



2023 - 2024

# ANNUAL CONSOLIDATED COMMUNITY DEVELOPMENT ACTION PLAN

HENRICO COUNTY,  
VIRGINIA





Henrico County, Virginia

**ANNUAL  
CONSOLIDATED  
COMMUNITY  
DEVELOPMENT  
ACTION PLAN**

**2023 – 2024**

**Department of  
Community Revitalization**

August 2023

# Acknowledgements

The 2023-24 Annual Consolidated Community Development Action Plan was prepared by the County of Henrico Department of Community Revitalization, Division of Community Development.

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## Preface

The *2023-2024 Consolidated Annual Action Plan* is submitted electronically to the United States Department of Housing and Urban Development (HUD) through the e-Con Planning Suite within the Integrated Disbursement and Information System (IDIS). This document is an exported and reformatted version of that submission. Questions about this document may be directed to the Henrico County Department of Community Revitalization in the following manner:

- In person during normal office hours at 4905 Dickens Road, Suite 200.
- By email at [revitalization@henrico.us](mailto:revitalization@henrico.us)
- By telephone at 804-501-4757

County of Henrico  
Department of Community Revitalization  
June 2023

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## Executive Summary

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

#### 1. Introduction

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 through 2022-23, Emergency Solutions Grant (ESG) funds. This plan does not include ESG because it was not funded for PY 2023-24. 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 *2020-2025 Five Year Consolidated Community Development Plan* covers a five-year period from October 1, 2020, through September 30, 2025.

This *Annual Action Plan* covers year four of the Consolidated Plan and identifies the activities to be undertaken during the year beginning October 1, 2023. The Annual Action Plan is the formal application to HUD for the PY 2023-24 entitlement funds administered by the County of Henrico Department of Community Revitalization.

Sources of funds for PY 2023-24 are as follows:

CDBG Funds brought forward: \$50,000

2023-24 CDBG Entitlement Grant: \$1,652,427

2023-24 HOME Entitlement Grant: \$1,024,604

Total Funds: \$2,727,031

With the adoption of this Action Plan on July 11, 2023, CDBG and HOME funds were allocated to 14 projects. A summary of sources of funds and projects funded is provided in Appendix B.

## 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 and HOME funds for the 2023-24 program year. The eight goals are 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
- Emergency Shelter and Supportive Services
- Provide Public Services for Low- and Moderate-Income Populations
- Support Housing for Special Needs Populations
- Increase Job Opportunities for LMI Individuals

The objectives for the 2023-24 *Annual Action Plan* are listed below along with the projected outcomes. Expected outcomes for the five-year plan are in parentheses.

- Rehabilitation or minor repair of 61 (378) housing units for low- and moderate-income homeowners thereby retaining the affordable housing stock.
- Rehabilitation for sale or new construction of 2 (10) housing units for low- and moderate-income homeowners, thereby increasing the availability of affordable permanent housing.
- Creation of 53 units of affordable rental housing for low- and moderate-income residents.
- Provision of down payment and closing cost assistance to 14 (103) 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 125 (625) children living in subsidized housing, thereby improving the safety and livability of neighborhoods.
- Provision of technical assistance and grants 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 5 (45) jobs, available to low- or moderate-income persons, will be created.
- Provision of rental assistance to LMI persons (10) who are released from Henrico jails.
- Provision of funding to support the development of affordable housing in the County through land acquisition, infrastructure, or other costs. At least 2 units will be supported, thereby increasing the supply of affordable housing.



- Provision of funds to assist Henrico County Public Schools families (10) experiencing homelessness with paying costs associated with accessing the furniture bank at CARITAS as they move into permanent affordable housing.
- Provision of preventative services to 18 (3250) individuals facing 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)* describes the County's performance relative to the goals established in the Annual Action Plan and the Five-Year Consolidated Plan. The following is a summary of the accomplishments for the program year ending September 30, 2022 as described in the PY 2021-22 Annual Performance Report. During PY 2021-22, 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 experiencing homelessness or at risk of homelessness.

Summary of PY 2021-2022 Accomplishments:

- Completion of the rehabilitation of 10 homes owned by low- and moderate-income homeowners.
- Completion of critical home repairs to 55 homes owned by low- and moderate-income homeowners.
- Provided affordable housing to 8 low- and moderate-income households by providing down payment and closing cost assistance.
- Provided after-school programs to 107 at-risk youths throughout the program year.
- Economic development assistance resulted in the creation of 2 new jobs for low-income persons and the support of 31 businesses owned by low- and moderate-income persons.
- Provided homelessness prevention, case management, shelter, street outreach, and/or rapid re-housing services to 1,122 persons and/or households.
- Housing for survivors of human trafficking and domestic violence is provided by Safe Harbor through a new permanent shelter for women and children, acquired in fall 2022. CDBG funds were provided for the purchase of the facility, ensuring the long-term availability of shelter for survivors.
- Legal services through Central Virginia Legal Aid Society assisted low-income persons with preventing evictions and addressing other legal issues related to housing. A total of 580 households (662 persons) were assisted.
- CDBG-CV funds were expended to assist formerly incarcerated persons with housing and other needs; provide food and food delivery to low-income families; provide rental assistance to low-income persons; provide testing services for Coronavirus; assist small businesses effected by Coronavirus; provide foreclosure prevention; provide crisis counseling to persons in need;

provide housing resources to those facing housing instability; provide remote learning equipment for McKinney-Vento students; and provide workforce support to those whose employment was effected by Coronavirus.

- ESG-CV funds were expended to assist persons experiencing homelessness due to the Coronavirus, by supporting family shelters and an inclement weather shelter.

As of May 1, 2023, the spend rate was calculated at 1.28. 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 continued to meet on a regular basis with 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, the first on February 8th, 2023 at the Eastern Henrico Recreation Center, and the second with the County Board of Supervisors on July 11, 2023. Notices are included in Appendix C. Staff also received input from 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* and the *Richmond Free Press*
- Advertisement in the *Henrico Citizen* on-line newspaper.
- Direct email to the Department of Community Revitalization email list of Henrico residents who, over time, requested they be contacted for information and updates on Department activities.
- Direct email notice to approximately 60 non-profit and other agencies that have expressed interest in applying for CDBG, HOME, or ESG funds.
- Notices on the County website.

#### **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 at the Community Development Needs public hearing on February 8, 2023, concerned the County's efforts towards the need for affordable housing in the area, particularly related to past discriminatory lending practices and closing the racial equity gap. Citizens also mentioned the need to focus on financial support directed toward minority first-time home buyers. Public hearing

minutes are provided in Appendix D. There were no public comments from the July 11, 2023 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 2023-24 Annual Action Plan. While all comments were accepted, not all could be addressed through projects funded in this Action Plan due to limits on funding and limits on eligible uses of CDBG and HOME funds. With the end of ESG funding in 2023-24, several suggestions for programs and funding could not be accommodated.

## 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. ESG funds are not being provided for PY 2023-24.

### Consolidated Plan Public Contact Information

Citizens may view the Plan or share comments at the Henrico County Department of Community Revitalization at 4905 Dickens Road, Suite 200, Henrico, Virginia during normal business hours. The Plan can also be viewed online at <https://henrico.us/revit>. Internet access is available at all County libraries. Additional information can be received from, and comments provided to, the Department of Community Revitalization at 804-501-7640 or by email at [revitalization@henrico.us](mailto:revitalization@henrico.us).

## **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. Listed below are some of the meetings and consultations undertaken by staff as part of an ongoing dialog to discuss the needs of the County's residents in preparation of the *2023 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 persons and agencies that provide other services to low- and moderate-income persons. These discussions identify specific community needs and result in new programs and strategies for the enhancement of existing programs.

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

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

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

The Henrico County Director of Community Revitalization represents the County by serving as a voting member on the Board of the Greater Richmond Continuum of Care (CoC). The CoC Board, which is a panel of community stakeholders, convenes at least annually to review and assess funding requests for the HUD Continuum of Care Program. In addition, a staff member from the Department of Community Revitalization serves as a voting member on the CoC Ranking Committee. The Ranking Committee meets

several times throughout the year to review applications for funding and review the effectiveness of the proposed work in addressing community priorities and needs.

**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**

During the first three years of the Henrico County Five-Year Consolidated Plan, formal consultations occurred with the CoC Ranking Committee as described above and with CoC staff to determine how to allocate the annual allocation of ESG funds Henrico received. Since Henrico is not receiving ESG funds for the 2023-24 PY these consultations were unnecessary. However, Henrico County will continue to engage with the Continuum of Care during program year 2023-24 PY through representation on the CoC Board. Through this Board, Henrico County staff participate in the evaluation and oversight of all CoC funded programs. Through participation on the Ranking Committee, allocations of all ESG, state funds, and other HUD funds dedicated to this region 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	<b>Agency/Group/Organization</b>	HOME INC
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Service-Fair Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year with key program staff. Program adjustments occurred as needed based on consultations and identification of issues and needs. Agency was consulted as follow-up from the development of the regional "Analysis of Impediments to Fair Housing Choice" report completed in 2021 to discuss options for a "working group" to follow up on recommendations from the AI. HOME INC was also consulted regarding further options for addressing impediments to housing purchases by low/mod households.
2	<b>Agency/Group/Organization</b>	Project Homes
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occur as needed based on consultations and the identification of issues and needs. As one of two CHDO's able to serve Henrico, project:HOMES was also consulted about options for development of new affordable housing.
3	<b>Agency/Group/Organization</b>	Better Housing Coalition
	<b>Agency/Group/Organization Type</b>	Housing Regional organization

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency was consulted on strategies to provide affordable housing for homeowners and strategies to address community revitalization through the rehabilitation of vacant houses as a CHDO. Discussions were also conducted with this organization regarding a future multi-family rental housing project in Henrico serving low- and very low-income households.
4	<b>Agency/Group/Organization</b>	Southside Community Development and Housing Corporation
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occurred as needed based on consultations and the identification of issues and needs. SCDHC was also consulted regarding re-establishing a 2017-18 program for administering a repair program for low-income home-owners subject code enforcement from the Henrico Dept. of Building Construction and Inspections.
5	<b>Agency/Group/Organization</b>	Richmond Metropolitan Habitat for Humanity
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Projects



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occurred as needed based on consultations and identification of issues and needs.
6	<b>Agency/Group/Organization</b>	Housing Families First
	<b>Agency/Group/Organization Type</b>	Housing Services-Victims of Domestic Violence Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments, including providing ESG-CV funds during the program year, occurred as needed based on consultations and identification of issues.
7	<b>Agency/Group/Organization</b>	Virginia Supportive Housing
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Persons with Disabilities Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Strategy Projects

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a frequently funded agency with a funded project under construction, contact for regular status updates occurred throughout the program year regarding a supportive housing project. Agency was also consulted regarding opportunities for additional PSH projects that could be supported with HOME-ARP funding.
8	<b>Agency/Group/Organization</b>	Homeward
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussions with staff, Board, and Ranking Committee on regional approach to homelessness. Discussions were held with Homeward in the context of developing the HOME-ARP Allocation Plan.
9	<b>Agency/Group/Organization</b>	CARITAS
	<b>Agency/Group/Organization Type</b>	Housing Services-Persons with Disabilities Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Strategy Projects

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments, including providing ESG-CV funds during the program year, occurred as needed based on consultations and identification of issues and need for improvement. ESG-CV funds were provided for shelter operations, and to fund Housing Navigators.
10	<b>Agency/Group/Organization</b>	Henrico County Dept. of Social Services
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services - Victims Child Welfare Agency Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consultation with Henrico County Social Services occurred to identify community development and social service needs in the County and needs and priorities as part of the development of the HOME-ARP Allocation Plan. Staff from the Department of Social Services participate in the monthly Resource Team meeting.
11	<b>Agency/Group/Organization</b>	Henrico County Dept. of Building Inspections
	<b>Agency/Group/Organization Type</b>	Housing Grantee Department

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Regular discussions of housing needs and conditions, opportunities to assist low- and moderate-income persons, ways to address housing quality standards, and opportunities to address needs of low-income homeowners subject to code enforcement. Staff from the Department of Building Inspections participate in the monthly Resource Team meeting.
12	<b>Agency/Group/Organization</b>	County of Henrico, Division of Community Maintenance
	<b>Agency/Group/Organization Type</b>	Housing Services-Elderly Persons Services-Persons with Disabilities Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Formal meetings are held monthly to identify specific housing needs and identify solutions. All potential homeowners and businesses to be served with CDBG or HOME funds are referred to Community Maintenance to determine if any code violations exist that need to be addressed prior to, or as a result of assistance provided.
13	<b>Agency/Group/Organization</b>	County of Henrico Dept. of Public Works
	<b>Agency/Group/Organization Type</b>	Agency - Infrastructure & Transportation Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Regular discussions occur regarding opportunities to use CDBG funding through provision of infrastructure improvements in low/mod areas.

