



Henrico County, Virginia

2017-2018



Annual Consolidated Community Development Action Plan

Department of Community Revitalization
July 2017, Amended April 3, 2018



Henrico County, Virginia
2017-2018

ANNUAL CONSOLIDATED COMMUNITY DEVELOPMENT ACTION PLAN

**Department of Community Revitalization
July 2017, Amended April 3, 2018**

Acknowledgements

The 2017-18 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 *2017-2018 Consolidated Annual Action Plan* is submitted electronically to the United States Department of Housing and Urban Development (HUD) through the on-line Integrated Disbursement and Information System (IDIS). An amendment to the original submission was completed in April 2018 in order to add unspent funds from 2016-17 and to reprogram 2017-18 funds.

This document is an exported and reformatted version of the Action Plan submission made through IDIS.

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 4062 Crockett Street, Henrico, VA
- By email at revitalization@henrico.us
- By telephone at 501-7617

County of Henrico
Department of Community Revitalization
July 2017

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Executive Summary

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

1. Introduction

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

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

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

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

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

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

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

- 2017-18 CDBG Entitlement Grant: \$1,539,171
- 2017-18 HOME Entitlement Grant: \$623,810
- 2017-18 ESG Entitlement Grant: \$138,518
- CDBG Funds Brought Forward: \$90,576
- HOME Funds Brought Forward: \$65,062

Total Funds: \$2,457,137

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

This Action Plan was amended during PY2017-18 to add funds carried forward from 2016-17 and reprogrammed ESG funds from 2017-18.

2. Summarize the objectives and outcomes identified in the Plan

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

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

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

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

- Rehabilitation or minor repair of 77 (240) housing units for low- and moderate-income elderly and/or disabled homeowners thereby retaining the affordable housing stock and increasing the supply of supportive housing.
- Rehabilitation for sale or new construction of 2 (9) housing units for low- and moderate-income homeowners, thereby increasing the availability of affordable permanent housing.

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

3. Evaluation of past performance

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

The Consolidated Annual Performance and Evaluation Report (CAPER) described the County's performance relative to the goals established in the Five-Year Consolidated Plan. The following is a summary of the accomplishments for the program year ending September 30, 2016 as described in the PY 2015-16 Performance Report. During PY 2015-16, the County continued to provide and improve housing opportunities for low- and moderate-income individuals, support affordable housing, provide services and opportunities to low- and moderate-income individuals and families, and serve persons who were homeless or at risk of homelessness.

Summary of PY 2015-16 Accomplishments:

- Down payment and closing cost assistance through SCDHC to enable homeownership for low-income first-time homebuyers. Funding was provided for seven homebuyers; five homebuyers were assisted.
- Down payment and closing cost assistance though HOME Inc. to enable homeownership for low-income first-time homebuyers. Funding was provided for nine homebuyers; eight homebuyers were assisted.
- Development of new affordable housing through CHDOs. Four vacant homes and one vacant lot were purchased for the rehabilitation and/or construction of single-family dwellings for sale to low-income, first-time homebuyers in PY 2015-2016. Total expenditure of HOME CHDO funds

from prior program years PY 2010-2011 was \$57,831 and PY 2012-2013 was \$49,000 and PY 2014-2015 was \$17,244.09 and PY 2015-2016 was \$27,600 for a total investment of \$151,655.09.

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

As of July 10, 2017, the 2016-17 CDBG spend rate was calculated at 0.92. Henrico County consistently meets the required CDBG spend rate.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

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

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

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

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

5. Summary of public comments

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

Comments received concerned the County's efforts towards assisting those with homelessness, increasing maintenance of public infrastructure and code enforcement on private property.

Karen Stanley, CEO for CARITAS, described the organization's homeless services and the Healing Place, a program for men with addiction. Ms. Stanley expressed gratitude for the Emergency Solutions Grant and CDBG Funding received for the 2017-2018 fiscal year. She stated that the CDBG funds in particular would assist the organization in establishing the Healing Place for women with addiction. Currently, there is a huge need in Henrico County for women fighting addiction. Ms. Stanley commented that the allocation of CDBG funding will assist CARITAS in opening the new Healing Place and provide addiction services to women in the region.

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

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

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

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

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

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

Table 1 – Responsible Agencies

Narrative (optional)

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

Consolidated Plan Public Contact Information

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

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

1. Introduction

Throughout the year, CDBG, HOME, and ESG staff met with local agencies and groups. These meetings are intended to maintain a current understanding of the housing, community development, and public service needs of low- and moderate-income County residents and to identify opportunities for funding in upcoming program years and funding adjustments in the current year. Listed in Table 2 and discussed below are some of the meetings undertaken by staff as part of an ongoing dialog to discuss the needs of the County's citizens in preparation of the 2017 Annual Action Plan.

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

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

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

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

Agencies consulted are listed in Table 2.

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

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

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

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

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

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

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	HOME INC
	Agency/Group/Organization Type	Housing Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year with key program staff. Program adjustments occurred as needed based on consultations and identification of issues and needs. As a result of consultations an Action Plan amendment was undertaken to provide additional funds for homeownership assistance.
2	Agency/Group/Organization	Project Homes
	Agency/Group/Organization Type	Housing Services - Housing Services-Elderly Persons Services-Persons with Disabilities Regional organization
	What section of the Plan was addressed by Consultation?	Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occurred as needed based on consultations and identification of issues and needs.
3	Agency/Group/Organization	SOUTHSIDE COMMUNITY DEVELOPMENT AND HOUSING CORPORATION
	Agency/Group/Organization Type	Housing Services - Housing Regional organization
	What section of the Plan was addressed by Consultation?	Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occurred as needed based on consultations and identification of issues and need for improvement.

4	Agency/Group/Organization	Richmond Metropolitan Habitat for Humanity
	Agency/Group/Organization Type	Housing Services - Housing Services-Education Regional organization
	What section of the Plan was addressed by Consultation?	Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As a previously funded agency, consultations occurred regarding opportunities to partner with a variety of educational programs and opportunities for housing repair and rehabilitation.
5	Agency/Group/Organization	Housing Families First
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year.
6	Agency/Group/Organization	Virginia Supportive Housing
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Various coordination meetings occurred throughout the program year. As a result of consultations, CDBG funding allocated in prior years was targeted towards specific elements of the project for the permanent supportive housing facility. This was done to save project costs.

7	Agency/Group/Organization	HOMEWARD
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussions with staff, Board, and Review Committee on regional approaches to homelessness, most effective opportunities for Henrico County to participate with ESG funds, and data collection to better facilitate reporting and program evaluation.
8	Agency/Group/Organization	CARITAS
	Agency/Group/Organization Type	Services - Housing Services-Persons with Disabilities Services-homeless Services-Health Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Discussions resulted in funding for the development of the CARITAS Center, a multi-use facility expanding substance abuse and homeless services.
9	Agency/Group/Organization	Henrico County Dept. of Recreation and Parks
	Agency/Group/Organization Type	Services-Education Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussed recreation needs in low-income areas of the County and opportunities to partner in providing educational services to low-income County homeowners.

