



Henrico County, Virginia

CDBG & HOME Programs

2010/2011 Annual Performance Report

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Henrico County Department of Community Revitalization, December 12, 2011



First Program Year CAPER

The CPMP First Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations.

The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

GENERAL

Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 1 CAPER Executive Summary response:

In 2010, The Henrico County Board of Supervisors adopted the *2010-2011 Five Year Consolidated Community Development Plan*. This Plan examined the housing and community development needs of the citizens of Henrico, and formed the basis for projects to be funded annually through the Community Development Block Grant (CDBG) and HOME program funds. The Consolidated Annual Performance and Evaluation Report (CAPER) provides an annual summary of programmatic accomplishments and an assessment of progress toward meeting the priority needs and specific objectives identified in the Consolidated Plan. The CAPER discusses the County's development objectives and how the County has been able to successfully implement programs and projects using CDBG and HOME funds during the 2010-2011 program year (PY).

The County of Henrico was awarded \$1,598,002 of Community Development Block Grant (CDBG) and \$923,758 of HOME program funds to allocate to projects and programs for the PY 2010-2011 (October 1, 2010 – September 30, 2011).

For PY 2010-2011, the County of Henrico utilized CDBG and HOME funds to benefit, and provide housing opportunities to, low and moderate income individuals through the provision of a variety of programs and services including: downpayment and closing cost assistance; rehabilitation and repair of owner-occupied housing; providing housing access for disabled homeowners; provision of services to at-risk youth and families in subsidized housing; improvements to facilities providing adult day care, youth recreational facilities, and strategic public improvements; creating jobs through commercial and economic development activities; and providing housing for homeless and disabled individuals.

Program Year Accomplishments

Substantial accomplishments during the program year include the following:

- Downpayment assistance to enable 13 new low/moderate income homeowners with PY 2010 funds and an additional 13 new low/moderate income homeowners with PY 2009 funds.
- Rehabilitation of 8 owner-occupied homes with PY 2010 funds and completion of 14 others funded in prior program years for low/moderate income homeowners.
- Emergency and/or minor repairs for 22 low/mod homeowners.
- Installation of 12 handicap ramps for low/mod homeowners.
- Completion of improvements to group homes providing housing for a minimum of 8 mentally disabled adults.
- Completion of improvements to a facility providing day care services to elderly adults.
- Completion of improvements to a park serving a low-income neighborhood.
- Completion of the renovation of two vacant homes for sale to first-time homeowners.

Allocation and Expenditures for the Year. (PY 2010-2011)

Amount Available

	CDBG	HOME
Annual Allocation	\$ 1,598,002	\$ 923,758
Funds Brought Forward	\$ 317,192	\$ 50
Total Available	\$ 1,915,194	\$ 923,808

Summary of Expenditures during PY 2010-2011

	CDBG	HOME
Beginning Balance	\$ 1,745,613.15	
Entitlement Grant	\$ 1,598,002.00	\$ 923,758
Amount Expended 2010-11	\$ 1,453,149.58	\$ 1,052,178.62
Ending Balance as of Sept. 30, 2011	\$ 1,890,465.57	

General Questions

1. Assessment of the one-year goals and objectives:
 - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
 - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
 - c. If applicable, explain why progress was not made towards meeting the goals and objectives.
2. Describe the manner in which the recipient would change its program as a result of its experiences.
3. Affirmatively Furthering Fair Housing:
 - a. Provide a summary of impediments to fair housing choice.
 - b. Identify actions taken to overcome effects of impediments identified.

4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.
5. Leveraging Resources
 - a. Identify progress in obtaining "other" public and private resources to address needs.
 - b. How Federal resources from HUD leveraged other public and private resources.
 - c. How matching requirements were satisfied.

Program Year 1 CAPER General Questions response:

1. Assessment of One-Year Goals and Objectives

The following projects implemented the objectives described in the Action Plan for Program Year 2010 using either CDBG or HOME funds.

- Rehabilitation of houses owned by very low or low income elderly residents of the County through ElderHomes Corporation
 - Amount Allocated: HOME \$333,808; CDBG: \$97,000
 - Additional allocation during Program Year of reprogrammed funds of: HOME \$50,000 and CDBG \$10,000
 - Amount Spent during PY 2010-11: HOME \$341,289. Remaining amount (\$42,519) was drawn during the first quarter of PY 2011
 - Initial funding enabled the completion of 7 rehabilitation projects. Additional allocation enabled the completion of one additional unit. 14 units were completed with PY 2009 funding.
- Emergency and minor repairs to homes owned by very low or low income residents of the County through ElderHomes Corporation
 - Amount Allocated: CDBG: \$255,194
 - Amount Spent: CDBG: \$259,634
 - Funding was provided to complete 20 emergency and minor repair projects; 22 were completed
- After-school substance abuse and violence prevention program through the CONNECT Program for at-risk youth and their parents residing in 864 very low and low income households in subsidized apartments
 - Amount Allocated: CDBG \$172,000
 - Amount Spent: CDBG \$136,782
 - Clients Served: average of 130 youth each month
- Downpayment and closing cost assistance through Southside Community Development Corporation to enable homeownership for low and moderate income first-time homebuyers
 - Amount Allocated: CDBG \$30,000; HOME 150,000
 - Amount Spent: CDBG \$17,200; HOME \$80,500
 - Funding was provided to assist 11 homebuyers; 8 were assisted with these funds during the Program Year. An additional 9 were assisted with PY 2009 funds.