14	<b>Agency/Group/Organization</b>	Henrico Area Mental Health and Developmental Services
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Persons with Disabilities Services-Health Services-Education Health Agency Regional organization Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussion of housing choice voucher program and clients served, clients' needs related to housing and mentoring and tutoring services to children in subsidized housing. As part of the consultations for the development of the HOME-ARP Allocation Plan discussions occurred regarding opportunities to expand rental assistance programs through either TBRA or as supportive services using HOME-ARP funds.
15	<b>Agency/Group/Organization</b>	Henrico County Public Schools
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussions of needs of homeless families with children enrolled in Henrico County Public Schools and opportunities to provide stable housing for McKinney-Vento families.
16	<b>Agency/Group/Organization</b>	Virginia Department of Housing and Community Development
	<b>Agency/Group/Organization Type</b>	Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Economic Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussions regarding Enterprise Zone policy and the opportunities to adjust the County Enterprise Zone boundary and incentives to help foster investment in low- and moderate-income areas.
17	<b>Agency/Group/Organization</b>	City of Richmond Housing and Community Development
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Regional Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Numerous coordination discussions about regional projects and numerous CDBG, HOME, ESG, CDBG-CV, and ESG-CV projects. Provided numerous instances of technical assistance. Coordinated in the development of HOME-ARP Allocation Plan along with intent to coordinate in the funding of a regional project or projects.
18	<b>Agency/Group/Organization</b>	Chesterfield County
	<b>Agency/Group/Organization Type</b>	Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Regional Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Numerous coordination discussions about regional projects and numerous CDBG, HOME, ESG, CDBG-CV, and ESG-CV projects. Provided numerous instances of technical assistance. Coordinated in the development of HOME-ARP Allocation Plan along with intent to coordinate in the funding of a regional project or projects.
19	<b>Agency/Group/Organization</b>	Commonwealth Catholic Charities
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Persons with HIV/AIDS Services-homeless Regional organization

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussions regarding opportunity to implement homelessness prevention, shelter programs, street outreach programs, and the inclement weather shelter. Specific negotiations that led to a contract for outreach and rehousing for individuals living in hotels.
20	<b>Agency/Group/Organization</b>	Local Initiatives Support Corporation (LISC)
	<b>Agency/Group/Organization Type</b>	Services - Housing Regional organization Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Regional Needs, Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As an agency funded with CDBG-CV funds to implement a business assistance program, there were regular consultations regarding the development, implementation, and expansion of this program. Also had discussions with this organization regarding future economic development activities and program design.
21	<b>Agency/Group/Organization</b>	Henrico County Economic Development Authority
	<b>Agency/Group/Organization Type</b>	Economic Development Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussions with the EDA occur throughout the year regarding Enterprise Zone activities, economic revitalization within the County, and business needs. Also coordinated with the EDA to document low/mod job creation in the Enterprise Zone.
22	<b>Agency/Group/Organization</b>	Henrico County Planning Department
	<b>Agency/Group/Organization Type</b>	Planning organization Grantee Department

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussions throughout the year regarding revitalization efforts in the County, planning needs, demographics, community revitalization, Henrico's comprehensive plan, etc.
23	<b>Agency/Group/Organization</b>	Henrico County Dept. of Public Utilities
	<b>Agency/Group/Organization Type</b>	Agency - Infrastructure & Utilities Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Infrastructure Needs, Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussions of infrastructure needs in low-income areas, particularly sewer service, and the currently funded sewer connection project.
24	<b>Agency/Group/Organization</b>	CIRCLE CENTER ADULT DAY SERVICES
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, regular discussions occur regarding facility needs for this agency that provides adult day care services to elderly and disabled adults.
25	<b>Agency/Group/Organization</b>	Presbyterian Homes and Family Services, Inc. dba HumanKind
	<b>Agency/Group/Organization Type</b>	Services-Education Services-Employment Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy Projects



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussions with staff from HumanKind regarding services for low-income people including financial literacy, car loans, and other programs to improve the financial situation of low-income families. Discussions that resulted in funding to expand services for a program serving jobseekers.
26	<b>Agency/Group/Organization</b>	OAR of Richmond, Inc
	<b>Agency/Group/Organization Type</b>	Services - Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, CDBG-CV funds were provided for housing assistance. Agency was consulted regarding the housing needs of persons released from incarceration.
27	<b>Agency/Group/Organization</b>	Partnership for Housing Affordability
	<b>Agency/Group/Organization Type</b>	Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Projects
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As an agency provided with CDBG-CV funds, the agency was consulted regarding the housing needs of low-income persons impacted by COVID-19 and the situation regarding the housing needs of particularly low/mod persons as evidenced by calls to the Housing Resource Line.
28	<b>Agency/Group/Organization</b>	YWCA
	<b>Agency/Group/Organization Type</b>	Housing Services-Children Services-Victims of Domestic Violence Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy Projects

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	As a currently funded agency, discussions were held regarding program design, homeless point of entry, services for survivors of domestic violence, and regional housing needs and the opportunity to serve qualifying populations with HOME-ARP funds.
29	<b>Agency/Group/Organization</b>	Henrico County Division of Police
	<b>Agency/Group/Organization Type</b>	Other government - Local Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Regularly consult with Henrico Police regarding identification and location of unsheltered persons; Henrico police participate in semi-annual point in time counts. The CPTED Planner within the police department consults on CDBG-funded economic development activities and improving safety and security at assisted businesses.
30	<b>Agency/Group/Organization</b>	The Salvation Army of Central VA
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Had multiple conversations with agency regarding the need for non-congregate shelter and the potential for participation in a regional non-congregate shelter facility. Consultations also occurred as part of the process for the development of the HOME-ARP Allocation Plan.
31	<b>Agency/Group/Organization</b>	National Association for County Community and Economic Development
	<b>Agency/Group/Organization Type</b>	Planning organization

<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Projects
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Henrico County participates in multiple monthly meetings with other HUD entitlement jurisdictions across the country on topics such as community development, housing, and economic development. Henrico County staff serves in leadership roles in this organization.

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

Any agency not directly 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**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Connections to Affordable Housing	GRCoC	In April 2023, GRCoC released the three-year strategic plan: Connections to Affordable Housing. This plan aligns with the Henrico 2023-24 Annual Plan by advocating for the increase of housing that is high quality, deeply affordable and capable of providing truly permanent solutions for people in crisis.
2020 Analysis of Impediments to Fair Housing Choice	PlanRVA	PlanRVA, as the regional planning agency serving nine jurisdictions in the MSA played a coordinating role in the development of the 2020 Regional Analysis of Impediments to Fair Housing Choice. (AI) Specific projects responsive to recommendations for Henrico County have been funded in Actions Plans since then.

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

## **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 2023-24 Annual Action Plan. The first, a community needs public hearing, was held on February 8, 2023. The second meeting, a public hearing with the Board of Supervisors, was held on July 11, 2023. Both meetings were advertised in the *Richmond Times Dispatch* in accordance with the Citizen Participation Plan and posted on the County's calendar along with the Department of Revitalization webpage. The February hearing was also advertised in the *Henrico Citizen* and the *Richmond Free-Press*. Notice of both hearings was sent directly to citizens who have signed up for the Department's email list. Comments received at the hearing held on February 8, 2023, were incorporated into the grant evaluation process by Community Development staff.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Newspaper Ad	Non-targeted/broad community	An ad was placed in the Richmond Times-Dispatch on January 27, 2023 and the Richmond Free Press on February 2, 2023 announcing the public hearing and availability of funds; an ad ran online at the Henrico Citizen from January 28, 2023 to February 8, 2023 notifying citizens of the public hearing.	Two comments were received. One comment provided support for the plan specifically pointing out it supports equitable opportunities for decent housing. The other comment asked questions regarding how much funding Henrico would receive, how grants were determined and how the County ensures funds are spent within regulation and according to the County's Annual Plan.		
2	Mailing List	Non-targeted/broad community	An email was sent to the Community Revitalization email list (approximately 175 subscribers) providing notification of the February public hearing.	No comments were received for this method of outreach.		

3	Public Hearing	Non-targeted/broad community	Four persons attended the hearing at 7:00PM, Tuesday, February 8, 2023.	Comments received at the staff public hearing concerned the need for more affordable housing in the area and more funding to support homeless services. Please see Appendix D for meeting minutes.	All comments were accepted.	
4	Newspaper Ad	Non-targeted/broad community	An ad was placed in the Richmond Times Dispatch on June 10, 2022 notifying citizens and stakeholders of the public hearing with the Board of Supervisors.	Will complete after the July 11, 2023 meeting.		
5	Public Hearing	Non-targeted/broad community	A public hearing was held before the Board of Supervisors on July 11, 2023.	Staff did not receive comments at this public hearing.		

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

With unexpected changes in the allocation of entitlement funds from what was projected in the 2020-25 Consolidated Plan, this Action Plan reflects funding for 2023-24 based on the HUD entitlement allocations as provided in the February 27, 2023 Award Letter from HUD. These entitlements reflect a 0.4% increase in CDBG, a 3.3% increase in HOME from the 2022-23 Program Year, along with the elimination of the ESG entitlement after nine years. This Action Plan implements the fourth year of the five-year Consolidated Plan.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,652,427	0	50,000	1,702,427	1,702,427	The projected amount for the remainder of the Con Plan is based on an assumption that CDBG funding levels for 2024 will remain level from 2023.

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: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,024,604	0	0	1,024,604	614,762	The projected amount for the remainder of the Con Plan is based on the current (July 2023) proposal from the House of Representatives, which proposes reducing HOME funding by 60%.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	0	0	0	0	0	No ESG funds were allocated for 2023-24. An estimate for 2024-25 using the ESG allocation formula shows that barring any extremely unusual circumstance, there will also be no ESG allocation for 2024-25.

