDBG Program Manager
Roy Props, Commercial Assistance Planner
Pat Nuckols, Account Clerk III

Preface

Beginning with the 2013-2014 federal program year, Henrico County began preparing the Annual Action Plan using the Consolidate Plan Template in IDIS On-Line. HUD also refers to this system as the *eCon Planning Suite*. HUD has made the on-line system mandatory for preparation of the 5-year Consolidated Plan, and optional for the Annual Action Plan. Henrico County chose to use the IDIS template this year to provide for future consistency between the Annual Plan, the CAPER, and the future 5-year Consolidated Plan. Consequently, the reader of this document will find the format substantially different from the Annual Plans submitted by Henrico County for the prior two program years.

In the process of developing this plan, it was discovered that there are a significant number of deficiencies and system glitches in the *eCon Planning Suite* that inhibit the ability to produce a user-friendly document for public review. Furthermore, some information provided in previous Action Plans did not have a place to be inserted in the on-line version. HUD is aware of these deficiencies and they intend to address them over the next several months.

In order to accommodate the shortcomings of the *e-CON Planning Suite*, every attempt was made to insert information in the most appropriate location and where necessary make adjustments to the document exported for public review. Consequently, the reader may find the placement of some information a bit unusual; however this was necessary in order to ensure the completeness of the document. We appreciate the patience of the reader as we attempt to work with the IDIS on-line system.

County of Henrico
Department of Community Revitalization
July 2013

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Amendment Summary:

The April 7, 2014 amendment reallocates unspent 2011 and 2012 CDBG, and unspent 2012 HOME funds, and adjusts the funding for one 2013-14 program by increasing HOME funds with a corresponding decrease in CDBG funds, and provides funding for an additional project.

Executive Summary

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

1. Introduction

The County of Henrico's *2010-2015 Five Year Consolidated Community Development Plan* identifies the County's needs for affordable housing and neighborhood development and covers a five year period from October 1, 2010 through September 30, 2015. The plan guides the expenditure of Community Development Block Grant and HOME funds received by the County of Henrico from the United States Department of Housing and Urban Development (HUD).

The FY 2013-2014 Annual Action Plan represents the fourth year of the five year Consolidated Plan and identifies the activities to be undertaken during the year beginning October 1, 2013. The Plan is the formal application to HUD for these entitlement funds administered by the County of Henrico Department of Community Revitalization.

Sources of funds for FY 2013-2014 are as follows:

2013-2014 CDBG Entitlement Grant \$ 1,553,090

2013-2014 HOME Entitlement Grant \$626,559

CDBG Funds Brought Forward \$ 66,000. (Amended to \$200,371 April 7, 2014)

HOME Funds Brought Forward \$75,321. (April 7, 2014 amendment)

Total Funds \$ 2,245,649 (Amended to \$ 2,455,341 April 7, 2014)

As authorized by the County of Henrico Board of Supervisors on July 23, 2013, and as described in this Annual Action Plan, CDBG and HOME funds have been allocated to fourteen projects. See Appendix A for the Board resolution authorizing the submission of this plan and an itemization of the projects and amounts allocated.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

During FY 2013-2014 the County of Henrico expects to achieve the following outcomes through the implementation of programs funded through CDBG and HOME:

- Rehabilitation or minor repair of 53 housing units for low-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 three housing units for low and moderate income homeowners, thereby increasing the availability of affordable permanent housing. (Two homes as CHDO Activities)
- Provision of downpayment and closing cost assistance to 14 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 150 children living in subsidized housing, thereby improving the safety and livability of neighborhoods.
- Installation of an emergency generator at Carter Woods Apartments, increasing safety for 152 over age 62 senior households in a tax credit community.
- Completion of design of a fully accessible park and playground for youth and adults with physical and mental disabilities.
- 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 six jobs, available to a low- or moderate-income person, will be created.
- Provision of improvement grants to encourage investment in properties in the older commercial corridors of the County, thereby providing job creation and retention. At least one job, available to a low- or moderate-income person, 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 one job, available to a low- or moderate-income persons, will be created.
- Replacement of a thirty year old HVAC system at St. Joseph's Villa in a building for after-school and summer programs for 75 low-income children with behavioral issues and mental illness.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The Annual Performance and Evaluation Report described the County's performance relative to the goals established in the Five-Year Consolidated Plan. The following is a summary of the accomplishments for the fiscal year ending September 30, 2012 as described in the 2011-2012 Annual Performance Report. During 2011-12, the County continued to provide and improve housing opportunities for low- and moderate-income individuals, support affordable housing, and provide services and opportunities to low- and moderate-income individuals and families. During this year, the County was 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 2011-12 Accomplishments:

- Completion of the rehabilitation of 8 homes owned by low- or very low-income elderly or disabled homeowners. (goal was exceeded)
- Completion of emergency and minor repair to 26 homes owned by very low- or low-income homeowners. (goal was met)
- Provided after-school substance abuse and violence prevention programs to an average of 175 at-risk youths each month. (goal was met)
- Provided affordable housing, assisting 19 low-income households by providing downpayment and closing cost assistance. (goal was exceeded)
- Provided affordable owner-occupied housing by completing the purchase, rehabilitation and sale of two homes to two low-income households. (multi-year goal has not yet been met)
- Assisted businesses through a program providing 204 instances of technical assistance. CDBG funded grants assisted 11 businesses. Seven new jobs were directly attributed to 2009 expenditures. Jobs for 2010 and 2011 will be determined at the end of 2012. (jobs goal was met)
- Provided 5 handicapped ramps to disabled, low-income homeowners. (goal was not met)
- Provided improvements to facilities serving low- and moderate-income communities and populations through completion of the following: renovations to group homes for mentally disabled individuals, improvements to neighborhood parks and recreation facilities, and improvements to facilities providing job training to low-income and homeless persons. (goal was met)

As of May 15, 2013 Henrico County met its CDBG spend rate for PY 2012-13.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The CDBG/HOME staff continually seek to broaden public participation through personal contacts and meetings with representatives of public and private agencies, discussions and meetings with individuals

and groups, and meetings and discussions with housing providers and developers. The staff serves as a source of information on housing, economic development and other community development needs. The CDBG/HOME office provides information and written materials to diverse groups and individuals. Materials are made available on-line, in County libraries and other public places. This process is helpful in focusing attention on strategic issues, such as the need for greater homeownership in the County and focusing on aging neighborhoods and economically distressed commercial areas of the County. The staff has also participated in neighborhood planning efforts and commercial revitalization efforts with business associations in specific locations in the County.

CDBG and HOME program staff engage in regular discussions with County Social Services staff to share information, coordinate assistance and design programs to address homelessness, housing assistance, and other needs of low income residents and families. 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, Recreation and Parks, Community Maintenance, and Henrico Public Schools.

Two public hearings were held to gather citizen input on the 2013-2014 Annual Consolidated Action Plan. The first, a needs public hearing, was held on March 5, 2013. The second meeting, a public hearing with the Board of Supervisors was held on July 23, 2013. The meetings were both advertised in the *Richmond Times-Dispatch* in accordance with the Citizen Participation Plan. Copies of the advertisements are provided in Appendix B.

Throughout the year, CDBG and HOME program staff meets with local agencies and groups.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No comments were received at the Public Needs Hearing held on March 5, 2013 nor were any comments received in writing, email, telephone, or in-person.

No comments were received at the Public Hearing with the Board of Supervisors held on July 23, 2013 nor were any comments received in writing, email, telephone, or in-person.

No comments were received from the notice posted for the Annual Action Plan amendment

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

none

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Annual Community Development Action Plan **Amendment**

7. Summary

For the preparation of the Annual Action Plan, County staff sought citizen input through print advertisements, public hearings, and information on the County web site. County staff also consulted with numerous housing and service agencies on community needs as part of the process for the development of the Annual Action Plan, for the 2013-14 Program Year.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity 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	Dept. of Community Revitalization
HOPWA Administrator		
HOME Administrator	HENRICO COUNTY	Department of Community Revitalization
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

The lead agency is the County of Henrico, Virginia, Department of Community Revitalization. The County is a HUD entitlement grantee. The CDBG and HOME funds are administered through the County Department of Community Revitalization, with assistance provided by the County Department of Finance. The program is overseen by the Community Development Manager, with the CDBG program coordinated primarily by the CDBG Program Manager and the HOME Program by the HOME Program Manager.