10	Agency/Group/Organization	ST. JOSEPH'S VILLA
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Education Child Welfare Agency Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As a previously funded agency, consultations occurred regarding opportunities to participate in improvements to facilities providing services to low-come children and regional homeless strategies
11	Agency/Group/Organization	Henrico County Dept. of Social Services
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services - Victims Child Welfare Agency Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As a currently funded agency, regular status updates and coordination meetings occurred throughout the program year. Program adjustments occurred as needed based on consultations and identification of issues and need for improvement.
12	Agency/Group/Organization	Henrico County Dept. of Building Inspections
	Agency/Group/Organization Type	Housing Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment projects

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As a previously funded agency, consultations occurred regarding opportunities to participate in improvements to facilities providing services to low-income children and regional homeless strategies
13	Agency/Group/Organization	Henrico County Dept. of Community Revitalization
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Community Maintenance Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Formal meetings are held monthly to identify specific citizen and housing needs and identify solutions. Cooperative housing improvement programs were implemented with this agency, non-profits, and volunteer groups to address housing needs.
14	Agency/Group/Organization	Henrico Area Mental Health and Developmental Services
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-Health Services-Education Health Agency Other government - Local Regional organization Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussion of housing choice voucher program and clients served, clients needs relating to housing, mentoring and tutoring services to children in subsidized housing.
15	Agency/Group/Organization	Henrico County Public Schools
	Agency/Group/Organization Type	Services-Children Services-Education Other government - County Grantee Department
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth

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

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

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

26	Agency/Group/Organization	Maymont Foundation
	Agency/Group/Organization Type	Services-Children Services-Education Regional organization Foundation
	What section of the Plan was addressed by Consultation?	projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussion of opportunities to participate in the funding of a play area for children visiting the park.
27	Agency/Group/Organization	Rebuilding Together of Richmond
	Agency/Group/Organization Type	Housing Services - Housing Services-Education Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussion were held regarding participating in the planning and implementation of home maintenance workshops, resulting in partnering in the development and implementation of a session on Aging in Place. Further discussions resulting in funding in PY 17-18 for housing repair for low-income homeowners as part of the 2018 National Rebuilding Day.
28	Agency/Group/Organization	CIRCLE CENTER ADULT DAY SERVICES
	Agency/Group/Organization Type	Services-Elderly Persons Services-Health Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussions regarding opportunities to participate in the modification of an existing facility providing services to low-income elderly persons in order to accommodate an increase in persons served. As a result of the consultations, funding was provided in PY 2017-18.
29	Agency/Group/Organization	Greater Richmond ARC
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-Education Services-Employment Regional organization

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Discussion of the long-range plans to increase services to children and adults with developmental disabilities and opportunities to participate in the funding of specific capital projects related to these plans.
30	Agency/Group/Organization	Safe Harbor
	Agency/Group/Organization Type	Housing Services - Housing Services-Victims of Domestic Violence Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Opportunities to provide funding for capital improvements to a regional facility providing shelter for victims of domestic violence and human trafficking.
31	Agency/Group/Organization	Virginia Department of Historic Resources
	Agency/Group/Organization Type	Other government - State
	What section of the Plan was addressed by Consultation?	projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Continuation of consultations on historic preservation and neighborhood revitalization strategies. Agency was funded in PY 15-16 and PY 16-17 to initiate and continue the process to document historic resources in Highland Springs to lead to the listing of the community on the National and State Register of Historic Places. DHR will continue to provide technical assistance in 17-18 through the completion of the project.
32	Agency/Group/Organization	YWCA
	Agency/Group/Organization Type	Housing Services-Victims of Domestic Violence Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As a currently funded agency, discussions were held regarding regional needs of domestic violence victims. Continued funding is provided in PY2017-18.

33	Agency/Group/Organization	Shady Grove YMCA
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	projects
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation regarding needs of children and families in the Glen Allen area of Henrico however a clear understanding of the programs and service areas it was determined that they would not qualify for CDBG funding.

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

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

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

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

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

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

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

AP-12 Participation – 91.105, 91.200(c)

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

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

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

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/ broad community	No comments were received by phone, email, or letter to the January 27, 2017 newspaper advertisement.			
2	Public Hearing	Non-targeted/ broad community	One citizen attended the public needs hearing at the North Park Branch Library.	Comments received related to the County's efforts assisting those with homelessness, increasing maintenance of public infrastructure, and code enforcement on private property.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Email	Email list	An email was sent to approximately 140 individuals/ organizations on the Department's email list.	No comments were received in response to this outreach.		
4	Newspaper Ad	Non-targeted/ broad community	An ad was placed in the Richmond Times-Dispatch on July 8, 2017 notifying citizens and stakeholders of the public hearing with the Board of Supervisors.	Add comments later.		
5	Public Hearing	Non-targeted/ broad community	A public hearing was held before the Board of Supervisors on July 25, 2017. Add participants later.	Comments will be inserted here following the public hearing.		

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

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

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,539,171	0	90,576	1,629,747	3,078,342	The projected amount for the remainder of the Con Plan is based on an assumption that CDBG funding levels will remain the same for years 4 and 5.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	623,810	10,542	65,062	699,414	1,155,608	The projected amount for the remainder of the Con Plan is based on an assumption that HOME funding levels will decrease 5% each year.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	138,518	0	13,568	152,086	268,780	The projected amount for the remainder of the Con Plan is based on an assumption that ESG funding levels will decrease by 2% per year for years 4 and 5.

Table 5 - Expected Resources – Priority Table

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

- Local and State Enterprise Zone Grants: Henrico County provides grant funding to supplement CDBG funds invested in qualifying businesses for the purpose of job creation for low- and moderate-income persons. Several grant programs are funded with CDBG funds; others with County general funds. Businesses undertaking improvements resulting in job creation can utilize either or both grant programs. Enterprise Zone businesses/properties are also eligible

for state grants.

- Henrico County funds a variety of non-profit organizations in the non-departmental general fund budget for the purpose of providing public services serving predominantly low- and moderate-income persons.
- Low Income Housing Tax Credits (LIHTC): The federal 4% and 9% LIHTC is a substantial source of funding for the construction and rehabilitation of affordable rental units. They are a dollar-for-dollar credit against federal tax liability. There are currently 5,604 LIHTC supported housing units in Henrico within 43 apartment communities. Two additional communities received tax credit allocations in 2016 or 2017 and the projects have not yet been completed.
- Section 8 Housing Choice Vouchers: Vouchers used in Henrico County are administered primarily through four entities: Richmond Redevelopment Housing Authority, Henrico Area Mental Health and Developmental Services, Central Virginia Resource Corporation, and Richmond Residential Services.
- Down payment and closing cost assistance is leveraged and/or matched with additional private grants, homeowner contributions, state grants, and in-kind contributions.
- Emergency Solutions Grant Funds are leveraged and matched with state ESG funds, private charitable contributions, foundation funds, United Way and similar funding, and in-kind contributions from public and private agencies, and funding provided through the Continuum of Care, and CDBG funds provided for homelessness prevention. Administrative funds are matched with CDBG funds that pay for the additional time spent by County staff administering the ESG program.
- Match contribution to HOME-eligible households is provided in-part through two volunteer assistance programs utilizing the value of contributed labor and materials, and through the provision of homebuyer assistance provided by private financial institutions.
- Henrico County also provides support to CDBG, HOME, and ESG funded organizations and others that serve low and moderate income individuals. Agencies funded and amount are provided in Appendix H, Agencies Provided County General Funds.