- Downpayment and closing cost assistance through HOME Inc. to enable homeownership for low and moderate income first-time homebuyers
 - Amount Allocated: CDBG \$28,000; HOME 100,000
 - Amount Spent: CDBG \$13,750; HOME \$46,800
 - Funding was provided to assist 8 homebuyers; 5 were assisted with these funds during the Program Year. An additional 4 were assisted with PY 2009 funds.
 - Progress on this program was hampered by a rule change by the Secure and Fair Enforcement for Mortgage Licensing Act of 2008 which limited program achievements due to licensing requirements for providers of down payment assistance.

- Downpayment and closing cost assistance through Neighborworks of Richmond to enable homeownership for low and moderate income first-time homebuyers
 - Amount Allocated: CDBG \$10,000; HOME \$50,000
 - Amount Spent: CDBG \$0; HOME \$0
 - Funding was provided to assist 6 homebuyers; None were assisted with these funds during the Program Year. During the Program Year, funding was recaptured and reallocated to ElderHomes Corporation to enable additional rehabilitation projects for low/moderate income elderly homeowners.

- Acquisition and rehabilitation or new construction of homes for purchase by low or moderate income families. Funding allocated to Neighborworks of Richmond CHDO.
 - Amount Allocated: HOME \$200,000
 - Amount Spent: HOME \$0
 - Funding was provided for four homes. None were constructed during the program year. During the program year, the \$200,000 was recaptured and reprogrammed to Southside Community Development and Housing Corporation CHDO (SCDHC) for the acquisition, rehab and sale of single-family homes. (see next item)

- Acquisition and rehabilitation or new construction of homes for purchase by low or moderate income families.

Funding was provided to Southside Community Development and Housing Corporation CHDO. Funding was provided in the amount of \$200,000 of HOME funds reprogrammed from Neighborworks of Richmond CHDO along with \$196,604 unspent HOME funds from PY 2008-09 from ElderHomes CHDO and \$3,396 unspent PY 2009-10 funds from Southside CDC Downpayment assistance.

 - Amount Allocated: HOME \$400,000
 - Amount Spent: HOME \$100,000
 - Funding was provided for eight homes. Two were completed during the program year. The acquisition process was initiated on two others. The economic downturn and changes in lending requirements on the part of financial institutions has greatly restricted the ability of community development corporations to access construction financing, severely limiting the ability to develop housing on a speculative basis. Financial institutions are requiring such projects to have a buyer prior to making capital available. This can be a substantial challenge when working in distressed neighborhoods

- or with distressed properties. Consequently only a limited number of single-family projects can be occurring at a given time.
- 2009-2010 Action Plan provided funding for the Virginia Supportive Housing SRO. Project was completed in PY 2010-11.
 - Amount Allocated in PY 2009-10: HOME \$250,000
 - Amount Spent: HOME \$250,000
 - Funding was provided to fund five of the 21 units of new construction (rental efficiency units) in a Single Room Occupancy (SRO) of supportive housing for single homeless adults. Project was completed in PY 2010-11 with the Certificate of Occupancy issued on August 2011.

 - Assist in the renovation of A Grace Place for the provision of adult day care services.
 - Amount Allocated: CDBG \$295,000
 - Amount Spent during PY 2010-11 CDBG \$122,122. Remaining amount (\$172,878) was drawn during the first quarter of PY 2011.
 - Funding was provided for renovations of one adult care center facility serving 320 extremely low, low, and moderate income adults. Project was completed in December 2011.

 - Commercial Assistance Program providing assistance to businesses serving low- income areas of the County and developing employment for low/mod individuals.
 - Amount Allocated: CDBG \$208,000
 - Amount Spent: CDBG \$175,000
 - Funding provided for technical assistance to businesses in low and moderate income areas and creating jobs for low and moderate income individuals. During PY 2010, 287 instances of technical assistance were provided to businesses. Businesses in areas designated for assistance and for the provision of financial incentives generated an estimated 875 new jobs.

 - The 2009-2010 Action Plan provided funding for improvement grants to encourage investment in properties in the older commercial corridors and generate permanent jobs. Grants are available for façade improvements and certain off-site improvements.
 - *Amount Allocated in PY 2009-10: CDBG \$154,031*
 - *Amount Spent in PY 2009-10: \$0*
 - *Amount Spent in PY 2010-11: \$0*
 - *In PY 2010-11 one grant was processed and no jobs were created from prior year grants. The job required from the PY 2010 grant is expected to be created in the 2nd quarter of PY 2011. Expenditure for the PY 2010 façade grant was drawn during PY 2011 and will be counted as a completion in that program year.*

The economic downturn has substantially impacted business growth, job creation and the ability for small business to fund improvements and expansion despite access to grant funds.

 - The 2009-2010 Action Plan provided funding for Design Assistance to encourage investment in properties in the older commercial corridors and generate permanent jobs.
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- Amount Allocated in PY 2009-10: CDBG \$70,000
- Amount Spent in PY 2009-10: CDBG \$2,068.70
- Amount Spent in PY 2010-11: CDBG \$29,439
- In PY 2010-11 11 design assistance grants were completed.