Consolidated Plan Public Contact Information

Information about and comments regarding the Consolidated Plan can be directed to the Henrico County Department of Community Revitalization, located at 4062 Crockett Street, Henrico, VA 23228. The mailing address is P.O. Box 90775, Henrico, VA 23273-0775. Phone inquiries can be made to 804-501-7617. Email inquiries can be made to sac01@henrico.us. Draft and final Annual Action Plans can be obtained from the County web site at <http://www.henrico.us/revit/community-development-program/executive-summary.html>

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

Throughout the year, CDBG and HOME program staff meet with local agencies and groups. Listed below are some of the meetings undertaken by staff as part of an ongoing dialogue to discuss the needs of the County's citizens in preparation of the 2013-2014 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.

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 regularly (minimum of quarterly) with an organization of area non-profit housing providers. This group includes CHDO's, CDFI's, and other community development corporations.

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 Review Panel. This panel of community stakeholders is convened at least annually to review and assess funding requests for the HUD Continuum of Care Program. The review panel, known as the Ranking Committee, meets to review applications and to determine how effective the proposed work is in addressing community priorities and needs.

The Ranking Committee met on October 31, 2012 for an orientation to the new HEARTH regulations and to discuss the letters of intent received to date.

The Ranking Committee met on December 4, 2012 to establish priorities, begin initial reviews and hear presentations from renewing grant applicants. The committee reconvened on December 17th to begin ranking renewals and to hear presentations from new applicants.

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At a December 19th meeting, the committee reviewed and approved the staff recommendations for executing the ranking process. This process was the basis for all of the funding decisions made by the committee.

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

N/A

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

1	Agency/Group/Organization	project: HOMES / ElderHomes
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	in-person meetings. Expected outcomes: enhancement of existing programs and potential for funding programs in PY 2013-14
2	Agency/Group/Organization	RAMPS
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities Regional organization
	What section of the Plan was addressed by Consultation?	Projects

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Face-to-face discussions with the Executive Director and a Board member regarding the access needs of handicap residents of Henrico and alternatives for providing access services to them. Expected outcomes: enhancement of existing programs and potential for funding programs in PY 2013-14
3	Agency/Group/Organization	HOME, INC.
	Agency/Group/Organization Type	Housing Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff met with the Executive Director and several program staff at HOME Inc. to discuss various homeowner assistance programs including the need for foreclosure prevention programs for Henrico residents. Expected outcomes: enhancement of existing programs and potential for funding new programs in PY 2013-14
4	Agency/Group/Organization	Richmond Affordable Housing
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	staff met with program staff with Better Housing Coalition/Richmond Affordable Housing to discuss needs and opportunities to address vacant housing. Expected outcomes: enhancement of existing programs and potential for funding programs in PY 2013-14
5	Agency/Group/Organization	SOUTHSIDE COMMUNITY DEVELOPMENT HOUSING CORPORATION
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	staff met with the President and CEO and the Executive Director of SCDHC to discuss home repair and rehabilitation needs in Henrico County, and their insight into community needs, and opportunities to work together in 2013-14. Expected outcomes: enhancement of existing programs and potential for funding programs in PY 2013-14

6	Agency/Group/Organization	RICHMOND METROPOLITAN HABITAT FOR HUMANITY
	Agency/Group/Organization Type	Housing Regional organization
	What section of the Plan was addressed by Consultation?	Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff met with the President and several program staff of Metropolitan Richmond Habitat for Humanity to discuss the housing needs of very low income families and opportunities to address these needs in Henrico. Expected outcomes: potential for funding programs in PY 2013-14
7	Agency/Group/Organization	NEIGHBORHOOD HOUSING SERVICES OF RICHMOND
	Agency/Group/Organization Type	Housing Community Development Financial Institution
	What section of the Plan was addressed by Consultation?	Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	staff met with Board members and staff of Neighborhood Housing Services to discuss homebuyer and homeowner needs including foreclosure prevention. Expected outcomes: potential for funding programs in PY 2013-14
8	Agency/Group/Organization	Henrico County Dept. of Recreation and Parks
	Agency/Group/Organization Type	Other government - County Grantee Department
	What section of the Plan was addressed by Consultation?	Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	staff met with officials of the County Department of Recreation and Parks to discuss the recreation needs in low income areas of Henrico County. Expected outcomes: potential for funding programs in PY 2013-14

9	Agency/Group/Organization	Henrico County Dept. of Social Services
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Child Welfare Agency Other government - County Grantee Department
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Strategy Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff conducted discussions with staff of Henrico County Department of Social Services to discuss potential 2012-2013 programming for emergency rent and utility assistance through the rapid rehousing program. Expected outcomes: potential for funding programs in PY 2013-14
10	Agency/Group/Organization	County of Henrico Division of Fire
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Grantee Department
	What section of the Plan was addressed by Consultation?	Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	staff discussed with officials of the Henrico Fire Department emergency and public safety needs of low-income residents of multi-family housing for seniors during times of natural disasters. Expected outcomes: potential for funding programs in PY 2013-14 to address issues in multi-family senior housing.
11	Agency/Group/Organization	Henrico County Dept. of Building Inspections
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Grantee Department
	What section of the Plan was addressed by Consultation?	Projects

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	staff met with officials of the Henrico Department of Building Inspections to discuss housing repair needs. Expected outcomes: enhancement of existing programs to address most pressing needs.
12	Agency/Group/Organization	County of Henrico, Division of Community Maintenance
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	staff met with officials of the Henrico Community Maintenance Division to discuss housing repair needs including elderly persons and persons with disabilities. Expected outcomes: enhancement of existing programs to address most pressing needs.
13	Agency/Group/Organization	County of Henrico Dept. of Public Works
	Agency/Group/Organization Type	Other government - County Grantee Department
	What section of the Plan was addressed by Consultation?	Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	staff met with officials of the Henrico Department of Public Works to discuss drainage and infrastructure in low income areas of Henrico County. Expected outcomes: improved progress on existing projects, and potential for addressing infrastructure needs in low income communities.
14	Agency/Group/Organization	GREATER RICHMOND ARC
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	staff met with the Executive Director and other staff of Greater Richmond ARC to discuss the needs of developmentally disabled adults and children. Expected outcomes: potential for funding programs in PY 2013-14

15	Agency/Group/Organization	Better Housing Coalition
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussions with program staff regarding the needs of low-income, elderly residents of multi-family buildings and opportunities for improving services during times of natural disasters. Expected outcomes: potential for funding a project in PY 2013-14
16	Agency/Group/Organization	Henrico Area Mental Health and Developmental Services
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Health Agency Regional organization Grantee Department
	What section of the Plan was addressed by Consultation?	Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussions with program staff regarding the needs of children living in subsidized multi-family housing and funding needs for PY 2013-14

Table 2 – Agencies, groups, organizations who participated

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

Not applicable.

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

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

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

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AP-12 Participation – 91.105, 91.200(c)

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

Two public hearings were held to gather citizen input on the 2013-2014 Annual Consolidated Action Plan. The first, a needs public hearing, was held on March 5, 2013. The second meeting, a public hearing with the Board of Supervisors was held on July 23, 2013. The meetings were both advertised in the Richmond Times-Dispatch in accordance with the Citizen Participation Plan.

Other Related Citizen Participation information:

The Henrico County Department of Community Revitalization maintains a web site with current descriptions of all community development programs including those funded with CDBG and HOME funds. There is also a Spanish language page summarizing these programs. All documents for which the County solicits public comment, including the proposed Annual Action Plan, the CAPER, and others are available on the web site for the duration of the comment period and once finalized, throughout the year. All ten County libraries provide internet access for citizens where program information and documents can be accessed

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	Newspaper Ad	Non-targeted/ broad community		no comments were received by phone, email, letter, or in-person to the February 4, 2013 newspaper ad.		
2	Public Meeting	Non-targeted/ broad community	no attendees at the March 5, 2013 public hearing	no comments received		

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-English Speaking - Specify other language: Spanish Non-targeted/broad community		no comments were received by phone, email, letter, or in-person to the web posting updated on February 4, 2013.		http://www.co.henrico.va.us/revit/community-development-program/proposal-process.html
4	Newspaper Ad	Non-targeted/broad community	The Draft Annual Plan was posted on the County web site beginning June 21, 2013. The ad provided the web address for the plan and an email address, phone number, and mailing address for comment. The ad also provided the date, time and location for the July 23 public hearing.	No comments received		http://www.co.henrico.va.us/revit/community-development-program/executive-summary.html
5	Public Meeting	Non-targeted/broad community	no attendees at the July 23, 2013 public hearing spoke to this item.	no comments received		
6	Newspaper Ad	Non-targeted/broad community	No comments received from March 8 advertisement for proposed Plan Amendment	none received	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The Annual CDBG and HOME allocations are based on the notice from HUD received June 7, 2013.