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

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

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Rehabilitation of Existing Housing	2015	2019	Affordable Housing	County-wide	Affordable Housing Preservation and Development	CDBG: \$812,047 HOME: \$453,594	Homeowner Housing Added: 2 Household Housing Unit Homeowner Housing Rehabilitated: 77 Household Housing Unit
2	Increase Affordable Homeownership Opportunities	2015	2019	Affordable Housing	County-wide	Affordable Housing Preservation and Development	CDBG: \$44,500 HOME: \$183,500	Direct Financial Assistance to Homebuyers: 18 Households Assisted
3	Revitalize Older Commercial Corridors	2015	2019	Economic Development	County-wide	Community Economic Development	CDBG: \$185,000	Jobs created/retained: 6 Jobs
4	Prevent Homelessness	2015	2019	Homeless	County-wide	Mitigation and Prevention of Homelessness	ESG: \$33,956	Homelessness Prevention: 808 Persons Assisted
5	Assist Homeless Families in Obtaining Housing	2015	2019	Homeless	County-wide	Mitigation and Prevention of Homelessness	ESG: \$50,000	Tenant-based rental assistance / Rapid Rehousing: 25 Households Assisted
6	Emergency Shelter and Supportive Services	2015	2019	Homeless	County-wide	Mitigation and Prevention of Homelessness	ESG: \$55,250	Homeless Person Overnight Shelter: 83 Persons Assisted
7	Provide Public Services for Low/Mod Populations	2015	2019	Non-Housing Community Development	County-wide	Non-housing Community Development	CDBG: \$194,000	Public service activities other than Low/Moderate Income Housing Benefit: 290 Persons Assisted
8	Support Non-Housing Needs for Special Populations	2015	2019	Non-Homeless Special Needs	County-wide	Non-housing Community Development	CDBG: \$127,500	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 150 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Rehabilitation of Existing Housing
	Goal Description	Provide funds to project:HOMES for minor home repair (61) and moderate home rehabilitation 11), funds to Rebuilding Together Richmond for minor home repair (5), and provide \$93,600 for CHDO activities (2).
2	Goal Name	Increase Affordable Homeownership Opportunities
	Goal Description	Provide funds for 18 down payment assistance grants to SCDHC (6) and HOME Inc. (12).
3	Goal Name	Revitalize Older Commercial Corridors
	Goal Description	Provide funds for Commercial Assistance staff to provide technical support to businesses within the County's Enterprise Zones.
4	Goal Name	Prevent Homelessness
	Goal Description	Provide funds to DSS (8 individuals or families) and to YWCA for hotline (800 persons).
5	Goal Name	Assist Homeless Families in Obtaining Housing
	Goal Description	Provide funds to Housing Families First for rapid rehousing for 25 families.
6	Goal Name	Emergency Shelter and Supportive Services
	Goal Description	Provide funds to CARITAS (supportive services to shelter clients, 60 people) and to Hilliard House (shelter operations for 23 households).
7	Goal Name	Provide Public Services for Low/Mod Populations
	Goal Description	Provide funds to CONNECT to provide after-school program for 115 low-income students. Provide funds for homeowner education workshops (expect 25 LMI homeowners at each of 4 sessions). Provide funds for fair housing education including seminars and brochure distribution (75 residents served through seminars).
8	Goal Name	Support Non-Housing Needs for Special Populations
	Goal Description	Provide funds to CARITAS towards the acquisition and rehabilitation of a facility to bring together CARITAS services including the expansion of services and creation of The Healing Place for Women (serve 50 Henrico residents) and to Circle Center Adult Day Services towards renovation of a facility providing adult day care (100 people served).

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

Eighteen(18) low- and moderate-income households will be assisted through down payment assistance grants. Another two will be provided affordable housing through the acquisition, rehab, and sale of vacant homes. In addition 77 homeowners will benefit from minor home repairs or moderate home rehabilitation. Through ESG programs, 808 individuals/households will receive services to prevent homelessness; 25 households will receive assistance in being rapidly rehoused after becoming homeless;

83 individuals/households will receive emergency shelter or services.

AP-35 Projects – 91.220(d)

Introduction

The following projects comprise the activities that will take place during the 2017-18 program year to address the priority needs and specific objectives identified in the strategic plan.

#	Project Name
1	CDBG Administration
2	HOME Program Administration
3	Commercial Assistance Program
4	Connect Program
5	project:HOMES Homeowner Rehabilitation Program
6	project:HOMES Emergency and Minor Repairs
7	HOME Inc. Downpayment Assistance
8	Southside Community Development & Housing Corp. Downpayment Assistance
9	CHDO Activities Rehab for Sale
10	Homeowner Maintenance Workshops
11	HOME, Inc. - Fair Housing Outreach
12	Rebuilding Together Richmond Home Repair
13	Circle Center Adult Day Services
14	CARITAS Center
15	ESH17 2017-18 ESG Program

Table 8 – Project Information

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

Funds are allocated based on priorities established in the Five-Year Consolidated Plan, including the need to address issues with the aging housing stock in the County, the need to provide services and facilities for special needs populations, and funding requests received. An overall downward trend in the HOME entitlement allocation has significantly impacted the ability to address priorities and underserved needs. Acquisition of severely dilapidated, vacant homes has proven challenging.

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	CDBG Administration
	Target Area	County-wide
	Goals Supported	Rehabilitation of Existing Housing Increase Affordable Homeownership Opportunities Revitalize Older Commercial Corridors Provide Public Services for Low/Mod Populations
	Needs Addressed	Affordable Housing Preservation and Development Community Economic Development Non-housing Community Development
	Funding	CDBG: \$266,700
	Description	Provides funds for the administration of the CDBG program.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
2	Project Name	HOME Program Administration
	Target Area	County-wide
	Goals Supported	Rehabilitation of Existing Housing Increase Affordable Homeownership Opportunities
	Needs Addressed	Affordable Housing Preservation and Development
	Funding	HOME: \$62,300
	Description	Provide funds for the administration of the HOME program.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

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

	Needs Addressed	Affordable Housing Preservation and Development
	Funding	CDBG: \$190,203 HOME: \$360,014
	Description	Program provides moderate home rehabilitation to low-income homeowners who are elderly and/or disabled.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Eleven low- or moderate-income elderly or disabled households will receive moderate home rehabilitation.
	Location Description	
	Planned Activities	
6	Project Name	project:HOMES Emergency and Minor Repairs
	Target Area	County-wide
	Goals Supported	Rehabilitation of Existing Housing
	Needs Addressed	Affordable Housing Preservation and Development
	Funding	CDBG: \$581,844
	Description	Program provides minor home repairs for low-and moderate-income homeowners.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	61 low- or moderate-income households will receive minor home repairs.
	Location Description	
	Planned Activities	
7	Project Name	HOME Inc. Downpayment Assistance
	Target Area	County-wide
	Goals Supported	Increase Affordable Homeownership Opportunities
	Needs Addressed	Affordable Housing Preservation and Development
	Funding	CDBG: \$25,500 HOME: \$127,500
	Description	Provision of down payment assistance grants to first-time, low-or moderate-income homebuyers.
	Target Date	9/30/2018

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

10	Project Name	Homeowner Maintenance Workshops
	Target Area	County-wide
	Goals Supported	Provide Public Services for Low/Mod Populations
	Needs Addressed	Affordable Housing Preservation and Development
	Funding	CDBG: \$10,000
	Description	Provide funds to in order to conduct a series of educational workshops for homeowners in low-mod areas targeted towards housing improvements and maintenance.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 low- or moderate-income residents will benefit from the provision of free workshops.
	Location Description	Workshops will be held in or adjacent to low-income block groups. Attendance at the workshops is open to anyone regardless of residency.
Planned Activities		
11	Project Name	HOME, Inc. - Fair Housing Outreach
	Target Area	County-wide
	Goals Supported	Provide Public Services for Low/Mod Populations
	Needs Addressed	Affordable Housing Preservation and Development
	Funding	CDBG: \$15,000
	Description	Provide funds for fair housing education including seminars and brochure distribution.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	75 persons of limited English proficiency and/or racial or ethnic minority groups will be provided education on fair housing rights and opportunities.
	Location Description	
Planned Activities		
12	Project Name	Rebuilding Together Richmond Home Repair
	Target Area	Highland Springs/Laburnum Gateway
	Goals Supported	Rehabilitation of Existing Housing
	Needs Addressed	Affordable Housing Preservation and Development
	Funding	CDBG: \$40,000
	Description	Provide funds for home repairs to low-income homeowners in Laburnum Gateway target area.

