



Henrico County, Virginia

2017-2018

**DRAFT FOR
PUBLIC REVIEW**



Draft Annual Consolidated Community Development Action Plan

Department of Community Revitalization
July 2017



Henrico County, Virginia
2017-2018

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PUBLIC
REVIEW**

DRAFT
ANNUAL
CONSOLIDATED
COMMUNITY
DEVELOPMENT
ACTION PLAN

Department of Community Revitalization
July 2017

Preface

This document was prepared in the HUD online *eCon Planning Suite*. Henrico County began using this system for preparing the Annual Action Plan in 2013-14.

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 to help facilitate public review.

This draft document is available for public review and comment until July 25, 2017. Comment can be provided to the Henrico County Department of Community Revitalization in the following manner:

- In person during normal office hours at 4062 Crockett Street, Henrico, VA
- By email at revitalization@henrico.us
- By telephone at 501-7617

County of Henrico
Department of Community Revitalization
July 2017

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Executive Summary

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

1. Introduction

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

The County has excellent regional connections; it is accessible from Interstate 64, Interstate 95, Interstate 295, Route 895 (Pocahontas Pkwy), and the James River. It is the home of Richmond International Airport, the primary airport for the Richmond metropolitan area. It also has a station along the Amtrak line, connecting Henrico with cities up and down the East Coast.

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

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

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

This Annual Action Plan covers year three of the Consolidated Plan and identifies the activities to be undertaken during the year beginning October 1, 2017. The Annual Action Plan is the formal application to HUD for the PY 2017-18 entitlement funds administered by the County of Henrico Department of Community Revitalization.

Sources of funds for PY 2017-18 are as follows:

- 2017-18 CDBG Entitlement Grant: \$1,539,171
- 2017-18 HOME Entitlement Grant: \$623,810
- 2017-18 ESG Entitlement Grant: \$138,518
- CDBG Funds Brought Forward: \$18,732
- HOME Funds Brought Forward: \$10,542

Total Funds: \$2,330,773

As authorized by the County of Henrico Board of Supervisors on July 25, 2017, and as described in this Plan, CDBG, HOME, and ESG funds have been allocated to twenty-one projects. The Board of Supervisors' resolution authorizing the submission of this plan and an itemization of the projects and amounts allocated can be found in Appendix A.

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.

Section AP-20 of this document provides the goals that guide the expenditure of CDBG, HOME, and ESG funds for the 2017-18 Action Plan. Nine goals are identified and listed below. Complete descriptions of the goals can be found in Section AP-20.

- Rehabilitation of Existing Housing
- Increase Affordable Homeownership Opportunities
- Revitalize Older Commercial Corridors
- Prevent Homelessness
- Assist Homeless Families in Obtaining Housing
- Emergency Shelter and Supportive Services
- Support Non-housing needs for special populations
- Provide Public Services for Low- and Moderate-Income Populations

The objectives for the 2017-18 Annual Action Plan are listed below along with the projected outcomes. Expected outcomes for the five-year plan are in parenthesis.

- Rehabilitation or minor repair of 68 (240) housing units for low- and moderate-income elderly and/or disabled homeowners thereby retaining the affordable housing stock and increasing the supply of supportive housing.

- Rehabilitation for sale or new construction of 2 (9) housing units for low- and moderate-income homeowners, thereby increasing the availability of affordable permanent housing.
- Provision of downpayment and closing cost assistance to 18 (50) 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 115 (750) children living in subsidized housing, thereby improving the safety and livability of neighborhoods.
- Provision of technical assistance to businesses within the County's Enterprise Zone, thereby providing job creation and retention, and the establishment, stabilization and expansion of small businesses. At least six (27) jobs, available to low-or moderate-income persons, will be created.
- Provision of home maintenance education to 100 (250) homeowners, the majority of whom are low-income.
- Provision of fair housing outreach to 75 Henrico County residents.
- Provision of funds to provide safety renovations to an adult day care facility serving 100 low-income seniors.
- Provision of funds towards the acquisition and renovation of a facility that will provide services to 50 formerly homeless Henrico adults.
- Provision of preventative services to 808 (3250) families/individuals facing homelessness.
- Provision of services to rapidly rehouse 25 (90) families who have experienced homelessness.
- Provision of services and/or shelter to 83 (485) families who have experienced homelessness.

3. Evaluation of past performance

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

The Consolidated Annual Performance and Evaluation Report (CAPER) 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 program year ending September 30, 2016 as described in the PY 2015-16 Performance Report. During PY 2015-16, the County continued to provide and improve housing opportunities for low- and moderate-income individuals, support affordable housing, provide services and opportunities to low- and moderate-income individuals and families, and serve persons who were homeless or at risk of homelessness.

Summary of PY 2015-16 Accomplishments:

- Down payment and closing cost assistance through SCDHC to enable homeownership for low-income first-time homebuyers. Funding was provided for seven homebuyers; five homebuyers were assisted.
- Down payment and closing cost assistance though HOME Inc. to enable homeownership for low-income first-time homebuyers. Funding was provided for nine homebuyers; eight homebuyers were assisted.

- Development of new affordable housing through CHDOs. Four vacant homes and one vacant lot were purchased for the rehabilitation and/or construction of single-family dwellings for sale to low-income, first-time homebuyers in PY 2015-2016. Total expenditure of HOME CHDO funds from prior program years PY 2010-2011 was \$57,831 and PY 2012-2013 was \$49,000 and PY 2014-2015 was \$17,244.09 and PY 2015-2016 was \$27,600 for a total investment of \$151,655.09.
- Rehabilitation of houses owned by low/moderate-income elderly and/or disabled residents through project:HOMES. Funding was provided for nine projects; 10 were completed.
- Emergency and minor repairs to homes owned by low/moderate-income residents through project: HOMES. Funding was provided for 50 emergency and minor repair projects; 50 repairs were completed.
- After-school substance abuse and violence prevention program through the CONNECT Program for at-risk youth and their parents residing in 11 low-income communities. Served 109 students throughout the program year.
- The job creation and retention objective was accomplished through the creation of 20 new jobs (16 FTEs) through the Commercial Assistance, Enterprise Zone Façade Grant, and Enterprise Zone Design Assistance programs. 280 instances of technical assistance were provided to Enterprise Zone businesses.
- The ESG program served 765 households/persons through homeless prevention services for a cost of \$21,500, 30 households/persons through rapid re-housing services for a cost of \$60,000 and 122 persons through case management and shelter services for a cost of \$45,000.
- Completion of a series of workshops providing basic home maintenance skills to Henrico homeowners. 125 people participated.
- Preliminary surveys and review process begun with Department of Historic Resources (DHR) in order to have the Highland Springs area potentially listed as a National Historic District. This was a cost-share grant with the Commonwealth of Virginia.
- Completion of a playground at a facility serving low-income youth. 100 low-income children at the facility benefit from the playground which is located in a low/mod area and is also open to the public. Total CDBG cost of \$25,000.

As of July 2, 2017, the 2016-17 CDBG spend rate was calculated at 1.19 Henrico County consistently meets the required CDBG spend rate.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

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

Henrico County conducted two public hearings, one on March 2, 2017 and one with the County Board of Supervisors on July 25, 2017. Opportunities for public input also included attendance by staff at neighborhood and business association meetings as well as consultations with County agencies and non-profit service providers.

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

- Newspaper advertisement in the *Richmond Times-Dispatch*
- Direct emailing to Community Revitalization email list
- Notices on County website
- Staff attendance at community and neighborhood association meetings.

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.

Comments received concerned the County's efforts towards assisting those with homelessness, increasing maintenance of public infrastructure and code enforcement on private property. **HOLD THIS SPACE TO DESCRIBE ANY COMMENTS RECEIVED AT BOARD PUBLIC HEARING.**

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

All comments received were accepted and considered in the formulation of the 2017-18 Annual Action Plan.

7. Summary

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	Department of Community Revitalization
HOPWA Administrator		
HOME Administrator	HENRICO COUNTY	Department of Community Revitalization
ESG Administrator	HENRICO COUNTY	Department of Community Revitalization
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

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

Consolidated Plan Public Contact Information

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

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

1. Introduction

Throughout the year, CDBG, HOME, and ESG staff met with local agencies and groups. These meetings are intended to maintain a current understanding of the housing, community development, and public service needs of low- and moderate-income County residents and to identify opportunities for funding in upcoming program years and funding adjustments in the current year. Listed in Table 2 and discussed below are some of the meetings undertaken by staff as part of an ongoing dialog to discuss the needs of the County's citizens in preparation of the 2017 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, as well as County and non-County agencies providing other services to low- and moderate-income citizens. These discussions are designed to identify specific community needs and implement strategies for program enhancement. The Continuum of Care Ranking Committee was formally consulted before developing ESG funding recommendations. Individual ESG providers were also consulted.

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

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

Agencies consulted are listed in Table 2.

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

Staff from the Henrico County Manager's Office represents the County and serves as a voting member of the Continuum of Care Board (CoC). The Department of Community Revitalization is represented on the CoC Ranking Committee. This panel of community stakeholders is convened at least annually to review

and assess funding requests for the HUD Continuum of Care Program. The Ranking Committee meets to review applications and to determine how effective the proposed work is in addressing community priorities and needs. A discussion of requests for Henrico ESG funding took place with CoC staff and representatives of the Ranking Committee on March 17, 2017. Recommendations were provided for funding organizations with Henrico County ESG Entitlement funds. The full ranking committee was later briefed (March 21, 2017) on the recommendations and provided an opportunity to endorse those recommendations. Allocations of ESG funds as described in this Plan are based substantially on recommendations from the CoC staff and the Ranking Committee in an effort to coordinate with funds allocated by the CoC.

In prior years (2014-15 and 2015-16), mid-year allocation adjustments of ESG funds were undertaken to more effectively serve the needs of Henrico homeless and at risk for homeless households. For 2016-17, mid-year consultations with providers determined no adjustments were needed as all providers were adequately spending funds and providing contracted services.

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

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

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	HOME INC
	Agency/Group/Organization Type	Housing 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?	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year with key program staff. Program adjustments occurred as needed based on consultations and identification of issues and needs. As a result of consultations an Action Plan amendment was undertaken to provide additional funds for homeownership assistance.
2	Agency/Group/Organization	Project Homes
	Agency/Group/Organization Type	Housing Services - Housing Services-Elderly Persons 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?	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occurred as needed based on consultations and identification of issues and needs.
3	Agency/Group/Organization	SOUTHSIDE COMMUNITY DEVELOPMENT AND HOUSING CORPORATION
	Agency/Group/Organization Type	Housing Services - 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?	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occurred as needed based on consultations and identification of issues and need for improvement.

4	Agency/Group/Organization	Richmond Metropolitan Habitat for Humanity
	Agency/Group/Organization Type	Housing Services - Housing Services-Education 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?	As a previously funded agency, consultations occurred regarding opportunities to partner with a variety of educational programs and opportunities for housing repair and rehabilitation.
5	Agency/Group/Organization	Housing Families First
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless 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?	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year.
6	Agency/Group/Organization	Virginia Supportive Housing
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth 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?	Various coordination meetings occurred throughout the program year. As a result of consultations, CDBG funding allocated in prior years was targeted towards specific elements of the project for the permanent supportive housing facility. This was done to save project costs.
7	Agency/Group/Organization	HOMEWARD
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth 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?	Discussions with staff, Board, and Review Committee on regional approaches to homelessness, most effective opportunities for Henrico County to participate with ESG funds, and data collection to better facilitate reporting and program evaluation.
8	Agency/Group/Organization	CARITAS
	Agency/Group/Organization Type	Services - Housing Services-Persons with Disabilities Services-homeless Services-Health Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans 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?	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Discussions resulted in funding for the development of the CARITAS Center, a multi-use facility expanding substance abuse and homeless services.
9	Agency/Group/Organization	Henrico County Dept. of Recreation and Parks
	Agency/Group/Organization Type	Services-Education Other government - Local 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?	Discussed recreation needs in low-income areas of the County and opportunities to partner in providing educational services to low-income County homeowners.
10	Agency/Group/Organization	ST. JOSEPH'S VILLA
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Education Child Welfare Agency Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy 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?	As a previously funded agency, consultations occurred regarding opportunities to participate in improvements to facilities providing services to low-income children and regional homeless strategies
11	Agency/Group/Organization	Henrico County Dept. of Social Services
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services - Victims Child Welfare Agency Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless 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?	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occurred as needed based on consultations and identification of issues and need for improvement.

12	Agency/Group/Organization	Henrico County Dept. of Building Inspections
	Agency/Group/Organization Type	Housing Other government - Local 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?	As a previously funded agency, consultations occurred regarding opportunities to participate in improvements to facilities providing services to low-income children and regional homeless strategies
13	Agency/Group/Organization	Henrico County Dept. of Community Revitalization
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Community Maintenance Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment 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?	Formal meetings are held monthly to identify specific citizen and housing needs and identify solutions. Cooperative housing improvement programs were implemented with this agency, non-profits, and volunteer groups to address housing needs.
14	Agency/Group/Organization	Henrico Area Mental Health and Developmental Services
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-Health Services-Education Health Agency Other government - Local Regional organization Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment 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?	Discussion of housing choice voucher program and clients served, clients needs relating to housing, mentoring and tutoring services to children in subsidized housing.

15	Agency/Group/Organization	Henrico County Public Schools
	Agency/Group/Organization Type	Services-Children Services-Education Other government - County Grantee Department
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussions with HCPS to address needs of homeless students. Staff from the HCPS participate in the monthly Resource Team meeting.
16	Agency/Group/Organization	Virginia Department of Housing and Community Development
	Agency/Group/Organization Type	Housing Other government - State
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Virginia Department of Housing and Community Development (DHCD) staff are consulted as part of modifications to the Enterprise Zone boundaries and incentives. Enterprise Zone inclusion are used by businesses to facilitate expansion and the creation of jobs for low/mod individuals. Modifications to the Enterprise Zone boundary must be approved by DHCD. DHCD prepares the Commonwealth of Virginia Consolidated Plan and Annual Action Plan and hosts an annual state-wide housing conference at which Henrico CDBG staff presented a session highlighting the Home Maintenance Workshops.
17	Agency/Group/Organization	City of Richmond Economic and Community Development
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Richmond Economic and Community Development staff are consulted on opportunities for Enterprise Zone expansion as well as opportunities and strategies for collaborative support for regional CDBG, HOME, ESG projects, and opportunities to expand the home maintenance workshops to a multi-jurisdictional initiative.

18	Agency/Group/Organization	CHESTERFIELD COUNTY
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Chesterfield County staff was consulted as part of discussions for joint funding for a regional homeless services facility and support for a regional facility providing services to special needs children. One or more of these facilities (not located in Chesterfield) will be provided funding through Chesterfield County.
19	Agency/Group/Organization	Local Initiatives Support Corporation (LISC)
	Agency/Group/Organization Type	Regional organization Technical Assistance Private Sector Banking / Financing
	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?	Consulted regarding opportunities for funding for various projects of interest to Virginia LISC.
20	Agency/Group/Organization	Henrico County Economic Development Authority
	Agency/Group/Organization Type	Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussions with the EDA occur throughout the year regarding Enterprise Zone activities and economic development within the County. As a result of consultations additional business areas in the county were identified for potential addition to the Enterprise Zone to help facilitate employment opportunities for low- and moderate-income residents and marketing materials were updated.
21	Agency/Group/Organization	Henrico County Planning Department
	Agency/Group/Organization Type	Other government - Local Planning organization Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussions with the EDA occur throughout the year regarding Enterprise Zone activities and economic development within the County. As a result of consultations, additional business areas in the County were identified for potential addition to the Enterprise Zone to help facilitate employment opportunities for low and moderate income residents.
22	Agency/Group/Organization	Henrico County Dept. of Public Utilities
	Agency/Group/Organization Type	Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Infrastructure needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussions of specific housing-related needs of low- and moderate-income communities. Discussions of infrastructure needs in low-income areas, including street lighting and provision of dumpsters for clean ups.
23	Agency/Group/Organization	Presbyterian Homes and Family Services, Inc. dba HumanKind
	Agency/Group/Organization Type	Services-Education 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?	As a currently funded agency, discussion of opportunities to effectively outreach to low-income residents particularly those living in subsidized housing to connect them to FOC services; discussions of opportunities for continued funding to continue to provide financial education.
24	Agency/Group/Organization	Trinity Village Center
	Agency/Group/Organization Type	Services-Children Services-Education Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Unaccompanied youth 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?	As a previously funded agency, discussion of opportunities to provide housing for children aging out of foster care.

25	Agency/Group/Organization	County of Henrico Dept. of Public Works
	Agency/Group/Organization Type	Other government - Local 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 of infrastructure needs in low-income areas.
26	Agency/Group/Organization	Maymont Foundation
	Agency/Group/Organization Type	Services-Children Services-Education Regional organization Foundation
	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?	Discussion of opportunities to participate in the funding of a play area for children visiting the park.
27	Agency/Group/Organization	Rebuilding Together of Richmond
	Agency/Group/Organization Type	Housing Services - Housing Services-Education Regional organization
	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?	Discussion were held regarding participating in the planning and implementation of home maintenance workshops, resulting in partnering in the development and implementation of a session on Aging in Place. Further discussions resulting in funding in PY 17-18 for housing repair for low-income homeowners as part of the 2018 National Rebuilding Day.
28	Agency/Group/Organization	CIRCLE CENTER ADULT DAY SERVICES
	Agency/Group/Organization Type	Services-Elderly Persons Services-Health Regional organization
	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 regarding opportunities to participate in the modification of an existing facility providing services to low-income elderly persons in order to accommodate an increase in persons served. As a result of the consultations, funding was provided in PY 2017-18.
29	Agency/Group/Organization	Greater Richmond ARC
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-Education Services-Employment Regional organization
	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?	Discussion of the long-range plans to increase services to children and adults with developmental disabilities and opportunities to participate in the funding of specific capital projects related to these plans.
30	Agency/Group/Organization	Safe Harbor
	Agency/Group/Organization Type	Housing Services - Housing Services-Victims of Domestic Violence Services-homeless 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?	Opportunities to provide funding for capital improvements to a regional facility providing shelter for victims of domestic violence and human trafficking.
31	Agency/Group/Organization	Virginia Department of Historic Resources
	Agency/Group/Organization Type	Other government - State
	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?	Continuation of consultations on historic preservation and neighborhood revitalization strategies. Agency was funded in PY 15-16 and PY 16-17 to initiate and continue the process to document historic resources in Highland Springs to lead to the listing of the community on the National and State Register of Historic Places. DHR will continue to provide technical assistance in 17-18 through the completion of the project.
32	Agency/Group/Organization	YWCA
	Agency/Group/Organization Type	Housing Services-Victims of Domestic Violence Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As a currently funded agency, discussions were held regarding regional needs of domestic violence victims. Continued funding is provided in PY2017-18.
33	Agency/Group/Organization	Shady Grove YMCA
	Agency/Group/Organization Type	Services-Children
	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?	Consultation regarding needs of children and families in the Glen Allen area of Henrico however a clear understanding of the programs and service areas it was determined that they would not qualify for CDBG funding.

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

Any agency not consulted had the opportunity to provide comments at two public hearings or directly with staff.

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)

County CDBG, HOME and ESG staff, as noted in the funding application and notice of funding availability, are available for consultation and assistance. Technical assistance for agencies seeking funding for PY 2017-18 was provided primarily to organizations not previously funded.

Input also included direct input from Board members and County administrators. All five Board members are regularly consulted to provide input on programs and priorities for each year's Annual Action Plan.

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 2017-18 Annual Action Plan. The first, a needs public hearing, was held on March 2, 2017. The second meeting, a public hearing with the Board of Supervisors was held on July 25, 2017. The meetings were both advertised in the *Richmond Times-Dispatch* in accordance with the Citizen Participation Plan. Notice of the meeting was posted on the County's calendar and Department of Community Revitalization webpage. The meeting was also posted on the Henrico Citizen online community calendar along with a short meeting notice. Notice of the meeting was sent directly to citizens who have signed up for the Department's email list.

Citizen comments were taken into consideration when preparing the 2017-18 Action Plan.

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 applicabl)
1	Newspaper Ad	Non-targeted/ broad community	No comments were received by phone, email, or letter to the January 27, 2017 newspaper advertisement.			
2	Public Hearing	Non-targeted/ broad community	One citizen attended the public needs hearing at the North Park Branch Library.	Comments received related to the County's efforts assisting those with homelessness, increasing maintenance of public infrastructure, and code enforcement on private property.	All comments were accepted.	

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 applicabl)
3	Email	Email list	An email was sent to approximately 140 individuals/ organizations on the Department's email list.	No comments were received in response to this outreach.		
4	Newspaper Ad	Non-targeted/ broad community	An ad was placed in the Richmond Times-Dispatch on July 8, 2017 notifying citizens and stakeholders of the public hearing with the Board of Supervisors.	Add comments later.		
5	Public Hearing	Non-targeted/ broad community	A public hearing was held before the Board of Supervisors on July 25, 2017. Add participants later.	Comments will be inserted here following the public hearing.		

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

HOME funding decreased for the 2017 program year by approximately 5%; ESG funding decreased by approximately 2%, and CDBG funding essentially remained constant. CDBG funding has remained reasonably consistent for Henrico County for the last few years. This Action Plan reflects a modification of the funding projections provided in the 2015-20 Consolidated Plan and anticipates for years 4 and 5 that CDBG funding will remain level, HOME funding will decrease by 5%, and ESG funding will decrease by 2%.

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	1,539,171	0	18,732	1,557,903	3,078,342	The projected amount for the remainder of the Con Plan is based on an assumption that CDBG funding levels will remain the same for years 4 and 5.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	623,810	10,542	0	634,352	1,155,608	The projected amount for the remainder of the Con Plan is based on an assumption that HOME funding levels will decrease 5% each year.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	138,518	0	0	138,518	268,780	The projected amount for the remainder of the Con Plan is based on an assumption that ESG funding levels will decrease by 2% per year for years 4 and 5.

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

- Local and State Enterprise Zone Grants: Henrico County provides grant funding to supplement CDBG funds invested in qualifying businesses for the purpose of job creation for low- and moderate-income persons. Several grant programs are funded with CDBG funds; others with County general funds. Businesses undertaking improvements resulting in job creation can utilize either or both grant programs. Enterprise Zone businesses/properties are also eligible for state grants.
- Henrico County funds a variety of non-profit organizations in the non-departmental general fund budget for the purpose of providing public services serving predominantly low- and moderate-income persons.
- Low Income Housing Tax Credits (LIHTC): The federal 4% and 9% LIHTC is a substantial source of funding for the construction and rehabilitation of affordable rental units. They are a dollar-for-dollar credit against federal tax liability. There are currently 5,604 LIHTC supported housing units in Henrico within 43 apartment communities. Two additional communities received tax credit allocations in 2016 or 2017 and the projects have not yet been completed.
- Section 8 Housing Choice Vouchers: Vouchers used in Henrico County are administered primarily through four entities: Richmond Redevelopment Housing Authority, Henrico Area Mental Health and Developmental Services, Central Virginia Resource Corporation, and Richmond Residential Services.
- Down payment and closing cost assistance is leveraged and/or matched with additional private

grants, homeowner contributions, state grants, and in-kind contributions.

- Emergency Solutions Grant Funds are leveraged and matched with state ESG funds, private charitable contributions, foundation funds, United Way and similar funding, and in-kind contributions from public and private agencies, and funding provided through the Continuum of Care, and CDBG funds provided for homelessness prevention. Administrative funds are matched with CDBG funds that pay for the additional time spent by County staff administering the ESG program.
- Match contribution to HOME-eligible households is provided in-part through two volunteer assistance programs utilizing the value of contributed labor and materials, and through the provision of homebuyer assistance provided by private financial institutions.
- Henrico County also provides support to CDBG, HOME, and ESG funded organizations and others that serve low and moderate income individuals. Agencies funded and amount are provided in Appendix H, Agencies Provided County General Funds.

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

Recreation needs and facilities serving low- and moderate-income areas will be met using existing County-owned facilities. Facilities serving populations with special needs are frequently County-owned and used to address many of the needs identified in this plan. Henrico County owns the buildings that are leased to Housing Families (HFF) where the Hilliard House Shelter for families operates, and the HFF administrative offices where rapid rehousing services are provided. County schools, recreation and community centers, libraries, and administrative offices are used for a variety of opportunities to serve citizens with programs meeting needs identified in the Plan. These uses include: public hearings, community meetings, educational classes and workshops, and general program outreach. The Home Maintenance Workshops are conducted in County-owned facilities.

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	Rehabilitation of Existing Housing	2015	2019	Affordable Housing	County-wide	Affordable Housing Preservation and Development	CDBG: \$740,203 HOME: \$388,552	Homeowner Housing Added: 2 Household Housing Unit Homeowner Housing Rehabilitated: 68 Household Housing Unit
2	Increase Affordable Homeownership Opportunities	2015	2019	Affordable Housing	County-wide	Affordable Housing Preservation and Development	CDBG: \$44,500 HOME: \$183,500	Direct Financial Assistance to Homebuyers: 18 Households Assisted
3	Revitalize Older Commercial Corridors	2015	2019	Economic Development	County-wide	Community Economic Development	CDBG: \$185,000	Jobs created/retained: 6 Jobs
4	Prevent Homelessness	2015	2019	Homeless	County-wide	Mitigation and Prevention of Homelessness	ESG: \$20,388	Homelessness Prevention: 808 Persons Assisted
5	Assist Homeless Families in Obtaining Housing	2015	2019	Homeless	County-wide	Mitigation and Prevention of Homelessness	ESG: \$50,000	Tenant-based rental assistance / Rapid Rehousing: 25 Households Assisted
6	Emergency Shelter and Supportive Services	2015	2019	Homeless	County-wide	Mitigation and Prevention of Homelessness	ESG: \$55,250	Homeless Person Overnight Shelter: 83 Persons Assisted
7	Provide Public Services for Low/Mod Populations	2015	2019	Non-Housing Community Development	County-wide	Non-housing Community Development	CDBG: \$194,000	Public service activities other than Low/Moderate Income Housing Benefit: 290 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
8	Support Non-Housing Needs for Special Populations	2015	2019	Non-Homeless Special Needs	County-wide	Non-housing Community Development	CDBG: \$127,500	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 150 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Rehabilitation of Existing Housing
	Goal Description	Provide funds to project:Homes for minor home repair (54) and moderate home rehabilitation (9), funds to Rebuilding Together Richmond for minor home repair (5), and provide \$93,600 for CHDO activities (2).
2	Goal Name	Increase Affordable Homeownership Opportunities
	Goal Description	Provide funds for 18 down payment assistance grants to SCDHC (6) and HOME Inc (12).
3	Goal Name	Revitalize Older Commercial Corridors
	Goal Description	Provide funds for Commercial Assistance staff to provide technical support to businesses within the County's Enterprise Zones.
4	Goal Name	Prevent Homelessness
	Goal Description	Provide funds to DSS (8 individuals or families) and to YWCA for hotline (800 persons).
5	Goal Name	Assist Homeless Families in Obtaining Housing
	Goal Description	Provide funds to Housing Families First for rapid rehousing for 25 families.
6	Goal Name	Emergency Shelter and Supportive Services
	Goal Description	Provide funds to CARITAS (supportive services to shelter clients, 60 people) and to Hilliard House (shelter operations for 23 households).
7	Goal Name	Provide Public Services for Low/Mod Populations
	Goal Description	Provide funds to CONNECT to provide after-school program for 115 low-income students. Provide funds for homeowner education workshops (expect 25 LMI homeowners at each of 4 sessions). Provide funds for fair housing education including seminars and brochure distribution (75 residents served through seminars).
8	Goal Name	Support Non-Housing Needs for Special Populations
	Goal Description	Provide funds to CARITAS towards the acquisition and rehabilitation of a facility to bring together CARITAS services including the expansion of services and creation of The Healing Place for Women (serve 50 Henrico residents) and to Circle Center Adult Day Services towards renovation of a facility providing adult day care (100 people served).

Table 7 – Goal Descriptions

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):

Eighteen(18) low- and moderate-income households will be assisted through down payment assistance grants. Another two will be provided affordable housing through the acquisition, rehab, and sale of vacant homes. In addition 68 homeowners will benefit from minor home repairs or moderate home rehabilitation. Through ESG programs, 808 individuals/households will receive services to prevent homelessness; 25 households will receive assistance in being rapidly rehoused after becoming homeless; 83 individuals/households will receive emergency shelter or services.

AP-35 Projects – 91.220(d)

Introduction

The following projects comprise the activities that will take place during the 2017-18 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	Connect Program
5	project:HOMES Homeowner Rehabilitation Program
6	project:HOMES Emergency and Minor Repairs
7	HOME Inc. Downpayment Assistance
8	Southside Community Development & Housing Corp. Downpayment Assistance
9	CHDO Activities Rehab for Sale
10	Homeowner Maintenance Workshops
11	HOME, Inc. - Fair Housing Outreach
12	Rebuilding Together Richmond Home Repair
13	Circle Center Adult Day Services
14	CARITAS Center
15	ESH17 2017-18 ESG Program

Table 8 – 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. An overall downward trend in the HOME entitlement allocation has significantly impacted the ability to address priorities and underserved needs. Acquisition of severely dilapidated, vacant homes has proven challenging.

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	CDBG Administration
	Target Area	County-wide
	Goals Supported	Rehabilitation of Existing Housing Increase Affordable Homeownership Opportunities Revitalize Older Commercial Corridors Provide Public Services for Low/Mod Populations
	Needs Addressed	Affordable Housing Preservation and Development Community Economic Development Non-housing Community Development
	Funding	CDBG: \$266,700
	Description	Provides funds for the administration of the CDBG program.
	Target Date	9/30/2018
	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	Rehabilitation of Existing Housing Increase Affordable Homeownership Opportunities
	Needs Addressed	Affordable Housing Preservation and Development
	Funding	HOME: \$62,300
	Description	Provide funds for the administration of the HOME program.
	Target Date	9/30/2018
	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	Revitalize Older Commercial Corridors
	Needs Addressed	Community Economic Development
	Funding	CDBG: \$185,000
	Description	Provide funds for the administration of the Enterprise Zone program.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 businesses will be assisted with technical assistance. 6 FTE low-mod jobs will be created.
	Location Description	Businesses assisted are located within designated Enterprise Zone.
	Planned Activities	Provide technical assistance to businesses within or locating to the County's Enterprise Zone.
4	Project Name	Connect Program
	Target Area	County-wide
	Goals Supported	Provide Public Services for Low/Mod Populations
	Needs Addressed	Non-housing Community Development
	Funding	CDBG: \$169,000
	Description	Project provides support for an after-school program providing tutoring assistance and other services to children living in subsidized housing complexes.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	115 children living in low-income housing communities will be provided services through the CONNECT program.
	Location Description	Four program sites located in low-income housing complexes. Sites include: <ul style="list-style-type: none"> • Coventry Gardens • Oakland Village • Henrico Arms • Richfield Place
	Planned Activities	
5	Project Name	project:HOMES Homeowner Rehabilitation Program

	Target Area	County-wide
	Goals Supported	Rehabilitation of Existing Housing
	Needs Addressed	Affordable Housing Preservation and Development
	Funding	CDBG: \$190,203 HOME: \$294,952
	Description	Program provides moderate home rehabilitation to low-income homeowners who are elderly and/or disabled.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Nine low- or moderate-income elderly or disabled households will receive moderate home rehabilitation.
	Location Description	
	Planned Activities	
6	Project Name	project:HOMES Emergency and Minor Repairs
	Target Area	County-wide
	Goals Supported	Rehabilitation of Existing Housing
	Needs Addressed	Affordable Housing Preservation and Development
	Funding	CDBG: \$510,000
	Description	Program provides minor home repairs for low-and moderate-income homeowners.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	54 low- or moderate-income households will receive minor home repairs.
	Location Description	
	Planned Activities	
7	Project Name	HOME Inc. Downpayment Assistance
	Target Area	County-wide
	Goals Supported	Increase Affordable Homeownership Opportunities
	Needs Addressed	Affordable Housing Preservation and Development
	Funding	CDBG: \$25,500 HOME: \$127,500
	Description	Provision of down payment assistance grants to first-time, low-or moderate-income homebuyers.
	Target Date	9/30/2018

	Estimate the number and type of families that will benefit from the proposed activities	12 low- or moderate-income first-time homebuyers will be provided with homeownership counseling and down payment assistance.
	Location Description	
	Planned Activities	
8	Project Name	Southside Community Development & Housing Corp. Downpayment Assistance
	Target Area	County-wide
	Goals Supported	Increase Affordable Homeownership Opportunities
	Needs Addressed	Affordable Housing Preservation and Development
	Funding	CDBG: \$19,000 HOME: \$56,000
	Description	Provision of downpayment assistance grants to first time, low-or moderate-income homebuyers.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Six low- or moderate-income first-time homebuyers will be provided with homeownership counseling and down payment assistance.
	Location Description	
	Planned Activities	
9	Project Name	CHDO Activities Rehab for Sale
	Target Area	County-wide
	Goals Supported	Rehabilitation of Existing Housing Increase Affordable Homeownership Opportunities
	Needs Addressed	Affordable Housing Preservation and Development
	Funding	HOME: \$93,600
	Description	Provide funds to assist in the development of affordable housing to low-income, first-time homebuyers. Affordable housing created through either the acquisition, rehab, and sale of an existing vacant home or through new construction.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Two low- or moderate-income, first-time homebuyers will benefit from the provision of new affordable housing.
	Location Description	

	Planned Activities	
10	Project Name	Homeowner Maintenance Workshops
	Target Area	County-wide
	Goals Supported	Provide Public Services for Low/Mod Populations
	Needs Addressed	Affordable Housing Preservation and Development
	Funding	CDBG: \$10,000
	Description	Provide funds to in order to conduct a series of educational workshops for homeowners in low-mod areas targeted towards housing improvements and maintenance.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 low- or moderate-income residents will benefit from the provision of free workshops.
	Location Description	Workshops will be held in or adjacent to low-income block groups. Attendance at the workshops is open to anyone regardless of residency.
	Planned Activities	
11	Project Name	HOME, Inc. - Fair Housing Outreach
	Target Area	County-wide
	Goals Supported	Provide Public Services for Low/Mod Populations
	Needs Addressed	Affordable Housing Preservation and Development
	Funding	CDBG: \$15,000
	Description	Provide funds for fair housing education including seminars and brochure distribution.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	75 persons of limited English proficiency and/or racial or ethnic minority groups will be provided education on fair housing rights and opportunities.
	Location Description	
	Planned Activities	
12	Project Name	Rebuilding Together Richmond Home Repair
	Target Area	Highland Springs/Laburnum Gateway
	Goals Supported	Rehabilitation of Existing Housing
	Needs Addressed	Affordable Housing Preservation and Development

	Funding	CDBG: \$40,000
	Description	Provide funds for home repairs to low-income homeowners in Laburnum Gateway target area.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Rebuilding Together Richmond will provide minor home repairs to 5 low-income households.
	Location Description	This activity will be limited to homes within the Laburnum Gateway Revitalization Area or Census Tract 2008.05
	Planned Activities	Provide minor home repairs.
13	Project Name	Circle Center Adult Day Services
	Target Area	County-wide
	Goals Supported	Support Non-Housing Needs for Special Populations
	Needs Addressed	Non-housing Community Development
	Funding	CDBG: \$27,500
	Description	Funds towards the renovation of a facility providing adult day care.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 clients of Circle Center ADS will benefit from facility improvements.
	Location Description	Circle Center is located at 4900 W. Marshall Street.
	Planned Activities	Improvements to the reception/check in area.
14	Project Name	CARITAS Center
	Target Area	County-wide
	Goals Supported	Support Non-Housing Needs for Special Populations
	Needs Addressed	Non-housing Community Development
	Funding	CDBG: \$100,000
	Description	The CARITAS Center is the acquisition and rehabilitation of a facility to bring together CARITAS services including the expansion of services and creation of The Healing Place for Women.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	50 Henrico residents will benefit from the creation of The Healing Place for Women. The program will serve a total of 500 per year. Additional people will be served by other CARITAS programs at this facility.

	Location Description	The new facility will be located at 2119 Stockton St, Richmond.
	Planned Activities	Funds will be provided towards acquisition of the land and buildings.
15	Project Name	ESH17 2017-18 ESG Program
	Target Area	County-wide
	Goals Supported	Prevent Homelessness Assist Homeless Families in Obtaining Housing Emergency Shelter and Supportive Services
	Needs Addressed	Mitigation and Prevention of Homelessness
	Funding	ESG: \$138,518
	Description	Provide funds for the 2017-18 ESG program.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	8 low-income families facing homelessness will receive prevention services from Henrico Dept of Social Services. 800 low-income persons will receive prevention services from the YWCA through a domestic violence hotline. 25 low-income homeless households will receive rapid rehousing services through Housing Families First. 23 low-income homeless individuals will receive shelter through Housing Families First. 60 homeless individuals will receive shelter and counseling through CARITAS.
	Location Description	
	Planned Activities	

AP-50 Geographic Distribution – 91.220(f)

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

- Henrico County uses all of its CDBG, HOME, and ESG funds to provide benefits to low- and moderate-income people. As a result, CDBG funded activities are located where these people live and/or receive services and/or work. Henrico County does not plan for, or allocate, these resources on a racial or ethnic basis.
- The County offers residential rehabilitation and repair programs for low-income homeowners. Eligibility is based on household income and is available County-wide.
- Homebuyer assistance programs are available for any County resident who meets the income and eligibility requirements. Housing purchased under these programs can be anywhere in the County.
- Housing for sale that is built or rehabilitated with CDBG or HOME funds may be anywhere in Henrico County. Purchasers of these homes must meet income and eligibility guidelines.
- The CONNECT Program serves children living in subsidized multi-family housing. The program operates four locations, serving 11 communities: Henrico Arms, Oakland Village, Newbridge Village, Richfield Place, 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. Businesses assisted must be located in the Enterprise Zone, which follows commercial corridors and industrial areas throughout the County.
- One facility that provides housing and substance abuse services to homeless women battling substance abuse will receive funds to assist with the acquisition of a new facility; this facility is located in the City of Richmond and provides services to individuals from throughout the Richmond region.
- A facility providing adult day care will receive funds. The facility is located in a low-mod block group in Henrico but provides services to clients throughout the Richmond region. The majority of clients are Henrico residents.
- A program to provide homeowner maintenance and repair education will take place at a public facility in a low/mod area.
- ESG funds will provide financial assistance and case management services to homeless persons and households and those facing homelessness. Assistance will be given to households who meet the income and eligibility guidelines regardless of where they live or lived in Henrico County. Assistance to those who will be placed in housing will be for housing in any part of the County or metropolitan area that meets the needs of the household.
- Henrico County defines areas of minority or racial concentration as those in which 50.1% or more of the population is nonwhite. The non-white minority population comprises 41.4% of the

total county population, compared to 38.1% non-white population for the entire Richmond Metropolitan Statistical region (Source: 2015 American Community Survey 5-Year Estimates). Census tracts with concentrations of minority population (greater than 50% minority) are shown on the map, “Henrico County Minority Concentrations” provided in Appendix D. These areas are primarily located in the central and eastern areas of the County, with some small concentrations located in western areas of the County.

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

Geographic Distribution

Target Area	Percentage of Funds
County-wide	98

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Henrico County allocates the majority of funds to activities that are not geographically constrained. A small portion of funds (1.7%) has been allocated to a target area of the Laburnum Gateway (RIR) area. Funding targeted for this area is for completion of five (5) minor home repairs as part of the National Rebuilding Day.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The *2015-2019 Five Year Consolidated Community Development Plan* identifies priorities based on market analysis, citizen and stakeholder input, and census data. Several priorities also coincide with goals and/or objectives of *Henrico County Vision 2026*, the County Comprehensive Plan, adopted August 2009. These priorities have resulted in the following allocations for housing activities in PY 2017-18. The target date for the completion of the majority of these activities is September 30, 2018.

- \$190,203 from CDBG and \$294,952 from HOME funds to project:HOMES for the rehabilitation of homes owned by very low- or low-income elderly and/or disabled County homeowners.
- \$510,000 from CDBG funds to project:HOMES for emergency and minor repairs to homes owned by very low- or low-income residents of the County.
- \$40,000 from CDBG funds to Rebuilding Together of Richmond for home repair program in Laburnum Gateway.
- \$25,500 from CDBG and \$127,500 from HOME funds to HOME Inc. for down-payment and closing cost assistance for the purchase of homes by low-income, first-time homebuyers.
- \$19,000 from CDBG and \$56,000 from HOME funds to Southside Community Development and Housing Corporation for down-payment and closing cost assistance for the purchase of homes by low-income, first-time homebuyers.
- \$93,600 from HOME CHDO funds for activities of acquisition and rehabilitation of homes for sale to low-income households.
- \$10,000 of CDBG funds for homeowner maintenance and repair workshops for homeowners in low/mod areas.
- \$20,388 from ESG funds to the Henrico Department of Social Services and the YWCA for Homeless Prevention.
- \$35,250 from ESG funds to Housing Families First for Rapid Rehousing.
- \$70,000 from ESG funds to CARITAS and Housing Families First for emergency shelter and/or case management for shelter residents.

One Year Goal for the Number of Households to be Supported	
Homeless	833
Non-Homeless	88
Special-Needs	0
Total	921

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	25
The Production of New Units	2
Rehab of Existing Units	68
Acquisition of Existing Units	18
Total	113

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

The above numbers in Table 11 represent:

Non-homeless:

- 68 units of homeowner rehabilitation or repair
- 2 units of acquisition, rehab, and sale
- 18 down payment assistance grants for first-time homebuyers

Homeless:

833 persons assisted with ESG: funds through

- rapid rehousing (25),
- homeless prevention through Henrico DSS (8),
- or homeless prevention through the YWCA hotline (800).

The above numbers in Table 12 represent rental assistance through rapid rehousing program (HFF), production of new units through CHDO activities, rehab of existing units through minor repair and rehab programs (project:HOMES and Rebuilding Together Richmond), and acquisition of existing units through down payment assistance programs (HOME Inc and Southside Community Development and Housing Corporation).

The difference of 808 between the Table 11 and Table 12 above represents 800 persons served by the YWCA hotline and 8 persons served by Henrico DSS with prevention services.

AP-60 Public Housing – 91.220(h)

Introduction

Henrico County has no public housing.

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

N/A

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

N/A

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

N/A

Discussion

N/A

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

Introduction

The County utilizes all of its CDBG, ESG 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. The County utilizes CDBG and/or HOME funds in keeping its elderly, very low- and low-income homeowners in their homes through minor repairs and housing rehabilitation programs. The County continues to use CDBG and HOME funds for housing repairs and rehabilitation for disabled individuals.

The goals for ESG funding are to reduce the number of individuals/households who become homeless; shorten the length of time an individual or household is homeless; and reduce the number of individuals/households returning to homelessness. The County will meet these goals through supporting Continuum of Care (COC) strategies, homeless services, and prevention programs that align with program goals. This funding will support coordinated community-based activities that are designed to support the goals of the ESG program. Henrico County will use ESG funding for rapid re-housing, homeless prevention, and emergency shelter and support services for homeless individuals in a coordinated manner with other homeless service providers, homeless prevention providers, and resources within the County.

As of May 5, 2017, Henrico Area Mental Health & Developmental Services (HAMHDS) had 257 Section 8 housing vouchers under lease; 235 of those vouchers are being used in Henrico County; eight vouchers were assigned to 8 individuals who as of May 5 had not yet identified housing. Three additional vouchers were received from the Department of Justice vouchers and have not yet been assigned to eligible households. Upon full lease up, the baseline of 268 vouchers will be reached. HAMHDS has approximately 153 people on their waiting list as of May 5, 2017.

The Central Virginia Resource Corporation reported on May 4, 2017 that they have 1,550 leased families throughout the Richmond metropolitan area and of those 411 are currently leased in Henrico County. Richmond Residential Services manages 185 vouchers for adults with intellectual disabilities and through the HUD Veterans Affairs Supportive Housing (HUD-VASH) program. The specific number of these vouchers currently used in Henrico County is not available. Richmond Redevelopment and Housing Authority (RRHA) manages vouchers in the Richmond metropolitan area. A minimum of 427 vouchers are used in Henrico County. An additional 390 vouchers are used in zip codes that contain portions of both Henrico County and the City of Richmond. The RRHA is not able to provide information on the specific location of those vouchers.

The Henrico County Department of Social Services provided assistance to homeless persons and those threatened with homelessness through needs assessments and the provision of services. The Department's Homelessness Prevention Program provided financial assistance to 110 households. The Department of Social Services has provided assistance locating housing, providing rental and utility assistance, and other assistance.

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

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

The County participates in street outreach which provides individualized assessments and provides services to unsheltered homeless persons. Information gathered during this process is incorporated in the annual homelessness point in time count, coordinated twice a year by Homeward. Henrico coordinates with a large number of agencies to provide services to homeless individuals and families and provides over \$200,000 annually in financial assistance to several agencies including:

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

Addressing the emergency shelter and transitional housing needs of homeless persons

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

Based on the 2017-18 ESG program year, ESG service providers anticipate assisting 808 households and individuals with homeless prevention services; rapidly re-house 25 households and individuals; provide support service to shelter operations benefiting 23 households and individuals; and case management to 60 shelter residents.

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

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

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

For PY 2017-18 Henrico County has allocated ESG funds to organizations that provide services to clientele including homeless persons and persons at risk of homelessness. These organizations, program descriptions, and allocations include the following:

- CARITAS Case Management -- \$20,000 to fund a program that will provide case management services to 60 individuals residing in shelters. An additional \$32,805 has been allocated from non-departmental funds to support shelter staff costs for the Single Adult and Family Focus programs.
- St. Joseph's Villa – Flagler Housing and Homeless Services -- \$34,174 has been allocated from non-departmental funds for the provision of services. No request or allocation for ESG funding.
- Housing Families First Rapid Rehousing -- \$50,000 to fund a program to provide rapid re-housing for 25 households, primarily women and children. An additional \$41,337 has been allocated from non-departmental funds for rapid rehousing.
- Department of Social Services Homeless Prevention -- \$5,888 of ESG funds for the provision of assistance and services to prevent homelessness for 8 persons or families.
- YWCA -- \$14,500 towards the cost of operating a regional domestic violence hotline. It is estimated that 800 Henrico County residents will benefit from this hotline. An additional \$20,520 has been allocated from non-departmental funds for the hotline, emergency safe housing, counseling, and case management.

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	N/A
Tenant-based rental assistance	N/A
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated	N/A
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	N/A
Total	N/A

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 Area Median Income.

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 earning 120% of AMI. Looking at housing affordability for low and moderate income homeowners, analyses by County staff in 2013, 2015, and 2017 determined in 2013, 66.1% of single-family homes were affordable for households earning up to 80% AMI. That percentage decreased to 55% in early 2017, based on preliminary data, and reflecting 2016 median income data. These numbers do not reflect actual sales indicated actual availability of affordable housing. .

Henrico County has 6,099 apartments supported by either HUD Section 8 project-based vouchers (2,239 units) or Low Income Housing Tax Credits (3,860 units). In addition, Section 8 housing choice vouchers are issued by Central Virginia Resource Corporation, Henrico Mental Health and Development Services, the Richmond Redevelopment and Housing Authority, and Richmond Residential Services are in use by households in Henrico County. Henrico County Public Schools also serves an tracked 989 identified McKinney-Vento qualified students as of the last day of the 2016-17 school year.

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.

In support of housing affordability, Henrico County each year provides CDBG and HOME funding for downpayment and closing cost assistance to enable the purchase of homes to first-time homebuyers

Henrico County regularly supports the development of affordable housing, supported by Low Income Housing Tax Credits. Consideration is given to each request, whether it is for Revitalization Area designation or for CDBG or HOME funding support. For 2017-18, funding has been allocated to support the CARITAS Center project, which has an affordable housing component. In the two previous program years, funding was provided to the New Clay Housing project for a Single Room Occupancy supportive housing facility.

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

Specific actions during PY 2017-18 to remove barriers and promote affordable housing include the following:

- Allocation of \$93,600 for CHDO Activities aimed at increasing the supply of affordable housing for low- and moderate-income homeowners.

- Allocation of \$183,500 of HOME and \$44,500 of CDBG for down payment assistance to support first-time low- and moderate-income homebuyers.
- Allocation of a total of \$1,035,155 for rehabilitation and minor repair programs in support of the retention of existing affordable housing.
- Allocation of \$2,104,959 of County General Funds to the Community Maintenance and Building Inspection Programs that includes the administration of a volunteer housing assistance program designed to improve the housing conditions of low-income County homeowners and a program of facilitating the maintenance of affordable housing communities.
- Lowest real estate tax rate of the 13 largest jurisdictions in Virginia.
- Real Estate Advantage Program (REAP) provides real estate tax exemption for qualified seniors totaling \$7,906,053 in savings to qualified seniors.
- Tax abatement for single-family and multi-family housing rehabilitation.

AP-85 Other Actions – 91.220(k)

Introduction

Henrico County undertakes a variety of actions to meet underserved needs, foster and maintain affordable housing, reduce lead-based paint, reduce the number of poverty level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies. These actions are part of the administrative culture of the County and will continue through PY 2017-18. Despite substantially diminishing resources, the County will maintain a focus on the most critical needs in these areas.

Actions planned to address obstacles to meeting underserved needs

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

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

Actions planned to foster and maintain affordable housing

During PY 2017-18, Henrico County will commit a total of \$1,035,155 for homeowner rehabilitation and repair for 68 low- and moderate-income households, the majority of which will be elderly householders.

An additional \$93,600 will be committed for the acquisition, rehabilitation, and sale of vacant homes to low- and very low-income first-time homebuyers. The County is providing \$228,000 in homebuyer assistance and education to 1, first-time low/mod homebuyers.

The Community Maintenance Program (funded through the General Fund) includes the administration of a volunteer housing assistance program designed to improve the housing conditions of low-income County homeowners and a program of facilitating the maintenance of affordable housing communities.

Actions planned to reduce lead-based paint hazards

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

Actions planned to reduce the number of poverty-level families

The Commercial Assistance Program facilitates 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. The County has committed \$169,000 of CDBG funds towards this program in PY 2017-18.

Actions planned to develop institutional structure

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

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

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

Program Specific Requirements

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

Introduction

Henrico County receives CDBG, HOME, and ESG entitlement funds and does not expect to receive any CDBG or ESG program income in 2017-18. It is possible Henrico County may receive HOME program income as a result of proceeds from CHDO development or early payoff of loans due to transfer of properties before the end of the affordability period.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

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

N/A

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

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

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

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

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

N/A

Emergency Solutions Grant (ESG)

Reference 91.220(l)(4)

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

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

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

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

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

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

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

The County has met the requirements of 24 CFR 576.405(a) by participating in and seeking input from the Greater Richmond CoC's Ranking Committee regarding gaps in service and gained input that was applied in the funding decisions. The Ranking Committee membership includes a homeless or formerly homeless person.

5. Describe performance standards for evaluating ESG.

The Performance Measurement Committee of the Greater Richmond Continuum of Care developed detailed performance measures for each program type. The GRCoC system project and performance measures were approved by the Greater Richmond Continuum of Care (GRCoC) Board in January 2017. The performance measures address 7 issues in two categories "coordinated entry" and "system and project." With the exception of providers primarily serving survivors of domestic violence, all programs use HMIS to collect data and monitor program outcomes.

2017-2018 Consolidated Plan and Action Plan Appendices

Appendix A: Resolution of the Board of Supervisors

Appendix B: Sources and Uses of Funds

Appendix C: Public Hearing Notices

Appendix D: Areas of Minority Concentration

Appendix E: Henrico County Recapture Provisions

Appendix F: Henrico County ESG Manual

Appendix G: Targeted Areas

Appendix H: Agencies Provided County General Funds

Appendix A – Resolution of the Board of Supervisors

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Resolution will be available following final approval from Board
of Supervisors.

Appendix B – 2017-18 Sources and Uses

FY 2017-18 CDBG, HOME, & ESG Programs Sources & Uses of Funds

SOURCES	CDBG	HOME	ESG
FY 2017-18 Allocation	\$1,539,171	\$623,810	\$138,518
Funds Brought Forward	\$18,732		
Program Income		\$10,542	
Total Available	\$1,557,903	\$634,352	\$138,518
CDBG/HOME USES			
1. CDBG & HOME Administration	266,700	62,300	
2. Commercial Assistance Program	185,000	-	
3. CONNECT Program	169,000	-	
4. project:HOMES Homeowner Rehabilitation Program	190,203	294,952	
5. project:HOMES Emergency and Minor Repairs	510,000	-	
6. HOME Inc. Downpayment Assistance	25,500	127,500	
7. Southside Community Development & Housing Corp. Downpayment Assistance	19,000	56,000	
8. CHDO Activities Rehab for Sale / New Construction	-	93,600	
9. Home Maintenance Workshops	10,000	-	
10. HOME Inc. - Fair Housing Outreach	15,000	-	
11. Rebuilding Together of Richmond - Home Repair Program in Laburnum Gateway	40,000	-	
12. Circle Center Adult Day Services - Entry Area Improvements	27,500	-	
13. CARITAS - CARITAS Center and The Healing Place for Women	100,000	-	
ESG USES			
1. ESG Administration			10,380
2. Dept. of Social Services - Homeless Prevention.			5,888
3. Housing Families First - Hilliard House Emergency Shelter Program			35,250
4. Housing Families First - Rapid Rehousing			50,000
5. CARITAS - Case Management for shelter clients			20,000
6. YWCA of Richmond - Greater Richmond Regional Domestic Violence Hotline			14,500
7. Homeward - Homeless Management Information System			2,500
TOTAL	\$1,557,903	\$634,352	\$138,518

July 25, 2017

Appendix C – Public Hearing Notices

Published in the Richmond Times-Dispatch
(July 8, 2016)

Notice of Public Hearing on the Submission of the Henrico County 2017-18 Annual Action Plan

Henrico County is a participant in the federal Community Development Block Grant (CDBG), HOME Investment Partnerships Program Grant, and Emergency Solutions Grant (ESG) programs and is required to submit an Annual Action Plan to the U.S. Department of Housing and Urban Development by August 15, 2017. The Henrico County Board of Supervisors will hold a public hearing on Tuesday, July 25, 2017 at 7:00 PM in the Board Room in the County Administration Building at Parham and Hungary Spring Roads to consider a resolution to adopt the proposed Plan and the proposed uses of funds.

Funding for the program year includes:

2017-18 CDBG Entitlement Grant
\$1,539,171
CDBG Funds Brought Forward
\$18,732
2017-18 HOME Entitlement Grant
\$623,810
HOME 2015-16 Program Income
\$10,542
2017-18 Emergency Solutions Grant
\$138,518
Total Funds Available
\$2,330,773

The following projects have been recommended for funding in 2017-2018:

CDBG and HOME Program Administration – provides for the administration of the CDBG and HOME Programs. CDBG: \$266,700; HOME: \$62,300.

Commercial Assistance Program – provides for the administration of the Enterprise Zone and Commercial Assistance programs. CDBG: \$185,000.

CONNECT Program – provides support services for children ages 5-15 living in subsidized housing. First funded in 1992. CDBG: \$169,000.

project:HOMES Homeowner Rehabilitation Program – provides up to \$50,000 for the rehabilitation of homes of elderly and/or disabled low income homeowners. First funded in 1992. CDBG: \$190,203; HOME: \$294,952.

project:HOMES Emergency and Minor Repairs – emergency provides up to \$10,000 for emergency or minor repairs for low income homeowners. First funded in 1998. CDBG: \$510,000.

HOME Inc. Downpayment Assistance – provides counseling and up to \$14,500 for downpayment and closing costs assistance for first time homebuyers. First funded in 1999. CDBG: \$25,500; HOME: \$127,500.

Southside Community Development & Housing Corp. Downpayment Assistance – provides counseling and up to \$14,500 for downpayment and closing costs assistance for first time homebuyers. First funded in 2004. CDBG: \$19,000; HOME: \$56,000.

CHDO Activities Rehab for Sale – provides funds to enable the purchase and rehabilitation of vacant single family homes or construction of new homes to be sold to low/moderate income families through certified CHDO's. HOME: \$93,600.

Home Maintenance Workshops – provides funding for four home maintenance workshops for low-income homeowners. CDBG: \$10,000.

Circle Center Adult Day Services – Entry Area Improvements – provides funding for expansion of entry area to accommodate additional clients. CDBG: \$27,500.

HOME Inc. Fair Housing Outreach – provides funding for educational programs on fair housing rights and responsibilities for County residents. CDBG: \$15,000.

Rebuilding Together of Richmond – Home Repair Program in Laburnum Gateway – provides funding for repair of five homes in Laburnum Gateway area in coordination with National Rebuilding Day in April 2017. CDBG: \$40,000.

CARITAS – CARITAS Center and The Healing Place for Women – provides funding to assist with construction of CARITAS Center, including new Healing Place for Women. CDBG: \$100,000.

ESG Program Administration – provides for administration of the ESG program. ESG: \$10,380.

Dept. of Social Services – Homeless Prevention – ESG: \$5,888.

Housing Families First – Hilliard House Emergency Shelter Program – ESG: \$35,250.

Housing Families First – Rapid Rehousing – ESG: \$50,000.

CARITAS – Case Management for Shelter Clients – ESG: \$20,000.

YWCA of Richmond – Greater Richmond Regional Domestic Violence Hotline – ESG: \$14,500.

Homeward – Homeless Management Information System – ESG: \$2,500.

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

Published in the Richmond Times-Dispatch (Jan. 27, 2017).

**Public Hearing on Community Development Needs
and Notice of Funding Availability**

Henrico County, Virginia

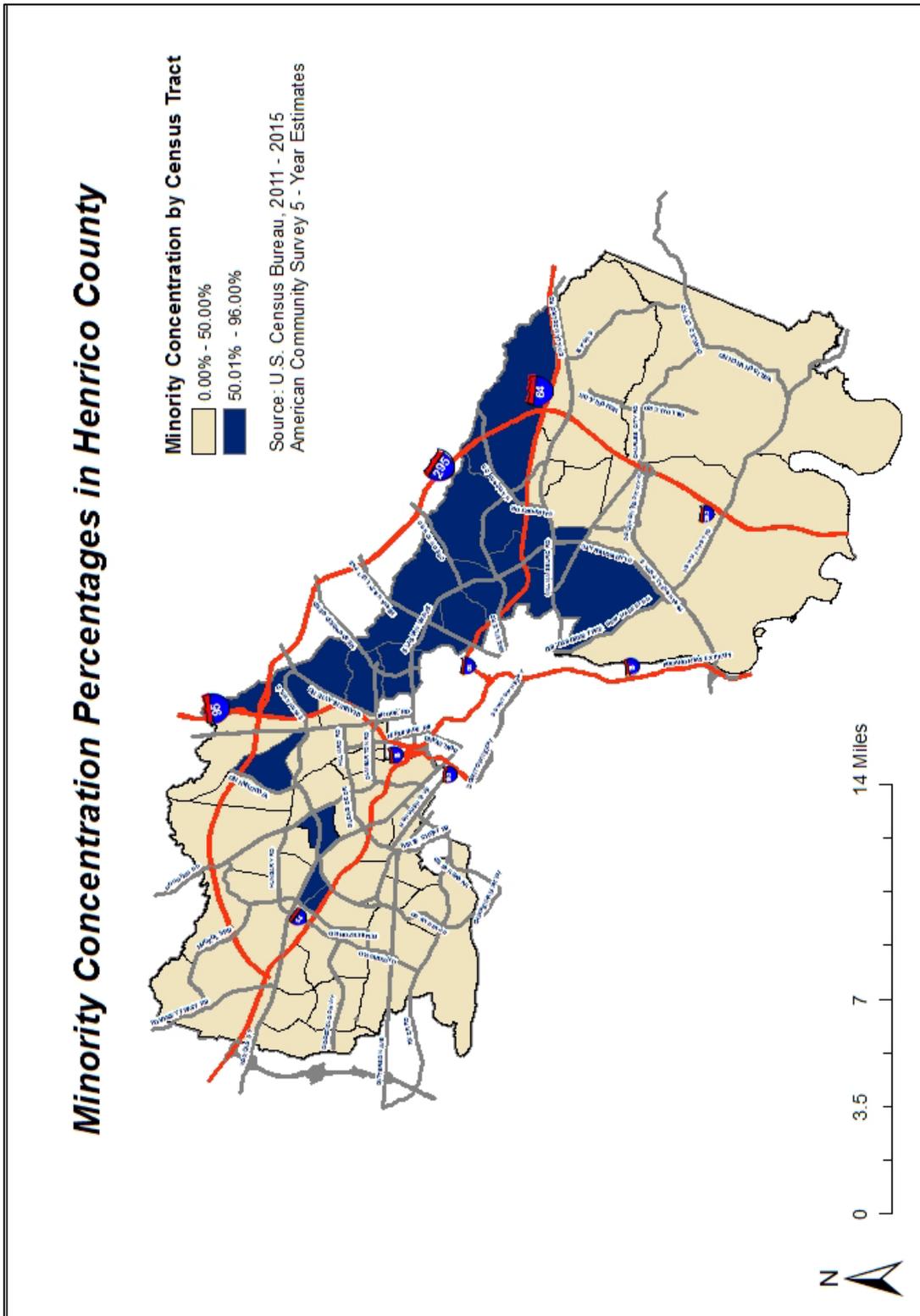
As a participant in the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and the Emergency Solutions Grant Program (ESG), Henrico County will prepare an Annual Action Plan for submission to the U.S. Department of Housing and Urban Development. The 2017-18 Annual Action Plan will include the County's proposed uses of CDBG, HOME, and ESG funds for the program year beginning October 1, 2017 through September 30, 2018.

Henrico County will conduct a public hearing at 6:30 pm, Thursday, March 2, 2017 in the North Park Branch Library Meeting Room at 8508 Franconia 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, past performance of community development programs and the 2015-16 CAPER. 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, HOME, or ESG funds for Program Year 2017-2018 may obtain an application from the County website at henrico.us/revit. The deadline to apply is March 6, 2017.

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

Appendix D – Areas of Minority Concentration



Appendix E – Henrico County Recapture Provisions

Henrico County Recapture Provision for the Use of HOME Program Funds

The County of Henrico will use the Recapture Provision where HOME program funds are used to assist with the development of affordable housing through CHDO's. This is intended to ensure homes remain the buyer's principal residence throughout the affordability period. The following table outlines the affordability periods.

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

FOREGIVENESS OF REPAYMENT / RECAPTURE:

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

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

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

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

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

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

DUE ON SALE; ACCELERATION:

If all or any part of the Property, or interest therein, is leased, sold or otherwise transferred by the Borrower, excluding the granting of a lien subordination or by survivorship, all sums secured are immediately due and payable to Henrico County, except as provided above.

SUBORDINATION:

The lien for HOME funds shall be in no worse than second position.

REFINANCING:

The County of Henrico may agree to subordinate an existing lien associated with HOME funds to new debt in order to protect its interests and the best interest of the homeowner. Refinancing is limited to circumstances in which the following occurs:

- The homeowner must be securing better terms that reduce monthly housing costs.
- The new interest rate must be fixed for the life of the loan (no balloon or ARM loans).
- Cash equity withdrawn may only be used for emergency property repairs or catastrophic expenses upon approval by Henrico County.

In the event refinancing does not meet one of the circumstances described above, Henrico County will not agree to subordination.

In the event refinancing involves the primary loan (first mortgage) and the second loan (direct HOME subsidy), for a period of time less than the affordability period, then the homeowner will be required to reimburse Henrico County the pro-rated balance of their direct HOME subsidy

ENFORCEMENT:

Recapture provisions shall be enforced through contractual agreements between Henrico County, its CHDO's and homeowner (s). All CHDO's will be responsible for securing the recapture provision for the Direct HOME subsidy provided in the form of a recorded Deed of Trust and Note that runs concurrently with the affordability period through a signed Homebuyer Acknowledgement disclosure between the homeowner and the CHDO.

July 3, 2017

Appendix F – Henrico County ESG Manual



Henrico County Emergency Solutions Grant Manual

September 2014
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Department of Community Revitalization
P. O. Box 90775
Henrico, VA 23273

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I. INTRODUCTION

Henrico County is a recipient pursuant of U.S. Department of Housing and Urban Development Title 24, § 576 - Emergency Solutions Grants (ESG) Program funds. The Emergency Solutions Grants Program is designed to assist homeless individuals and families, and subpopulations within this group, such as victims of domestic violence, youth, people with mental illness, families with children, and veterans. The ESG Program is authorized under Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378) and program funds may be used for five (5) program components (§576.101 - §576.107) and administrative activities (§ 576.108). Finally, the ESG Program is governed by regulations in 24 CFR § 576 Emergency Solutions Grants Program.

Henrico County typically subgrants ESG funds private non-profit and County agencies. Subrecipient agreements with ESG providers (and memoranda of agreement with County agencies) include language referencing the need to abide by the regulatory requirements governing the ESG program as described in this document.

Eligible Program Components

- Street Outreach – Essential Services related to reaching out to unsheltered homeless individuals and families, and connecting and providing them with urgent non-facility based care.
- Emergency Shelter – Rehabilitation, conversion, or renovation of a building to serve as a homeless shelter, shelter operations and provisions of services to homeless individuals and families.
- Homelessness Prevention – Rent, application fees, security deposits, legal services, credit repair, and other assistance to prevent individuals or families from becoming homeless. (no funding limit)
- Rapid Re-housing Assistance – Housing relocation and stabilization services to move individuals and families from shelters to permanent housing. (no funding limits)
- Homeless Management Information System (HMIS) – For costs of participating in informal system management by Homeward, the Richmond area Continuum of Care. (no funding limits)
- Grant Administration is also allowed. (Limited to 7.5%)

II. PROGRAM COMPONENTS

The following is an expanded list of ESG program components. Eligible Participants are determined based on HUD's criteria for defining homeless and at risk of homelessness (Appendix A). Eligible costs for each component may be found in the Code of Federal Regulations.

Street Outreach

Eligible Participants: Unsheltered individuals and families who are homeless.

Eligible Activities: Essential services to eligible participants provided on the street or in parks, abandoned building, bus stations, campgrounds, and in other such setting where unsheltered persons are staying. Staff salaries, related to carrying out street outreach activities, are also eligible.

Eligible Costs: Engagement, case management, emergency health services, emergency mental health

services, transportation and services to special populations.

Emergency Shelter

Eligible Participants: Individuals and families who are homeless.

Eligible Activities: Essential services to persons in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters. Staff costs, related to carrying out emergency shelter activities are also eligible.

Eligible Costs: Essential Services, renovation, shelter operations, assistance required under the Uniform Relocation Act.

Essential services are those services provided to individuals and families who are in an emergency shelter, including: case management, child care, education services, employment assistance and job training, outpatient health services, legal services, transportation, services for special populations. Shelter operations are costs to operate and maintain emergency shelters and also provide other emergency lodging when appropriate. Essential services must be included under the emergency component in the interim rule to be eligible cost with ESG funds.

The eligible costs for essential services include: maintenance (including minor and routine repairs), rent, security, fuel, insurance, utilities, food, furnishings, equipment, supplies necessary for the operation of the shelter, hotel/motel vouchers for individuals and families but only when no appropriate emergency shelter is available.

Expenditure Limits for Street Outreach and Emergency Shelter: Combined street outreach and emergency shelter expenditures for each fiscal year's ESG grant cannot exceed 60% of the total ESG grant award.

Homeless Prevention and Rapid Re-Housing

Eligible Participants: Rapid Re-housing participants are individuals and families who are literally homeless, at imminent risk of homelessness, and who are below 30%AMI.

Eligible Activities: Short-and medium-term rental Assistance and Housing Relocation and Stabilization services. Staff salaries related to carrying out rapid re-housing and homeless prevention activities.

Short-term rental assistance is up to 3 months of assistance. Medium-term rental assistance is up to 24 months of assistance. A one-time payment of up to 6 months of arrears is also eligible but the total of short-term, medium-term rental assistance, and arrears cannot exceed 24 months of assistance, including any last month rental payment as part of the security deposit.

Homeless Management Information System HMIS

All subrecipients must participate in HMIS, except victim services and legal service providers who may establish a comparable data base.

Administration

Recipients may use up to 7.5% of the ESG grant for the payment of administrative costs related to the planning and execution of the ESG activities, which may be shared with subrecipients.

III. SUB-RECIPIENT PROGRAM REQUIREMENTS

Assistance through the Emergency Solutions Grants (ESG) program is intended to be provided as a part of a CoC-coordinated, system-wide approach. In order to evaluate and coordinate services to the greatest

extent possible, subrecipients providing funding assistance must:

- All sub-recipients are required to match awarded ESG funds dollar-for-dollar.
- All sub-recipients are required to have access to and input beneficiary information the Homeless Management Information Systems (HMIS).
- Must expend Grant funds within 24 months.
- Eligible participants for homeless prevention services must be below 30% AMI.
- A signed and completed Homeless Certification Form and any supporting documentation must be included in each program participant file.
- Develop a permanent housing plan with each program participant for use after ESG assistance ends (see 24 CFR § 576.401(e) (1) (ii)).
- Require program participants to meet with a case manager not less than once per month to implement the plan and monitor progress towards housing stability (see § 576.401(e) (1) (i)).
- Assist program participants in obtaining appropriate supportive services, as well as connect them to other federal, state, local, and private benefits and services for which they may be eligible. This includes, but is not limited to, Medicaid, SNAP, WIC, unemployment insurance, SSI/SSDI, services for veterans, and TANF (see § 576.401(d)).
- Document all of the efforts required above in the program participant's file (see § 576.500(f)).
- Work with Henrico County to develop and maintain written policies and procedures for coordination among different providers of services in the community. Activities must be coordinated and integrated to the maximum extent practicable (see § 576.400(e) (3) (v)).

Exception: Subrecipients are exempt from the requirement to meet with program participants monthly if they also receive funding under the Violence Against Women Act of 1994 (VAWA) or the Family Violence Prevention and Services Act (FVSP), because these programs prohibit making housing conditional on the program participant's acceptance of services (see § 576.401(e)(2)).

The requirements described above are required when providing any kind of ESG-funded assistance (including emergency shelter), even when, for instance just a one-time payment of rent/utility arrears is being provided. In this example, a single case management session may meet the program's requirements so long as the housing plan can be established and the referrals to mainstream resources can be completed during the initial intake meeting. The subrecipient may, however, require the program participant to attend additional follow-up meetings as a condition of receiving assistance.

Evaluating Eligibility for Assistance

Eligibility is awarded to individuals and families at or below 30% AMI that are experiencing homelessness, as defined by HUD. All other individuals and families who qualify for rapid re-housing services under ESG regulations will be referred to ESG-funded providers for relevant services.

Coordination among Providers

Coordination among homeless service providers will occur primarily through the centralized intake system. *Exceptions may be made for those who show up at emergency shelters on their own.*

Given this context, programs that receive funding through ESG will be subject to the following coordination requirements:

- a. Street Outreach providers coordinate with emergency shelters to utilize the centralized intake system and work with the emergency shelter to meet the immediate need for the shelter.
- b. Emergency Shelter providers must partner with Rapid Re-housing providers to ensure participants have access to services that can quickly re-stabilized participant's housing situation can be
- c. Homelessness Prevention Programs will participate in a coordinated service system
- d. Rapid Re-housing programs will be expected to use the centralized intake system for referrals and coordinate with emergency shelters for unsheltered clients.

Homelessness Prevention

Priority will be given to individuals and families who meet the minimum eligibility requirements and are at imminent risk of homelessness as defined by HUD, who are below 30% AMI, and have a vacate notice. These candidates must meet the requirements of and acquire a Homeless Certificate Form (Appendix B).

Rapid Re-housing Assistance

Priority is given to individuals and families who are "literally homeless," unsheltered or in emergency shelters, and to all other individuals and families who meet the definition of "literally homeless" as defined by HUD (Appendix A). Eligible participants meet the Rapid Re-housing Program Participant Eligibility Requirements (Appendix C) in order to receive rapid re-housing assistance.

Rental Assistance

The following policies and Rent Reasonableness Checklist and Certification form (Appendix D) are recommended when determining the duration of rental assistance provided to program participants:

- a. FMR limits, rent reasonableness standards, housing habitability standards, and lead-based paint regulations apply.
- b. Rental assistance agreement (between subrecipient and owner) and written lease agreement (between program participant and owner) are required. (When assistance is for arrears only, an oral lease may serve as documentation under certain conditions.)
- c. Up to 12 months of total assistance may be provided during any 3-year period, including a one-time payment of rental arrears.
- d. Subject to HUD's requirements, subrecipients may establish caps and conditions on the amount of assistance program participants may receive.
- e. Rental assistance cannot be provided to a program participant that is receiving Tenant-Based Rental Assistance or living in a unit receiving Project-Based Rental Assistance or operating assistance through other public sources (exception applies to rental arrears on tenant's portion of rental payment).

To keep a program participant in the same unit, a lead-based paint assessment is not required, when providing homelessness prevention services.

Emergency Shelters Policies

All emergency shelters are responsible for developing their own policies/procedures regarding admission, diversion, referral, and discharge. This includes domestic violence service providers, which adhere to statewide standards for provision of services. In an effort to enhance coordination among providers, the County of Henrico provides the subrecipient a Basic Habitability Checklist (Appendix E) and intends to work with shelter providers and the local Continuum of Care during 2012-13 to develop system-wide policies and procedures where appropriate.

Emergency Shelter Policies for Assessing Participant Needs

All emergency shelters receiving ESG funds will conduct assessments of their participants' needs for essential services with the Prevention Participant Eligibility Requirements form (Appendix F). For most shelters, this will occur at intake or shortly thereafter. Program participants will participate in identifying and prioritizing needs. Unmet needs will be addressed either by the shelter or by other providers of essential services. Reassessment will occur at a frequency determined by each provider. Again, the County of Henrico intends to work with shelter providers and the local Co-continuum of Care during 2012-13 to develop system-wide policies and procedures where appropriate.

Safety Standards for Emergency Shelters

Emergency shelters must comply with HUD's minimum safety standards. These include:

Structure and materials: Building must be structurally sound.

Access: Shelters must be in compliance with federal legislation and regulations associated with the Rehabilitation Act, Fair Housing Act, and Americans with Disabilities Act.

Space and security: With the exception of day shelters, facilities must provide each program participant with an acceptable place to sleep, as well as adequate space and security for themselves and their belongings.

Interior air quality: Each shelter must have natural or mechanical ventilation that provides pollutant free interior air.

Water supply: The shelter's water supply must be free of contamination.

Sanitary facilities: Participants must have access to sanitary facilities that are in proper operating condition, are private, and adequate for personal cleanliness and the disposal of human waste.

Thermal environment: The shelter must have necessary HVAC in proper operating condition.

Illumination and electricity: The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances.

Food preparation: Food preparation areas must contain suitable space and equipment to store, prepare, and serve food.

Sanitary conditions: The shelter must be maintained in a sanitary condition.

Fire safety: There must be at least one working smoke detector in each occupied unit of the shelter, preferably near sleeping areas. The fire alarm system must be designed for hearing impaired residents. Public areas of the shelter must have at least one working smoke detector, and there must be a second means of exiting the building in the event of fire or other emergency.

Subrecipient Performance Standards and Goals

The County of Henrico will evaluate ESG activities through the following two measurement systems:

- a. Monthly Reporting: This will include participant demographics, programs utilized, and level of essential services provided by the subrecipient.

- b. HMIS: The information in HMIS will be used to determine how well programs are meeting the objectives of ESG.

Subrecipient Performance Goals

Target those who need assistance most: At least 50% of homelessness prevention participants will fit into the high-risk categories.

Reduce the number of people living on the streets or emergency shelters: At least 50% of rapid re-housing participants will either come from the streets **or** other place not meant for human habitation or come from an emergency shelter.

Shorten the time people spend homeless: Rapid re-housing participants will find permanent housing within 30-45 days of the start of services.

Reduce each program participant's housing barriers or housing stability risks: All homelessness prevention and rapid re-housing program participants will complete a Housing Stability Plan, with barriers identified and action steps to reduce them. Upon program exit, all participants will have eliminated at least one barrier to housing stability.

IV. SUBRECIPIENT GRANT DOCUMENTATION REQUIREMENTS

On December 5, 2011, HUD published its final rule on the definition of homelessness in the Federal Register. The new rule went into effect on January 4, 2012 and altered the regulations found in 24 CFR Parts 91, 582, and 583. All programs funded under the Emergency Solutions Grant must use the definition of homelessness and at-risk of homelessness found in HUD's recently updated regulations (Appendix A).

Recordkeeping Requirements for All Participants

All ESG program participants must receive an initial screening, initial eligibility certification, notice of due process rights, housing barrier assessment, housing plan, appropriate referrals, and case management schedule. ESG financial and rental assistance should be targeted to serve residents of Henrico County. Subrecipients are expected to verify residence when verifying other eligibility requirements.

Documentation of Initial Screening

All households seeking homeless assistance must be initially screened through the coordinated or centralized assessment tool such as HMIS. This screening must be completed in a manner that allows for the identification of candidates for prevention services and immediate referral of these households to the appropriate homeless services and/or homeless prevention provider. Note that initial screenings take place when the household is seeking assistance. All households seeking services, regardless of eligibility or ineligibility to any specific program, must receive appropriate referrals.

Ineligible Applicants

Records must be maintained for all households denied service(s). Subrecipients are required to maintain some type of record of all clients that are screened and classified as ineligible for ESG. This must include documentation of the reason(s) for the determination of ineligibility.

Eligible Participants

Certification of homelessness status (Appendix B) is required for all program participants. The subrecipient must use the appropriate forms and obtain third party verification where possible. The ESG Program targets individuals and families who are homeless and those who are at risk of homelessness (Appendix A). These include households that fall into the following categories:

1. Literally homeless: Individuals and families who lack a fixed, regular, and adequate nighttime residence, including those residing in a shelter or a place not meant for human habitation and those exiting an institution where they resided temporarily
2. At-risk households: Individuals and families who will imminently lose their primary nighttime residence
3. Households fleeing or attempting to flee domestic violence who are either literally homeless or at- risk of homelessness (category one and two above)

Documentation of Due Process Rights

Any individuals seeking and/or receiving ESG assistance must receive written notification of the subrecipient's grievance policy. For those receiving ESG assistance, a signed acknowledgement of this notification must be included in the participant file. Grievance policies must be board approved and provide specific procedures to be followed for any disputed ESG decision impacting ESG assistance.

Termination

The subrecipient may terminate assistance to a program participant who violates program requirements. In terminating assistance to a program participant, the subrecipient must provide a formal process that recognizes the rights of individuals receiving assistance to due process of law. This

process, at a minimum, must consist of: (1) Written notice to the program participant containing a clear statement of the reasons for termination; (2) A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and (3) Prompt written notice of the final decision to the program participant. Subrecipients may resume assistance to a program participant whose assistance was previously terminated.

For Households Receiving Rapid Re-housing Assistance

When households initially receive rapid re-housing assistance they must be literally homeless. Therefore, a signed and completed Homeless Certification Form and any supporting documentation must be included in the file. In addition, rapid re-housing eligibility must be documented with a completed and signed ESG Program Participant Eligibility Requirements Form and appropriate source documentation.

Re-housing financial assistance for more than three months requires recertification of eligibility and includes household income limits. This Recertification Form (Appendix G) must be completed every three months. No participant may receive more that twelve months of financial assistance over a three-year period.

Recertification requires subrecipient certification and documentary evidence of the following:

- Program participant household income below 30 percent area median income (documented using an Income Evaluation Form meeting the minimum requirements specified by HUD)
- The household lacks the financial resources and support networks needed to maintain housing without ESG rapid re-housing assistance
- Housing stabilization services are being appropriately implemented

For Households Receiving Homelessness Prevention Assistance

A household must be at imminent risk of homelessness according to HUD's definition at 24 CFR 576.2, have income that falls below 30 percent AMI, and have no other resources available in order to be eligible for ESG prevention assistance.

In addition to the income limits stated above, the household must have no more than \$500 in assets (includes all checking, savings, retirement accounts, stocks, bonds, mutual funds, and real estate). This does not include primary, appropriate, and reasonable transportation, pension or retirement funds that cannot be accessed. Subrecipients must use the HUD Published Income Limits and must use HUD's Section 8 income eligibility standards for ESG. All of this must be documented using an Income Evaluation Form meeting the minimum requirements specified by HUD.

Certification of at-risk status and prevention assistance eligibility is required with a completed and signed ESG Program Participant Eligibility Requirements Form and appropriate source documentation.

The three month recertification requirement applies to all households receiving prevention financial assistance. No participant may receive more than twelve months of financial assistance over a three-year period.

Housing Barriers Assessment and Housing Plan

ESG subrecipients must utilize an initial housing barriers assessment and develop a housing plan. In all cases housing barrier assessments and plans must be individualized to identify and address the unique household situation. All plans must be focused first on quickly obtaining permanent housing and secondly on obtaining and maintaining housing stability. Please note that most ESG clients must receive at least monthly case management (certain exceptions may apply for domestic violence shelters). Proof of this case work must be clearly documented in the participant's file.

Documentation of Referrals and Services Provided

All ESG funded programs must be focused on transitioning program participants to housing stability as quickly as possible. Subrecipients must leverage rapid re-housing resources (where available), other services, and mainstream resources to transition all program participants to permanent housing as quickly as possible. Federal regulations require that all of these referrals and other services provided be documented in the program participant's file.

Documentation of Financial Assistance Provided

Copies of all payments or expenditures associated with the program participant must be retained in the participant's file.

- a. The subrecipient must keep copies of the source documents in the program participant files:
 - Copies of invoice, voucher, and pre-numbered check;
 - Each piece of paper must show participant's unique identifier, and proof of review and approval by the appropriate staff (at least initialed and dated).
- b. The subrecipient must maintain proof of processing (e.g. copy of check's backside, bank statement, or photocopy of check's cancellation) for all payments. Please note that while these are not required in the program participant files that they must be readily available for monitoring purposes.
- c. Any ESG funds used to support program participants must be issued directly to the appropriate third party, such as the landlord or utility company, and in no case are funds eligible to be issued directly to program participants. If funds are found to be used for ineligible activities as determined by Henrico County, the subrecipient will be required to reimburse these costs.
- d. Subrecipients must not take measures to recapture any deposit assistance provided to program participants. In the cases where the return of a deposit to the subrecipient is unavoidable, all returned deposits must be tracked as program income. Any resulting program income must be used for ESG eligible activities.

Documentation of Property Standards

Subrecipients must use a Basic Habitability Checklist form (Appendix E) which is signed and completed and included in all program participant records, in order to meet HUD's minimum habitability standards.

Note: that the habitability standards are different from the Housing Quality Standards (HQS). Because the HQS criteria are more stringent than the habitability standards, a subrecipient could use either standard. In contrast to HQS inspections, the habitability standards do not require a certified inspector.

Housing that is occupied by families with children and that was constructed before 1978 must also comply with Lead Based Paint inspection requirements, per the Lead Based Paint Poisoning Prevention Act. Subrecipients must use an approved Lead-Based Paint Visual Assessment Form (Appendix H) that must be completed and included in program participant records. This requirement applies to all households that receive any type of ESG financial assistance.

Documentation of Rent Reasonableness for Rental Assistance

When the subrecipient provides any kind of rental assistance for any portion of a participant's rent, the amount of the rent stated in the lease must meet two standards:

- Rent Reasonableness – rent is equal to or less than that of other similar units in the area
- Fair Market Rent (FMR) – rent (including utilities) is at or below the HUD-established FMR for the unit size in the area

The rental assistance cannot exceed actual rental cost, which must be in compliance with HUD's standard of "rent reasonableness." "Rent reasonableness" defined as: that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same time period for comparable non-luxury unassisted units. To make this determination, the subrecipient should consider (a) the location, quality, size, type, and age of the unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner. A copy of the HUD Rent Reasonableness Worksheet must be completed and included in the program participant file (Appendix D).

The amount of rental assistance must also be at or below Fair Market Rents (FMR) for the area. Note: the FMR includes utility allowances, and therefore requires subrecipients to utilize the appropriate utility allowance for any utilities that are paid by the program participant separate from rent. Subrecipients will need to utilize an established utility allowance in order to assess FMR limits for rents on units not including all utilities. The subrecipient may use the local housing authority's or VHDA's appropriate regional allowances in order to calculate the rent standard. The actual rent charged for a unit plus the allowance for any utilities that the program participant must pay themselves must not exceed the FMR for the area. The completed FMR Worksheet must be included in the program participant file.

Rental Assistance Agreements and Payments

The client's record must include copies of all leases and rental assistance agreements for the provision of rental assistance, documentation of payments made to owners or agents for the provision of rental assistance, and supporting documentation for these payments, including the date of occupancy by the program participant. This supporting documentation also includes signed, written agreements between the agency, the participant, and the owner or agent for payments made and received, as well as the duration of the assistance.

Related Federal Mandates Homeless Management Information System (HMIS)

All subrecipients (except for agencies serving victims of domestic violence) are expected to enter all relevant program participant data into the HMIS system, complete periodic data quality checks, and work with their local HMIS administrator to assure that all required reports are submitted to the County of Henrico by the specific due dates. Subrecipients must assure that all HMIS data is complete and accurate. Please note: domestic violence shelters must, in lieu of HMIS, use a comparable database system. Domestic violence shelters are responsible for meeting all HMIS data standards and reporting requirements regardless of the data collection system utilized.

Nondiscrimination and Equal Opportunity Requirements

Subrecipients must make known ESG rental assistance and services are available to all on a non-discriminatory basis. They must ensure that all citizens have equal access to information about ESG, and equal access to the financial assistance and services provided under this program. Among other things, this means that each subrecipient must take reasonable steps to ensure meaningful program access to persons with Limited English Proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964, so that persons with Limited English Proficiency have meaningful access to ESG assistance.

Affirmatively Furthering Fair Housing

Subrecipients have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status. Examples of affirmatively furthering fair housing include:

- Marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency;
- Making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities (see, for example, HUD's rule on effective communications at 24 CFR 8.6);
- Providing fair housing counseling services or referrals to fair housing agencies;
- Informing participants of how to file a housing discrimination complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777; and
- Recruiting landlords in areas to which housing choice is expanded.

V. HENRICO COUNTY ESG PROGRAM REQUIREMENTS

HUD Monitoring

Henrico County is monitored by HUD to ensure that the County is following ESG program regulations and the Department of Community Revitalization monitors subrecipients to verify that they are following ESG

program regulations.

HUD conducts monitoring visits during which time they review and assess the County's compliance with federal regulations, management of its contracts with subrecipients, coordination of County conducted projects and activities, record keeping, accounting and other fiscal management and other aspects of the administration of the programs. During these visits the HUD staff also visits the subrecipients and monitors their compliance, records and other aspects of their activities.

Subrecipient Monitoring

Per program regulations, the ESG Program Manager will monitor each subrecipient once per 12-month period. The purpose of the monitoring visit is to review and assess the subrecipient's compliance with federal regulations, management of contracts, coordination of activities, record keeping, accounting and other fiscal management, and other aspects of the administrations of the programs. An accountant from the Henrico County Department of Finance accompanies the ESG Program Managers on the annual monitoring visits in order to review the financial management aspects of the grant.

The ESG Program Manager coordinates with the Subrecipient to establish a time during which to conduct the monitoring visit. This is finalized with a letter sent to the Subrecipient President/CEO and to the president of the Subrecipient Board of Directors.

Subrecipient Quarterly Performance Report (QPR)

Henrico County requires that ESG subrecipients submit a Quarterly Performance Report (Appendix I) to the ESG Program Manager. The QPR captures demographic data of participants assisted through ESG-funded activities, as well as information on outputs and outcomes achieved. The report is divided into sections:

- Section 1: Types of Programs and Services Provided
- Section 2: Non-Residential Services
- Section 3: Residential Services
- Section 4: Narrative

The QPR is generally due to the Henrico County's ESG Program Manager on the 6th business day or the month of the Contract Term.

Consolidated Annual Performance and Evaluation Report

HUD requires that Henrico County submit a CAPER to HUD within 90 days of the close of the program year. For Henrico County the program year runs from October 1 through September 30th. The Annual Performance Report must be submitted by December 31st ESG specific items for the CAPER are defined in IDIS.

- PR91 – ESG financial Summary Report.

Integrated Disbursement and Information System (IDIS)

The Integrated Disbursement and Information System (IDIS) is a web-based application that ESG program recipients use to set up the program and activities, commit funds to activities, draw funds, and generate financial management reports. Instructions on how to use IDIS for the ESG program can be found at: <https://www.hudexchange.info/resource/1857/using-idis-online-for-the-emergency-solutions-grants-esg-program/> (File name: using IDID online for the Emergency Solutions Grants Program)

Match Requirements

ESG requires a dollar-for-dollar match. The subrecipient must make matching contributions to supplement the ESG program in an amount that equals the amount of ESG funds provided by Henrico County. The sub recipient must identify the source of match at the time of applying for ESG. Matching contributions may be obtained from any source, including any federal source, other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from federal source of funds:

- The subrecipient must ensure the laws governing any funds used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
- If ESG funds are used to satisfy the matching requirements of another federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

The overall match requirement is the responsibility of Henrico County to document that matching contributions overall equal the entitlement amount. Subrecipients, including County agencies must document match using the “emergency Solutions Grant Quarterly Matching Funds Report.” This report form is included with the funding agreement for each subrecipient and provided in Appendix K.

HUD Expenditure Requirements

HUD imposes a two-year expenditure deadline for the expenditure of ESG funds. If any funds allocated to a subrecipient are not spent by the end of the Program Year (September 30), Henrico County will de-obligate them in IDIS and recapture and reallocate those funds to other eligible ESG programs.

ESG Timeliness Requirement	HUD Timeframe
Obligate Funds (Defined as signing of subrecipient contract)	180 Days (from the date HUD signs the Contract)
Reimburse Subrecipient Organizations	30 Days
Expend all ESG Funds	2 Years

Requisition of Funds: Nonprofit Agencies (subrecipients)

Subrecipients must submit a request for payment to the ESG Program Manager (Scott Carter) in order to receive ESG Program expenses. Requests for ESG Program Funds must be made on the Requisition for Disbursement of Funds form (Appendix J). Requests for funds must include necessary supporting documents such as receipts, copies of checks, or other proof of payment to specific vendors.

Requests for payment as described in the subrecipient contract are received by the ESG Program Manager for review and approval.

Once the request is approved, the ESG Program Manager prepares a memorandum to the Account Clerk III requesting payment to the Subrecipient. The memo includes the name of the project, the agency name and address, the amount authorized for payment, the IDIS project activity number, Oracle account number, total allocation, balance of funds remaining, program year, and reason for the request. Attached to the memo are copies of relevant supporting documents. Such documents include the original request from the subrecipient, any receipts or invoices, and any other (non-confidential) documents that were submitted along with the original request for payment.

The Account Clerk III prepares an Invoice Overview (Direct Pay Invoice) in Oracle. Once the Invoice Overview is prepared in Oracle, the Account Clerk III submits the Requisition, supporting documentation, and Invoice Overview distribution page to the Community Development Division Manager for approval. Once the Community Development Division Manager approves the payment he/she submits the payment to the Director or Community Revitalization for approval. After the Director approves the payment, it is returned to the Account Clerk III. The Account Clerk III submits the payment to the Department of Finance. The Department of Finance issues and mails a check to the subrecipient.

Requisition of Funds: County Agencies

Inter-Department Transfers (IDT)

The vast majority of Henrico Department of Social Services (DSS) ESG expenditures will be processed through an IDT.

- Prior to submitting a formal request for payment through Oracle, all payment requests, including supporting documentation, will be provided from DSS Accountant (Mary Charles) or Business Manager (Terry Painter-Beals) to the ESG Program Manager (Scott Carter) for review and approval. This will typically occur weekly.
- ESG Program Manager will coordinate any necessary review within the Department of Community Revitalization (DCR) and will email his confirmation to DSS that the payments are acceptable and may be paid. Any payments not pre-approved will not be paid by DSS.
- On a monthly basis (typically at the end of each month), the DSS Business Manager or Accountant will submit an Inter-Departmental Transfer (IDT) in Oracle to receive reimbursement for payments made. DSS will send an email notification of the IDT to the Community Development Manager (David Sacks). The email notification will contain the IDT number and date of the IDT. The IDT will include supporting documentation.
- The Community Development Manager will forward the IDT information to the ESG Program Manager to confirm it can be paid. The Community Development Manager will approve the IDT in Oracle, print it and submit the hard copy IDT and supporting documentation to the Account Clerk III.

Direct Pay

When this occurs, it will typically involve payments for rent, utilities, etc. This option will typically not be used by DSS.

- The Department of Social Services will enter and approve the Direct Pay in ORACLE.
- The Department of Social Services will print and send the Invoice Overview and the original invoice via in inter-office mail to Pat Nuckols, the DCR Account Clerk III.
- Pat will give the paper work to Scott Carter for his review and approval.
- Scott will give the paperwork to David Sacks to review. After approving David will date and sign the Direct Pay invoice.
- David will return the paperwork to Pat Nuckols to copy, send the original copies to Accounting to be processed, and to be entered into the ACCESS database.

Requisitions

This option will typically not be used by DSS.

- When the Department of Social Services (DSS) creates a requisition using CDBG funding in ORACLE, DSS staff will select “Henrico PO DATA ENTRY CDBG” responsibility. This will ensure that the requisition flows to David Sacks in Community Revitalization who is the final approver for these requisitions.
- DSS staff should NOT select “DSS IP Data entry” responsibility to enter CDBG requisitions. All employees that enter CDBG requisitions are to be informed of this requirement. If employees need this ORACLE selection set up they should contact Maurine Wolfgang at 501-4331 or email wol04.
- Supporting documentation should be attached to the requisition in ORACLE.

Partial Payments or Final Purchase Order Payments

This option will typically not be used by DSS.

- The Department of Social Services will enter the Partial Payment or Final Payment in ORACLE.
- The Department of Social Services will print and send the Invoice Overview and the original invoice in inter-office to Pat Nuckols.
- Pat will give the paper work to Scott Carter for his review and approval.
- Scott will give the paperwork to David Sacks to review. After approving David will date and sign the Partial Payment or Final Payment invoice.
- David will give the paperwork to Pat Nuckols to copy, send the original copies to Accounting to be processed, and to be entered into the ACCESS database.

VI. APPENDICES

- A. Criteria for Defining Homeless and at Risk Homelessness**
- B. Homeless Certification Form**
- C. Rapid Re-housing Program Participant Eligibility Requirements**
- D. Rent Reasonableness Checklist and Certification**
- E. Basic Habitability Checklist**
- F. Prevention Participant Eligibility Requirements**
- G. Recertification Form**
- H. Lead-Based Paint Visual Assessment**
- I. Quarterly Performance Report**
- J. Requisition for Disbursement of Funds**
- K. Quarterly Matching Funds Report**

CRITERIA FOR DEFINING HOMELESS AND AT RISK FOR HOMELESSNESS

CRITERIA FOR DEFINING HOMELESS

Category 1	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</p> <p>(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or</p> <p>(iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</p>
Category 2	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance;</p> <p>(ii) No subsequent residence has been identified; and</p> <p>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</p>
Category 3	Homeless under other Federal statutes	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes;</p> <p>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</p> <p>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and</p> <p>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</p>
Category 4	Fleeing/ Attempting to Flee DV	<p>(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence;</p> <p>(ii) Has no other residence; and</p> <p>(iii) Lacks the resources or support networks to obtain other permanent housing</p>

Criteria for Defining at Risk of Homelessness

<p>Category 1</p>	<p>Individuals and Families</p>	<p>An individual or family who:</p> <ul style="list-style-type: none"> (i) Has an annual income below 30% of median family income for the area; AND (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; AND (iii) Meets one of the following conditions: <ul style="list-style-type: none"> (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR (B) Is living in the home of another because of economic hardship; OR (C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR (D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR (E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR (F) Is exiting a publicly funded institution or system of care; OR (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan
<p>Category 2</p>	<p>Unaccompanied Children and Youth</p>	<p>A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute</p>
<p>Category 3</p>	<p>Families with Children and Youth</p>	<p>An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.</p>

HOMELESS CERTIFICATION FORM

Applicant Name and Unique Identifier: _____

Staff Member Name: _____

Household without dependent children (complete one form for each adult in the household)

Household with dependent children (complete one form for household)

Number of persons in the household: _____

This is to certify that the above named individual or household is currently either literally or imminently homeless based on the check mark, other indicated information, and signature indicating their current living situation. Check the appropriate type of documentation used to verify homelessness and attach it to this worksheet

CHRONICALLY HOMELESS CERTIFICATION

Please continue to the General Homeless Certification after selecting “Yes” or “No”

CHRONICALLY HOMELESS: Yes No

Individual or family:

(i) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last three years; **and**

(ii) Has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions.

GENERAL HOMELESS CERTIFICATION

Complete with information on the primary cause of homelessness

Homeless Status	Type of Eligible Documentation	Documentation/Eligibility
LITERAL HOMELESSNESS (RAPID RE-HOUSING ELIGIBLE)		
<input type="checkbox"/> Persons living on the street or sleeping in a place not designed for or ordinarily used as a regular sleeping accommodation	<ul style="list-style-type: none"> • Signed and dated written certification by person seeking services • Signed and dated written certification by an outreach worker 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Persons living in a shelter designed to provide temporary living arrangements - congregate/scattered site emergency shelters - transitional housing - hotels/motels paid for by a charitable organization or government program	<ul style="list-style-type: none"> • HMIS shelter record • Written referral from previous shelter staff • Written referral from charitable organization or government program 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Rapid Re-housing Program Participant Eligibility Requirements*This form is required for all rapid re-housing assistance.*

Head of Household Full Name: _____

Date Completed: _____

Program participants must identify all subsidy or assistance received within the past six months. VHSP assistance must not be provided in the same cost category when subsidies by any other source (e.g., Section 8) are being provided.

Participant is receiving tenant or project-based rental assistance, excluding rental arrearages, through other public sources for the same time period and/or cost type (**document in client file--ineligible for VHSP assistance**)

Participant is **NOT** receiving tenant or project-based rental assistance through other public sources for the same time period and/or cost type (**document in client file**)

Comments/Notes:

Overall Minimum Requirements

In order to receive rapid re-housing financial assistance or services funded by VHSP, individuals and families must meet the following minimum requirements. Please check if applicable:

Completed Initial Evaluation/Intake

The household meets both of the following circumstances:

No appropriate subsequent housing options have been identified; **AND**

The household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing; **AND**

Meets at least one of the following risk factors:

Living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels/motels paid for by charitable organizations or by federal, state, and local government programs); **OR**

Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks; **OR**

Exiting an institution for 90 days or less and was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry before entering that institution; **OR**

Fleeing or attempting to flee domestic violence (must meet one of the above mentioned risk factors as well)

All supporting documentation for project participant eligibility must be readily available in client records and case notes. Third-party verification must be provided and is the preferred method of certifying homelessness for an individual who is applying for VHSP assistance.

Determination of Program Eligibility Completed By (name of staff):

PRINT NAME OF STAFF PERSON

STAFF PERSON SIGNATURE

I certify that the information above and any other information I have provided in applying for VHSP assistance is true, accurate and complete.

PRINT NAME OF PROGRAM PARTICIPANT

PROGRAM PARTICIPANT SIGNATURE

Date: _____

RENT REASONABLENESS CHECKLIST AND CERTIFICATION

		Unit #1	Unit #2	Unit #3
Address				
Number of Bedrooms				
Square Feet				
Type of Unit/Construction				
Housing Condition				
Location/Accessibility				
Amenities Unit: Site: Neighborhood:				
Age in Years				
Utilities (type)				
Unit Rent Utility Allowance Gross Rent				
Handicap Accessible?				

CERTIFICATION:

A. Compliance with Payment Standard

_____ + _____ = _____
 Proposed Contract Rent + Utility Allowance = Proposed Gross Rent

Approved rent does not exceed applicable Payment Standard of

\$_____.

B. Rent Reasonableness

Based upon a comparison with rents for comparable units, I have determined that the proposed rent for the unit [] is [] is not reasonable.

Name:	Signature:	Date:
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Basic Habitability Checklist

Unit or Shelter Address
(include street address, city and zip code)

Grantee Name (if shelter) or
Landlord/ Property-owner Contact Information
(include name, company name, mailing address and phone number)

	YES	NO
<u>State and local codes.</u> Unit is compliant with all applicable state and local housing codes, licensing requirements, and any other requirements in the jurisdiction regarding the condition of the structure and the operation of the housing or services.		
<u>Structure and materials.</u> The unit is structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from the elements.		
1. <u>Access.</u> Where applicable, the shelter is accessible in accordance with: a. Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; b. The Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and 28 CFR part 35.		
<u>Space and security.</u> Each resident is afforded adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.		
<u>Interior air quality.</u> Every room or space has natural or mechanical ventilation. Unit is free of pollutants in the air at levels that threaten the health of residents.		
<u>Water supply.</u> The water supply is free from contamination.		
<u>Sanitary facilities.</u> Residents have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.		
<u>Thermal environment.</u> The unit has adequate heating and/or cooling facilities in proper operating condition.		
<u>Illumination and electricity.</u> The unit has adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. There are sufficient electrical sources to permit the use of essential electrical appliances while assuring safety from fire.		
<u>Food preparation and refuse disposal.</u> All food preparation areas contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.		
<u>Sanitary condition.</u> The unit and any equipment are maintained in sanitary condition.		
<u>Fire safety.</u> Each unit includes at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors are located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.		
<u>Fire safety.</u> The public areas of all units must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.		

Agency Name

Agency Staff Name

Signature

Date

Tenant (if applicable)

Name

Date

Signature

Landlord / Property-owner (if applicable)

Name

Date

Signature

Prevention Participant Eligibility Requirements*This form is required for all prevention assistance.*

Head of Household Full Name: _____

Date Completed: _____

An individual or family: (must have income **below** 30% percent AMI, lacks sufficient resources & meets one of the following risk factors)**Prioritization: Individuals or families that were formerly homeless whom also meet the risk factors for imminent homelessness.** Completed Initial Evaluation/Intake Household income, based on Section 8 income eligibility standards, is **below** 30 percent Area Median Income (AMI). *Include a copy of income eligibility determination completed worksheet found at: <http://www.hud.gov/offices/cpd/affordablehousing/library/modelguides/2005/1780.pdf> (see page 25). This must be signed by program participant. The Area Median Income Limits are found at <http://www.huduser.org/DATASETS/il.html> (Please note \$500 limit on assets –documentation required)*
; **AND**

Household Size (all adults/children): _____

30% of Area Median Income for Household Size: \$ _____

Total Household Annual Gross Income: \$ _____

 The household lacks the financial resources and support networks needed to prevent them from becoming literally homeless; **AND****Meets one of the following risk factors of imminent homelessness with acceptable documentation:** Housing loss within 14 days – has been notified of their right to occupy their current housing or living situation will be terminated within 14 days after the date of application for assistance: notification to leave within 14 days must be written and only third party source/written is appropriate (must document 1 of the following criteria): If tenant: eviction notice, court order to leave within 14 days; **or** If living with another (doubled up): eviction letter from tenant/homeowner; **or** If living in a hotel/motel: letter from hotel/motel manager and cancelled checks to verify costs covered by the participant**Household may also receive assistance if meets one of the following at-risk of homelessness factors with acceptable documentation:** Persistent housing instability - has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance (**must document the following 2 criteria**): Housing history must demonstrate 2 or more moves within 60 days: documentation may include HMIS records, referral from housing/service provider, letter from tenant/owner (**intake observation not appropriate**); **and**

Economic reasons may include termination from employment, unexpected medical costs, inability to maintain housing including utilities, etc.: documentation may include notice of termination, healthcare bills indicating arrears, utility bills indicating arrears (**intake observation not appropriate**).

Living in the home of another person/individual because of economic hardship (**must document the following 2 criteria**):

Housing must be in the home of another (i.e., doubled up): documentation may include letter from tenant/homeowner (**intake observation may be appropriate**); **and**

Economic reasons may include termination from employment, excessive medical costs, inability to maintain housing including utilities, etc.: documentation may include notice of termination, healthcare bills indicating arrears, utility bills indicating arrears (**intake observation not appropriate**).

Discharge from a public institution or system of care (including prisons, mental health institutions, and hospitals) (**must document 1 of the following criteria**):

Source documentation (i.e., discharge paperwork); **or**

Referral letter

Residency in housing that has been condemned by housing officials and is no longer meant for human habitation (**must document 1 of the following criteria**):

Source documentation (i.e., letter); **or**

Intake Observation

Living in a rented hotel or motel and cost is not paid for by charitable organization or by Federal, State, or local government programs for low-income individuals (**must document the following 2 criteria**):

Housing must be in a hotel/motel: documentation may include either letter from hotel/motel manager or intake observation; **and**

Costs have not been covered by charitable organization or government program: documentation – cancelled check.

I certify that the program participant has received no other rental subsidy or assistance for the same time period and cost type, excluding rental arrearages, within the past six months.

Determination of Project Eligibility Completed By (name of staff):

PRINT NAME OF STAFF PERSON

STAFF PERSON SIGNATURE

I certify that no other rental subsidy or assistance has been received for the same time period and cost type, excluding rental arrearages, within the past six months. I also certify that any other information I have provided in applying for VHSP assistance is true, accurate and complete.

PRINT NAME OF PROGRAM PARTICIPANT

PROGRAM PARTICIPANT SIGNATURE

RECERTIFICATION FORM

Households receiving Prevention and Rapid Re-Housing Rental Assistance must be recertified at least every 90 days. At the end of each recertification, the case manager must attach the new evidence to this form documenting the household is still eligible for the program. Housing Stabilization services, such as case management, can be provided after the term of a program participant's rental assistance expires. The client must be re-certified for case management services after 12 months.

Program Participant Name (s): _____

Client is enrolled in: Prevention Program (must have income below 30% AMI)
 Rapid Re-Housing Program (must have income below 30% AMI)
 Housing Stabilization Services/Case Management

Date of Entry into Program: _____ Case Manager: _____

Number of Months (Including Arrears) Household has received rental assistance: _____

Date of this Re-Certification: _____

Household Size: _____

30% of Area Median Income for Household Size: \$ _____

Total Household Annual Gross Income: \$ _____

INCOME

Household income, based on Section 8 income eligibility standards, is **below** 30 percent Area Median Income (AMI). *Include a copy of income eligibility determination completed worksheet found at: <http://www.hud.gov/offices/cpd/affordablehousing/library/modelguides/2005/1780.pdf> (see page 25). This must be signed by program participant. The Area Median Income Limits are found at <http://www.huduser.org/DATASETS/il.html>*

Household income, based on Section 8 income eligibility standards, is **at or above** 30 percent Area Median Income (AMI)—**Households with an income that is at 30% AMI or higher are no longer eligible to receive VHSP financial assistance**

RESOURCES: Staff must document the lack of resources, BUT FOR VHSP financial assistance (example, bank savings/statements, medical bills, etc.) for the clients who are receiving on-going VHSP assistance.

No appropriate subsequent housing options have been identified and the household lacks the financial resources and support networks needed to prevent them from becoming literally homeless-- **Households with more than \$500 in assets are no longer eligible to receive VHSP rental assistance**

Subsequent housing options have been identified and the household has the financial resources and support networks needed to prevent them from becoming literally homeless—**Households with more than \$500 in assets are no longer eligible to receive VHSP rental assistance**

HOUSING STABILITY GOALS

Household agrees to work on the following goals to ensure a stable housing outcome:

- 1. _____
- 2. _____
- 3. _____

STAFF CERTIFICATION: (please check one)

- Household Eligible for additional rental assistance
- Household Ineligible for additional rental assistance

- Household Eligible for additional case management services
- Household Ineligible for additional case management services

If ineligible for financial and/or case management services, please list community based agencies that the household can access for further support.

- 1. _____
- 2. _____
- 3. _____

Staff Signature: _____ Date: _____

Program Participant Signature: _____ Date: _____

Documentation proving the statements on this form MUST be attached. The lack of support networks should be notated within the client file. Subsequent recertification forms and evidence should be kept in the client file.

Lead-Based Paint Visual Assessment	
<p><i>All units in which program participants reside are subject to Lead-Based Paint requirements. This form must be completed and included in each program participant file. Individuals completing this form must complete the online HUD http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm training.</i></p>	
Program Participant Name: _____	
Property Address: _____	
Property Owner Name: _____	
Check all that apply:	
<input type="checkbox"/> Property was built after 1978 Year Property Built: _____	
<input type="checkbox"/> No child under 6 lives with program participant	
<input type="checkbox"/> Property is zero bedrooms, SRO housing, elderly housing	
<input type="checkbox"/> Property has been tested and determined to not to contain lead-based paint (attach documentation)	
<input type="checkbox"/> Property has had lead-based paint hazards removed (attach documentation)	
<input type="checkbox"/> If any items are checked above, no visual assessment is required. Please include appropriate signatures (agency and program participant) and date.	
<input type="checkbox"/> No items are checked above (Visual Assessment required)	
Interior: Is there any peeling, chipping, chalking, or cracking paint? <input type="checkbox"/> YES <input type="checkbox"/> NO	Interior: Deterioration exceeds the de minimis level? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Exterior: Is there any peeling, chipping, chalking, or cracking paint? <input type="checkbox"/> YES <input type="checkbox"/> NO	Exterior: Deterioration exceeds the de minimis level? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
Common Areas: Is there any peeling, chipping, chalking, or cracking paint? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	Common Areas: Deterioration exceeds the de minimis level? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA

Describe Any Action Taken:

Program Participant: _____

Signature Date

Property Owner Name: _____

Signature Date

Program Staff Name: _____

Signature Date

**QUARTERLY PERFORMANCE REPORT
EMERGENCY SOLUTIONS GRANT (ESG) SUBRECIPIENTS**

Subrecipient Agency Name: _____

Contact Person and Phone Number: _____

Project Name: _____ **Quarter: 1 2 3 4 YEAR END**

Type of programs and services (check all that apply):

Emerg. Shelter Facilities _____ Transitional Shelter _____
 Vouchers for Shelters _____ Outreach _____
 Drop - in Center _____ Health Care _____
 Soup kitchen/meal distrib _____ Food Pantry _____
 Mental Health _____ HIV/AIDS Services _____
 Alcohol/drug Program _____ Employment _____
 Homeless Prevention _____ Child Care _____
 Other _____

=====

Non-Residential Services:

Number of persons served quarterly/yearly: _____

Race (this should equal number of adults and children served quarterly/yearly):

White _____ Black/African Am. _____
 Asian _____ Am. Indian/Alaskan Native _____
 Native Hawaiian/Other Pacific Is. _____ Am. Indian/Alaskan Native & White _____
 Asian & White _____ Black/African Am. & White _____
 Am. Indian/Alaskan Native & Black/African Am. _____
 Other Multi-Racial _____

 Hispanic _____

=====

Residential Services:

Number of Adults Served Quarterly/Yearly: _____

Number of Children Served Quarterly/Yearly: _____

Race (this should equal number of adults and children served quarterly/yearly):

White _____ Black/African Am. _____
 Asian _____ Am. Indian/Alaskan Native _____
 Native Hawaiian/Other Pacific Is. _____ Am. Indian/Alaskan Native & White _____
 Asian & White _____ Black/African Am. & White _____
 Am. Indian/Alaskan Native & Black/African Am. _____
 Other Multi-Racial _____

 Hispanic _____

Type of Shelter/Facility (this should equal number of persons served quarterly/yearly):

Barracks _____ Group/Large House _____
Mobile home/Trailer _____ Hotel/Motel _____
Scattered Site Apt. _____ Single Room Occupancy _____
Single Family Detached House _____ Other _____

Number of Unaccompanied 18 and over Male: _____ Female: _____

Number of Unaccompanied under 18 Male: _____ Female: _____

Number of Families with Children Headed by:

Single 18 and over Male: _____ Female: _____

Single 18 and under Male: _____ Female: _____

Two Parents 18 and over: _____ Two Parents under 18: _____

Number Families with no Children: _____

Number of persons served who are:

Victim of Domestic Violence: _____ Chronically homeless: _____

Severely Mentally Ill: _____ HIV/AIDS: _____

Chronic Substance Abuse: _____ Elderly: _____

Veterans: _____ Other Disability: _____

=====

Narrative:

Funding Sources (to be filled in at the end of the year):

Include funding specifically for this project/program by funding source e.g. United Way, Philip Morris, CoC etc. and amount

ESG:

Other Federal:

Local Gov:

Private:

Fees:

Other: _____

Total:

County of Henrico

Emergency Solutions Grant Program

Requisition for Disbursement of Funds

Agency Name and Address: _____

Project Name: _____

Type of Disbursement: Initial Progress Final

Instructions: In an attachment, clearly identify by description all items for which reimbursement funds are requisitioned.

The undersigned hereby requests the County of Henrico to disburse funds as provided by the Subrecipient Agreement.

Monthly Funding Report	Amount Requested	Amount Approved <small>(County use only)</small>
1. Total Contract ESG Program Funds	\$	
2. ESG Funds Expended to date	\$	
3. Unobligated ESG Balance		
5. Requested Amount	\$	\$

ESG Program funds per this request represent _____% of total project funding.

To the best of our knowledge, information and belief the sum requested is now payable. The undersigned hereby certifies that all of the above items have been paid or will be paid within three days of receipt of the requisitioned funds. We hand you herewith full supporting invoices and/or receipts, as required, covering such items enumerated for your review. The undersigned certifies that all prior work, labor and materials to be paid for under this request are satisfactory and are in accordance with the contract. The undersigned further certifies that liability insurance as requested by the County of Henrico is in full force and effect..

Signature of Preparer _____ Date _____

Signature of Authorized Official _____ Date _____

**EMERGENCY SOLUTIONS GRANT
QUARTERLY MATCHING FUNDS REPORT**

SUBRECIPIENT: _____

PROJECT: _____

PERIOD COVERED: (check one)

- Oct 1 - Dec 31 (1st quarter)
- Jan 1 - March 31 (2nd quarter)
- April 1 - June 30 (3rd quarter)
- Oct 1, - Sept 30 (12-month, end of year)

Type of Expense	ESG Expenditures	Expenditures from Other sources (Match)	Total Expenditures
	\$	\$	\$
Total Expenditures	\$	\$	\$

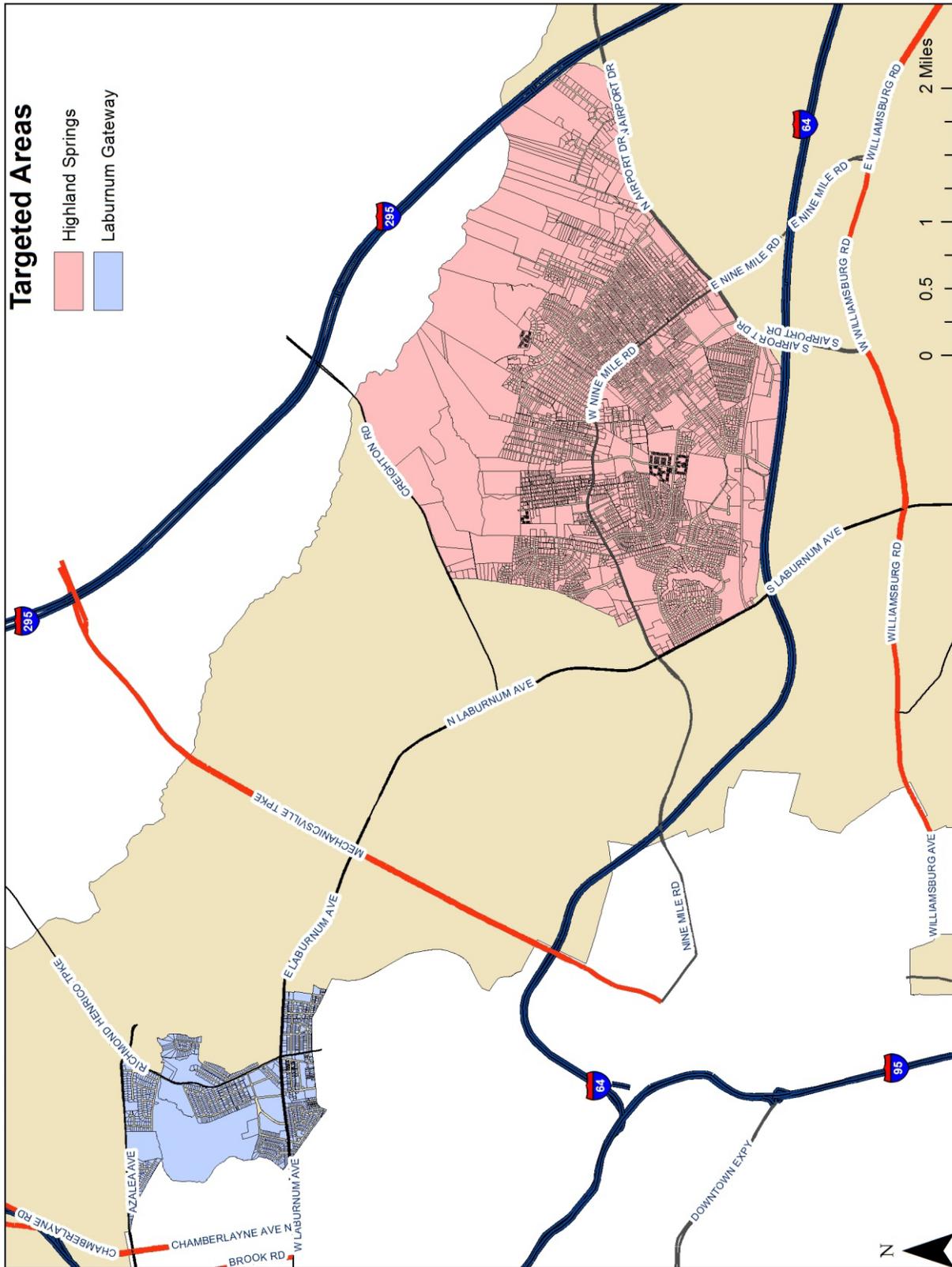
SOURCE OF MATCHING FUNDS LISTED ABOVE

Source	Amount
	\$
Total of all Sources	\$

Matching Funds Reports are due to the Henrico County ESG Program Manager within 20 days following the end of the quarter. (January 20, April 20, July 20, and October 20).

6/29/2017

Appendix G – Targeted Areas



Appendix H – Agencies Provided County General Funds

The following agencies serve low and moderate-income persons are provided County general funds through the non-departmental budget in the amounts listed for FY 2016-17.

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
Cultural Arts Center at Glen Allen \$550,000
FeedMore (Meals on Wheels, Cent. Va. Foodbank) \$18,954
FISH (Eastern Henrico County) \$26,244
Lewis Ginter Botanical Garden \$98,415
Henrico Community Partners \$2,300
Henrico Police Athletic League \$19,683
Hilliard House \$41,337
Homeward \$10,269
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
Senior Connections (CAAA) \$35,334
St. Joseph's Villa (Flagler Home) \$34,174
The Healing Place \$10,000
YWCA \$20,520