The amendment adds \$134,371 of CDBG funds from unspent funds from prior fiscal years to the Laburnum Avenue Revitalization project. Unspent HOME funds from prior fiscal years in the amount of \$75,321 are reallocated to an existing project to replace CDBG funds.

Priority Table

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	1,553,090	0	200,371	1,753,461	1,564,176	Of the allowable uses of CDBG funds, during 2013-14 Henrico County will use funds for Admin and Planning, Economic Development, Housing, Public Improvements, and Public Services

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	626,559	0	75,321	701,880	657,051	Of the allowable uses of HOME funds, during 2013-14 Henrico County will use funds for Administration, Acquisition, Homebuyer Assistance, and Homeowner Rehab.

Table 5 - 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

The federal CDBG and HOME funds expected for FY 2013-2014 will be leveraged by approved County of Henrico expenditures funded through the Nondepartmental budget and the budgets of the Departments of Building Inspections and Community Revitalization totaling \$2,740,843. These leveraged funds are itemized below:

- Better Housing Coalition \$32,805
- CARITAS \$32,805
- CASA (Court Appointed Special Advocates) \$3,789
- Children's Hospital \$1,314
- Community Brain Injury Services (Mill House) \$17,217
- Community Maintenance Program (DCR & BI) \$1,743,950
- Cultural Arts Center at Glen Allen \$550,000
- FeedMore (Meals on Wheels, Central Va Foodbank) \$18,954

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FISH (Eastern Henrico County)	\$26,244
Henrico Community Partners	\$2,300
Henrico Police Athletic League	\$19,683
Hilliard House	\$41,337
Homeward	\$10,269
Maymont Foundation Nature Center	\$55,000
Read Center, The	\$16,407
Resources for Independent Living	\$36,162
Richmond Area ARC (Camp Baker)	\$6,561
Safe Harbor	\$17,091
Salvation Army	\$15,489
Greater Richmond SCAN (Stop Child Abuse Now)	\$3,438
Senior Connections (CAAA)	\$35,334
St. Joseph's Villa (Flagler Home)	\$34,174
YWCA	\$20,520
Total	\$2,740,843

In addition, the CDBG and HOME subrecipients leverage federal funds with private and other non-federal dollars to complete their projects. For example, each federal dollar for downpayment assistance typically leverages over ten dollars of private funds through the provision of the first mortgage on the property, enabling the purchase of the home.

The County has always required subrecipients of HOME funds to contribute at least a 25% match.

As of May 2013, Henrico County had 214 vouchers under lease in the Section 8 (housing choice voucher) program. Of these, 205 are being used within Henrico County.

Beginning on October 1, 2013, Henrico County will be in year three of a three-year grant cycle for McKinney-Vento Homeless Assistance Act funds. The County is expecting \$65,000. As of May 21, 2013 Henrico County served 925 homeless students.

Receipt of low income housing tax credits is unpredictable and dependent upon the housing market, the extent to which applications for credits are filed with the Virginia Housing Development Authority (VHDA), and the competitive nature of the tax credit allocation process. For the 2013 tax credit application period, no tax credit applications were submitted to VHDA for projects in Henrico County. The Rocketts Landing development received approval for a mixed use - mixed income rental building.

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

Not Applicable

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	affordable housing	2010	2014	Affordable Housing Non-Homeless Special Needs	County-wide	Homeownership Housing Needs of the Elderly Maintenance of Existing Housing Stabilization of Neighborhoods	CDBG: \$559,269 HOME: \$639,880	Homeowner Housing Added: 33 Household Housing Unit Homeowner Housing Rehabilitated: 53 Household Housing Unit Direct Financial Assistance to Homebuyers: 14 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Job creation and retention	2010	2014	economic development	County-wide	Retention of Jobs Support Commercial and Industrial Revitalization	CDBG: \$231,500	Jobs created/retained: 10 Jobs Businesses assisted: 300 Businesses Assisted
3	Revitalization of Neighborhoods	2010	2014	Affordable Housing Non-Housing Community Development	County-wide	Maintenance of Existing Housing Provide Infrastructure Support Stabilization of Neighborhoods Support the County's Community Maintenance Needs	CDBG: \$618,692 HOME: \$62,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2500 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 150 Persons Assisted Other: 0 Other
4	Access to quality public and private facilities	2010	2014	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development	County-wide	Housing Needs of the Elderly Maintenance of Existing Housing Special Populations	CDBG: \$344,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 150 Households Assisted

Table 6 – Goals Summary<TYPE=[text] REPORT_GUID=[9B4786E64DDAC839A8E119B13CB7DB46]>

Goal Descriptions

1	Goal Name	affordable housing
	Goal Description	
2	Goal Name	Job creation and retention
	Goal Description	
3	Goal Name	Revitalization of Neighborhoods
	Goal Description	
4	Goal Name	Access to quality public and private facilities
	Goal Description	

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 91.215(b):

17 low- and moderate-income households will be assisted through downpayment assistance grants or the creation of new housing units through the acquisition, rehab, and sale of vacant homes. In addition, 203 low and moderate income households will benefit through minor home repairs, moderate home rehabilitations, and improvements to Carter Woods, a senior housing facility.

AP-35 Projects – 91.220(d)

Introduction

The following 16 projects comprise the activities that will take place during the 2013-2014 program year to address the priority needs and specific objectives identified in the strategic plan.

#	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 Corp. Downpayment Assistance
11	Richmond Affordable Housing CHDO Rehab for Sale
12	Carter Woods Emergency Generator
13	Greater Richmond ARC Park
14	Richmond Habitat Vacant Housing Rehab and Sale

#	Project Name
15	St. Joseph's Villa HVAC Improvements
16	Laburnum Avenue Revitalization Improvements

Table 7 – 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. Substantial decreases in both CDBG and HOME entitlement allocations has significantly impacted the ability to address priorities and underserved needs as described in the 2010 Consolidated Plan.

Projects

AP-38 Projects Summary

Project Summary Information

1	Project Name	CDBG Administration
	Target Area	County-wide
	Goals Supported	Revitalization of Neighborhoods
	Needs Addressed	Homeownership Stabilization of Neighborhoods Maintenance of Existing Housing Housing Needs of the Elderly Support the County's Community Maintenance Needs Support Commercial and Industrial Revitalization Provide Infrastructure Support Retention of Jobs Homeless Needs Special Populations
	Funding	CDBG: \$237,000
	Description	Provides for the Administration of the CDBG Program and for Community Development Planning Needs
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
2	Project Name	HOME Program Administration
	Target Area	County-wide
	Goals Supported	Revitalization of Neighborhoods
	Needs Addressed	Homeownership Stabilization of Neighborhoods Maintenance of Existing Housing Housing Needs of the Elderly
	Funding	HOME: \$62,000
	Description	Provides for the administration of the HOME Program and related Community Development Planning Needs
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
3	Project Name	Commercial Assistance Program
	Target Area	County-wide
	Goals Supported	Job creation and retention
	Needs Addressed	Support Commercial and Industrial Revitalization Retention of Jobs
	Funding	CDBG: \$176,500
	Description	Provide technical assistance and services for business associations, individual businesses, and neighborhood associations participating in commercial revitalization efforts in areas serving low income neighborhoods
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
4	Project Name	Enterprise Zone Facade Grants
	Target Area	County-wide
	Goals Supported	Job creation and retention
	Needs Addressed	Support Commercial and Industrial Revitalization Retention of Jobs
	Funding	CDBG: \$30,000
	Description	Provides matching grant funding, facilitating the physical renovations of commercial buildings to enable the creation of jobs for low and moderate income persons.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
5	Project Name	Enterprise Zone Design Assistance
	Target Area	County-wide
	Goals Supported	Job creation and retention

	Needs Addressed	Support Commercial and Industrial Revitalization Retention of Jobs
	Funding	CDBG: \$25,000
	Description	Provides architectural design assistance for the physical improvements of commercial buildings leading to private investment in designated County Enterprise Zones. This also results in the creation of jobs.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
6	Project Name	CONNECT Program
	Target Area	County-wide
	Goals Supported	Revitalization of Neighborhoods
	Needs Addressed	Special Populations
	Funding	CDBG: \$172,000
	Description	Provides funds for staff and vehicle operation of an after school program and summer programs for high risk youths ages 5-15 in the following neighborhoods: 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. Services include mentoring, tutoring, and counseling.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
7	Project Name	project:HOMES Homeowner Rehabilitation Program
	Target Area	County-wide
	Goals Supported	affordable housing
	Needs Addressed	Stabilization of Neighborhoods Maintenance of Existing Housing Housing Needs of the Elderly Support the County's Community Maintenance Needs
	Funding	CDBG: \$27,269 HOME: \$389,880
	Description	Provide for the rehabilitation of homes of low income elderly and/or disabled homeowners.