	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Rebuilding Together Richmond will provide minor home repairs to 5 low-income households.
	Location Description	This activity will be limited to homes within the Laburnum Gateway Revitalization Area or Census Tract 2008.05
	Planned Activities	Provide minor home repairs.
13	Project Name	Circle Center Adult Day Services
	Target Area	County-wide
	Goals Supported	Support Non-Housing Needs for Special Populations
	Needs Addressed	Non-housing Community Development
	Funding	CDBG: \$27,500
	Description	Funds towards the renovation of a facility providing adult day care.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 clients of Circle Center ADS will benefit from facility improvements.
	Location Description	Circle Center is located at 4900 W. Marshall Street.
	Planned Activities	Improvements to the reception/check in area.
14	Project Name	CARITAS Center
	Target Area	County-wide
	Goals Supported	Support Non-Housing Needs for Special Populations
	Needs Addressed	Non-housing Community Development
	Funding	CDBG: \$100,000
	Description	The CARITAS Center is the acquisition and rehabilitation of a facility to bring together CARITAS services including the expansion of services and creation of The Healing Place for Women.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	50 Henrico residents will benefit from the creation of The Healing Place for Women. The program will serve a total of 500 per year. Additional people will be served by other CARITAS programs at this facility.
	Location Description	The new facility will be located at 2119 Stockton St, Richmond.
	Planned Activities	Funds will be provided towards acquisition of the land and buildings.

15	Project Name	ESH17 2017-18 ESG Program
	Target Area	County-wide
	Goals Supported	Prevent Homelessness Assist Homeless Families in Obtaining Housing Emergency Shelter and Supportive Services
	Needs Addressed	Mitigation and Prevention of Homelessness
	Funding	ESG: \$152,086
	Description	Provide funds for the 2017-18 ESG program.
	Target Date	9/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	8 low-income families facing homelessness will receive prevention services from Henrico Dept. of Social Services. 800 low-income persons will receive prevention services from the YWCA through a domestic violence hotline. 25 low-income homeless households will receive rapid rehousing services through Housing Families First. 23 low-income homeless individuals will receive shelter through Housing Families First. 60 homeless individuals will receive shelter and counseling through CARITAS.
	Location Description	County-wide
	Planned Activities	Emergency shelter, rapid rehousing, homelessness prevention,

AP-50 Geographic Distribution – 91.220(f)

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

- Henrico County uses all of its CDBG, HOME, and ESG funds to provide benefits to low- and moderate-income people. As a result, CDBG funded activities are located where these people live and/or receive services and/or work. Henrico County does not plan for, or allocate, these resources on a racial or ethnic basis.
- The County offers residential rehabilitation and repair programs for low-income homeowners. Eligibility is based on household income and is available County-wide.
- Homebuyer assistance programs are available for any County resident who meets the income and eligibility requirements. Housing purchased under these programs can be anywhere in the County.
- Housing for sale that is built or rehabilitated with CDBG or HOME funds may be anywhere in Henrico County. Purchasers of these homes must meet income and eligibility guidelines.
- The CONNECT Program serves children living in subsidized multi-family housing. The program operates four locations, serving 11 communities: Henrico Arms, Oakland Village, Newbridge Village, Richfield Place, Coventry Gardens, Ironwood, Summerdale, Viviana Hall, Williamsburg Place, Woodlands, and Woodpost Townhomes.
- Programs that provide assistance to businesses create jobs available to low-income persons. Businesses assisted must be located in the Enterprise Zone, which follows commercial corridors and industrial areas throughout the County.
- One facility that provides housing and substance abuse services to homeless women battling substance abuse will receive funds to assist with the acquisition of a new facility; this facility is located in the City of Richmond and provides services to individuals from throughout the Richmond region.
- A facility providing adult day care will receive funds. The facility is located in a low-mod block group in Henrico but provides services to clients throughout the Richmond region. The majority of clients are Henrico residents.
- A program to provide homeowner maintenance and repair education will take place at a public facility in a low/mod area.
- ESG funds will provide financial assistance and case management services to homeless persons and households and those facing homelessness. Assistance will be given to households who meet the income and eligibility guidelines regardless of where they live or lived in Henrico County. Assistance to those who will be placed in housing will be for housing in any part of the County or metropolitan area that meets the needs of the household.
- Henrico County defines areas of minority or racial concentration as those in which 50.1% or more of the population is nonwhite. The non-white minority population comprises 41.4% of the total county population, compared to 38.1% non-white population for the entire Richmond

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

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

Geographic Distribution

Target Area	Percentage of Funds
County-wide	98

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

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

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

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

- \$190,203 from CDBG and \$360,014 from HOME funds to project:HOMES for the rehabilitation of homes owned by very low- or low-income elderly and/or disabled County homeowners.
- \$581,844 from CDBG funds to project:HOMES for emergency and minor repairs to homes owned by very low- or low-income residents of the County.
- \$40,000 from CDBG funds to Rebuilding Together of Richmond for home repair program in Laburnum Gateway.
- \$25,500 from CDBG and \$127,500 from HOME funds to HOME Inc. for down-payment and closing cost assistance for the purchase of homes by low-income, first-time homebuyers.
- \$19,000 from CDBG and \$56,000 from HOME funds to Southside Community Development and Housing Corporation for down-payment and closing cost assistance for the purchase of homes by low-income, first-time homebuyers.
- \$93,600 from HOME CHDO funds for activities of acquisition and rehabilitation of homes for sale to low-income households.
- \$10,000 of CDBG funds for homeowner maintenance and repair workshops for homeowners in low/mod areas.
- \$39,844 from ESG funds to the Henrico Department of Social Services, the YWCA, and Commonwealth Catholic Charities for Homeless Prevention.
- \$35,250 from ESG funds to Housing Families First for Rapid Rehousing.
- \$70,000 from ESG funds to CARITAS and Housing Families First for emergency shelter and/or case management for shelter residents.

One Year Goal for the Number of Households to be Supported	
Homeless	833
Non-Homeless	97
Special-Needs	0
Total	930

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	25
The Production of New Units	2
Rehab of Existing Units	77
Acquisition of Existing Units	18
Total	122

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

Discussion

The above numbers in Table 11 represent:

Non-homeless:

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

Homeless:

833 persons assisted with ESG funds through:

- rapid rehousing through Housing Families First (25),
- homeless prevention through Commonwealth Catholic Charities (8)
- homeless prevention through the YWCA hotline (800).

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

The difference of 808 between the two tables in this Section represents 800 persons served by the YWCA hotline and 8 persons served by Commonwealth Catholic Charities with prevention services. It is important to note that this Plan was amended on April 3rd, 2018. The amendment reprogrammed 2016-17 and 2017-18 funds totaling \$19,456 from Henrico Social Services Homeless Prevention to Commonwealth Catholic Charities (CCC) in order for CCC to operate the same service on Henrico County's behalf.