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. CDBG funds used for enterprise zone grants (except for design assistance grants)



leverage private funds on at least a 4:1 basis.

- Henrico County funds a variety of non-profit organizations in the non-departmental general fund budget for the purpose of providing public services serving predominantly low- and moderate-income persons.
- Low Income Housing Tax Credits: The federal 4% and 9% LIHTC is a substantial source of funding for the construction and rehabilitation of affordable rental units. They are a dollar-for-dollar credit against federal tax liability. Within the past five years, five projects were approved for 1,034 units of rehabilitated housing dedicated to low-income renters through use of this federal source. Five additional projects of new construction representing 311 units were approved. Of these, 86 units in one project were for an accessible supportive housing development.
- Section 8 Housing Choice Vouchers: Vouchers used in Henrico County are administered primarily through three entities; Henrico Area Mental Health and Developmental Services, Richmond Residential Services, and the Central Virginia Resource Corporation.
- Down payment and closing cost assistance is leveraged and/or matched with additional private grants, homeowner contributions, state grants, and in-kind contributions.
- Match contribution to HOME-eligible households is provided in-part through two volunteer assistance programs utilizing the value of contributed labor and materials. Down payment assistance is frequently also matched with contributions from private financial institutions, including the Federal Home Loan Bank of Atlanta.

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

Recreational needs and facilities serving low- and moderate-income areas are 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 First (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 that meet the needs identified in the Plan. Uses include public hearings, community meetings, educational classes and workshops, and general program outreach.

**Discussion**

Property the County Board of Supervisors designates as surplus, is offered to a community nonprofit affordable housing provider, to construct affordable housing. Through a contract with the nonprofit provider, the County ensures housing developed on surplus property will be targeted to households with an annual gross income between 80 to 120% of the area median income. In addition, if construction costs are not financially feasible to keep the project affordable, the County may invest other funds to ensure success. If CDBG or HOME funds are involved in this project, households with 80% AMI are targeted.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Rehabilitation of Existing Housing	2015	2019	Affordable Housing	County-wide	Affordable Housing Preservation and Development	CDBG: \$741,427 HOME: \$751,604	Homeowner Housing Added: 2 Household Housing Unit Homeowner Housing Rehabilitated: 61 Household Housing Unit
2	Increase Affordable Homeownership Opportunities	2015	2019	Affordable Housing	County-wide	Affordable Housing Preservation and Development	HOME: \$171,000	Direct Financial Assistance to Homebuyers: 14 Households Assisted
3	Support Housing for Special Needs Populations	2020	2025	Affordable Housing	County-wide	Affordable Housing Preservation and Development	CDBG: \$250,000	Rental units constructed: 53 Household Housing Unit
4	Revitalize Older Commercial Corridors	2015	2019	Economic Development	County-wide Highland Springs Revitalization Area Laburnum Gateway Revitalization Area Williamsburg Road Revitalization Area	Community Economic Development	CDBG: \$160,000	Jobs created/retained: 5 Jobs
7	Prevent Homelessness	2015	2019	Homeless	County-wide	Mitigation and Prevention of Homelessness	CDBG: \$43,000	Homelessness Prevention: 28 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
12	Provide Public Services for Low/Mod Populations	2015	2019	Non-Housing Community Development	County-wide	Non-housing Community Development	CDBG: \$186,000	Public service activities other than Low/Moderate Income Housing Benefit: 135 Persons Assisted

Table 6 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Rehabilitation of Existing Housing
	<b>Goal Description</b>	Provide funds to project:Homes and Richmond Metropolitan Habitat for Humanity for critical home repair (50); provide funds to project:HOMES for moderate home rehabilitation (11); provide funds to undesignated CHDOs for CHDO activities (2).
2	<b>Goal Name</b>	Increase Affordable Homeownership Opportunities
	<b>Goal Description</b>	Provide funds for 14 down payment assistance grants to SCDHC (2) and HOME Inc (12). Funds are also set aside to support the development of affordable housing through land acquisition, infrastructure, or other costs. Funds will support the development of at least 2 new units.
3	<b>Goal Name</b>	Support Housing for Special Needs Populations
	<b>Goal Description</b>	Assist in the development of rental housing for low-income households. (53 units)
4	<b>Goal Name</b>	Revitalize Older Commercial Corridors
	<b>Goal Description</b>	This goal is supported by activities of: Commercial Assistance Program (5 FTE jobs)
7	<b>Goal Name</b>	Prevent Homelessness
	<b>Goal Description</b>	Provide CDBG funds to Commonwealth Catholic Charities for homeless prevention and diversion (18 persons) and to OAR for emergency rental assistance for persons leaving incarceration (10 persons)
12	<b>Goal Name</b>	Provide Public Services for Low/Mod Populations
	<b>Goal Description</b>	Provide funds to CONNECT to provide after-school program for 125 low-income students; provide funds to 10 families in HCPS who are experiencing homelessness to cover fees charged by the CARITAS furniture bank when they move into permanent housing.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The following projects comprise the activities that will take place during the 2023-24 program year to address the priority needs and specific objectives identified in the strategic plan.

#### Projects

#	Project Name
1	CDBG Administration
2	HOME Administration
3	CONNECT Program
4	project:HOMES Critical Home Repair program
5	project:HOMES Homeowner Rehabilitation program
6	HOME Inc. - Downpayment Assistance Program
7	CHDO Activities - Affordable Housing Development New Construction or Rehab
8	Commonwealth Catholic Charities - Homeless Diversion & Prevention
9	OAR of Richmond, Inc. - Reentry Housing
10	Better Housing Coalition - Carter Woods III
11	Affordable Housing Support
12	Henrico County Public Schools - McKinney-Vento Program
13	Richmond Metropolitan Habitat for Humanity: Critical Home Repair
14	Commercial Assistance Program
15	Southside Community Development & Housing Corp. -Downpayment Assistance Program

**Table 7 - Project Information**

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

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

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	CDBG Administration
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Rehabilitation of Existing Housing Revitalize Older Commercial Corridors Prevent Homelessness Provide Public Services for Low/Mod Populations
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development Community Economic Development Mitigation and Prevention of Homelessness Non-housing Community Development
	<b>Funding</b>	CDBG: \$322,000
	<b>Description</b>	Provides for the administration of the CDBG program.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	
2	<b>Project Name</b>	HOME Administration
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Rehabilitation of Existing Housing Increase Affordable Homeownership Opportunities
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	HOME: \$102,000
	<b>Description</b>	Provides for the administration of the HOME program.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>3</b>	<b>Project Name</b>	CONNECT Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Provide Public Services for Low/Mod Populations
	<b>Needs Addressed</b>	Non-housing Community Development
	<b>Funding</b>	CDBG: \$184,000
	<b>Description</b>	Provides support services for low-income school-age children with after-school and summer programs.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	125 youth residing in assisted housing.
	<b>Location Description</b>	Low-income communities throughout Henrico County.
	<b>Planned Activities</b>	
<b>4</b>	<b>Project Name</b>	project:HOMES Critical Home Repair program
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Rehabilitation of Existing Housing
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	CDBG: \$579,427
	<b>Description</b>	Provides funds to support critical home repairs for low-income homeowners.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	45 low-income homeowners
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>5</b>	<b>Project Name</b>	project:HOMES Homeowner Rehabilitation program
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Rehabilitation of Existing Housing

	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	HOME: \$597,904
	<b>Description</b>	Provides up to \$50,000 for the rehabilitation of homes owned by elderly and/or disable low-income persons.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This program will assist 11 households.
	<b>Location Description</b>	
	<b>Planned Activities</b>	
6	<b>Project Name</b>	HOME Inc. - Downpayment Assistance Program
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Increase Affordable Homeownership Opportunities
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	HOME: \$100,000
	<b>Description</b>	Provides funds for down payment and closing cost assistance to first-time, low-income homeowners. Providers are Southside Community Development and Housing Corporation and Housing Opportunities Made Equal.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	9 low/mod first time homebuyers
7	<b>Project Name</b>	CHDO Activities - Affordable Housing Development New Construction or Rehab
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Rehabilitation of Existing Housing Increase Affordable Homeownership Opportunities
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	HOME: \$153,700

	<b>Description</b>	Provide funds for the development of new affordable housing. Projects may include new construction or rehab of existing single-family units or multi-family projects.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2 low-mod, first-time homebuyers
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>8</b>	<b>Project Name</b>	Commonwealth Catholic Charities - Homeless Diversion & Prevention
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Prevent Homelessness
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$30,000
	<b>Description</b>	Provides funds to assist families at risk of becoming homeless.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	6 households will be assisted with prevention and diversion from homelessness.
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>9</b>	<b>Project Name</b>	OAR of Richmond, Inc. - Reentry Housing
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Prevent Homelessness Provide Public Services for Low/Mod Populations
	<b>Needs Addressed</b>	Mitigation and Prevention of Homelessness
	<b>Funding</b>	CDBG: \$13,000
	<b>Description</b>	Provide housing assistance to persons exiting the Henrico jail system.
	<b>Target Date</b>	9/30/2024



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	10 persons will be assisted with housing and other re-entry services.
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>10</b>	<b>Project Name</b>	Better Housing Coalition - Carter Woods III
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Support Housing for Special Needs Populations
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	CDBG: \$250,000
	<b>Description</b>	Provide funds to assist with the costs to develop two, 53-unit apartment buildings for low-income residents.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Development of 53 rental units for low/mod income renters.
	<b>Location Description</b>	The site is near Nine Mile Road and Dabbs House Road.
	<b>Planned Activities</b>	
<b>11</b>	<b>Project Name</b>	Affordable Housing Support
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Rehabilitation of Existing Housing
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	CDBG: \$112,000
	<b>Description</b>	Funds will support the infrastructure directly related to developing affordable housing.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Three households will benefit from this project.
	<b>Location Description</b>	

	<b>Planned Activities</b>	
<b>12</b>	<b>Project Name</b>	Henrico County Public Schools - McKinney-Vento Program
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Provide Public Services for Low/Mod Populations
	<b>Needs Addressed</b>	Non-housing Community Development
	<b>Funding</b>	CDBG: \$2,000
	<b>Description</b>	Funds will support the fees associated with accessing a furniture bank so the families of children that qualify for McKinney-Vento can obtain essential furniture and household goods.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	11 families will access the furniture bank
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>13</b>	<b>Project Name</b>	Richmond Metropolitan Habitat for Humanity: Critical Home Repair
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Rehabilitation of Existing Housing
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Provides funds for critical home repairs for five (5) low-income homeowners.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5 low-income homeowners
	<b>Location Description</b>	
	<b>Planned Activities</b>	
<b>14</b>	<b>Project Name</b>	Commercial Assistance Program
	<b>Target Area</b>	County-wide