	Target Date	9/30/2014
	Estimate the number and type of families that will benefit from the proposed activities	8 low/mod income households
	Location Description	county-wide
	Planned Activities	housing rehabilitation
8	Project Name	project:HOMES Emergency and Minor Repairs
	Target Area	County-wide
	Goals Supported	affordable housing
	Needs Addressed	Stabilization of Neighborhoods Maintenance of Existing Housing Housing Needs of the Elderly Support the County's Community Maintenance Needs
	Funding	CDBG: \$472,000
	Description	Provides for emergency or minor (critical) repairs to single family owner occupied homes of low-income homeowners.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
9	Project Name	HOME Inc. Downpayment Assistance
	Target Area	County-wide
	Goals Supported	affordable housing
	Needs Addressed	Homeownership Stabilization of Neighborhoods
	Funding	CDBG: \$20,000 HOME: \$75,000
	Description	Provides downpayment and closing costs assistance for first time low income homebuyers.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
10	Project Name	Southside Community Development and Housing Corp. Downpayment Assistance

	Target Area	County-wide
	Goals Supported	affordable housing
	Needs Addressed	Homeownership Stabilization of Neighborhoods
	Funding	CDBG: \$20,000 HOME: \$75,000
	Description	Provides downpayment and closing costs assistance for first time low income homebuyers.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
11	Project Name	Richmond Affordable Housing CHDO Rehab for Sale
	Target Area	County-wide
	Goals Supported	affordable housing
	Needs Addressed	Homeownership Stabilization of Neighborhoods
	Funding	HOME: \$100,000
	Description	Provides funding for the acquisition or rehab for sale of single family homes to low-income first-time homebuyers.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
12	Project Name	Carter Woods Emergency Generator
	Target Area	County-wide
	Goals Supported	Access to quality public and private facilities
	Needs Addressed	Housing Needs of the Elderly Special Populations
	Funding	CDBG: \$90,000
	Description	Provides funding for the installation of two back-up generators to service common area and stairwell lights, secured access entry door systems, fire protection systems, and one elevator will alleviate burden to already stretched resources during times of disaster.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
13	Project Name	Greater Richmond ARC Park
	Target Area	County-wide
	Goals Supported	Access to quality public and private facilities
	Needs Addressed	Special Populations
	Funding	CDBG: \$140,000
	Description	Provides funding for design of a fully accessible park and playground for youth and adults with physical and mental disabilities.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
14	Project Name	Richmond Habitat Vacant Housing Rehab and Sale
	Target Area	County-wide
	Goals Supported	affordable housing
	Needs Addressed	Homeownership Stabilization of Neighborhoods
	Funding	CDBG: \$20,000
	Description	provides funding for the acquisition, rehabilitation and sale of single family dwelling to low income first time homebuyer.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
15	Project Name	St. Joseph's Villa HVAC Improvements
	Target Area	County-wide
	Goals Supported	Access to quality public and private facilities
	Needs Addressed	Special Populations
	Funding	CDBG: \$114,000
	Description	

	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
16	Project Name	Laburnum Avenue Revitalization Improvements
	Target Area	County-wide
	Goals Supported	Revitalization of Neighborhoods
	Needs Addressed	Stabilization of Neighborhoods Provide Infrastructure Support
	Funding	CDBG: \$209,692
	Description	Provides for public improvements (sidewalk and drainage) along Laburnum Ave. in a low/mod income area.
	Target Date	11/3/2014
	Estimate the number and type of families that will benefit from the proposed activities	1200 low/mod families/households
	Location Description	E. and W. Laburnum Avenue from Alma Ave. to Richmond Henrico Tpk.
	Planned Activities	construction of sidewalks and associated drainage improvements.

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 and HOME 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, nor does the County identify target areas for the expenditure of federal funds.

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

Homeowner 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 County 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. However, businesses assisted must be located in a Henrico County Enterprise Zone.

One Senior Housing Community for low-income seniors, owned by a not-for-profit organization, will receive CDBG funds for building improvements. This facility qualifies on a basis of providing service to low-income individuals.

One facility serving mentally and physically disabled youth and adults, owned and operated by a not-for-profit organization, will receive CDBG funds for the design of fully accessible park/playground. The facility serves individuals from throughout the Richmond region.

One facility providing after-school and summer programs for 75 low-income children and youth with behavioral disorders and a diagnosed mental illness will receive CDBG funds for the replacement of a 30 year old HVAC system with a new system that will meet new energy requirements. This facility serves individuals from throughout the Richmond region and provides services to primarily low-income individuals.

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

The remainder of the 2013 activities are those which serve qualified individual in various housing programs. There are no area restrictions on the location in which these funds are used.

Henrico County defines areas of minority 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 C. This is primarily the central section of the County with some smaller areas in the West End.

Laburnum Avenue Revitalization Improvements will occur along E. and W. Laburnum Ave. between Alma Ave and Richmond Henrico Tpk., serving low/mod populations in the immediate area.

Geographic Distribution

Target Area	Percentage of Funds
County-wide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Henrico County does not allocate investments geographically as they are allocated to address needs throughout the County, and in some cases throughout the region.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

As described in the *2010-2015 Five Year Consolidated Community Development Plan*, priorities were assigned based on market analysis, needs as provided by agencies, census data, and CHAS 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 FY 2013-14. The target date for the completion of these activities is September 30, 2014

- \$27,269 from CDBG and \$389,880 from HOME funds to project:Homes for the rehabilitation of homes owned by very low- or low-income elderly and/or disabled County homeowners.. (Henrico Comprehensive Plan Goal 8)
- \$472,000 from CDBG funds to project:Homes for emergency and minor repairs to homes owned by very low- or low-income residents of the County.. (Henrico Comprehensive Plan Goal 9).
- \$20,000 from CDBG and \$75,000 from HOME funds to HOME Inc. for down-payment and closing cost assistance for the purchase of homes by low-income, first-time homebuyers. (Henrico Comprehensive Plan Objective 9).
- \$20,000 from CDBG and \$75,000 from HOME funds to 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. (Henrico Comprehensive Plan Objective 9).
- \$90,000 from CDBG for improvements to Carter Woods Apartments for the installation of an emergency generator. (Henrico Comprehensive Plan Infrastructure Goal 5).
- \$100,000 from HOME funds to Richmond Affordable Housing for CHDO activities of, acquisition and rehabilitation of homes for sale to low-income households. (See Henrico Comprehensive Plan Goal 9).
- \$20,000 from CDBG funds to Richmond Habitat for the acquisition and rehabilitation of a home for sale to low-income household. (See Henrico Comprehensive Plan Goal 9).

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	72
Special-Needs	152
Total	224

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	56
Acquisition of Existing Units	14
Total	70

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The above numbers represent: 53 units of homeowner rehabilitation or repair; 3 units of acquisition, rehab, and sale; 14 downpayment assistance grants for first-time homebuyers. The special needs households served represents 152 low-income, senior households benefitting from capital improvements.