AP-60 Public Housing – 91.220(h)

Introduction

Henrico County has no public housing.

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

N/A

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

N/A

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

N/A

Discussion

N/A

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

Introduction

The County utilizes all of its CDBG, ESG and HOME Program allocations for the benefit of low- income persons to reduce the effects of poverty and to assist families to transition into the economic mainstream. The County utilizes CDBG and/or HOME funds in keeping its elderly, very low- and low-income homeowners in their homes through minor repairs and housing rehabilitation programs. The County continues to use CDBG and HOME funds for housing repairs and rehabilitation for disabled individuals.

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

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

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

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

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

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

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

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

Addressing the emergency shelter and transitional housing needs of homeless persons

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

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

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

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

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

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

- CARITAS Case Management -- \$20,000 to fund a program that will provide case management services to 60 individuals residing in shelters. An additional \$32,805 has been allocated from non-departmental funds to support shelter staff costs for the Single Adult and Family Focus programs.
- St. Joseph’s Villa – Flagler Housing and Homeless Services -- \$34,174 has been allocated from non-departmental funds for the provision of services. No request or allocation for ESG funding.
- Housing Families First Rapid Rehousing -- \$50,000 to fund a program to provide rapid re-housing for 25 households, primarily women and children. An additional \$41,337 has been allocated from non-departmental funds for rapid rehousing.
- Commonwealth Catholic Charities¹ Homeless Prevention -- \$5,888 of ESG funds for the provision of assistance and services to prevent homelessness for 8 persons or families.
- YWCA -- \$14,500 towards the cost of operating a regional domestic violence hotline. It is estimated that 800 Henrico County residents will benefit from this hotline. An additional \$20,520 has been allocated from non-departmental funds for the hotline, emergency safe housing, counseling, and case management.

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

¹ It is important to note that this plan was amended on April 3rd, 2018. The amendment reprogrammed 2016-17 and 2017-18 funds totaling \$19,456 from Henrico Social Services Homeless Prevention to Commonwealth Catholic Charities (CCC) in order for CCC to operate the same service on Henrico County's behalf.

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

Introduction

Henrico County is an affordable housing market. Based on current assessed values of single-family homes in the County, a large percentage of its homes are affordable for low-income families, making 80% or less than Area Median Income.

As reported in the 2010-2015 Five Year Consolidated Community Development Plan, Henrico has tracked the affordability of its single-family housing, which documented that 74% were affordable in 2001, and following fluctuations during the decade, resulted in a 71% affordability rate in 2010. Also, in 2010, 91% of homes were affordable as workforce housing for families earning 120% of AMI. Looking at housing affordability for low and moderate income homeowners, analyses by County staff in 2013, 2015, and 2017 determined in 2013, 66.1% of single-family homes were affordable for households earning up to 80% AMI. That percentage decreased to 55% in early 2017, based on preliminary data, and reflecting 2016 median income data. These numbers do not reflect actual sales indicated actual availability of affordable housing. .

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

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

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

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

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

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

- Allocation of \$93,600 for CHDO Activities aimed at increasing the supply of affordable housing for low- and moderate-income homeowners.
- Allocation of \$183,500 of HOME and \$44,500 of CDBG for down payment assistance to support first-time low- and moderate-income homebuyers.

- Allocation of a total of \$1,172,155 for rehabilitation and minor repair programs in support of the retention of existing affordable housing.
- Allocation of \$2,104,959 of County General Funds to the Community Maintenance and Building Inspection Programs that includes the administration of a volunteer housing assistance program designed to improve the housing conditions of low-income County homeowners and a program of facilitating the maintenance of affordable housing communities.
- Real Estate Advantage Program (REAP) provides real estate tax exemption for qualified seniors totaling \$7,906,053 in savings to qualified seniors.
- Tax abatement for single-family and multi-family housing rehabilitation.

AP-85 Other Actions – 91.220(k)

Introduction

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

Actions planned to address obstacles to meeting underserved needs

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

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

Actions planned to foster and maintain affordable housing

During PY 2017-18, Henrico County will commit a total of \$1,172,155 for homeowner rehabilitation and repair for 77 low- and moderate-income households, the majority of which will be elderly householders.

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

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

Actions planned to reduce lead-based paint hazards

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

Actions planned to reduce the number of poverty-level families

The Commercial Assistance Program facilitates development and expansion of businesses to create jobs available to low- and moderate-income persons as well as persons in poverty.

The County will continue to support appropriate activities that preserve and expand the supply of housing that is affordable to low-income households. This will include support for applications for low-

income housing tax credits for the rehabilitation of existing multi-family units, providing housing opportunities for low-and moderate-income persons.

The CONNECT Program provides after-school mentoring and tutoring to improve educational achievement (a significant factor in determining future income) for children residing in low-income housing communities. The County has committed \$169,000 of CDBG funds towards this program in PY 2017-18.

Actions planned to develop institutional structure

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

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

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

Program Specific Requirements

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

Introduction

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

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

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

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

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

N/A

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

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

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

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

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

N/A

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

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

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

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

The community has had a centralized point of entry into the shelter system since 2004. It is called Homeless Point of Entry (HPE), is run by Commonwealth Catholic Charities, and provides screening

and assessment for shelter assistance. All households seeking shelter are assessed using the Richmond Housing Barrier Assessment, which is a tool that has been designed to identify demographic information and service needs. Most agencies use the form since their receipt of state funding requires the use of that barrier assessment tool.

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

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

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

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

5. Describe performance standards for evaluating ESG.

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

2017-2018 Annual Action Plan Appendices

Appendix A: Resolution of the Board of Supervisors

Appendix B: Sources and Uses of Funds

Appendix C: Public Hearing Notices

Appendix D: Areas of Minority Concentration

Appendix E: Henrico County Recapture Provisions

Appendix F: Henrico County ESG Manual

Appendix G: Targeted Areas

Appendix H: Agencies Provided County General Funds

Appendix I: Amendment Notification and Approval Letter

Appendix A – Resolution of the Board of Supervisors



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

Agenda Item No. 196-17

Page No. 1 of 2

Agenda Title: RESOLUTION — Authorizing the County Manager to Submit the Henrico County Annual Consolidated Action Plan, including the CDBG, HOME and ESG Program Plans for Fiscal Year 2017-18; to Execute the CDBG, HOME and ESG Agreements for Fiscal Year 2017-18; and to Execute Contracts to Implement the CDBG, HOME and ESG Activities.