	<b>Goals Supported</b>	Revitalize Older Commercial Corridors
	<b>Needs Addressed</b>	Community Economic Development
	<b>Funding</b>	CDBG: \$160,000
	<b>Description</b>	Provide for the administration of the Enterprise Zone and Commercial Assistance Programs.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5 FTE low-mod jobs will be created.
	<b>Location Description</b>	Businesses assisted are located within designated Enterprise Zones.
	<b>Planned Activities</b>	
15	<b>Project Name</b>	Southside Community Development & Housing Corp. - Downpayment Assistance Program
	<b>Target Area</b>	County-wide
	<b>Goals Supported</b>	Increase Affordable Homeownership Opportunities
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	HOME: \$71,000
	<b>Description</b>	Provides counseling and up to \$20,000 for down payment and closing costs assistance for first-time homebuyers.
	<b>Target Date</b>	9/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5 low/mod households; must be first-time homebuyers.
	<b>Location Description</b>	
	<b>Planned Activities</b>	

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

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

- Henrico County uses all of its CDBG and HOME funds to benefit low- and moderate-income persons. Henrico County does not plan, or allocate, resources on a racial or ethnic basis.
- Henrico offers residential rehabilitation and repair programs for low-income homeowners county-wide.
- Homebuyer assistance programs are available for any household meeting eligibility requirements. Housing purchased with these programs is county-wide.
- Housing rehabilitated or constructed with federal funds is county-wide. Purchasers of these homes must meet income and eligibility guidelines.
- The CONNECT Program serves children living in low-income multi-family housing. The program operates four locations serving 11 communities: Coventry Gardens (also serving Newbridge Village, Summerdale, Ironwood, Viviana Hall, and Woodpost Townhomes), Henrico Arms (also serving Williamsburg Place), Oakland Village (also serving Woodlands), and Richfield Place.
- Programs that provide assistance to businesses create jobs available to low-income persons. Businesses assisted must be located in the Enterprise Zone.
- A small allocation of CDBG funds will provide financial assistance and case management to families facing homelessness.
- Per HUD guidelines, Henrico County defines areas of minority concentration as those in which the non-white population is more than 20% higher than the non-white population for Henrico as a whole. Based on 2020 ACS data, the non-white minority population comprises 46.4% of the total county population and therefore areas of minority concentration are those in which the non-white population is 65% or higher. These areas of minority concentration are generally concentrated in the middle of the County, particularly between Chamberlayne Rd and the area around New Market Rd and S. Laburnum Ave. There are also small pockets of minority concentration in the west end of the County, such as near Broad St and Pouncey Tract Rd and two small areas between Staples Mill Rd and Broad St around Glenside Dr and Parham Rd. A map of these areas can be found in Appendix E.

### Geographic Distribution

Target Area	Percentage of Funds
County-wide	100

Table 8 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

Henrico County will allocate federal funds (CDBG & HOME) in 2023-24 to activities that are not geographically constrained.

# Affordable Housing

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

### Introduction

The 2020-2025 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 2023-24. The target date for the completion of the majority of these activities is September 30, 2024.

- \$597,904 from HOME funds to project:HOMES for the rehabilitation of homes owned by very low- or low-income elderly and/or disabled County homeowners.
- \$579,427 from CDBG funds to project:HOMES for critical home repairs to homes owned by very low- or low-income residents of the County.
- \$50,000 from CDBG funds to Richmond Metropolitan Habitat for Humanity for critical home repairs to homes owned by ver low or low-income residents of the County.
- \$250,000 of CDBG funds to Better Housing Coalition for pre-development costs at Carter Woods III for a 53-unit rental housing project serving low- and very low-income renters.
- \$100,000 from HOME funds to HOME Inc. for down-payment and closing cost assistance for the purchase of homes by low-and moderate-income, first-time homebuyers.
- \$71,000 from HOME funds to Southside Community Development and Housing Corporation for down-payment and closing cost assistance for the purchase of homes by low- and moderate-income, first-time homebuyers.
- \$153,700 from HOME CHDO funds for activities of acquisition and rehabilitation of homes for sale to low-income households.
- \$30,000 from CDBG to Commonwealth Catholic Charities for homelessness prevention.
- \$13,000 from CDBG to OAR to provide housing support for adults released from Henrico County Jail.
- \$112,000 from CDBG to support infrastructure or other costs associated with the development of affordable housing.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	6
Special-Needs	0
<b>Total</b>	<b>6</b>

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

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	10
The Production of New Units	55
Rehab of Existing Units	61
Acquisition of Existing Units	14
<b>Total</b>	<b>140</b>

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

## **Discussion**

The numbers in Table 9 represent:

- Homeless prevention (6 households) served by Commonwealth Catholic Charities, Diversion and Prevention program.

The numbers in Table 10 represent:

- Rental assistance for ex-offenders exiting jail and in need of housing assistance (10) with OAR of Richmond
- rehab of existing units through critical home repair and rehab programs with project:HOMES and Habitat for Humanity (61)
- production of new units through CHDO activities (2)
- production of new rental units through the development of Carter Woods III with Better Housing Coalition (53)
- acquisition of 14 units through down payment assistance with HOME Inc. and Southside Community Development Corporation

## **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 and HOME Program allocations for the benefit of very low- and low-income persons to reduce effects of poverty and assist families with transitioning into the economic mainstream.

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 met these goals during the 2020-2023 years through supporting Continuum of Care (COC) strategies, homeless services, and prevention programs that align with program goals. ESG funding supported coordinated community-based activities designed to support the goals of the ESG program.

According to HUD e-Card data (<https://egis.hud.gov/cart/#>), there are a total of 1,857 tenant-based housing choice vouchers in use in Henrico County. HUD eCard also reports 2,250 project-based HUD assisted units. There are also 2 supportive housing units for the elderly.

As of May 5th, 2023, Henrico Area Mental Health & Developmental Services (HAMHDS) had 276 Housing Choice vouchers under lease; 269 of those vouchers are being used in Henrico County. When last reported on May 5th, 2023, Central Virginia Resource Corporation had 1,486 leased families throughout the Richmond metropolitan area and of those 394 are currently leased in Henrico County. Richmond Residential Services manages 277 vouchers for adults with intellectual disabilities of which 30 are located in Henrico County. In addition to standard vouchers these three programs also administer specialty vouchers which include disability vouchers, EHV (Emergency Housing Vouchers), HUD-VASH (Veterans Affairs Supportive Housing), DOJ (Dept. of Justice vouchers), and mainstream vouchers.

Fiscal Year 2022-23 marks the final year of spending for the 2020-2023 grant awarded from Project Hope. The grant award amount was \$119,182.79. In addition to state grant monies, program funding was provided via Title I, Title II, Title IV and ARP-HCY grants. These funds support staff positions and allow the program to provide services to ensure students can fully and actively participate in their education despite their housing instabilities.

Thus far during the 2022-23 school year, Henrico County Public Schools has identified just under 1,100 students who qualify for assistance under the McKinney-Vento Act. The McKinney-Vento team refers families in need of assistance to Commonwealth Catholic Charities for assistance with securing stable



housing.

**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 services to unsheltered homeless persons. Information gathered during this process is incorporated in the annual homelessness point in time count, which is coordinated twice a year by Homeward. Henrico coordinates with many agencies to provide services to homeless individuals and families and provides \$503,534 annually in financial assistance in the General Fund Budget to a number of agencies including:

- Feedmore (Meals on Wheels, Central Virginia Foodbank)
- Community Food Collaborative
- FISH (Eastern Henrico County)
- The Healing Place
- Housing Families First/Hilliard House
- Safe Harbor
- Salvation Army
- St. Joseph’s Villa Flagler Homeless Services
- CARITAS
- American Red Cross of Capital Virginia
- Moments of Hope Outreach
- Opportunity. Alliance. Reentry (OAR)
- Partnership for Housing Affordability
- Henrico Community Food Bank
- H.O.P.E. in the Community

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

Through PY 2023, the ESG program supported service providers for programs related to Case Management, Shelter, and Operating Costs. These programs provide shelter and supportive services to homeless individuals and families while affordable, suitable permanent housing is being sought. During the 2023-24 program year Henrico County will support these efforts through general fund allocation since ESG funding was discontinued.

**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**

Through PY 2023, the ESG program funds Homeless Prevention and Outreach programs which provide supportive services to homeless individuals and families and those at risk of homelessness so that they can access and maintain affordable, suitable permanent housing. During the 2023-24 program year Henrico County will support these efforts through general fund allocation since ESG funding was discontinued.

**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 2023-24 Henrico County has allocated a small amount of CDBG funds to assist households at risk of homelessness secure permanent housing.

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

### **Introduction:**

According to HUD e-cart data (<https://egis.hud.gov/cart/#>), there are a total of 1,857 tenant-based housing choice vouchers in use in Henrico County. HUD e-cart also reports 2,250 project-based HUD assisted units. In addition, Henrico County has more than 6,223 subsidized apartments, as noted by VHDA and Henrico County data. Project-based subsidies include apartments supported by Sec. 8, Sec. 236, and Sec. 42 Low Income Housing Tax Credits. Slight discrepancies or duplication may occur between data sources used.

As of May 5, 2023, Henrico Area Mental Health & Developmental Services (HAMHDS) had 276 Housing Choice vouchers under lease; 269 of those vouchers are being used in Henrico County. When last reported on May 4th, 2023, Central Virginia Resource Corporation had 1,486 leased families throughout the Richmond metropolitan area and of those 394 are currently leased in Henrico County. Richmond Residential Services manages 277 vouchers for adults with intellectual disabilities of which 30 are located in Henrico County. In addition to standard vouchers, there are also specialty vouchers which include disability vouchers, EHV (Emergency Housing Vouchers), HUD-VASH (Veterans Affairs Supportive Housing), DOJ (Dept. of Justice vouchers), and mainstream vouchers.

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

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

Specific actions planned during the PY 2023-24 to remove barriers and promote affordable housing include the following:

- Allocation of \$153,700 for CHDO Activities aimed at increasing the supply of affordable housing for low- and moderate-income homeowners.
- Allocation of \$171,000 of HOME for down payment assistance to support first-time low- and moderate-income homebuyers.
- Allocation of \$1,227,331 of HOME and CDBG funds for rehabilitation and minor repair programs to support the retention of existing affordable housing for low- and moderate-income persons.
- Allocation of \$112,000 of CDBG funds to support off-site costs of developing affordable housing.
- Allocation of \$2,086,661 of County General Funds to the Community Maintenance and Building Inspection – Existing Structures 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.

- Real Estate Advantage Program (REAP) provides real estate tax exemption to qualified seniors or disabled persons totaling an estimated savings of \$11,000,000 in FY23 to qualified seniors.
- Tax abatement for single-family and multi-family housing rehabilitation.
- Henrico County adopted a new Subdivision and Zoning ordinances in June 2021 which now allow for more flexibility to encourage the development of affordable housing. This includes several new provisions to encourage residential development in mixed-use settings such as more flexible standards for commercial uses in multi-family districts, more flexible standards for accessory apartments in commercial districts, new Planned Development Districts, and new form-based Alternative Overlay Districts. And the ability for owners of single-family detached homes to add Accessory Dwelling Units (ADUs) either within or separate from the main structure.