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 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 has adopted a Comprehensive Revitalization Strategy and created the Department of Community Revitalization to carry out its related programs and activities. The County has also maintained an Economic Development Authority. 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 Regional Capital Area Training Consortium (CATC). CATC 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 emergency and minor repairs and housing rehabilitation. The County is also funding building improvements to address public safety needs of elderly residents during times of natural disasters. For physically disabled individuals, the County continues to use CDBG funds for access ramps and other housing rehabilitation. The County will use CDBG funds to provide facility improvements to low-income seniors, many of whom are disabled, and for development of a fully accessible park and playground for use by mentally and physically disabled youth and adults. The County will also use CDBG funds to provide improvements to a facility providing services to low-income children and youth with behavioral issues and a diagnosed mental illness.

As of, May 10, 2013 Henrico Area Mental Health and Developmental Services (HAMHDS) had 214 Section 8 housing vouchers under lease; 205 of those vouchers are being used in Henrico County. HAMHDS had approximately 44 people on their waiting list as of May 10, 2013. Due to sequestration, HAMHDS will need to reduce the total number of vouchers to a target of 208 through attrition. It is estimated that a total of 14 additional people will be served by end of the year, and still remain within the limit of 208.

As of May 16, 2013 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. In April 2013 (the most recent month for which data are available), the Department's Homelessness Prevention Program received 258 new applications for assistance and was handling 128 active cases. 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 annual homelessness point in time count is coordinated twice a year by Homeward with participation by the Henrico County Department of Social Services. Identification of homeless persons through this process assists with identifying needs and provision of services.

Henrico coordinates with a large number of agencies to provide services to homeless individuals and families and provides financial assistance to several including:

- Feedmore (Meals on Wheels, Central Virginia Foodbank)
- FISH (Eastern Henrico County)
- Hilliard House
- Homeward
- Safe Harbor
- Salvation Army
- St. Joseph's Villa Flagler Home

Addressing the emergency shelter and transitional housing needs of homeless persons

The County of Henrico does not receive ESG funding.

- 1 The requirement to identify the written standards for providing ESG assistance in accordance with 24 CFR 576.400(e)(1) and (e)(3) is not applicable to Henrico County.
- 2 Henrico County is a participant in the regional Continuum of Care with Homeward as the lead agency.
- 3 The requirement to identify the process for making awards and how the jurisdiction intends to make its allocation available to nonprofit organizations, and in the case of urban counties, funding to participating units of local government is not applicable to Henrico County.

4 The requirement for a jurisdiction unable to meet the homeless participation requirement in 24 CFR 576.405(a), to specify the plan for reaching out to and consulting with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities or services that receive funding under ESG is not applicable to Henrico County.

5 The requirement to describe the performance standards for evaluating ESG activities is not applicable to Henrico County.

6 The City of Richmond is the regional recipient of Emergency Solutions Grant (ESG) funds. The regional Continuum of Care, HOMEWARD, facilitates the development of recommendations for allocations of ESG funds to local homeless service providers throughout the region.

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 County Department of Social Services administers a homeless prevention program. The County provides funding annually to Flagler Home, a transitional housing facility

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.

During FY 2013-2014 Henrico County has allocated non-federal funds to non-profit organizations that provide services to clientele including homeless or potentially homeless populations. These organizations and allocations include the following:

Caritas \$32,805

Hilliard House \$41,337

Homeward \$10,269

Mill House \$17,217

Resources for Independent Living \$36,162

Safe Harbor \$17,091

Salvation Army \$15,489

St. Joseph's Villa (Flagler Home) \$34,174

Henrico's strategy has also been to help low-income families avoid becoming homeless and to provide for economic opportunities and jobs, and an environment that will promote economic vitality.

The County Department of Social Services provides assistance to homeless persons and those threatened with homelessness through needs assessments and the provision of services. In April 2013 (the most recent month for which data are available), the Department's Homelessness Prevention Program received 258 new applications for assistance and was handling 128 active cases. The Department has provided assistance locating housing, providing rental and utility assistance, and other assistance.

Discussion

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

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 7,700 subsidized apartments. Project based apartments include Sec. 8, Sec. 236, Sec. 42 Low Income Housing Tax Credits and VHDA financed properties. In addition, 205 Sec. 8 vouchers are used in the County as of May 2013.

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 FY 2013-2014 to remove barriers and promote affordable housing include the following:

- Allocation of \$100,000 for CHDO Activities and \$20,000 of CDBG, aimed at increasing the supply of affordable housing for low- and moderate-income homeowners.
- Allocation of \$190,000 for downpayment assistance to support first time low- and moderate-income homebuyers.
- Allocation of a total of \$889,149 for rehabilitation and minor repair programs in support of the retention of existing affordable housing.
- Allocation of \$ 1,473,675 County General Funds to the Community Maintenance Program 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.

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 the 2013-14 program year. 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, however at decreasing levels. Despite these reductions, the County continues to administer the Housing Choice Voucher Program for 208 families, providing homeless prevention services and assistance for County residents, and continue on a County-wide basis to encourage economic development leading to job growth, much of which is targeted to low, very 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 2013-14, Henrico County will commit a total of \$889,149 for homeowner rehabilitation and repair for 53 low- and moderate-income households, the majority of which will be elderly householders. \$120,000 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 to 14 first-time low/mod homebuyers. \$90,000 is committed to provide safety improvements to a facility serving 150 low income senior households. 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 Community Development staff annually discusses with the State Health Department the issue of locations of any hazards. There are no known concentrations of lead-based paint existing in the County. Although no comprehensive survey has been conducted, as described in the *2010-2015 Five Year Consolidated Community Development Plan* the Health Department has estimated that about 5%, (about 5,000 units) of the housing in Henrico may have lead paint problems. The Health Department monitors children with elevated lead levels associated with lead-based paint exposure.

In an effort to overcome the potentially negative impact on the County's rehabilitation program, the County budgets an additional \$5,000 allowable within the maximum \$50,000 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 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 and HOME funds. Adjustments are continuously made as needed.

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

Additional actions for FY 2013-2014 that address the requirements of 91.215(a), (b), (i), (j), (k), and (l) include the following:

- Continued data analysis of the existing housing stock to identify concentrations of homes with higher potential for lead-based paint hazards.
- Continue participation, as an active partner in the Richmond Region Continuum of Care, addressing homeless issues in the metropolitan area.
- Continue representation on the Richmond LISC Local Advisory Committee for the encouragement of affordable housing opportunities in the metropolitan area.

- Continue representation on the regional non-profit Partnership for Housing Affordability.
- Continue representation on the Economic Development Authority Business Retention Committee visiting businesses located in the Enterprise Zone to encourage job creation and commercial revitalization.
- Continue policy of no cash proffers for the development of new single family houses to insure greater affordability.
- Provide funds for down-payment and closing costs assistance to facilitate homeownership opportunities for low income individuals.
- Continue the Real Estate Investment Tax Abatement program for houses assessed at \$200,000 or less in value to encourage investment in these houses and increase affordability.
- Continue representation on the Board of the regional non-profit Housing Opportunities Made Equal of Virginia, Inc.
- Community Development staff will continue participation with the Richmond Community Development Alliance, to discuss strategies to address local and regional housing issues, needs and resources.

Discussion

Program of Activities to Provide Housing Opportunities and Promote Fair Housing Choice

Henrico County currently conducts and operates ongoing activities to provide housing opportunities and promote fair housing choice. These ongoing activities for 2013 and 2014 include:

- Designation of a Fair Housing Officer for the coordination of fair housing activities.
- Ongoing informational and educational activities for staff, including preparation of fair housing workshops.
- Referral of fair housing complaints to the State of Virginia and the U.S. Department of Housing and Urban Development.
- Provision of translation services to persons with limited English proficiency.
- Referral of Hispanic homebuyers to VHDA Reach Team's Hispanic Outreach Officer and VHDA's Contact Center which employs bilingual staff.
- Assistance in the development and/or adaptation of accessible housing for persons with disabilities.
- Ongoing maintenance and review of records for AFFH activities.
- Provision of funding and technical assistance for ongoing operation of housing programs for the provision of housing opportunities for low income persons including those with limited English proficiency.
- Maintenance and operation of a review process for proposed development of multifamily housing opportunities conducted through multi agency input and guidance.
- Provision of down-payment and closing cost assistance for first time homebuyers.
- Provision of a program of counseling services for first time homebuyers.