<p>For Clerk's Use Only:</p> <p>Date: <u>7/25/2017</u></p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p><input type="checkbox"/> Amended</p> <p><input type="checkbox"/> Deferred to:</p>	<p>BOARD OF SUPERVISORS ACTION</p> <p>Moved by (1) <u>Shoute</u> Seconded by (1) <u>Hinson</u></p> <p>(2) _____ (2) _____</p> <p>REMARKS: APPROVED</p>	<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><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Hinson, H.</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Nelson, T.</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>O'Bannon, P.</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Thornton, F.</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		YES	NO	OTHER	Branin, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hinson, H.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nelson, T.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O'Bannon, P.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Thornton, F.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							

WHEREAS, Henrico County is an entitlement community under the U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant (“CDBG”) Program, as authorized by Title 1 of the Housing and Community Development Act of 1974; and,

WHEREAS, the County’s CDBG entitlement for Fiscal Year 2017-18 is \$1,539,171, and the County has prepared the attached proposed sources and uses of CDBG entitlement funds; and,

WHEREAS, \$18,732 in unspent CDBG funds from previous years is included in the proposed use of CDBG funds in Fiscal Year 2017-18; and,

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

WHEREAS, the County’s HOME entitlement for Fiscal Year 2017-18 is \$623,810, and the County has prepared the attached proposed sources and uses of HOME entitlement funds; and,

WHEREAS, \$10,542 in HOME program income from Fiscal Year 2016-17 is included in the proposed use of HOME funds in Fiscal Year 2017-18; and,

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

WHEREAS, the County’s ESG entitlement for Fiscal Year 2017-18 is \$138,518, and the County has prepared the attached proposed sources and uses of ESG entitlement funds; and,

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

By Agency Head [Signature] By County Manager [Signature]

Routing:
Yellow to: _____
Copy to: _____

Certified: _____
A Copy Teste: _____
Clerk, Board of Supervisors

Date: _____

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

Agenda Item No. 196-17
Page No. 2 of 2

Agenda Title: RESOLUTION — Authorizing the County Manager to Submit the Henrico County Annual Consolidated Action Plan, including the CDBG, HOME and ESG Program Plans for Fiscal Year 2017-18; to Execute the CDBG, HOME and ESG Agreements for Fiscal Year 2017-18; and to Execute Contracts to Implement the CDBG, HOME and ESG Activities.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that it: (1) approves the 2017-18 Plan, including the proposed uses of CDBG, HOME and ESG funds for Fiscal Year 2017-18; (2) authorizes the County Manager to submit the Plan; and (3) authorizes the County Manager to execute the CDBG, HOME, and ESG agreements for Fiscal Year 2017-18 and the contracts necessary to implement the CDBG, HOME and ESG program activities in a form approved by the County Attorney.

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

Appendix B – 2017-18 Sources and Uses

County of Henrico, Virginia FY 2017-18 CDBG, HOME, & ESG Programs Sources & Uses of Funds - **Amended April 3, 2018**

SOURCES	CDBG	Amended CDBG Apr 2018	HOME	Amended HOME Apr 2018	ESG	Amended ESG Apr 2018
FY 2017-18 Allocation	\$1,539,171	\$1,539,171	\$623,810	\$623,810	\$138,518	\$138,518
Funds Brought Forward	\$18,732	\$90,576		\$65,062		\$13,568
Program Income			\$10,542	\$10,542		
Total Available	\$1,557,903	\$1,629,747	\$634,352	\$699,414	\$138,518	\$152,086
CDBG/HOME USES						
1. CDBG & HOME Administration	266,700	266,700	62,300	62,300		
2. Commercial Assistance Program	185,000	185,000	-	-		
3. CONNECT Program	169,000	169,000	-	-		
4. project:HOMES Homeowner Rehabilitation Program	190,203	190,203	294,952	360,014		
5. project:HOMES Emergency and Minor Repairs	510,000	581,844	-	-		
6. HOME Inc. Downpayment Assistance	25,500	25,500	127,500	127,500		
7. Southside Community Development & Housing Corp. Downpayment Assistance	19,000	19,000	56,000	56,000		
8. CHDO Activities Rehab for Sale / New Construction	-	-	93,600	93,600		
9. Home Maintenance Workshops	10,000	10,000	-	-		
10. HOME Inc. - Fair Housing Outreach	15,000	15,000	-	-		
11. Rebuilding Together of Richmond - Home Repair Program in Laburnum Gateway	40,000	40,000	-	-		
12. Circle Center Adult Day Services - Entry Area Improvements	27,500	27,500	-	-		
13. CARITAS - CARITAS Center and The Healing Place for Women	100,000	100,000	-	-		
ESG USES						
1. ESG Administration					10,380	10,380
2. Dept. of Social Services - Homeless Prevention.					5,888	0
3. Housing Families First - Hilliard House Emergency Shelter Program					35,250	35,250
4. Housing Families First - Rapid Rehousing					50,000	50,000
5. CARITAS - Case Management for shelter clients					20,000	20,000
6. YWCA of Richmond - Greater Richmond Regional Domestic Violence Hotline					14,500	14,500
7. Homeward - Homeless Management Information System					2,500	2,500
8. Commonwealth Catholic Charities – Homelessness Prevention						19,456
TOTAL	\$1,557,903	\$1,629,747	\$634,352	\$699,414	\$138,518	\$152,086

April 3, 2018

Appendix C – Public Hearing Notices

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

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

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

Funding for the program year includes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Henrico County, Virginia

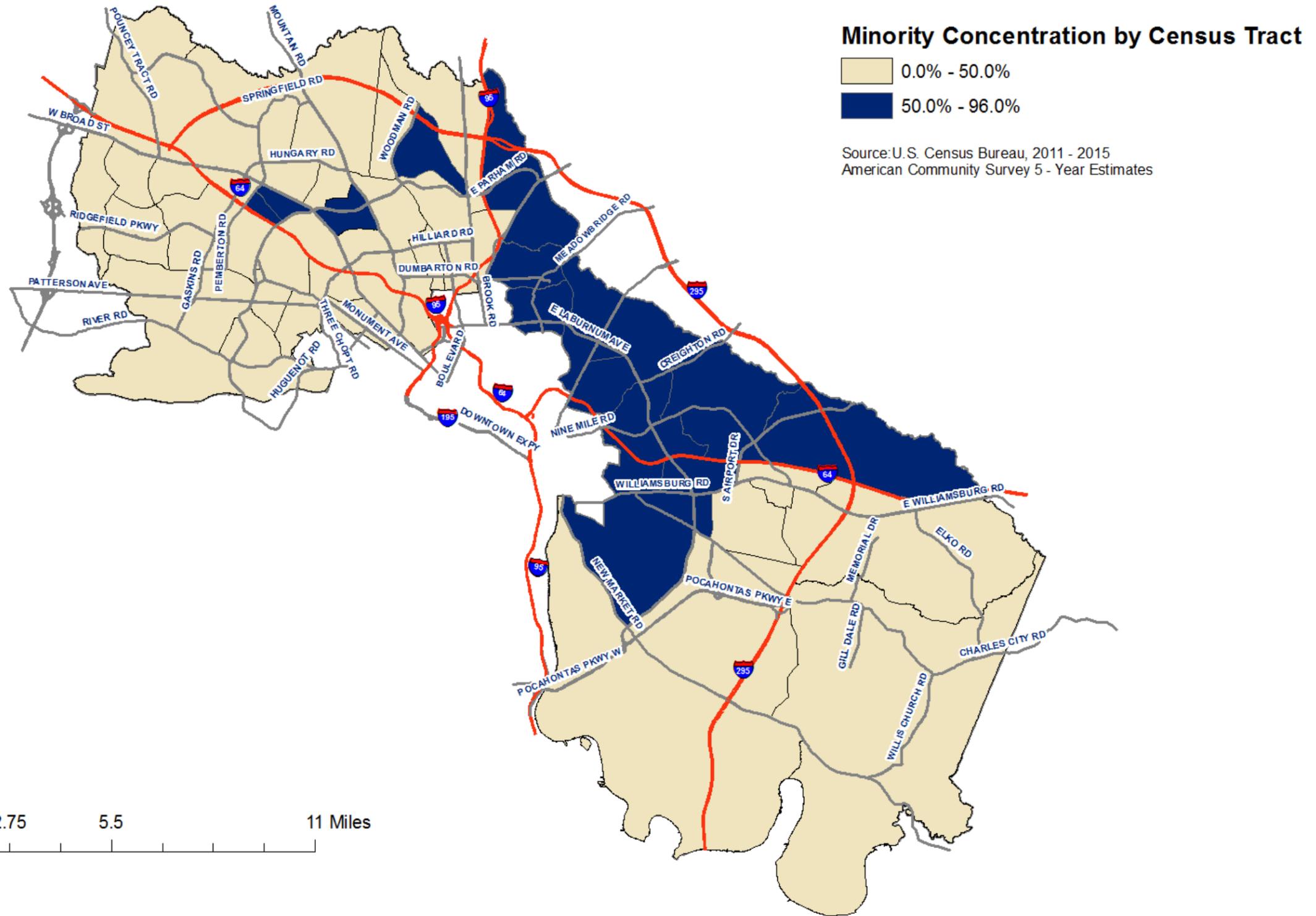
As a participant in the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and the Emergency Solutions Grant Program (ESG), Henrico County will prepare an Annual Action Plan for submission to the U.S. Department of Housing and Urban Development. The 2017-18 Annual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