## **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, 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 2023-24. Despite annual unpredictable variations in federal entitlement funds, 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 has traditionally been the lack of funding to fully address all needs in light of rising costs and unpredictable federal resources. Currently, an equally severe obstacle has been the extremely tight housing market and the significant price rises for both rental and for-sale units. Low-income homebuyers face multiple new obstacles in purchasing homes, particularly when using federal funds to assist with purchase. These include: reluctance of home sellers to allow time for inspections and to accommodate repairs, continuously getting outbid by cash buyers who can close immediately, recently rising interest rates, competition from corporate buyers seeking to acquire single-family homes for investment and rental. Henrico County continues to seek creative ways to adjust the home purchase assistance programs to minimize the impact of these obstacles.

The County continues to administer Housing Choice Vouchers through the Henrico Area Mental Health and Development Services, provide homeless prevention services, and continues to encourage economic development to increase job growth. 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.

The County pursued the option available to Participating Jurisdictions in 24 CFR 92.254(a)(2)(iii) and completed a detailed market analysis to determine a locality or consortium specific set of HOME purchase price and after rehabilitation value limits. For the past three years, these values have differed substantially from the annually published HUD HOME purchase price and after rehabilitation value limits. Therefore, to enable additional low- to moderate-income first-time homebuyers and homeowners to receive service, Henrico County will be implementing locality-specific limits for program year 2023-24. These limits will go into effect once HUD approves this Annual Action Plan. The Henrico-specific limits as well as the methodology used for calculating the limits can be found in Appendix F.

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

During PY 2023-24, Henrico County will commit a total of \$1,227,331 for homeowner rehabilitation and

repair for 61 low- and moderate-income households, the majority of which will be elderly householders.

An additional \$403,700 will be committed for the acquisition, rehabilitation, and sale of vacant homes to low- and very low-income first-time homebuyers or the creation of affordable rental units. The County is providing \$171,000 in homebuyer assistance and education to 14 first-time low/mod homebuyers.

### **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 which provide 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 \$184,000 of CDBG funds towards this program in PY 2023-24.

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

The County has two and a half designated staff positions to administer the CDBG and the HOME programs, (including HOME-ARP) and the subsequent activities they support. Staff work with 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 departments. Staff regularly track the production and effectiveness of all agencies, including subrecipients, tasked with implementing HUD funded projects.

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

CDBG and HOME 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, advocacy groups, and other County agencies.

## Program Specific Requirements

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

#### Introduction:

Henrico County receives CDBG and HOME entitlement funds and does not expect to receive CDBG program income in 2023-24. It is possible Henrico County may receive HOME program income. This will likely occur through the early payoff of forgivable down payment assistance or rehabilitation loans due to the transfer of properties prior to the end of the affordability period.

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

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

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

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income.	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 County 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 Provision for the Use of HOME Program Funds*" (Appendix F).

- 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 the *Henrico County Recapture Provision for the Use of HOME Program Funds*. (Appendix F).

- 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)**

Although an allocation of ESG funds for 2023-24 was not provided, there will be one program (a family shelter) that will be allowed to carry over unspent 2022-23 funds into the 2023-24 Program Year. The existing standards for providing ESG assistance will continue. Henrico County *Emergency*



*Solutions Grant Manual*, most recently updated for 2021-22.

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

The Greater Richmond Continuum of Care (GR-CoC), which is managed by the organization Homeward, is responsible for maintaining the coordinated assessment system and ensuring it meets all HUD requirements. Through various GR-CoC committees, members of the GR-CoC community maintain the system by implementing improvements that ensure the changing needs of the population served are receiving the resources they need. In addition, Homeward hosts learning sessions for GR-CoC agencies that explore changes in best practices and how better coordination can be achieved.

The primary goal of the coordinated assessment system is to ensure services are accessible to those who need assistance. Beyond that, the GR-CoC works hard to streamline access to resources and ensure each client is matched to the services appropriate for their unique situation. Decisions are guided by the GR-CoC's Policies and Procedures Manual, which is updated regularly to reflect changing best practices and the needs of the community.

Through three different entry points, (the Homeless Connection Line, the Empowernet Hotline, and Coordinated Outreach) the GR-CoC's coordinated assessment system identifies households that are homeless or at risk of homelessness, assesses their housing and service needs, and connects them to appropriate housing and services necessary to end their housing crisis as quickly as possible. Services include emergency shelter, rapid rehousing, case management, and permanent supportive housing.

Core elements of the coordinated access system include screening, assessment, prioritization, referral, and a Homeless Management Information System (HMIS) that helps agencies and consumers share information. The Homeward Community Information System is a local proprietary HMIS that meets all federal standards and regulations.

**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).**

N/A

**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.**

In the past, the County has met the requirements of 24 CFR 576.405(a) by participating in and

seeking input from the CoC's Ranking Committee regarding gaps in service and gained input that was applied in the funding decisions. The CoC Board of Supervisors and the CoC Ranking Committee include persons with lived experience. For the 2023-2024 program year, the only homeless services agency receiving funding is Housing Families First. The Housing Families First, Board of Directors, includes a person with lived experience. Additionally, Housing Families First employs persons with lived experience that help guide policies and everyday operations.

**5. Describe performance standards for evaluating ESG.**

N/A

# 2023-2024 Action Plan Appendices

Appendix A: Resolution of the Board of Supervisors, July 11, 2023

Appendix B: Sources and Uses of Funds, July 11, 2023

Appendix C: Public Hearing Notices

Appendix D: Minutes of Public Hearings, February 8 and July 11, 2023

Appendix E: Areas on Minority Concentration

Appendix F: Henrico Recapture Provision

Appendix G: Agencies Provided General Funds

Appendix H: HOME Price Limits Evaluation

Certifications and SF 424s

# Appendix A: Resolution of the Board of Supervisors, July 11, 2023



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

Agenda Item No. 197-23  
Page No. 1 of 1

**Agenda Title: RESOLUTION — Authorizing County Manager to Submit the Henrico County Annual Action Plan, Including the CDBG and HOME Program Plans for FY 2023-24; Execute the CDBG and HOME Agreements for FY 2023-24; and Execute Contracts to Implement the CDBG and HOME Activities**

For Clerk's Use Only: Date: 7/11/2023 <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Amended <input type="checkbox"/> Deferred to: _____	<b>BOARD OF SUPERVISORS ACTION</b> Moved by (1) <u>O'Bannon</u> Seconded by (1) <u>Nelson</u> (2) _____ (2) _____ REMARKS: <div style="font-size: 2em; font-weight: bold; text-align: center;">APPROVED</div>	<table border="0"> <thead> <tr> <th></th> <th>YES</th> <th>NO</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>Branin, T.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Nelson, T.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>O'Bannon, P.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Schmitt, D.</td> <td align="center">✓</td> <td></td> <td></td> </tr> <tr> <td>Thornton, F.</td> <td align="center">✓</td> <td></td> <td></td> </tr> </tbody> </table>		YES	NO	OTHER	Branin, T.	✓			Nelson, T.	✓			O'Bannon, P.	✓			Schmitt, D.	✓			Thornton, F.	✓		
	YES	NO	OTHER																							
Branin, T.	✓																									
Nelson, T.	✓																									
O'Bannon, P.	✓																									
Schmitt, D.	✓																									
Thornton, F.	✓																									

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

**WHEREAS**, the County's CDBG entitlement for FY 2023-24 is \$1,652,427, and the County has prepared the attached proposed sources and uses of CDBG entitlement funds; and,

**WHEREAS**, \$50,000 in unspent CDBG funds from previous years is included in the proposed use of CDBG funds in FY 2023-24; and,

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

**WHEREAS**, the County's HOME entitlement for FY 2023-24 is \$1,024,604, and the County has prepared the attached proposed sources and uses of HOME entitlement funds; and,

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors that it: (1) approves the FY 2023-24 Plan, including the proposed uses of CDBG and HOME funds for FY 2023-24; (2) authorizes the County Manager to submit the Plan; and (3) authorizes the County Manager to execute the CDBG and HOME agreements for FY 2023-24 and the contracts necessary to implement the CDBG and HOME program activities in a form approved by the County Attorney.

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

By Agency Head By County Manager

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

## Appendix B: Sources and Uses of Funds, July 11, 2023

### 2023-2024 CDBG and HOME Programs

#### Proposed Sources & Uses of Funds

<b>SOURCES</b>	<b>CDBG</b>	<b>HOME</b>
FY2023-2024 Allocation	\$1,652,427	\$1,024,604
Funds Brought Forward	\$50,000	\$-
<b>Total Available</b>	<b>\$1,702,427</b>	<b>\$1,024,604</b>

#### CDBG/HOME USES

1. CDBG & HOME Administration	322,000	102,000
2. Commercial Assistance Program	160,000	-
3. CONNECT Program	184,000	-
4. project:HOMES - Critical Home Repair Program	579,427	-
5. project:HOMES - Homeowner Rehabilitation Program	-	597,904
6. Richmond Metropolitan Habitat for Humanity: Critical Home Repairs	50,000	-
7. HOME Inc. - Downpayment Assistance Program	-	100,000
8. Southside Community Development & Housing Corp. - Downpayment Assistance Program	-	71,000
9. CHDO Activities - Affordable Housing Development New Construction or Rehab	-	153,700
10. Commonwealth Catholic Charities - Homelessness Diversion & Prevention	30,000	-
11. OAR of Richmond, Inc. - Reentry Housing	13,000	-
12. Better Housing Coalition - Carter Woods III	250,000	-
13. Affordable Housing Support	112,000	-
14. Henrico County Public Schools - McKinney-Vento Program	2,000	-
<b>Total</b>	<b>\$1,702,427</b>	<b>\$1,024,604</b>

## Appendix C: Public Hearing Notices

Ads for the February 8, 2023 Community Development Needs Hearing were published in the Richmond Times-Dispatch and the Richmond Free Press.

MEETINGS & EVENTS	MEETINGS & EVENTS
<b>Public Hearing on Community Development Needs and Program Performance and Notice of Availability of Funds</b>	
Henrico County, Virginia	
<p>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 2023-24 Annual Action Plan will include the County's proposed uses of CDBG, HOME, and ESG funds for the program year beginning October 1, 2023, through September 30, 2024. Henrico County will conduct a public hearing at 7:00 pm, Wednesday, February 8, 2023, at the Eastern Henrico Recreation Center, 1440 N. Laburnum Avenue, Richmond VA 23223. The public hearing provides the public with an opportunity to express opinions on community development needs in Henrico County and past performance of community development programs as reported in the 2021-22 CAPER. To review the 2021-22 CAPER, please visit our website at <a href="https://henrico.us/revit/public-data">henrico.us/revit/public-data</a>. The County encourages all residents to attend, especially those who are low- and moderate-income or reside in low- and moderate-income communities, to share their opinions about community development needs in the County. Needs may include housing, enhancement of neighborhoods, expansion of economic opportunities, or any other community needs that residents consider important.</p>	
<p><b>This public hearing will be an in-person meeting. There will be no opportunity to participate virtually.</b> Comments may be provided in advance of the public hearing by email to <a href="mailto:revitalization@henrico.us">revitalization@henrico.us</a> or by phone to (804) 501-7617.</p>	
<p><b>Inclement Weather:</b> In the event of inclement weather, please visit our website, <a href="https://henrico.us/revit">henrico.us/revit</a> the morning of Wednesday, February 8, 2023, for updated meeting information.</p>	
<p><b>Applications for Funding</b> Agencies and organizations who want to apply for CDBG, HOME, or ESG funds for Program Year 2023-24 may do so online by visiting <a href="https://henrico.us/revit">henrico.us/revit</a>. Applications will only be accepted through ZoomGrants, a free, on-line platform that requires registration. A training session for using ZoomGrants and how to complete the application will be held virtually on Thursday, February 9, 2023. Details can be found at <a href="https://henrico.us/revit">henrico.us/revit</a>. The deadline to apply is March 6, 2023.</p>	
<p>If you have comments or need additional information concerning the public hearing or applying for CDBG, HOME, or ESG funds, please call the Department of Community Revitalization at (804) 501-7617. Assistance for disabled persons or those with limited English proficiency will be provided upon request, with at least three (3) business days prior notification to the Department of Community Revitalization.</p>	

Richmond Times-Dispatch

January 27, 2023

## Public Hearing on Community Development Needs and Program Performance and Notice of Availability of Funds

Henrico County, Virginia

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The County encourages all residents to attend, especially those who are low- and moderate-income or reside in low- and moderate-income communities, to share their opinions about community development needs in the County. Needs may include housing, enhancement of neighborhoods, expansion of economic opportunities, or any other community needs that residents consider important.