- Development and construction of new single family homes for sale to low income families.
- Acquisition of dilapidated vacant homes for rehabilitation and sale to low income families.
- Funding and operation of programs to provide emergency and minor repairs to homes and keep low income families in a stable living environment.
- Funding and operation of a program to provide for the rehabilitation of homes owned by the elderly and/or disabled persons to keep them in their homes.
- Operation of a program to provide financial assistance to low income families to prevent homelessness and assist persons experiencing urgent housing needs.
- Public display of equal housing opportunity logo on department's webpage.
- Provide information to public in multi language format on department's webpage.

(<http://www.henrico.us/revit/community-development-program/>)

Program Specific Requirements

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

Introduction

Henrico County receives CDBG and HOME entitlement funds and does not expect to receive any program income in 2013-14.

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
Total Program Income:	0

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(I)(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 down-payment assistance and direct assistance to homebuyers of CHDO developed properties and imposes an affordability period and recapture policy to prevent windfall profits. 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 restriction. The restriction will ensure, for the appropriate affordability period, that the homebuyer retains the property as his or her principal residence. Upon sale of the property during the period of affordability to a non eligible purchaser, a pro-rated portion of the HOME subsidy is repaid, known as "the recapture option."

The following language is placed in subrecipient and CHDO agreements:

Subrecipient shall implement the recapture option and comply with the recapture provisions of the HOME program as set forth in 24 CFR § 92.254 (a) (5) (ii).

"The 'recapture option':

If the deed to the house transfers for any reason and/or does not continue to be the principal residence of the qualified low income individual, Subrecipient will recapture the prorated principal balance of the loan. However, if the property is transferred to an eligible homeowner the affordability period shall remain unchanged.

Prior to closing, Subrecipient shall verify that the lender will allow a deed of trust to be placed on the property for the entire amount of the assistance to the buyer."

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 provides a development subsidies to its CHDS. Recapture provisions apply to these activities.

project:HOMES provides assistance for rehabilitation of owner-occupied properties and Henrico County imposes an affordability period. The affordability period is determined by the amount of assistance as noted above and the assistance is subject to recapture on a pro-rated basis, as outlined above.

See note above regarding agreement language.

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:

not applicable

2013-14 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: Activity Funding and Goal Summary

Form SF 424

CPMP Non-State Grantee Certifications

* denotes a change as a result of the April 7, 2014 amendment

Appendix A – Resolution of the Board of Supervisors



COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
MINUTE

Agenda Item No. 156-13
Page No. 1 of 1

Agenda Title: RESOLUTION – Authorizing the County Manager to Submit the Henrico County 2013-2014 Annual Consolidated Plan, Including the CDBG and HOME Program Plans for 2013-2014; to Execute the CDBG and HOME Agreements for Program Year 2013-2014; and to Execute Contracts Necessary to Implement the CDBG and HOME Program Activities.

For Clerk's Use Only: Date: <u>11 21 2013</u> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to: _____	BOARD OF SUPERVISORS ACTION Moved by (1) <u>O'Bannon</u> Seconded by (1) <u>Nelson</u> (2) _____ (2) _____ REMARKS: APPROVED	YES NO OTHER Glover, R. <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Kaechele, 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 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 1 of the Housing and Community Development Act of 1974; and,

WHEREAS, the County's CDBG entitlement for Program Year 2013-2014 is \$1,553,090, and the County has prepared the attached 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 Program Year 2013-2014 is \$626,559, and the County has prepared the attached proposed sources and uses of HOME funds; and,

WHEREAS, \$66,000 in unspent CDBG funds from previous years is included in the proposed use of CDBG funds in 2013-2014; and,

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that it: (1) approves the 2013-2014 Plan, including the proposed uses of CDBG and HOME funds for 2013-2014; (2) authorizes the County Manager to submit the Plan; and (3) authorizes the County Manager to execute the CDBG and HOME agreements for Program Year 2013-2014 and the contracts necessary to implement the CDBG and HOME 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.

By Agency Head [Signature] By County Manager _____

Routing: Yellow to: Community Rev. Certified: _____
 Copy to: _____ A Copy Teste: _____
 Clerk, Board of Supervisors
 Date: _____

Appendix B

2013-2014 CDBG & HOME Program Sources & Uses of Funds Amended April 7, 2014

SOURCES	CDBG	HOME	Amended CDBG	Amended HOME
Funds Brought Forward *	66,000		200,371	75,231
FY 2013-2014 Allocation	1,553,090	626,559	1,553,090	626,559
Total Available	1,619,090	626,559	1,753,461	701,880
USES				
1. CDBG & HOME Administration	237,000	62,000	237,000	62,000
2. Commercial Assistance Program	176,500		176,500	
3. Enterprise Zone Façade Grants	30,000		30,000	
4. Enterprise Zone Design Assistance	25,000		25,000	
5. CONNECT Program	172,000		172,000	
6. project:HOMES Homeowner Rehabilitation Program	102,590	314,559	27,269	389,880
7. project:HOMES Emergency and Minor Repairs	472,000		472,000	
8. HOME Inc. Downpayment Assistance	20,000	75,000	20,000	75,000
9. Southside Community Development & Housing Corp. Downpayment Assistance	20,000	75,000	20,000	75,000
10. Richmond Affordable Housing CHDO Rehab for Sale		100,000		100,000
11. Carter Woods Emergency Generators	90,000		90,000	
12. Greater Richmond ARC Park	140,000		140,000	
13. Richmond Habitat Vacant Housing Rehab and Sale	20,000		20,000	
14. St. Joseph's Villa HVAC Improvements	114,000		114,000	
15. Laburnum Ave. Revitalization Improvements			209,692	
TOTAL	\$ 1,619,090	\$ 626,559	1,753,461	701,880

June 12, 2013 Amended April 7, 2014

Appendix C Amended– Public Hearing Notices

published June 22, 2013

Notice of Rescheduled Public Hearing on the Submission of the Henrico County Annual Consolidated Action Plan and Proposed Uses of Funds under the Community Development Block Grant and HOME Programs in 2013-2014

Henrico County is a participant in the Community Development Block Grant (CDBG) and HOME Programs and is required to submit its Annual Consolidated Plan to the U.S. Department of Housing and Urban Development by August 15, 2013. The Henrico County Board of Supervisors will hold a public hearing on Tuesday, July 23, 2013 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. This public hearing is rescheduled from June 25, 2013.

Funding for the program year includes:

2013-2014 CDBG Entitlement Grant	\$1,553,090
2013-2014 HOME Entitlement Grant	\$626,559
CDBG Funds Brought Forward	\$66,000
Total Funds Available	\$2,245,649

The following projects have been recommended for funding in 2013-2014:

CDBG and HOME Program Administration - CDBG: \$237,000; HOME: \$62,000.

Commercial Assistance Program - provides technical assistance to businesses and property owners for commercial corridor revitalization and for job creation for low-income persons. CDBG: \$176,500.

Enterprise Zone Design Assistance - for businesses considering improvements creating jobs for low-income persons. CDBG: \$25,000.

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

CONNECT Program - support services including tutoring, mentoring, and substance abuse counseling for at-risk youth living in subsidized housing. CDBG: \$172,000.

project:HOMES Homeowner Rehabilitation Program - for rehabilitation of homes owned by low-income elderly and/or disabled persons. CDBG: \$102,590; HOME: \$314,559.

project:HOMES Emergency and Minor Repairs -for emergency and minor repairs to the homes of low-income homeowners. CDBG: \$472,000.

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

Southside Community Development & Housing Corp. Downpayment Assistance - homeownership assistance for low- and moderate-income persons. CDBG: \$20,000; HOME: \$75,000.

Richmond Affordable Housing CHDO Rehab for Sale - for a development subsidy for the rehabilitation of homes for sale to low-income persons. HOME: \$100,000.

Carter Woods Emergency Generator - for an emergency generator system serving elderly low-income persons living in an apartment building. CDBG: \$90,000.

Greater Richmond ARC Park - design of a fully accessible park and playground for youth and adults with physical and mental disabilities. CDBG: \$140,000.

Richmond Habitat Vacant Housing Rehab and Sale - funds to assist with the rehabilitation of a vacant home for sale to a low-income household. CDBG: \$20,000.

St. Joseph's Villa HVAC Improvements - HVAC replacement in a facility serving low-income children. CDBG: \$114,000.