The economic downturn has substantially impacted business growth, job creation and the ability for small business to fund improvements and expansion despite access to grant funds.

- Construction of 20 handicapped access ramps at for disabled homeowners.
 - Amount Allocated: CDBG \$50,000
 - Amount Spent: CDBG \$24,144.88
 - Funding was provided for installation of 20 wheel chair ramps. 12 ramps were completed benefitting extremely low, low, and moderate income individuals.
- Improvements to Highland Garden Park
 - Amount Allocated: CDBG \$25,000
 - Amount Spent CDBG \$25,000
 - Funding provided playground and exercise station improvements to the Highland Garden Park in Henrico County serving a low and moderate income community.
- Improvements to group homes for mentally disabled.
 - Amount Allocated: CDBG \$80,000
 - Amount Spent during PY 2010-11: \$67,917
 - Remaining \$12,083 was drawn in the first quarter of PY 2011-12. However construction was complete on both projects during the fourth quarter of PY 2010,
 - Funding provided for renovations to the Mormac Group Home and the Green Run Group Home which provide housing for mentally disabled adults. The Green Run and Mormac Group Homes each serve four extremely low income individuals for a total of eight.
- Installation of sidewalks and landscaping along Laburnum Avenue.
 - Amount Allocated: CDBG \$488,000
 - Amount Spent: \$0
 - Project engineering and design will be complete by the end of PY 2011-12. Completion of construction is expected at the end of PY 2012-13.
- 2009-2010 Action Plan provided funding to St. Joseph's Villa for improvements to a gymnasium as a component of a public service program providing services to low/moderate income persons. Project was completed in PY 2010-11.
 - Amount Allocated in PY 2009-10: CDBG: \$30,544
 - Amount Spent: CDBG: \$30,544
 - Project was completed in September 2011.
- 2009-2010 Action Plan (amendment) provided funding for the paving of the parking lot at the Sandston ballfield, serving an area of low and moderate income residents. Project was substantially completed in PY 2010-11.
 - Amount Allocated in PY 2009-10: CDBG: \$350,000
 - Amount Spent: CDBG \$94,134

- Project completion is expected by in the second quarter PY 2011-12.
- 2009-2010 Action Plan (amendment) provided funding for the completion of stormwater drainage improvements on South Elm Road in a low-income neighborhood in the Highland Springs area of the County. Project was substantially completed in PY 2010-11. However, no funds were drawn during the program year.
 - Amount Allocated in PY 2009-10: CDBG: \$105,000
 - Amount Spent: \$0
 - Project is underway with completion expected in PY 2011-12.

2. Program Changes

Program changes were made periodically throughout the program year to address issues that arose on a case by case basis. Of particular note and detailed in the above section, the following occurred:

Neighborworks of Richmond was unable to fulfill its commitments and unable to demonstrate the ability to do so during the program year. Consequently, CDBG and HOME funds in the amount of \$60,000 from their downpayment assistance program were recaptured and reprogrammed to the ElderHomes homeowner rehabilitation program to address a substantial need in the County.

Neighborworks of Richmond CHDO was unable to fulfill its commitment for the creation of housing for new homeowners and unable to demonstrate the ability to do so during the program year. Consequently, CDBG and HOME funds in the amount of \$200,000 from their CHDO activities program were recaptured and reprogrammed to the Southside CDC CHDO for the same program. Southside was able to successfully begin implementation of this program with the completion of two units and others underway. Funding was also recaptured from ElderHomes CHDO from a previous year and allocated to Southside CHDO as described above. As part of the reallocation of funds, the CHDO activities focused solely on rehabilitation of vacant (and frequently boarded) single family homes. This adjustment away from new construction was made to accommodate changes in the housing market and the growing number of foreclosed homes, many of which are in deteriorated condition. Later in the program year, partial funding was returned to ElderHomes CHDO due to the need for additional development subsidy reflecting changes in fair market sales prices of new single family homes.

3. Summary of Impediments to fair housing choice and actions taken to overcome impediments.

- **Impediment: Lower incomes of minorities is an impediment to homeownership.**
Action: Henrico County in partnership with subrecipients provided education and counseling to prospective minority homebuyers to help them understand the opportunities for Homeownership. Eligible program participants receive up to \$14,500 towards down payment and closing costs assistance towards the purchase of a home.
- **Impediment: Lack of Job Opportunities due the economic downturn.**

Action: Henrico County continues to invest in the Enterprise Zone Program, which consists of geographically designated areas in older commercial corridors for the creation of jobs available to low income persons.

- **Impediment: Lack of adequate information to insure understanding of the law and housing opportunities.**

Action: Henrico County continued participation in workshops to provide information to the public and minority populations. Information is available on departmental webpage that informs public of housing opportunities. URL: <http://www.henrico.us/revit/housing-assistance.html>

- **Impediment: Lack of adequate access to provide housing opportunities for the handicapped.**

Action: Throughout program year Henrico County insured inspectors understand the rights of the handicapped and related housing standards. Also provided funding for accessibility projects through the rehabilitation program and provided funding for the construction of ramps to insure accessibility for the handicapped.

- **Impediment: Lack of housing opportunities for the homeless.**

Action: Henrico County provided funding for a Single Room Occupancy (SRO) facility for single homeless adults and continued funding for transitional housing programs for mothers with children.

- **Impediment: Need for more affordable housing.**

Action: Henrico County through CHDO activities, establishing new affordable housing, and the provision of downpayment assistance funds assisted low income residents in obtaining homeownership. The Real Estate Investment Tax Abatement program provides tax abatement for properties assessed at or below \$200,000 to encourage investment in these properties and increase affordability.

- **Impediment: Lesser access to housing programs by the Hispanic community.**

Action: Henrico County designated a Hispanic liaison to provide information and assistance on housing to Hispanic community. The liaison also provides translation services to the community for improved understanding of housing programs, opportunities, and fair housing issues.

4. Other Actions taken to address obstacles to meeting underserved needs.

Homeless Prevention and Rapid Re-Housing Program provided additional resources to serve residents with past due payments and pending evictions. Henrico County continues to reach out to the community to gain a better understanding of the needs for services and adapts programs and workshop accordingly to satisfy a diverse representation of the population.

5. Leveraging Resources.

Henrico County continues to exceeding HOME match requirements. For the 2010 program year match liability totaled \$230,939.50 and the match total was \$2,694,092.00. See HOME Match Report.

Managing the Process

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 1 CAPER Managing the Process response:

The County's Community Development Division in the Department of Community Revitalization is vested with ensuring compliance with program and comprehensive consolidated planning requirements. The County's planning process is set forth in the Consolidated Plan, including a copy of the County's Citizen Participation Plan. The CDBG/HOME staff provides information to the public, County agencies, and sub-recipients. Division staff manage the planning process, providing technical assistance, orientation, and ongoing assistance to subrecipients and other interested parties. The Community Development Manager oversees planning and ensures program compliance. Program coordinators for the CDBG and HOME Programs conduct ongoing management of agreements and contracts with County agencies and subrecipients. This is a hands-on day to day management of the programs and activities. This intensive approach to program management is designed to prevent and identify problems prior to annual or more frequent monitoring visits with the subrecipients. The Accounting Division of the County Finance Department is also represented at annual monitoring visits and on other occasions as needed.

Citizen Participation

1. Provide a summary of citizen comments.
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 1 CAPER Citizen Participation response:

In compliance with HUD's requirement for a 15-day public comment period (24 CFR 91.105) a public notice was published in the Richmond Times Dispatch, a daily newspaper of general circulation, on December 12, 2011 notifying the public of the County's intent to submit the CAPER to HUD. The public notice was also published on the County's website. Citizens were encouraged to contact the Department of Community Revitalization to review a copy of the draft CAPER and to provide their comments. A draft copy of the report was made available for public review in the offices of the County of Henrico Department of Community Revitalization at 4062

Crockett Street, and published on the County's web site at <http://www.henrico.us/revit/CAPER.html>. The web site provided a link to directly email comments to County staff.

No comments were received during the comment period and no comments on the CAPER were received during the comment period for the Annual Action Plan.

A map showing areas of investment (Figure 1) is provided in the attachments.

Institutional Structure

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

Program Year 1 CAPER Institutional Structure response:

As described in the 2010 Consolidated Plan, Henrico County's Community Development needs are provided through a comprehensive and integrated institutional structure that includes the Board of Supervisors and many County agencies including the Departments of Community Revitalization, Public Works, Public Utilities, Recreation and Parks, Social Services, Health, and Mental Health and Developmental Services. The County in recent years has funded many non-profit corporations to provide a diverse set of community and human services.

The Community Development Division in the County Department of Community Revitalization oversees the administration of all CDBG and HOME entitlement programs and funds. Assistance is provided by the County Department of Finance and other departments as needed. General responsibilities of the Division include:

- Program management and oversight
- Coordination with other County Departments
- Subrecipient contract administration and compliance monitoring
- Program evaluation
- Consolidated Plan preparation
- Reporting to HUD and other federal agencies
- Coordination with and among HOME and CDBG subrecipients

Division and Department staff regularly communicate with representatives of the Board of Supervisors and others in the County Administration to retain a complete picture of County community development needs and makes appropriate programmatic adjustments as warranted.

Towards the end of PY 2010, a new Community Development Manager was hired. In his first two months he met with the executive directors and key staff of CDBG and HOME subrecipients to understand the operations of the programs administered by each subrecipient and to discuss service delivery issues and areas for administrative or programmatic improvement. Between the County's Community Development Manager, the Home Program Manager, and the CDBG Program Manager, meetings or discussions are held at least monthly with the executive directors and/or top program managers of the agencies and organizations funded.

The Richmond Community Development alliance (RCDA) is an area trade association of not-for-profit community development corporations in the Richmond metropolitan area. The group meets bi-monthly and in the past year, Division staff has arranged

to participate in those meetings. This allows opportunity to coordinate among the housing providers and other federal grant recipients.

Some specific items of coordination between Community Development program staff and others include the following:

- Regular discussions and interactions with the Community Resource Developer and other staff in the County Department of Social Services to identify community needs and discuss program effectiveness.
- Regular communications with the Assistant Director of the County Department of Public Works and the Capital Projects Manager to ensure project progress and compliance with Davis-Bacon and other requirements.
- Regular communication and coordination with the Capital Project Managers in the County Department of Recreation and Parks. Of particular note, this enables coordination of project implementation to enable economizing on contracting for capital project construction.
- Regular communication with staff at Henrico Area Mental Health and Development services to discuss service and facility needs and project progress.
- Regular meetings and continuous discussions with the executive directors and key staff with housing providers currently funded as subrecipients including Project: HOMES (formerly ElderHomes), Housing Opportunities Made Equal (HOME Inc.), and Southside Community Development Corporation.
- Continuous discussions with housing providers not currently funded but either funded in the past or potential future subrecipients or CHDOs. These include Richmond Metropolitan Habitat for Humanity, Richmond Better Housing coalition, and Richmond Technical Center Foundation.
- Continuous communication with other funded agencies including St. Joseph's Villa and A Grace Place.

Some specific examples of programmatic adjustments during the PY 2010-2011 made as a result of coordination and the need to address any potential gaps in institutional structures include the following:

- The agreement with HOME Inc. for the provision of downpayment and closing cost assistance was modified to ensure that they would reserve a specified number of grants for a particular period of time for clients purchasing a new or rehabilitated house from another subrecipient or CHDO.
- An understanding with ElderHomes CHDO that they may need to transfer property to another CHDO to ensure that homes could be built and completed within the five-year deadline.
- Discussions with County Department of Social Services and St. Joseph's Villa (Hilliard House) regarding best means of delivery of services for remaining HPRP funds.
- Reprogramming of downpayment assistance funds and CHDO funds as described from one agency to other agencies in order to ensure implementation of program.

The County Division of Community Development takes the need for coordination very seriously and has not hesitated to require any of our subrecipients or funded agencies to make program adjustments in order to remove institutional barriers and facilitate greater program coordination for better efficiency and effectiveness for program delivery. Staff will meet with subrecipients on short notice to avoid any delays in resolving issues, and requires subrecipients to do the same. We are also continuously in discussions with agencies not currently funded in order to seek better and more effective ways to provide services and products.

Monitoring

1. Describe how and the frequency with which you monitored your activities.
2. Describe the results of your monitoring including any improvements.
3. Self Evaluation
 - a. Describe the effect programs have in solving neighborhood and community problems.
 - b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.
 - c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.
 - d. Indicate any activities falling behind schedule.
 - e. Describe how activities and strategies made an impact on identified needs.
 - f. Identify indicators that would best describe the results.
 - g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
 - h. Identify whether major goals are on target and discuss reasons for those that are not on target.
 - i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Program Year 1 CAPER monitoring response:

The Community Development Division of the County's Department of Community Revitalization handles reporting, monitoring and compliance enforcement of all agencies and sub-recipients using CDBG, and HOME funds in accordance with HUD's regulations. The CDBG & HOME program managers use monthly progress reports submitted for the funded projects to identify any problems or potential issues. In accordance with HUD regulations sub recipients are programmatically and financially monitored annually and sooner if problems arise.

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

The Department of Community Revitalization is responsible for monitoring the performance of each grantee under the terms of the Contract. Each program is reviewed for compliance or non-compliance with applicable Consolidated Plan Regulations, Executive Orders, Labor Standards, Equal Employment Opportunity, Environmental and other 504 Federal requirements. Monitoring is accomplished through annual on-site visits, analysis of monthly reports, review of subcontracts and bid documents, employee interviews, pre-construction conferences and review of activities in relation to the provision of the Davis-Bacon Act and Wage procedures.

The County Department of Finance undertakes financial monitoring on-site each year, in order to ensure that costs charged against Consolidated Plan activities are eligible. Each sub-recipient is responsible for maintaining within its organization the following records to support all expenditures:

- Payroll data and supportive personnel records
- Vouchers and invoices and related documentation in reference to the procurement of supplies, equipment and services as prescribed by the County's procurement policy.
- A filing system that lends itself to easy access and safe storage of all financial records.

The Department of Community Revitalization requires all sub-recipients submit an annual audit of their financial activities. Three copies of the audit report are to be furnished to the County of Henrico's Department of Community Revitalization within 90 days of the close of the agency's fiscal year.

Each contract contains a detailed Plan of Activities that describes the activities to be undertaken and specific requirements, fund restrictions, administrative cost limitations, invoicing and payment requirements, and pre-approvals required. Each sub-recipient is required to provide the Department of Community Revitalization a monthly report on the status of each activity as agreed to in the contract.

The Department of Community Revitalization staff completed site monitoring visits for PY 2010-2011 to ensure agencies and subrecipients were in compliance with HUD and County regulations. Staff reviewed County contracts, agency procedures and client records with each monitoring source. There were no findings reported. All the reviews were within program guidelines.

Lead-based Paint

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

Program Year 1 CAPER Lead-based Paint response:

As referenced in the Consolidated Plan, Henrico County provides for up to an additional \$5,000 for lead based paint assessment and abatement for housing rehabilitation projects.