**This public hearing will be an in-person meeting. There will be no opportunity to participate virtually.** Comments may be provided in advance of the public hearing by email to [revitalization@henrico.us](mailto:revitalization@henrico.us) or by phone to (804) 501-7617.

**Inclement Weather:** In the event of inclement weather, please visit our website, [henrico.us/revit](https://henrico.us/revit) the morning of Wednesday, February 8, 2023, for updated meeting information.

**Applications for Funding**  
Agencies and organizations who want to apply for CDBG, HOME, or ESG funds for Program Year 2023-24 may do so online by visiting [henrico.us/revit](https://henrico.us/revit). Applications will only be accepted through ZoomGrants, a free, on-line platform that requires registration. A training session for using ZoomGrants and how to complete the application will be held virtually on Thursday, February 9, 2023. Details can be found at [henrico.us/revit](https://henrico.us/revit). The deadline to apply is March 6, 2023.

If you have comments or need additional information concerning the public hearing or applying for CDBG, HOME, or ESG funds, please call the Department of Community Revitalization at (804) 501-7617. Assistance for disabled persons or those with limited English proficiency will be provided upon request, with at least three (3) business days prior notification to the Department of Community Revitalization.

Richmond Free Press

February 2, 2023

## Appendix D: Minutes of Public Hearings, February 8 and July 11, 2023

Community Needs Public Hearing

Eastern Recreation Center

February 8, 2023

Start time: 7:04pm      End Time: 7:38pm

Attendance:

Henrico Community Revitalization: David Sacks, Geleene Goffena, Rachael Thayer, Cara Kaufman

Public: Four people in attendance; three representing local non-profits and one citizen

The meeting commenced at 7:04 p.m. David Sacks provided an introduction, the purpose of the meeting, and explained the types of funding available through this plan.

Cara Kaufman presented information on the Annual Plan and grant process and comment began at 7:21pm.

Public Comment:

1. Kathy Easter, Executive Director, Safe Harbor - provides shelter and services for those surviving domestic violence and human trafficking.
2. Karen O'Brien, Executive Director, CARITAS - provides shelter for those experiencing homelessness and supportive services.
3. John Sydnor, Fundraiser, LISC – economic development and affordable housing
4. Jerry Peau: Ashley Terrace HOA representative, a condo complex that was built in the 1960s and in need of repairs.
5. Karen – 64 beds of emergency shelter served year-round, population's needs have become more challenging (mental health and other needs), the resources needed for maintaining the safety and health of those served has greatly increased. There is a need for capacity in shelter workers. Population has shifted and needs have increased.
6. John – Small business assistance through seed funding and opportunity grants, looking to expand several things to work on economic development.
7. Jerry - Community was constructed in 1964, everything is in decline and funds are dwindling, dealing with water line mains being busted. Need help because those that live in the community cannot afford to move and so there is a need for revitalization of what is already there.
8. Kathy – experiencing overwhelming demand for services, working with populations fleeing from abusive relationships or situations, dealing with childcare which is expensive and difficult to come by as well as supporting themselves. Staff is stretched, looking for funding to assist in giving those services.
9. Karen – is there anything on the horizon for housing?
  - a. David – this topic is going to be discussed in depth next week during the HOME-ARP public hearing, with the possibility of funding non-congregate shelter and affordable housing development. There is a project in Varina that got a lot of press, it will be incorporating affordable housing units for purchase rather than for rent. The County is looking at all these different opportunities between all the different types of funds. The County has also recently changed the zoning ordinance to address Accessory Dwelling Units to allow for a secondary living structure on the property, and Chesterfield and Richmond are working on ordinances related to ADUs.
  - b. Geleene – Cool Lane is 86 permanent supportive housing units, as well as other projects that are being developed by Better Housing Coalition and Virginia Supportive Housing, as well as two other projects being developed by private developers. Work with all the proposals that come through regarding permanent supportive housing as much as we can, though our funding is a drop in the bucket for development costs.

2023  
**COMMUNITY DEVELOPMENT NEEDS  
PUBLIC HEARING**


County of Henrico

Department of Community Revitalization



## Why Are We Here?

- Henrico Community Revitalization staff is preparing a budget for PY 2023-2024 for the use of federal grant funds
- Funds must be used for community development purposes to benefit low- and moderate-income persons





Dept. of Community Revitalization Feb 2023

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## Annual Action Plan

- Identifies Henrico's proposed federal funds expenditures for 2023-2024 and the number of households, individuals, and businesses we expect to assist
- Expenditures shall be consistent with the overall goals in the 2020-2025 (5-Year) Plan
- An application for funding was released on January 27, 2023





Dept. of Community Revitalization Feb 2023

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## Consolidated Plan

### Community Development Goals

- Affordable housing preservation and development**
  - Rehabilitation of existing housing
  - Affordable homeownership opportunities
  - Housing for special needs populations
- Community economic development**
  - Revitalize older commercial corridors
  - Increase job opportunities for low- or moderate-income individuals








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## Community Development Block Grant (CDBG)

- Allocation for 2023-24 expected at approx. \$1.6 million
- Funding has been received by Henrico since 1989
- Wide range of possible uses to benefit low-income people/areas:
  - Public services



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## HOME Investment Partnership Program

- Allocation for 2023-24 expected at almost \$1 million
- Funding has been received by Henrico since 1996
- Must be used to create or maintain affordable housing for low to moderate income persons









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## Emergency Solutions Grant (ESG)

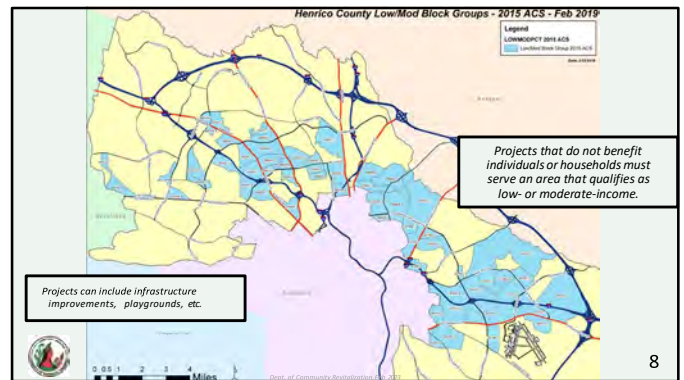
- Allocation for 2023-24 expected at approx. \$147,000
- Used for activities that assist individuals or households who are experiencing homelessness or are in danger of becoming homeless



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By the way...

- HOME - ARP Funds
  - Special one-time allocation designated by the American Rescue Plan Act (ARP) of 2021 under the HOME Program
  - Henrico County received an allocation of \$3,216,865
  - Funds to be used for addressing needs for those experiencing homelessness, at-risk of homelessness, or survivors of domestic violence

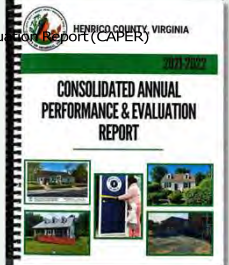


Community centers  
Dept. of Community Revitalization Feb 2023

### Accomplishments in 2021-2022

Described in the Consolidated Annual Performance Evaluation Report (CAPER)

- An average of 94 children from low- and moderate-income households received after-school programming each month of the program year
- 1,122 people were assisted through homeless



Dept. of Community Revitalization Feb 2023

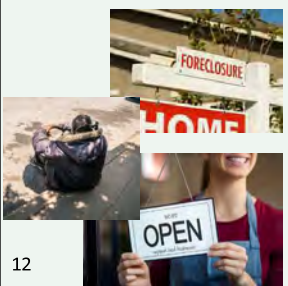
### Accomplishments in 2021-2022




- 10 homes were rehabilitated for elderly and/or disabled homeowners
- 55 homes were repaired for low-/mod-income homeowners

Dept. of Community Revitalization Feb 2023

### CARES Act CDBG and ESG Funds



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### After today, what's next?

- Organizations have until March 6 to apply for 2023-24 funds via ZoomGrants
  - Submitting Comments, Staying Updated
  - Visit [henrico.us/revit](https://henrico.us/revit)
- Proposed budget and the draft Annual Action Plan will be available for review in late May 2023 at [henrico.us/revit](https://henrico.us/revit)
  - for updated information
- County staff will review PY 2023-24 funding requests and make recommendations to the Board of Supervisors
  - Submit additional comments to [revitalization@henrico.us](mailto:revitalization@henrico.us)

Proposed budget to be discussed at Public Hearing in June 2023

### Tell us what you think!

Let's discuss...

- Priorities for funding Important community needs
  - Public services for low-income persons
  - Creation of new affordable housing
  - Housing repair and rehabilitation assistance
  - Other housing assistance
  - Assistance for persons experiencing homelessness
  - Assistance for small businesses

Submitting Comments, Staying Updated

Visit [henrico.us/revit](https://henrico.us/revit)

for updated information

Submit additional comments to [revitalization@henrico.us](mailto:revitalization@henrico.us)

Dept. of Community Revitalization Feb 2023

COUNTY OF HENRICO, VIRGINIA  
BOARD OF SUPERVISORS  
REGULAR MEETING  
July 11, 2023  
(partial minutes)

The Henrico County Board of Supervisors convened a regular meeting on Tuesday, July 11, 2023, at 7:00 p.m. in the Board Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico County, Virginia.

**Members of the Board Present:**

Frank J. Thornton, Chairman, Fairfield District  
Tyrone E. Nelson, Vice-Chairman, Varina District  
Thomas M. Branin, Three Chopt District  
Patricia S. O'Bannon, Tuckahoe District  
Daniel J. Schmitt, Brookland District

**Other Officials Present:**

John A. Vithoukaskas, County Manager  
Andrew R. Newby, County Attorney  
Tanya N. Brackett, CMC, Assistant to the County Manager/Clerk to the Board  
Michael Y. Feinmel, Deputy County Manager for Public Safety  
W. Brandon Hinton, Deputy County Manager for Administration  
Monica Smith-Callahan, Deputy County Manager for Community Affairs  
Cari M. Tretina, Deputy County Manager/Chief of Staff  
Steven J. Yob, Deputy County Manager for Community Operations  
Benjamin A. Sheppard, Director of Public Relations

Tyrone E. Nelson, Vice-Chairman of the Board of Supervisors and Pastor of The Sixth Mount Baptist Church, delivered the invocation.

On motion of Mrs. O'Bannon, seconded by Mr. Schmitt, the Board approved the minutes of the June 27, 2023, Regular and Special Meetings.

The vote of the Board was as follows:

Yes: Thornton, Nelson, Branin, O'Bannon, Schmitt

No: None

**MANAGER'S COMMENTS**

Prior to Manager comments the Manager thanked Ms. Tretina, the Deputy County Managers, and all the staff for allowing him to take the time to spend with his family these past couple of weeks.

Mr. Vithoukaskas recognized Eric Leabough, Director of Community Revitalization and David Sacks, Community Development Manager with the Department of Community Revitalization. He announced the Virginia Department of Housing and Community Development recently announced the 2022 Virginia Enterprise Zone grant awards. Sixteen grants totaling more than \$1.2 million from the state were awarded for more than \$20.5 million in improvements to business properties in Henrico. This marks the largest aggregate award total for Henrico properties and the highest number of individual grants since 2008. One additional recipient continued to receive job creation grants in 2022. Mr. Vithoukaskas thanked Eric Leabough, David Sacks, and the Community Revitalization team, which was instrumental in providing outreach and technical assistance to assisted businesses. Their efforts continue to play a crucial role in ensuring our county continues to thrive. As you know, the county's Enterprise Zones have been extremely successful. The investments we've seen support and strengthen our mature business corridors and the surrounding neighborhoods. They also create jobs and provide services for our residents.

In 2022, more than 11% of the state’s Real Property improvement grant funds were awarded for investment made in Henrico. Our county is one of 70 localities in the Commonwealth with Enterprise Zones. Since the program’s inception, improvements to Henrico properties have triggered over \$15 million in Enterprise Zone grants. Mr. Vithoukias congratulated all of the property owners and businesses that receive the Real Property improvement grants and thanked them for investing in our community. He also thanked Kenmore Envelope Company, which received the job creation grant. Finally, he thanked the Board for all it does to support the Enterprise Zone program and the investments it brings. Mr. Leabough thanked the Manager and the Board for their continued support.

## **BOARD OF SUPERVISORS’ COMMENTS**

Mr. Schmitt noted he had the pleasure of attending the Red, White & Lights – the county’s annual Fourth of July celebration held at Meadow Farm Museum. More than 7,000 guests enjoyed live entertainment, activities for children, and food trucks. Antoinette Essa served as emcee, welcoming to the stage Soul Expressions, Henrico Acoustic Blue Band, Christy Thompson, No BS! Brass Band, and featured performers – the Richmond Symphony. A Spectacular laser-light show accompanied the Richmond Symphony Orchestra as the grand finale. He thanked the event organizers from Henrico Recreation & Parks for all their hard work, with special thanks to Division Director Jeff Bona and Julian Charity, Event Manager Heather Grubb, the Event Team – Aziah Bell, Abby Clement, and Jacqueline Wetter plus the many other employees who helped plan and implement the event. And thank you to the members of Henrico Police and Henrico Fire for your assistance in providing a safe, community event. Mr. Schmitt shared a recap of the event, provided by the team at Henrico Public Relations.

## **GENERAL AGENDA**

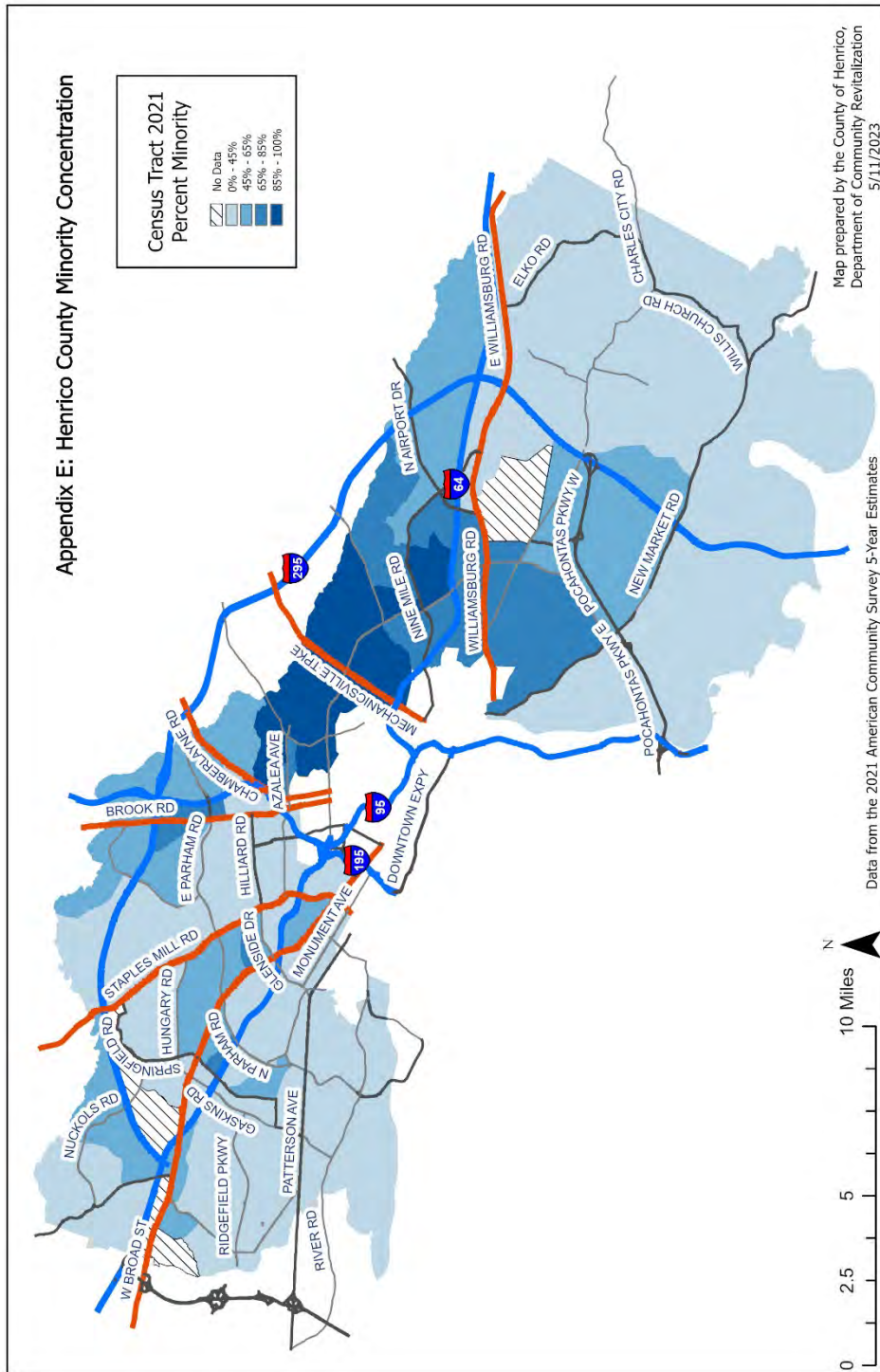
### **PUBLIC HEARINGS – OTHER ITEMS**

- 197-23                      Resolution - Authorizing County Manager to Submit the Henrico County Annual Action Plan, Including the CDBG and HOME Program Plans for FY 2023-24; Execute the CDBG and HOME Agreements for FY 2023-24; and Execute Contracts to Implement the CDBG and HOME Activities.

No one from the public spoke in opposition of this item.

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

# Appendix E: Areas on Minority Concentration



## Appendix F: Henrico Recapture Provision

### *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 provide homebuyer assistance or to undertake rehabilitation of owner-occupied single-family homes. This is intended to ensure homes remain the buyer's or homeowner's principal residence throughout the applicable affordability period. The following table outlines the affordability periods.

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

#### REDUCTION DURING AFFORDABILITY PERIOD:

If the homebuyer or homeowner occupies the property as his/her principal place of residence for a period of time less than the applicable affordability period, then the amount of the Direct HOME Subsidy subject to recapture will be reduced on a pro-rated basis for each full year that the homeowner or homebuyer owned and occupied the property, as described below. If the recapture provision is triggered by a sale of the property, Henrico County will recapture the pro-rated amount from the net proceeds available from the sale. The homeowner who "occupies the property" is defined as the person or persons who are using the property as their principal place of residence at the time the HOME funded assistance was provided, even though there may be additional owners who are not occupants of the property at the time.

The "Direct HOME Subsidy" is defined as the amount of HOME assistance provided to the homebuyer towards the purchase of the property or for rehabilitation projects not involving acquisition, the amount of HOME assistance provided to the homeowner-occupant towards the cost of the rehabilitation work undertaken on the property. Direct HOME Subsidy includes down-payment, closing costs or other HOME assistance provided directly to the homebuyer, or for rehabilitation projects, the cost paid for construction benefitting the homeowner-occupant.

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

- Divide the number of full years the homebuyer occupied the home by the period of affordability. When HOME funds were used for rehabilitation not involving acquisition, divide the number of years the homeowner occupied the home following completion of the rehabilitation (the date of completion means the date of the applicable Deed of Trust Note) by the period of affordability.
- Multiply the resulting figure by the total amount of Direct HOME Subsidy originally provided to the homebuyer or homeowner. 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 assistance is pro-rated as described above.

When the recapture provision is triggered by a sale of the property, 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 homebuyer or homeowner-occupant during the applicable affordability period, excluding the granting of a lien subordination or by rights of survivorship, all sums secured are immediately due and payable to Henrico County, except as provided above. Homeowners who were not using the property as their principal place of residence at the time of HOME funded assistance and retain the property through rights of survivorship are not excluded from the recapture provision, and all sums are to be secured.

SUBORDINATION:

The lien for HOME funds shall be in no worse than second position, unless approved in writing by Henrico County for any other 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 in the best interest of the homeowner. Refinancing is limited to circumstances in which any one of 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.

ENFORCEMENT:

Recapture provisions shall be enforced through contractual agreements between Henrico County, its subrecipients (or CHDOs), and the homebuyer or homeowner-occupant(s). Subrecipients (or CHDOs) will be responsible for securing the recapture provision for the Direct HOME Subsidy provided by obtaining a promissory Note from the homebuyer or homeowner and recording a Deed of Trust with a term that runs concurrently with the affordability period. Prior to disbursement, Henrico County and its subrecipients (or CHDOs) enter a signed homebuyer (or in the case of rehabilitation not involving acquisition, an authorization and release) agreement, wherein the recapture provisions are disclosed, and the homebuyer or homeowner acknowledges receipt of the recapture provisions.

DATE OF REVISION: February 28, 2022

## Appendix G: Agencies Provided General Funds

The following agencies serve low and moderate-income persons and are provided County general funds through the non-departmental budget in the amounts listed for Fiscal Year 2023-24.

American Red Cross of Capital Virginia: \$10,000  
Better Housing Coalition: \$38,405  
CARITAS: \$50,000  
CASA (Court Appointed Special Advocates): \$5,000  
Central Virginia Legal Aid Society: \$10,000  
Community Brain Injury Services (Mill House): \$26,250  
Community Food Collaborative: \$30,000  
Crossover Health Clinic: \$75,000  
FeedMore (Meals on Wheels, Central Virginia Foodbank) \$25,000  
FISH (Eastern Henrico County): \$26,244  
The Healing Place: \$25,000  
Henrico Community Food Bank: \$50,000  
H.O.P.E In the Community: \$20,000  
Housing Families First (Hilliard House): \$70,000  
Local Initiatives Support Corporation of Virginia (LISC): \$30,000  
Moments of Hope Outreach: \$30,000  
Opportunity. Alliance. Reentry (OAR): \$15,000  
Partnership for Housing Affordability: \$50,000  
Ramp Access Made Possible by Students (RAMPS): \$10,000  
Resources for Independent Living: \$25,000  
Street Foodies Foundation: \$10,000  
Safe Harbor: \$51,290  
Salvation Army: \$16,000  
Senior Connections (CAAA): \$56,000  
SOAR 365 (Camp Baker): \$7,500  
St. Joseph's Villa (Flagler Home): \$35,000

# Appendix H: HOME Price Limits Evaluation



## Henrico County, VA.

### Methodology and Results of Analysis of Median Housing Price Sales

Prepared by the Henrico County Department of Community Revitalization

July 25, 2023

#### I. Background.

The HOME Rule in 24 CFR 92.254 (a)(2)(i) and (iii) specifies that the purchase price for housing where homebuyer assistance is provided and the maximum after rehabilitation value where HOME funds are used for rehabilitation assistance, the housing value must not exceed 95% of the median purchase price for the area. HUD annually publishes these values on [HUD Exchange](#).<sup>1</sup> For Henrico County, those figures for 2023 are as follows:

\$280,000 for existing single-family homes

\$323,000 for new single-family homes

These housing values are no longer reflective of the actual housing values and purchase prices in the Henrico market. This has severely impacted the ability of Henrico County and its non-profit partners to assist first-time low- and moderate-income homebuyers through the downpayment and closing cost assistance programs which utilize HOME funds. The homeowner rehabilitation program is similarly impacted. To address this issue, Henrico County took advantage of a provision in the HOME Rule which provides an option, as described in 24 CFR 92.254(a)(2)(iii), for the Participating Jurisdiction to undertake a market analysis to determine 95% of the median area purchase price that more accurately reflects the current local situation. The following describes the analysis undertaken by Henrico County, and the resulting adjusted limits for HOME assisted housing as determined by a methodology consistent with the HOME Rule.

#### II. Methodology

##### A. Data Assemblage

Using the County Real Estate Assessor's database, containing information on all land parcels in the County, a subset of data was extracted that contained residential properties with the most recent sale recorded in the 12-month period between July 1, 2022, and June 30, 2023. That dataset was further refined to include only those properties with the following characteristics:

1. Property was a single unit, detached residence or a townhome, meaning the following Henrico County use codes were included:

---

<sup>1</sup> Department of Housing and Urban Development. (2023, May). *Home Homeownership Value Limits*. HUD Exchange. Retrieved June, 2023, from <https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>



- 210 - Single-Family residences within a subdivision
- 223 - Single-Family residences, not part of a subdivision, with land area less than five acres
- 270 - Townhouses (aka single-family residential attached)

The following single-family use codes were excluded:

- 220 - Two-family buildings
- 280 - Condominium units
- 224; 225; 226; and 227 - Single-Family residences with land area greater than five acres.

2. Sale was listed as “qualified,” i.e. non-market transaction were not included.

#### B. Delineation of New Home Sales vs. Existing Home Sales.

The delineation of New Home Sales and Existing Home Sales was completed through the use of the “year constructed” field. If the year of construction in the dataset showed the home was built in 2022 or 2023, that sale was considered to be of a “new construction” home. All other sales were considered sales of an existing home. That disaggregation of the dataset produced the following:

Sales of existing homes: 3,519

Sales of new construction homes: 566

#### C. Calculation of Median Sales Price

For each of the two datasets, a median sales price was determined. The median sales prices were as follows:

Existing Homes: \$347,000

New Construction Homes: \$ 430,660

#### D. Price Limit Adjustment for Single Family Homes

Following the guidance in [24 CFR 92.254\(a\)\(2\)\(iii\)\(E\)](#) the median price was multiplied by 0.95 to determine the price limits for single family homes. This resulted in the following limits:

Existing Homes: \$ 329,650

New Construction Homes: \$ 409,127

#### E. Calculations for Other residential housing types

Following the [“Methodology for Calculating HOME Maximum Purchase Price or After-Rehab Value Limits – FY 2021,”](#)<sup>2</sup> the limits for 2-unit homes, 3-unit homes, and 4-unit homes, for both existing and new construction were calculated. The results of those calculations are provided in the table below.

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<sup>2</sup> Community Planning and Development, “Methodology for Calculating HOME Maximum Purchase Price or After-Rehab Value Limits – FY 2023” (June 2023). Retrieved June 2023, from <https://www.huduser.gov/portal/datasets/home-datasets/files/FY-2023-HOME-Homeownership-Value-Limits-Methodology.pdf>

### III. Findings and Conclusions

The following summarizes the results of this analysis and compares those results to the price limits published by HUD for 2023 for Henrico County.

	Existing Homes	New Construction	Existing Homes	New Construction
Total Sales July 2021 – June 2022	3,519	566		
Median Sales Price 95% Henrico Analysis			HUD June 2023 Published Limits	
Single-Family - 1 Unit	<b>\$329,650</b>	<b>\$409,127</b>	<b>\$280,000</b>	<b>\$323,000</b>
2 Unit	\$421,952	\$523,683	\$359,000	\$413,000
3 Unit	\$510,958	\$634,147	\$434,000	\$500,000
4 Unit	\$632,928	\$785,524	\$538,000	\$620,000

The above methodology and housing value limits will be included in the submission of the PY2023-24 Annual Action Plan for HUD approval.

For additional information, contact the Henrico County Department of Community Revitalization:

David Sacks, Community Development Manager  
[sac01@henrico.us](mailto:sac01@henrico.us)  
 804-501-7611

Cara Kaufman, Program Manager  
[kau006@henrico.us](mailto:kau006@henrico.us)  
 804-501-7612

# Certifications and SF424s Submitted with Henrico County 2023-24 Annual Action Plan

OMB Number: 4040-0004  
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424			
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
		* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>	
* 3. Date Received:		4. Applicant Identifier:	
<input type="text"/>		<input type="text"/>	
5a. Federal Entity Identifier:		5b. Federal Award Identifier:	
<input type="text" value="54-6001344"/>		<input type="text"/>	
<b>State Use Only:</b>			
6. Date Received by State:		7. State Application Identifier:	
<input type="text"/>		<input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>			
* a. Legal Name: <input type="text" value="County of Henrico"/>			
* b. Employer/Taxpayer Identification Number (EIN/TIN):		* c. UEI:	
<input type="text" value="54-6001344"/>		<input type="text" value="H1QHB3BCK665"/>	
<b>d. Address:</b>			
* Street1:	<input type="text" value="PO Box 90775"/>		
Street2:	<input type="text"/>		
* City:	<input type="text" value="Henrico"/>		
County/Parish:	<input type="text"/>		
* State:	<input type="text" value="VA: Virginia"/>		
Province:	<input type="text"/>		
* Country:	<input type="text" value="USA: UNITED STATES"/>		
* Zip / Postal Code:	<input type="text" value="23273-0775"/>		
<b>e. Organizational Unit:</b>			
Department Name:		Division Name:	
<input type="text" value="Community Revitalization"/>		<input type="text" value="Community Development"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>			
Prefix:	<input type="text" value="Mr."/>	* First Name:	<input type="text" value="David"/>
Middle Name:	<input type="text"/>		
* Last Name:	<input type="text" value="Sacks"/>		
Suffix:	<input type="text"/>		
Title:	<input type="text" value="Community Development Manager"/>		
Organizational Affiliation:			
<input type="text" value="Local Government"/>			
* Telephone Number:	<input type="text" value="804-501-7611"/>	Fax Number:	<input type="text" value="804-501-7630"/>
* Email:	<input type="text" value="sac01@henrico.us"/>		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

US Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.218

CFDA Title:

Community Development Block Grant Program/Entitlement Grants

**\* 12. Funding Opportunity Number:**

\* Title:

Community Development Block Grant

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Community Development Block Grant (CDBG)

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="1,652,427.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="1,652,427.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

**Application for Federal Assistance SF-424**

<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____
---	---	--

<b>* 3. Date Received:</b> _____	<b>4. Applicant Identifier:</b> _____
-------------------------------------	--

<b>5a. Federal Entity Identifier:</b> 54-6001344	<b>5b. Federal Award Identifier:</b> _____
---	---

**State Use Only:**

<b>6. Date Received by State:</b> _____	<b>7. State Application Identifier:</b> _____
---	---

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:** County of Henrico

<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 54-6001344	<b>* c. UEI:</b> H1QHB3BCK665
--	----------------------------------

**d. Address:**

**\* Street1:** PO Box 90775  
**Street2:** \_\_\_\_\_  
**\* City:** Henrico  
**County/Parish:** \_\_\_\_\_  
**\* State:** VA: Virginia  
**Province:** \_\_\_\_\_  
**\* Country:** USA: UNITED STATES  
**\* Zip / Postal Code:** 23273-0775

**e. Organizational Unit:**

<b>Department Name:</b> Community Revitalization	<b>Division Name:</b> Community Development
---	--

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:** Mr.      **\* First Name:** David  
**Middle Name:** \_\_\_\_\_  
**\* Last Name:** Sacks  
**Suffix:** \_\_\_\_\_

**Title:** Community Development Manager

**Organizational Affiliation:**  
Local Government

**\* Telephone Number:** 804-501-7611      **Fax Number:** 804-501-7630

**\* Email:** sac01@henrico.us

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

US Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.239

CFDA Title:

HOME Investment Partnerships Program/Entitlement Grants

**\* 12. Funding Opportunity Number:**

\* Title:

HOME Investment Partnerships Program

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\* 15. Descriptive Title of Applicant's Project:**

HOME Investment Partnerships Program (HOME)

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="1,024,604.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="1,024,604.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:



**CERTIFICATIONS**

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

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

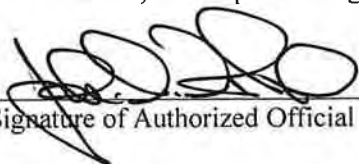
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

  
\_\_\_\_\_  
Signature of Authorized Official

7/27/2023  
\_\_\_\_\_  
Date

County Manager  
\_\_\_\_\_  
Title

## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

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

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

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

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2023-24 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

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

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

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

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

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

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

  
\_\_\_\_\_  
Signature of Authorized Official

  
\_\_\_\_\_  
Date

County Manager  
\_\_\_\_\_  
Title

**Specific HOME Certifications**


The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

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

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

  
\_\_\_\_\_  
Signature of Authorized Official

  
\_\_\_\_\_  
Date

County Manager  
\_\_\_\_\_  
Title

## **APPENDIX TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

#### **Lobbying Certification**

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

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE County Manager
APPLICANT ORGANIZATION County of Henrico, Virginia	DATE SUBMITTED 8/3/2023