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 <http://www.henrico.us/assets/conplan2013.pdf>. Online access is available at all County libraries. For additional information, please call the Department of Community Revitalization at 501-7617.

published February 4, 2013

Public Hearing on Community Development Needs Henrico County, Virginia

As a participant in the Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME), Henrico County will prepare a Consolidated Plan for submission to the U.S. Department of Housing and Urban Development. The 2013-14 Consolidated Plan will include the County's proposed uses of CDBG and HOME funds for the program year beginning October 1, 2013 through September 30, 2014. Henrico County estimates that approximately \$1,400,000 of CDBG funds and \$600,000 of HOME funds will be available for Program Year 2013-14.

Henrico County will conduct a public hearing at 6:00 pm, Tuesday, March 5, 2013 in the Board Room at the County Administration Building in the Government Center at 4301 E. Parham Road. The County encourages citizens to attend, especially low- and moderate-income citizens and residents of low- and moderate-income neighborhoods, and express their opinions concerning community development needs in the County. These needs may include housing, enhancement of neighborhoods, expansion of economic opportunities, or any other needs that citizens consider important.

Agencies interested in applying for CDBG or HOME funds for Program Year 2013-14 may obtain an application from the County website at www.henrico.us/revit. The deadline to apply is March 15, 2013.

If you have comments or wish additional information concerning the public hearing or applying for CDBG or HOME funds, please call the Department of Community Revitalization at 501-7640.

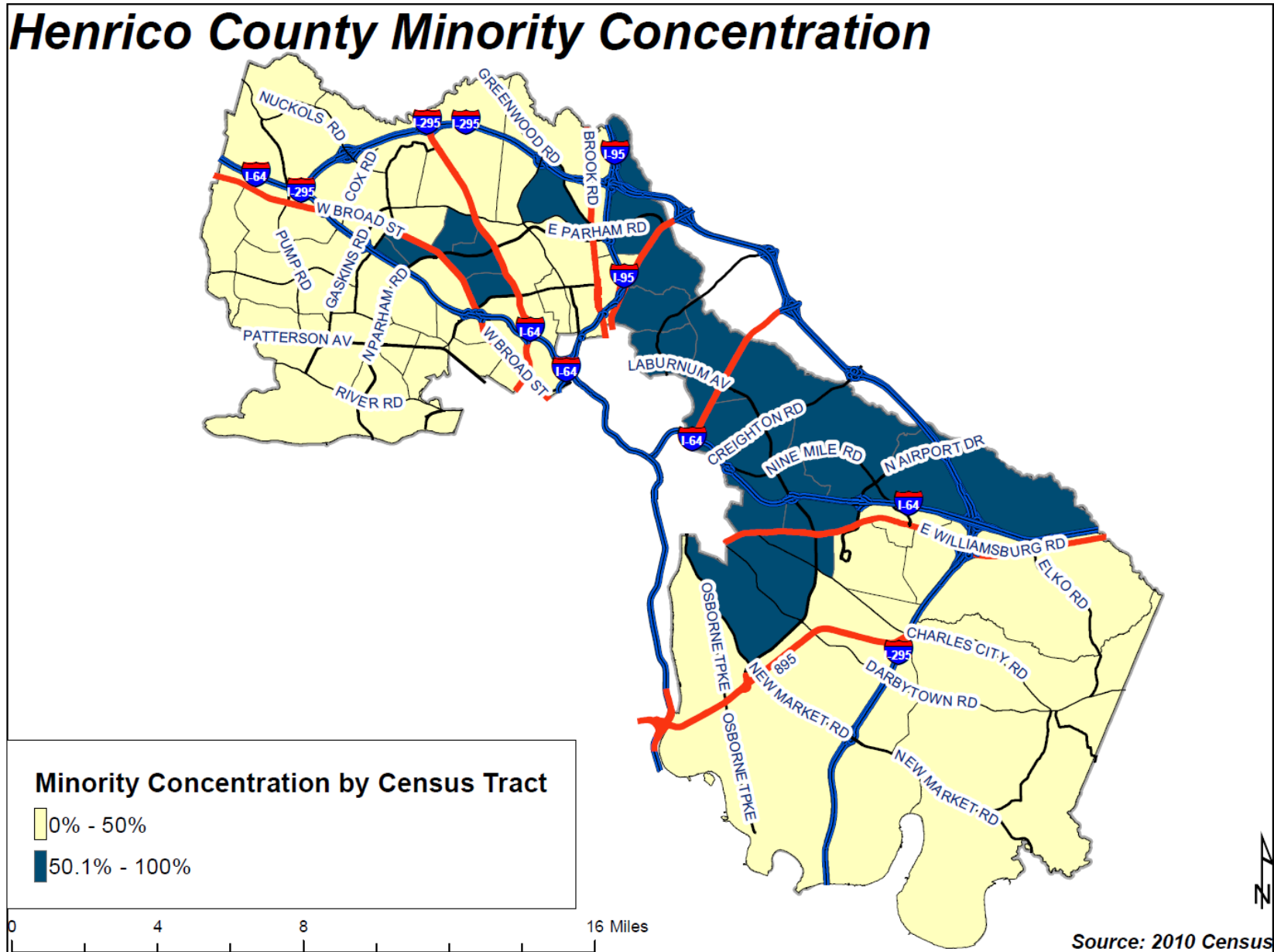
published March 6, 2014

Public Notice Henrico County, Virginia Amendment to the 2013 Consolidated Plan

On or about April 7, 2014 Henrico County, Virginia will submit to the U.S. Department of Housing and Urban Development an amendment to the Henrico County Consolidated Plan reprogramming 2011 CDBG funds of \$2,285 from ElderHomes Emergency & Minor Repairs, \$153 from Highland Springs Community Center, \$2,563 from Lakeside Avenue Gateway Enhancement; reprogramming 2012 CDBG funds of \$4,924 from CONNECT Program, \$24,016 from Highland Springs Community Center, \$5,500 from HOME Inc. Downpayment Assistance, \$51,001 from project:HOMES Homeowner Rehabilitation, \$44,149 from Southside CDC Downpayment Assistance; 2013 CDBG funds of \$75,321 from project:HOMES Homeowner Rehab Program; 2012 HOME funds of \$16,200 from HOME Inc. Downpayment Assistance \$31,471 from project:HOMES Homeowner Rehabilitation, \$27,650 from Southside CDC Downpayment Assistance. Reprogrammed funds will be allocated to existing projects in the following amounts: \$75,321 of HOME Program funds to 2013 project:HOMES Homeowner Rehabilitation, and \$209,912 of CDBG funds to 2010 Laburnum Avenue Revitalization Improvements

A copy of the amendment to the Consolidated Plan is available. For questions or additional information please call the Department of Community Revitalization at 501-7640.

Appendix D: Areas of Minority Concentration



Appendix E - Activity Funding and Goal Summary

Amended April 7, 2014

Activity Name	Source	2010		2011		2012		2013		2014	
		Year 1	Units/Type	Year 2	Units/Type	Year 3	Units/Type	Year 4	Units/Type	Year 5	Units/Type
Program Administration	CDBG	\$177,000		\$206,000		\$233,832		\$237,000			
	HOME	\$90,000		\$75,000		\$60,000		\$62,000			
Commercial Assistance Program	CDBG	\$20,800	320	\$190,000	330	\$144,825	250	\$176,500	6		
	HOME		Businesses		Businesses		Businesses		Jobs		
Enterprise Zone Façade Grant	CDBG					\$30,000	1	\$30,000	1		
	HOME						Job		Job		
Enterprise Zone Design Assistance	CDBG					\$15,000	1	\$25,000	1		
	HOME						Job		Job		
CONNECT Program	CDBG	\$172,000	175	\$170,000	180	\$170,000	150	\$172,000	150		
	HOME		People		People		People		People		
project:Homes Homeowner Rehabilitation Program	CDBG	\$97,000	7	\$130,960	8	\$90,000	6	\$27,269	8		
	HOME	\$333,308	Homes	\$438,298	Homes	\$312,010	Homes	\$389,880	Homes		
project:Homes Emergency and Minor Repairs	CDBG	\$255,194	25	\$358,677	27	\$304,930	25	\$472,000	45		
	HOME		Homes		Homes		Homes		Homes		
HOME Inc. Downpayment Assistance	CDBG	\$28,000	10	\$40,000	10	\$27,500	10	\$20,000	7		
	HOME	\$100,000	Homes	\$150,000	Homes		Homes	\$75,000	Homes		
Southside CDHC Downpayment Assistance	CDBG					\$86,850	10	\$20,000	7		
	HOME					\$40,650	Homes	\$75,000	Homes		
CHDO: Richmond Affordable Housing Rehab for Sale	CDBG		4		3		2		2		
	HOME	\$200,000	Homes	\$150,000	Homes	\$100,000	Homes	\$100,000	Homes		
Carter Woods Emergency Generators	CDBG							\$90,000	1		
	HOME								Public Facility		
Greater Richmond ARC Park	CDBG							\$140,000	1		
	HOME								Public Facility		
Richmond Habitat Vacant Housing Rehab and Sale	CDBG							\$20,000	1		
	HOME								Home		
St. Joseph's Villa HVAC Improvements	CDBG							\$114,000	1		
	HOME								Public Facility		
Laburnum Avenue Revitalization Improvements	CDBG	\$492,978	1					\$209,692	1		
	HOME		Public Facility						Public Facility		



SF 424

The SF 424 is part of the CPMP Annual Action Plan. SF 424 form fields are included in this document. Grantee information is linked from the 1CPMP.xls document of the CPMP tool.