All CDBG and HOME activities in Henrico County which involve the purchase or repair/renovation of houses built prior to 1978 follow federal lead-based paint regulations. During the implementation of these activities, appropriate steps are taken depending on the level of funding for the unit when lead-based paint is

detected or presumed to be present. Subrecipient staff is trained on lead-based paint requirements (HUD Lead Safe Work Practice Certification; EPA Renovation, Repair and Painting Certification; and Healthy Homes for Community Health Worker Certification) and practices and each homeowner in a pre-1978 home is provided the EPA/HUD booklet "Protect Your Family From Lead in Your Home". Homeowners in repair/rehabilitation programs also receive the EPA booklet "The Lead-Safe Certified Guide to Renovate Right". A signature noting receipt of these documents is placed in each client file. Contractors used for repair/rehabilitation work are all EPA-certified under 40CFR Part 745.82 and 745.84.

HOUSING

Housing Needs

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 1 CAPER Housing Needs response:

The CDBG & HOME funded projects completed during PY 2010-2011 provided Downpayment Assistance, Emergency Housing Rehabilitation and Home owner rehabilitation. The projects fostered and maintained affordable housing in Henrico County for low income residents. Using PY 2010-2011 funds, eight (8) projects were completed for home owner rehabilitation, with 14 additional projects completed using PY 2009 funds. 22 emergency and/or minor repairs projects were completed. 13 down payment assistance projects were completed. All of these programs and projects are ongoing and will be renewed with PY 2011-2012 funds.

Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.
2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.
3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

Program Year 1 CAPER Specific Housing Objectives response:

The following table summarizes Annual Objectives provided in the 2010 Consolidated Community Development Plan (p. 71). Specific accomplishments that either provide affordable housing, support existing affordable housing for low/mod persons, or support the purchase of affordable housing for low/mod persons is indicated by a "*"

Description of Objective	PY 2010-2011 Objective	PY 2010-2011 Accomplishment
* Rehabilitation of homes owned by very low or low income elderly (or disabled) residents.	7 homes	8 with 2010 funds 14 completed using prior year funds
* Emergency and minor repairs to homes owned by very low or low income residents.	25 homes	22 homes completed
* Support the use of Sec. 8 vouchers for housing opportunities for low income tenants.	No target specified	219 families served
* Provide housing services for low and very low income mental health clients.	No target specified	7 individuals
* Provide housing services for low and very low income mental retardation clients.	No target specified	7 individuals
* Provide transitional housing for homeless mothers and children. (through St. Joseph's Villa)	No target specified	37 families, including 54 children
* Provide shelter and related services to the homeless through up to ten different not-for-profit agencies.	No target specified	The following agencies provided housing or housing related services to Henrico County residents: <ul style="list-style-type: none"> • CARITAS 45 clients • Hilliard House 28 clients • Mill House 18 clients • Resources for Independent Living 604 clients • Homeward 393 clients • St. Joseph's Flagler 19 clients • Salvation Army 483 clients • YWCA 384 clients
* Provide by lease a County owned property for use by the Henrico Community Housing Corporation to house the Hilliard House Homeless Shelter and Transitional Housing Program.	No target specified	Lease continued in PY 2010-11
* Provision of downpayment and closing cost assistance for purchase of homes by low income families through Southside Community Development and Housing Corporation and HOME Inc.	19	13 completed with PY 2010 funds and an additional 13 completed with prior year funds.
Provide funding to RAMPS for the construction of handicapped access ramps at homes owned by disabled individuals	20	12

Henrico County assists persons with disabilities through several programs. Low-income households in which a family/household member is disabled and uses a wheelchair are eligible for handicapped ramps through RAMPS, a student-run organization that provides wheelchair ramps to low-income homeowners. Henrico County provides funds for ramp materials and they are installed by high school students. Disabled homeowners who meet federal income guidelines are also eligible for moderate home rehabilitation through the ElderHomes Moderate Home Rehabilitation Program. In addition to household repairs and improvements, disabled homeowners can request grab bars, ADA toilets, conversion of bathtub to walk-in shower, or other changes that improve the safety or livability of their home.

Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 1 CAPER Public Housing Strategy response:

The County of Henrico has no public housing.

Barriers to Affordable Housing

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Program Year 1 CAPER Barriers to Affordable Housing response:

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

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

In addition, Henrico County has more than 7,700 subsidized apartments. Project based apartments include Sec. 8, Sec. 236, Sec. 42 Low Income Housing Tax Credits and VHDA financed properties. In addition, some 600-700 Sec. 8 vouchers are used in the County.

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.

Specific actions during PY 2010-11 to remove barriers and promote affordable housing included the following:

- Allocation of \$200,000 plus reprogrammed funds of \$283,742. For CHDO

activities, aimed at increasing the supply of affordable housing for low and moderate income homeowners.

- Allocation of \$308,000 (including reprogrammed funds) for downpayment assistance to support first time low and moderate income homebuyers.
- Allocation of a total of \$686,002 plus reprogrammed funds of \$60,000 for rehabilitation and minor repair programs in support of the retention of existing affordable housing.

HOME/ American Dream Down Payment Initiative (ADDI)

1. Assessment of Relationship of HOME Funds to Goals and Objectives
 - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report
 - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
3. HOME MBE and WBE Report
 - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
4. Assessments
 - a. Detail results of on-site inspections of rental housing.
 - b. Describe the HOME jurisdiction's affirmative marketing actions.
 - c. Describe outreach to minority and women owned businesses.

Program Year 1 CAPER HOME/ADDI response:

Henrico County did not receive ADDI funds in PY 2010-11. See earlier sections for a description of the County's use of CDBG and HOME funds for downpayment assistance.

HOMELESS

Homeless Needs

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 1 CAPER Homeless Needs response:

During the program year the County funded the following programs (or continued funding from prior years) to address the needs of homeless individuals and/or enable the transition to permanent housing:

- Virginia Supportive Housing SRO
- Hilliard House
- CARITAS
- Homeward
- St. Joseph's Villa
- Salvation Army
- YWCA

As reported in the *City of Richmond 2011 CAPER*, HOMEWARD, the metropolitan area's regional planning and coordination agency for homeless services coordinated the Continuum of Care funds process for the region. In 2009, the Richmond, Chesterfield, Hanover, and Henrico Continuum of Care allocated \$2.12 million to 11 projects, providing housing and supportive services to our homeless population. Those funds carried through PY2010-2011. HOMEWARD's mission is to reduce homelessness by initiating creative solutions and coordinating regional resources and services. According to HOMEWARD's Point-in-Time Count, 648 adults were served with emergency shelter and transitional housing. It was estimated that approximately 152 went unsheltered. The number persons in families receiving shelter was 212.¹

No new federal resources were obtained through the Homeless SuperNOFA.

Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.

Program Year 1 CAPER Specific Housing Prevention Elements response:

- HPRP and other local funds were administered by the County Department of Social Services to enable to address rent, utility and other immediate needs related to the ability for individuals to maintain housing.
- The Emergency and Minor Repairs program addresses problems including immediate code issues threatening the ability of individuals to remain in their homes.
- The County continues to support the strategic use of low income housing tax credits.

Emergency Shelter Grants (ESG)

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives

¹ City of Richmond, Virginia *Consolidated Annual Performance Report Fiscal Year July 1, 2010 to June 30, 2011*

- a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
 - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
- a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution
- a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
5. Activity and Beneficiary Data
- a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
 - b. Homeless Discharge Coordination
 - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
 - c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 1 CAPER ESG response:

The County of Henrico does not receive Emergency Shelter Grant funds.

COMMUNITY DEVELOPMENT

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Assessment of Relationship of CDBG Funds to Goals and Objectives
 - a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.
 - b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
 - c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

Henrico County uses CDBG funds for providing affordable housing through repairs to existing homeowner occupied units and in coordination with HOME funds by providing downpayment assistance to low-income homebuyers.

Two different home repair programs serve low-income homeowners. The RAMPS program serves households in which a resident of the unit is disabled and requires the use of a wheelchair. Providing a handicap ramp allows family members to stay in the home. In PY 2010, 12 homeowners received assistance through this program.

The ElderHomes Minor and Emergency Repairs program also served low-income homeowners. This program provides funds for small repairs that maintain the structure as a safe and secure unit for the homeowner to occupy. In PY 2010, 22 homeowners received assistance through this program.

CDBG funds were used to fund homebuyer counseling and program administration for two different first-time homebuyer programs. These funds were used in conjunction with HOME program funds and provided 26 first-time homebuyers with homeownership counseling and downpayment and closing cost assistance.

All CDBG funds are used for activities that benefit low-income residents of the County.

2. Changes in Program Objectives

- a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.

There were no changes to program objectives during the program year. As described, some funding was reallocated among programs to ensure that identified objectives were accomplished.

3. Assessment of Efforts in Carrying Out Planned Actions

- a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
- b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
- c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.

Funding resources identified in the Consolidated Plan were primarily CDBG and HOME funds and these funds were used to implement the activities identified in the Plan. The City did not receive ESG, HOPWA or other funds. General fund resources were provided to undertake housing objectives not funded with federal funds. General fund resources were used to support actions implemented by other agencies as described including: YWCA, CARITAS, Salvation Army, Better Housing Coalition, County Departments of Social Services and Mental Health and Development Services, Hilliard House, etc.

Requests for Certifications of Consistency are evaluated by the Community Development Manager and that evaluation is based solely on an objective and impartial comparison of the project and the activities and objectives contained in the Consolidated Plan. During the program year, no requests for consistency were denied.

The Consolidated Plan is approved for submission to HUD annually by the County Board of Supervisors. In taking that action, the Board is authorizing and directing staff to implement the objectives and programs approved by the Board. County staff takes that responsibility seriously and pursues implementation of those programs. As evidenced by the adjustments made during the program year, as described earlier, County staff takes action as needed to ensure implantation of the Plan objectives.

4. For Funds Not Used for National Objectives
 - a. Indicate how use of CDBG funds did not meet national objectives.
 - b. Indicate how use of CDBG funds did not comply with overall benefit certification.

All CDBG funds are used for the benefit of low or moderate income residents. No activities are funded that do not meet this objective.

5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property
 - a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
 - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
 - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.

Henrico County does not fund activities that would result in displacement of a household or business.

6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
 - a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
 - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
 - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.

A requirement for receiving federally funded commercial assistance grants is to create a new job for every \$10,000 received. 51% of these jobs must be for previously low/mod persons. Businesses assisted during PY 2010 have up to two years to create jobs. Typically, these businesses first recruit from the surrounding low/moderate income communities. In the past these jobs have included sales associates, cooks, wait staff, receptionists, custodians, fabricators, maids, cashiers, constructions workers, landscapers, among others. Business funded during PY 2010 will likely be creating similar jobs most likely benefitting low and moderate income individuals.

7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
 - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.

All activities funded with Henrico County CDBG funds benefit low-income people. Activities that benefit people on an area-wide basis are determined eligible by determining the service area of the facility (including parks, infrastructure, or other facility types) and calculating the number of low-moderate income residents in that area. Data is from the 2000 census. Using the special exception described in 570.208(a)(1)(ii), Henrico County provides service to areas with a low-mod percent of 50.3% or above.

8. Program income received
 - a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.
 - b. Detail the amount repaid on each float-funded activity.
 - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
 - d. Detail the amount of income received from the sale of property by parcel.

No program income was received during Program Year 2010-2011.

9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:
 - a. The activity name and number as shown in IDIS;
 - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
 - c. The amount returned to line-of-credit or program account; and
 - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.

No prior year adjustments were made during Program Year 2010-2011.

10. Loans and other receivables
 - a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
 - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
 - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
 - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.

- e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.

The County did not participate in any float-funded activities and did not have any outstanding loans. No loans made with CDBG funds went into default. No real estate is owned by the County that was acquired using CDBG funds.

11. Lump sum agreements

- a. Provide the name of the financial institution.
- b. Provide the date the funds were deposited.
- c. Provide the date the use of funds commenced.
- d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

The county did not enter into any lump sum agreements.

12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year

- a. Identify the type of program and number of projects/units completed for each program.
- b. Provide the total CDBG funds involved in the program.
- c. Detail other public and private funds involved in the project.

Henrico County uses CDBG funds to provide two types of housing rehabilitation: minor/emergency home repairs and handicap ramps.

The Minor and Emergency Home Repairs program is operated by ElderHomes Corporation. \$258,399 was spent on administration and hard costs to complete minor home repairs at 22 homes. Projects were often coordinated with a weatherization program that uses state funds.

The RAMPS program is a program to provide wheelchair ramps to low-income disable households. The ramps are installed by high school volunteers. Henrico County provided \$27,144.88 to RAMPS that resulted in the installation of 12 ramps. RAMPS also constructed six additional ramps to Henrico County citizens who either did not qualify for CDBG assistance or did not want to go through the application and eligibility process. Funds for these ramps typically come from other corporate assistance or from fundraising by the student volunteers.

13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies

- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Henrico County does not have a HUD-approved neighborhood revitalization strategy.

Program Year 1 CAPER Community Development response:

Comments provided above.

Antipoverty Strategy

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

Program Year 1 CAPER Antipoverty Strategy response:

The County uses CDBG, HOME and other funds to provide a variety of services to citizens to prevent poverty and to help reduce the number of persons living in poverty. Such actions include the following undertaken by County agencies and agencies supported by the County:

- The preservation of affordable housing through assisting low income homeowners prevents loss of housing and the diversion of scarce personal resources for housing improvements or alternatives.
- Support for special needs populations, including elderly and disabled populations.
- Credit and/or financial counseling as part of all downpayment assistance programs; post purchase housing counseling.
- Job and skills training through a variety of programs including those offered through Henrico County Public Schools.

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

Program Year 1 CAPER Non-homeless Special Needs response:

Elderly needs are addressed through the activities of Henrico Department of Social Services, the private Capital Area Agency On Aging (particularly the Senior Connections program), the Henrico Department of Mental Health and Development Services and also ElderHomes for housing related needs. Adult day care for very low income seniors is provided by A Grace Place and during the program year CDBG funds were used to complete substantial renovation of that facility to serve this population.

Henrico serves persons with mental through the Henrico Mental Health and Developmental Services. This Department has a waiting list for this assistance and CDBG funding was provided for two group homes. Since 1991 the County has used CDBG and HOME Program funds to provide several family care homes for this purpose.

Persons with physical disabilities are served through the RAMPS program which provides handicap access ramps and the rehabilitation and repair programs

implemented for the County by ElderHomes. Eligibility for these programs requires is based on either age or disability.

Specific HOPWA Objectives

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
 - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
 - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
 - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
 - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
 - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
 - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
 - a. Grantee Narrative
 - i. Grantee and Community Overview
 - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
 - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
 - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
 - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
 - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
 - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and

their families.

- ii. Project Accomplishment Overview
 - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
 - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
 - (3) A brief description of any unique supportive service or other service delivery models or efforts
 - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
- iii. Barriers or Trends Overview
 - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
 - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
 - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
 - i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
 - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 1 CAPER Specific HOPWA Objectives response:

The County of Henrico does not receive HOPWA grant funds.

OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

Program Year 1 CAPER Other Narrative response:

HOME funds were used to address the categories of need in the Consolidated Plan. These included the high priority of homeownership assistance to enhance the County's homeownership rate, neighborhood stabilization through residential rehabilitation, transitional housing for homeless mothers with children, homeownership opportunities for mothers with children and housing opportunities for the mentally disabled.