Henrico County will conduct a public hearing at 6:30 pm, Thursday, March 2, 2017 in the North Park Branch Library Meeting Room at 8508 Franconia Road. The County encourages citizens to attend, especially low- and moderate-income citizens and residents of low- and moderate-income neighborhoods, and express their opinions concerning community development needs in the County, past performance of community development programs and the 2015-16 CAPER. Needs may include housing, enhancement of neighborhoods, expansion of economic opportunities, or any other needs that citizens consider important.

Agencies interested in applying for CDBG, HOME, or ESG funds for Program Year 2017-2018 may obtain an application from the County website at henrico.us/revit. The deadline to apply is March 6, 2017.

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

Minority Concentration Percentages in Henrico County



Appendix E – Henrico County Recapture Provisions

Henrico County Recapture Provision for the Use of HOME Program Funds

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

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

FOREGIVENESS OF REPAYMENT / RECAPTURE:

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

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

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

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

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

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

DUE ON SALE; ACCELERATION:

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

SUBORDINATION:

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

REFINANCING:

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

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

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

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

ENFORCEMENT:

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

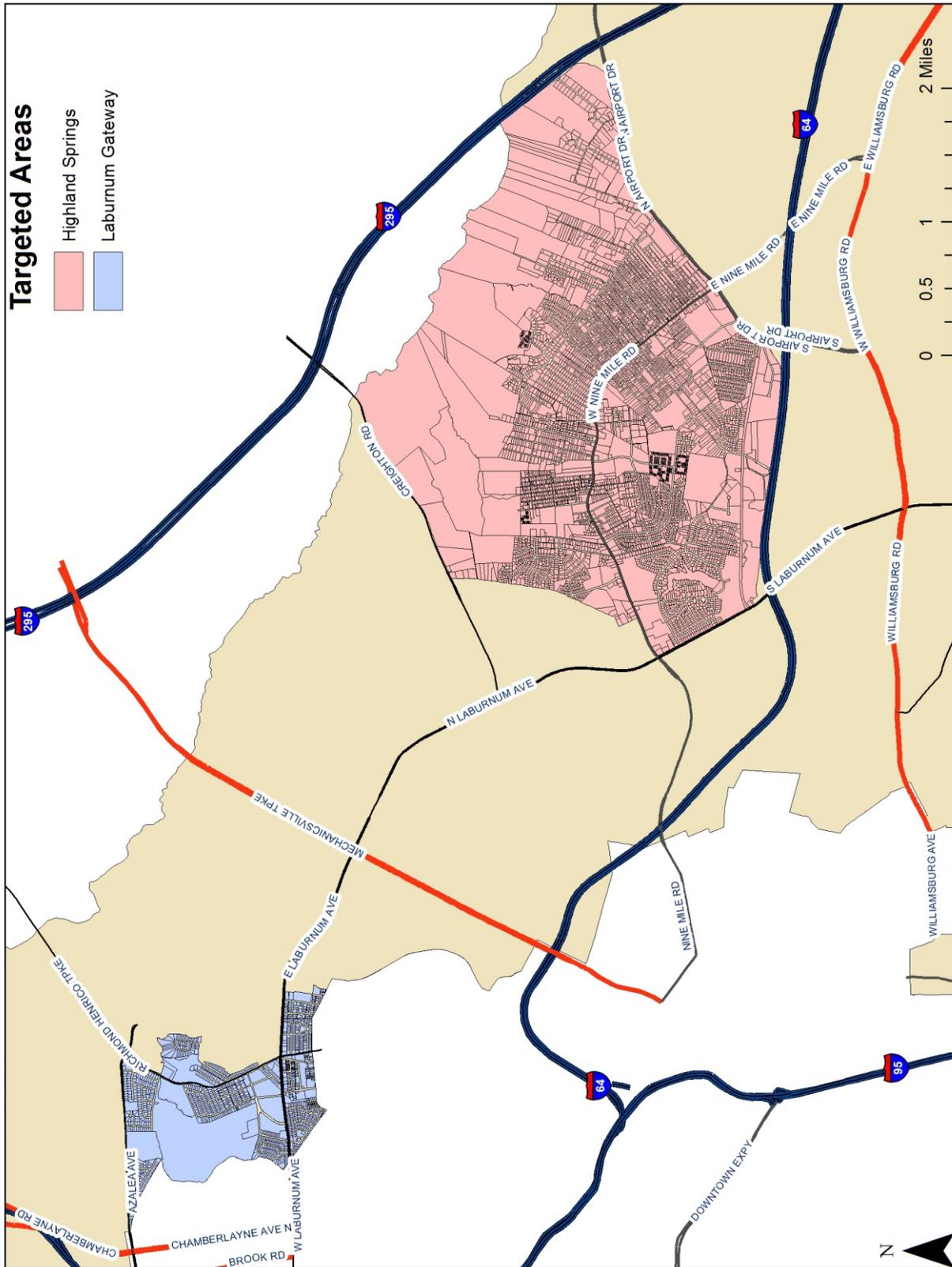
July 3, 2017

Appendix F – Henrico County ESG Manual



**The Henrico County ESG Manual can be found the in original 2017-18
Annual Consolidated Community Development Action Plan**

Appendix G – Targeted Areas



Appendix H – Agencies Provided County General Funds

The following agencies serve low and moderate-income persons are provided County general funds through the non-departmental budget in the amounts listed for FY 2017-18.

Better Housing Coalition \$32,805
CARITAS \$32,805
CASA (Court Appointed Special Advocates) \$3,789
Children's Hospital \$1,314
Community Brain Injury Services (Mill House) \$17,217
Cultural Arts Center at Glen Allen \$550,000
FeedMore (Meals on Wheels, Cent. Va. Foodbank) \$18,954
FISH (Eastern Henrico County) \$26,244
Lewis Ginter Botanical Garden \$98,415
Henrico Community Partners \$2,300
Henrico Police Athletic League \$19,683
Hilliard House \$41,337
Homeward \$10,269
Read Center, The \$16,407
Resources for Independent Living \$36,162
Richmond Area ARC (Camp Baker) \$6,561
Safe Harbor \$17,091
Salvation Army \$15,489
Senior Connections (CAAA) \$35,334
St. Joseph's Villa (Flagler Home) \$34,174
The Healing Place \$10,000
YWCA \$20,520

Appendix I – Amendment Notification and Approval Letter

From: Sacks, David
To: [Ronnie Legette](#)
Cc: [Tony Brinkman \(HUD\)](#)
Subject: Amendment to 2017-18 Henrico County Annual Action Plan
Date: Tuesday, April 3, 2018 12:28:00 PM
Attachments: [Sources -Uses amended 4-3-2018.pdf](#)

Ronnie and Tony,

This email is to notify you of a Minor Amendment we completed to the 2017-18 Henrico County *Annual Action Plan*. The amendment is effective April 3, 2018 and is summarized in the attached document.