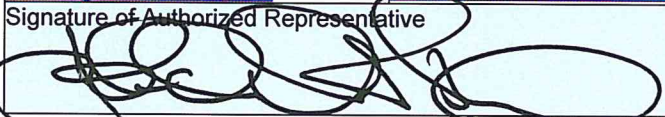
SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted July 31, 2013	Applicant Identifier B-05-UC-52-0208	Type of Submission	
Date Received by state	State Identifier	Application	Pre-application
Date Received by HUD	Federal Identifier	<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
Applicant Information			
County of Henrico		UOG Code:	
P.O. Box 90775		Organizational DUNS: 129053182	
		Organizational Unit: County Government	
Henrico	Virginia	Department: Community Revitalization	
23273-0775	Country U.S.A.	Division: Community Development	
Employer Identification Number (EIN):		County: Henrico	
54-600134		Program Year Start Date: 10/01	
Applicant Type:		Specify Other Type if necessary:	
Local Government			
Program Funding		U.S. Department of Housing and Urban Development	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
Community Development Block Grant		14.218 Entitlement Grant	
CDBG Project Titles: CDBG Administration Commercial Assistance Program Enterprise Zone Design Assistance Enterprise Zone Façade Grants CONNECT Program project:HOMES Homeowner Rehabilitation Program project:HOMES Emergency and Minor Repairs HOME, Inc. Downpayment Assistance Southside Community Development & Housing Corp. Downpayment Assistance Richmond Habitat Vacant Housing Rehab and Sale		Description of Areas Affected by CDBG Project(s) CDBG funded programs are offered County-wide providing benefits to low and very low income residents of the County, including public facilities and improvements, public services, residential rehabilitation and others. Enterprise Zone Design Assistance and Façade Grants are available within designated Enterprise Zones.	

Carter Woods Emergency Generators		
Greater Richmond ARC Park		
St. Joseph's Villa HVAC Improvements		
\$CDBG Grant Amount • \$1,553,090.00	\$Additional HUD Grant(s) Leveraged	Describe
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged
\$Locally Leveraged Funds		\$Grantee Funds Leveraged
\$Anticipated Program Income \$ 0.00		Other (Describe)
Total Funds Leveraged for CDBG-based Project(s)		
Home Investment Partnerships Program		14.239 HOME
HOME Project Titles HOME Administration project:HOMES Homeowner Rehabilitation Program HOME, Inc. Down payment Assistance Southside Community Development & Housing Corp. Downpayment Assistance Richmond Affordable Housing CHDO Rehab for Sale		Description of Areas Affected by HOME Project(s) HOME funded programs are offered County-wide, providing residential rehabilitation for homeowners, homeownership assistance, and other housing opportunities for low and very low income residents of the County.
\$HOME Grant Amount • \$626,559.00	\$Additional HUD Grant(s) Leveraged	Describe
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged
\$Locally Leveraged Funds		\$Grantee Funds Leveraged
\$Anticipated Program Income \$ 0.00		Other (Describe)
Total Funds Leveraged for HOME-based Project(s)		
Housing Opportunities for People with AIDS		14.241 HOPWA
HOPWA Project Titles		Description of Areas Affected by HOPWA Project(s)
\$HOPWA Grant Amount \$ 0.00	\$Additional HUD Grant(s) Leveraged	Describe
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged
\$Locally Leveraged Funds		\$Grantee Funds Leveraged
\$Anticipated Program Income		Other (Describe)
Total Funds Leveraged for HOPWA-based Project(s)		
Emergency Shelter Grants Program		14.231 ESG
ESG Project Titles		Description of Areas Affected by ESG Project(s)

\$ESG Grant Amount \$ 0.00		\$Additional HUD Grant(s) Leveraged		Describe	
\$Additional Federal Funds Leveraged			\$Additional State Funds Leveraged		
\$Locally Leveraged Funds			\$Grantee Funds Leveraged		
\$Anticipated Program Income			Other (Describe)		
Total Funds Leveraged for ESG-based Project(s)					
Congressional Districts of: Virginia				Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts Three & Seven		Project Districts Three & Seven			
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.				<input type="checkbox"/> Yes	
				<input checked="" type="checkbox"/> No	
				<input type="checkbox"/> N/A	
				This application was made available to the state EO 12372 process for review on DATE	
				Program is not covered by EO 12372	
				Program has not been selected by the state for review	

Person to be contacted regarding this application					
First Name David		Middle Initial M.		Last Name Sacks	
Title Community Development Manager		Phone (804) 501-7611		Fax (804) 501-7630	
Email Sac01@co.henrico.va.us		Grantee website www.co.henrico.va.us/revit		Other Contact:	
Signature of Authorized Representative 				Date Signed 8/5/13	



CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

- This certification does not apply.
 This certification is applicable.

NON-STATE GOVERNMENT CERTIFICATIONS

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

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

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

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

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Jurisdiction

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

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

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

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

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



Signature/Authorized Official

8/5/13

Date

John A. Vithoukas

Name

Name

County Manager

Title

Title

P.O. Box 90775

Address

Address

Henrico, Virginia 23273-0775

City/State/Zip

City/State/Zip

(804) 501-4386

Telephone Number

Telephone Number

- This certification does not apply.
 This certification is applicable.

Specific CDBG Certifications

The Entitlement Community certifies that:

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

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

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

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

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2011, 2012, 2013, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

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

Excessive Force -- It has adopted and is enforcing:

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

Jurisdiction

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

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

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



Signature/Authorized Official

8/5/13

Date

John A. Vithoukas

Name

County Manager

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 This certification is applicable.

**OPTIONAL CERTIFICATION
CDBG**

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

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

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City/State/Zip	
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Telephone Number	

- This certification does not apply.
 This certification is applicable.

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

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

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

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

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



Signature/Authorized Official



Date

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<input checked="" type="checkbox"/> This certification does not apply. <input type="checkbox"/> This certification is applicable.
--

HOPWA Certifications

The HOPWA grantee certifies that:

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

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

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

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Name	
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Title	
<input type="text"/>	
Address	
<input type="text"/>	
City/State/Zip	
<input type="text"/>	
Telephone Number	

- This certification does not apply.**
 This certification is applicable.

ESG Certifications

I, _____, Chief Executive Officer of **Error! Not a valid link.**, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 *CFR* 576.55.
3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related

authorities as specified in 24 *CFR* Part 58.

11. The requirements of 24 *CFR* 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
12. The new requirement of the McKinney-Vento Act (42 *USC* 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

Signature/Authorized Official	Date
Name	
Title	
Address	
City/State/Zip	
Telephone Number	

<input type="checkbox"/> This certification does not apply. <input checked="" type="checkbox"/> This certification is applicable.
--

APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

Lobbying Certification

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

Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
Government Center	4301 E. Parham Rd.		Henrico	VA	23273
Community Revitalization	4062 Crockett St.		Henrico	VA	23228

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any

Jurisdiction


controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

1. All "direct charge" employees;
 2. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- a. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

1. Analysis of Impediments to Fair Housing
2. Citizen Participation Plan
3. Anti-displacement and Relocation Plan



Signature/Authorized Official
Date

John A. Vithoukas

Name

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