The amendment reallocates unspent 2016-17 CDBG and HOME funds to 2017-18 programs. The amendment also reallocates unspent 2016-17 and 2017-18 ESG funds to a new provider of homelessness prevention services. These reallocations were necessary in order to ensure prompt commitment and expenditure of all funds and to ensure we are maximizing our ability to meet the objectives of these programs and serve low and moderate income persons in Henrico County.

We have not yet processed these reallocations as an amendment to the *Annual Action Plan* in the IDIS eCon Planning Suite. Because of the amount of effort involved in such a minor amendment, as has been past practice, we will wait until the end of the program year to ensure we have no other amendments to include.

Thank you for your continued assistance and please let me know if you have any questions.

Thank you.

David Sacks
Community Development Manager
Henrico County Department of Community Revitalization
4062 Crockett Street - PO Box 90775
Henrico, VA 23273
804-501-7611
sac01@henrico.us



**U. S. Department of Housing and Urban Development
Virginia Office of Community Planning and Development**

600 E. Broad Street, Suite 300
Richmond, VA 23219-1800
1-800-842-2610

Mr. S. Mark Strickler
Director
Department of Community Revitalization
County of Henrico
PO Box 90775
HENRICO, VA 23273

Dear Mr. Strickler:

We received your FY2017 Action Plan amendment that Mr. David M. Sacks submitted to HUD on 3 April 2018. After careful review, we have determined that this amendment meets all statutory requirements and transmit our approval by this letter. You must amend your FY2017 Action Plan through the Integrated Disbursement and Information System (IDIS) no later than the last day of your program year, which is 30 September 2018.

We look forward to a continuation of our good working relationship. If you have any questions concerning this letter or other items related to community development programs, please contact me at (804) 822-4831. City staff requiring technical assistance should contact Dr. P. Anthony Brinkman, Community Planning and Development Representative, at (804) 822-4827.

Sincerely,

Ronnie J. Legette
Director

Cc: Mr. David M. Sacks (electronic)

Form SF 424 and Non-State Grantee Certifications

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 135.



Signature of Authorized Official

8/4/17

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) 2017-2018 [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.

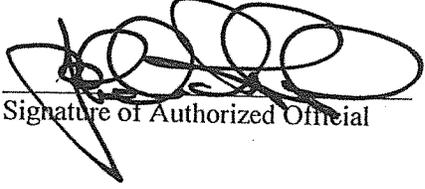
Excessive Force -- It has adopted and is enforcing:

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.

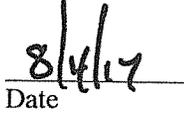
Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

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

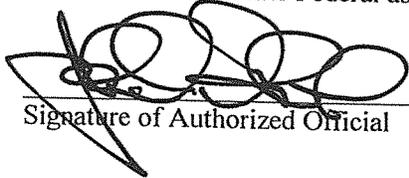
Specific HOME Certifications

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

8/4/17

Date

County Manager
Title

Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

Major rehabilitation/conversion/renovation – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

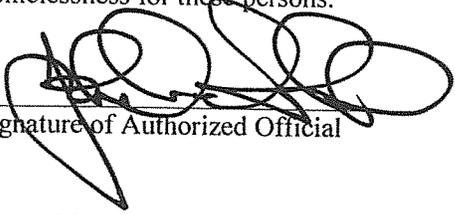
Matching Funds – The recipient will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

Discharge Policy – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.



Signature of Authorized Official

8/4/17
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.

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

*** 2. Type of Application:**

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

08/15/2017

4. Applicant Identifier:

5a. Federal Entity Identifier:

54-600134

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

County of Henrico

* b. Employer/Taxpayer Identification Number (EIN/TIN):

54-6001344

* c. Organizational DUNS:

0747355150000

d. Address:

* Street1:

4301 E. Parham Road

Street2:

* City:

Henrico

County/Parish:

Henrico

* State:

VA: Virginia

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

23273-0775

e. Organizational Unit:

Department Name:

Community Revitalization

Division Name:

Community Development

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

Prefix:

Mr.

* First Name:

David

Middle Name:

M.

* 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:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

14.218

* Title:

Community Development Block Grant Program

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 **VA-004;007**

* b. Program/Project **VA-004;007**

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

17. Proposed Project:

* a. Start Date: **10/01/2017**

* b. End Date: **09/30/2018**

18. Estimated Funding (\$):

* a. Federal	1,539,171
* b. Applicant	
* c. State	
* d. Local	
* e. Other	18,732
* f. Program Income	
* g. TOTAL	1,557,903

*** 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 218, 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		
* 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): [Dropdown] * Other (Specify): [Text Box]		
* 3. Date Received: 08/15/2017		4. Applicant Identifier: [Text Box]
5a. Federal Entity Identifier: 54-600134		5b. Federal Award Identifier: [Text Box]
State Use Only:		
6. Date Received by State: [Text Box]		7. State Application Identifier: [Text Box]
8. APPLICANT INFORMATION:		
* a. Legal Name: County of Henrico		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 54-6001344		* c. Organizational DUNS: 0747355150000
d. Address:		
* Street1: 4301 E. Parham Road		
Street2: [Text Box]		
* City: Henrico		
County/Parish: Henrico		
* State: VA: Virginia		
Province: [Text Box]		
* Country: USA: UNITED STATES		
* Zip / Postal Code: 23273-0775		
e. Organizational Unit:		
Department Name: Community Revitalization		Division Name: Community Development
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.		* First Name: David
Middle Name: M.		
* Last Name: Sacks		
Suffix: [Dropdown]		
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:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

14.239

* Title:

HOME Investment Partnerships Program

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:**

HOME Investment Partnerships (HOME)

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="623,810"/>
* 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" value="10,542"/>
* g. TOTAL	<input type="text" value="634,352"/>

*** 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 218, 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

*** 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

*** 2. Type of Application:**

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

08/15/2017

4. Applicant Identifier:

5a. Federal Entity Identifier:

54-600134

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

County of Henrico

* b. Employer/Taxpayer Identification Number (EIN/TIN):

54-6001344

* c. Organizational DUNS:

0747355150000

d. Address:

* Street1:

4301 E. Parham Road

Street2:

* City:

Henrico

County/Parish:

Henrico

* State:

VA: Virginia

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

23273-0775

e. Organizational Unit:

Department Name:

Community Revitalization

Division Name:

Community Development

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

Prefix:

Mr.

* First Name:

David

Middle Name:

M.

* 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:**

U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

14.231

* Title:

Emergency Solutions Grant Program

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:**

Emergency Solutions Grant (ESG)

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="138,518"/>
* 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="138,518"/>

*** 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 218, 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.

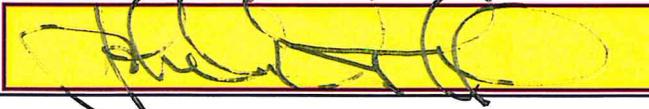
Authorized Representative:

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

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:  * Date Signed: