

# Fiscal Year 2019 Annual Plan Draft

Year 3: Five Year Consolidated Plan FY 2017 – FY 2021

Community Development Block Grant Program (CDBG)  
HOME Investment Partnership Program (HOME)  
Emergency Shelter Grant Program (ESG)



***Draft Version***

**Prepared by:**

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# Acknowledgements

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Honorable Theresa W. Whibley, Vice Mayor:	Ward 2
Honorable Mamie B. Johnson:	Ward 3
Honorable Paul R. Riddick:	Ward 4
Honorable Thomas R. Smigiel, Jr.:	Ward 5
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***FY 2019 (PY 2018) Annual Action Plan will be submitted to the U.S. Department of Housing and Urban Development after the 30-day comment period and/or after receiving HUD allocations.***

Comments and inquiries concerning this document should be referred to:

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## FY 2019 (PY 2018) Annual Action Plan Draft

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**ALL FUNDING RECOMMENDATIONS LISTED IN THE ANNUAL ACTION PLAN DRAFT ARE CALCULATED ON ANTICIPATED FUNDING AMOUNTS BASED ON PRIOR GRANT AWARDS.**

This proposed plan includes detailed contingency provisions in the AP-35 to explain how the amounts will be adjusted once actual allocations are released.

## **Third Program Year (2018-2019) Annual Action Plan Draft**

### **Executive Summary**

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

##### **1. Introduction**

The City of Norfolk is submitting its third Annual Action Plan as part of the adopted 2017-2021 Consolidated Plan. An Annual Action Plan is required by the U. S. Department of Housing and Urban Development (HUD) from all jurisdictions receiving Community Development Block Grant (CDBG), Homeless Emergency Solutions Grant (HESG), and HOME Investment Partnership (HOME) funds.

The FY 2019 (PY 2018) Annual Action Plan was developed in accordance with HUD guidelines 24 Code of Federal Regulations (CFR) Part 91.220. This document represents a cooperative effort between the City of Norfolk, the public and providers. It outlines the city's needs, goals and strategies for the 2018 program year (City Fiscal Year 2019) and addresses citizen involvement, including information on potential resources. The priorities developed in this plan target a wide range of issues. These issues range from basic needs, such as the availability of affordable housing to quality of life issues like homelessness, and improving public facilities to serve low and moderate-income residents.

In recent years, HUD's announcement of allocation amounts for CDBG, HOME and HESG, have been delayed and for FY 2019 (PY 2018) HUD cannot predict when its appropriations bill will be enacted and thereby making funds available for FY 2019. Based on this information the City of Norfolk's Annual Action Plan budgets will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts received by HUD.

The FY 2019 (PY 2018) Annual Action Plan includes the estimated funding allocation for CDBG totaling \$3,901,034, HOME totaling \$914,593, and HESG funding totaling \$348,293. In addition, the city plans to reprogram \$677,810 of CDBG funding to revise Special Economic Development activities as an area benefit objective. The Plan also provides information on the proposed activities for the upcoming planning year.

##### **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.*

The Consolidated Plan has four objectives:

- Affordable Housing
  - Maintain and improve current homes through rehabilitation efforts
  - Expand affordable rental housing opportunities
  - Assist low income families/individuals to become first-time homebuyers
  - Improve public facilities and infrastructure
  
- Economic Development
  - Enhance employment opportunities for low-to-moderate income persons
  - Stimulate business investment and job development
  - Fund Section 108 Loan Program eligible activities
  
- Public Services
  - Support Senior Services
  - Health Services
  - Prevention Programs and Emergency Assistance
  
- Efforts to Eliminate Homelessness
  - Rapid Re-housing Programs
  - Tenant based subsidy rental assistance

For FY 2019 (PY 2018) the City of Norfolk has identified the following goals and outcomes:

- Create and preserve affordable homeownership housing;
- Reduce hazards created by lead-based paint in Norfolk's housing stock;
- Support activities that prevent homelessness;
- Support the ongoing operation of shelter facilities for homeless individuals;;
- Support activities that move persons experiencing homelessness to permanent housing;
- Improve and expand public facilities to serve low- to moderate-income individuals;
- Improve and expand infrastructure to serve low- to moderate-income individuals; and
- Support public services for adults, children, and homeless and other special needs populations.

The FY 2019 (PY 2018) Annual Action Plan proposed activities and funding will support at least one objective and one outcome. The overall goals of the housing and community development and planning programs covered under the Five-Year Consolidated Plan are to strengthen partnerships with other jurisdictions and to extend and strengthen partnerships among all levels of government and the private sector. This includes for profit and non-profit organizations to enable them to provide decent housing, establish and maintain a suitable living environment, and expand economic opportunities for low- to moderate-income persons

### **3. Evaluation of past performance**

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

The city has successfully implemented housing, community development and economic development activities reaching thousands of low and moderate-income individuals.

The city conducts business on a fiscal cycle from July 1 through June 30.

The following is a summary of the accomplishments for the program year ending June 30, 2017:

- Renovate Norfolk Program
  - Completed 23 housing repairs
  - Processed over 200 applications.
- Small Women and Minority (SWaM) Program
  - Provided technical assistance to 37 unique businesses who learned about other local women entrepreneurs who grew their businesses through government contracting
- Beacon Light CHDO developed and
  - Completed 4 affordable newly constructed single-family homes,
  - Provided direct homebuyer assistance to 4 low-to-moderate income first-time homebuyers
  - Expended \$260,000 in HOME CHDO reserve funds in FY 2017.
- Homeowner Rehabilitation Programs through NRHA
  - Assisted 13 homeowners with housing rehabilitation,
  - Expended \$273,839 in FY 2017 utilizing prior year CDBG funding.
- Down payment and closing costs (HOME)
  - Assisted 19 low-to-moderate income first-time homebuyers
  - Expended \$1,130,661 in sub-granted funds in FY 2017.
- NRHA expended \$17,160 for site improvements in FY 2017 using prior years' CDBG funding.
- The HomeNet Program provided education and counseling services to
  - 233 low-to-moderate income participants and
  - 19 middle income participants utilizing FY 2017 CDBG funding
  - 24 low-to-moderate income achieved homeownership
  - 4 middle income participants achieved homeownership
- The city funded 15 public service programs for 136,380 low- to moderate-income households. A total of \$672,411 in public services were completed that benefited employment training, housing counseling, health services, operating costs of homeless and AIDS special population, and dental services.
- The ESG program served 3,131 households at which 2,245 for emergency shelter, 103 served through homeless prevention; 174 served through rapid re-housing, and 609 homeless served through street outreach utilizing \$348,293.

In addition to the entitlement grant programs listed above, the city has also promoted and advanced its community development activities through the city's HUD Section 108 Loan Program. In FY 2016 the city received a \$19 million HUD 108 Loan to provide funding for economic development and public facilities construction to benefit low to moderate income persons and/or areas.

Lastly, the city continues to improve program management and administration by staying informed through HUD trainings, webinars, circulars and bulletin updates and through Technical Assistance trainings provided by the HUD Field Office. City staff also attended the HUD CPD Grantee conference held in Richmond, VA during FY 2017 which increased coordination among organizations and non-profit agencies through trainings and information.

#### **4. Summary of Citizen Participation Process and consultation process**

*Summary from citizen participation section of plan.*

The City of Norfolk's approved Citizen's Participation plan encourages input from the community and public participation, emphasizing involvement of low and moderate- income residents of Norfolk, particularly those living in the targeted areas. The plan also encourages comments and participation from all the city's residents including minorities, non-English speaking persons and persons with disabilities. The city uses public comment periods, public hearings, neighborhood groups, website content, and social media as methods to engage citizens.

The city held a public input session on February 7, 2018 at 6:00 p.m. at City Hall for organizations interested in providing input and comments relative to the FY 2019 (FY 2018) Annual Action Plan. This meeting outlined objectives for each HUD program as well as given the opportunity for citizen comments.

1. A public hearing was held on April 18, 2018 at Granby High School to solicit comments from the public on how FY 2019 program funds should be spent. Any citizen comments to the FY 2019 (PY 2018) Annual Plan will be submitted into the final version to be submitted to HUD by June 26, 2018.
2. The Annual Action Plan was on public display from April 18, 2018 to May 18, 2018.

#### **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.*

During the city's input session held on February 7, 2018 four individuals were in attendance. One comment was received. The city held a public hearing with the City of Norfolk's City Council on April 18, 2018 at which time the FY 2019 (PY 2018) Annual Plan and the city's budget will be made public. The city's FY 2019 (PY 2018) Annual Action Plan was provided in Norfolk's public libraries and displayed on the City of Norfolk's website at <http://norfolk.gov> as of April 19, 2018, for its 30-day comment period through May 18, 2018.

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

The City of Norfolk will review the comments and will provide the comments received after the 30-day comment period has ended on May 18, 2018.

## **7. Summary**

The City of Norfolk's proposed FY 2019 (PY 2018) Annual Action Plan priorities includes investing in neighborhoods, improving housing quality and increasing homeownership. The city and The Norfolk Redevelopment and Housing Authority (NRHA) are partnering to revitalize the St. Paul's Quadrant to improve the resilience of both human capital and the physical environment. The goal is to coordinate the physical transformation with a comprehensive approach to address the needs of people the St. Paul's Quadrant. The CDBG program will continue to invest in public service programs that benefit adult, children, homelessness and individuals with disabilities. We will continue to provide direct assistance to first-time homebuyers and provide funds towards tenant based rental assistance initiatives.

Lastly, the city will continue investing HESG funds to provide direct assistance to homeless individuals and families living on the streets as well as support the area emergency shelters and provide rapid-housing and homeless prevention funds to either provide decent affordable housing or prevent households from becoming homeless.

In summary the objective is to target available resources to meet the identified needs to revitalize neighborhoods and improve the quality of life of Norfolk residents. The projects outlined in the Plan are the primary ways the city plans to improve the quality of life for its citizens with the assistance from HUD.

## 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
CDBG Administrator	Norfolk	City Department of Neighborhood Development
HOME Administrator	Norfolk	City Department of Neighborhood Development
ESG Administrator	Norfolk	City Department of Neighborhood Development

**Table 1 – Responsible Agencies**

### Narrative (optional)

The City of Norfolk's Department of Neighborhood Development (DND) is responsible for the preparation and administration of the Annual Plan. The implementation of programs is done in conjunction with city departments such as; the Department of Public Works, Neighborhood Development; and Parks and Recreation. The Finance and Treasurer's office assists with the accounting of the Entitlement Programs. Further the city works with a variety of community-based organizations to assist with the delivery of programs and services.

### Consolidated Plan Public Contact Information

Ms. Michelle S. Johnson is the Director of the Department of Neighborhood Development (DND). DND is located at 401 Monticello Avenue, 1st floor, Norfolk, Virginia 23510. The Annual Action Plan information point of contact is Leila LaRock, Program Administrator, at 757-664-4779 (office phone), 757-376-0856 (work cell phone) and/or by email at [leila.larock@norfolk.gov](mailto:leila.larock@norfolk.gov).

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

### 1. Introduction

The City of Norfolk recognizes successful community development requires knowledge spanning several disciplines such as economic development, social services, and housing. Public and private partners are often on the ground, developing relationships with clients or working in low-income areas. Because of their direct interaction with homeless, cost-burdened, disabled, elderly, or other vulnerable populations, these partners know which services or activities are most beneficial to their clients. Although the City of Norfolk is the lead agency and the receiver of HUD's funding, its community partners are inherent to the execution of programs. It coordinates with partners to determine the most effective projects and activities. Coordination is achieved by established mutual goals, information sharing, and supportive action.

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

The Norfolk Redevelopment and Housing Authority (NRHA) has entered into a Memorandum of Understanding with the Southeastern Virginia Homeless Coalition Continuum of Care (VA-501) to provide households experiencing homelessness access to their public housing stock and Housing Choice Vouchers. Additionally, Norfolk's Office to End Homelessness (OTEH), NRHA and the Continuum of Care (CoC) collaborated in the development of a process which prioritizes homeless households with the greatest level of vulnerability to fill openings in the permanent supportive housing with project based vouchers. Also, affordable housing partners such as the Beacon Light Civic League and Habitat for Humanity Community Housing Development Organization (CHDO) have worked in partnership with the city for more than 20-25 years. Leaders from these organizations approach the city frequently with their ideas. Similarly, city staff approaches these organizations when opportunities, such as blighted or vacant properties for development, arise.

Information sharing also achieves coordination. The city's web site, [www.norfolk.gov](http://www.norfolk.gov), has a list of service providers. Community partners are routinely invited to share program updates at City Council meetings and Neighborhood Civic League meetings. Providers contributing as stakeholders are also encouraged to participate in the neighborhood planning process, which is described in more detail in the citizen participation section. In addition, many projects are performed by city departments working together. Project information is accessible to departments and their divisions through local servers and mapping tools as well as communication at weekly department head meetings.

**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.**

City staff from the Norfolk Office to End Homelessness (NOTEH) and the city's other human service departments are active involved in the operation and governance of the CoC. This level of involvement includes providing leadership in the ongoing effort to maintain the city's status as having functionally ended veteran homelessness and the ongoing campaigns to reach the national goals of ending chronic homelessness, family homelessness and unaccompanied youth homelessness. Homeless service programs receiving funding through the city's CDBG, HOME and ESG and/or general revenue funds are required to participate in the CoC's Coordinated Entry System and meet the performance measures developed by the city in conjunction with the CoC. Elected officials attend open houses, CoC Grant review meetings, and sit on non-profit committees or boards. Program staff for economic development sits a variety of boards which helps gather knowledge on all potential economic development sources. Showing support, especially through direct participation, helps organizations maintain open communication with one another.

**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.**

Consultations between the city's Department of Neighborhood Development, the Office to End Homelessness and the Continuum of Care continue to assist in setting and revising standards for what outcomes homeless programs should accomplish during their contract period. Consultations have allowed for an open discussion on how performance measures benefit the broader goals of the CoC. In doing so, the agencies who provide homeless services to individuals who are homeless or at-risk of becoming homeless are informed of the standards that are demanded using CDBG, HOME and ESG funds, as well as other best practice outcomes and can incorporate these goals when negotiating contracts with sub recipients.

The city requires the use of the Homeless Management Information System (HMIS) by all local homeless providers receiving funding from ESG, other HUD entitlement programs and the city's general revenue funds. As such, the city works with the CoC in developing funding approaches, plus policies and procedures for the operation and administration of the CoC's HMIS through their involvement in CoC committees, serving on the CoC governing board and ongoing discussions with the HMIS lead agency.

**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.**

During the city's Five-Year Consolidated Plan development, agencies were directly consulted towards identifying the goals and objectives.

**Table 2 – Agencies, groups, organizations who participated**

<b>1</b>	<b>Agency/Group/Organization</b>	<b>City of Norfolk</b>
	<b>Agency/Group/Organization Type</b>	Other government – Local; Civic Leaders; Business and Civic Leaders; Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of Norfolk consulted with city departments including Recreation, Parks and Open Space, Public Works, Department of Police and Community Services Board, Office to End Homelessness, City Council and the Norfolk Redevelopment and Housing Authority.

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

The city did not exclude any agency types from participating in the Annual Plan planning process.

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

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Public Housing Authority	Norfolk Redevelopment and Housing Authority	The goals of the Strategic Plan continue to be coordinated with NRHA and the city to ensure that housing needs are addressed to accommodate low- to moderate-income households.
Continuum of Care	The Planning Council, Inc.	The goals in the Strategic Plan continue to be coordinated with the Planning Council (the CoC lead) and the Office to End Homelessness to ensure that the plan addresses the need to prevent and end homelessness.

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

**Narrative (optional)**

The city seeks input from a wide variety of stakeholders, including, but not limited to, homeless services providers, local, state and federal government, community stakeholders, housing and social service agencies who provide a diverse input.

## 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

City staff continues to work with the city departments and upper management to increase citizen participation and improve the evaluation process. HUD team members from the Department of Neighborhood Development grants staff serves in an advisory capacity to the Mayor and City Council on policy issues related to the ConPlan, Annual Action Plans, end of the year CAPER reporting, Analysis of Impediments to Fair Housing, and the allocation of CDBG, HOME and ESG funds.

All meetings are open to the public and agendas are distributed via email, internet posting, and hardcopy posting. The city's open forum for citizens to participate in matters related to its HUD programs as well as provides staff an opportunity to review policy issues and obtain public feedback.

In addition, city staffs along with partner agencies receive feedback from the public and other community stakeholders regarding the implementation of its HUD funded programs through presentations and attendance at various public meetings. The processes involved for the allocation of each entitlement grant are based on goals and strategies outlined in the city's 2017-2021 ConPlan for HUD programs.

The most successful and direct citizen participation is through DND's ongoing planning process with the Department of Planning with target neighborhoods. More than half of the city's neighborhoods are considered low- to moderate-income areas. The city encourages these neighborhoods, especially those subject to significant slum and blight, to assist with updating and/or creating neighborhood plans. Once the planning process sets its neighborhood priorities, city staff work with residents to examine the current conditions to determine how and where growth and improvement should occur.

### 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	FY 2019 (PY 2018) Annual Input Session	Non-targeted/broad community	1 response/ 4 in attendance	1) Eggleston requested funding for operational costs towards benefiting individuals with disabilities	All comments were accepted after the Annual Input Session held on February 7, 2018.	
2	Public Hearing	Non-targeted/broad community	The city will provide any comments received after Public Hearing held on April 18, 2018.	TBD	TBD	

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	Newspaper Ad	Non-targeted/broad community	During the 30-day comment period beginning on April 19, 2018 and ending on May 18, 2018 the city will provide comments.	TBD	TBD	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

The City of Norfolk has been an entitlement city for more than 40 years. As an entitlement grantee, it receives CDBG, HOME and ESG funds each year from HUD to carry out community projects that have been determined and prioritized through a needs assessment, market research, consultation with agencies, and receive citizen input.

The following table shows funds that are expected to be received in FY 2019 (PY 2018). The funds are added to any unused funds from the previous year. In FY 2019, the city estimates funding for \$3,901,034 in CDBG funding, \$914,593 in HOME funding, and \$348,293 in ESG funding totaling \$5,163,920.

**Note: All funding recommendations listed in the Annual Action Plan Draft are calculated based on anticipated funding amounts from the prior year's grant awards. This proposed plan includes detailed contingency provisions in the AP-35 Section to explain how the amounts will be adjusted once actual allocations are released.**

## Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition; Admin and Planning; Economic Development; Housing; Public Improvements; Public Services	\$3,901,034	\$0	\$7,312,107	\$11,213,141	\$7,802,068	Federal funds prioritized to address capital improvements of public facilities and service providers, fund public services to low- and moderate-income residents, and improve affordable housing.
HOME	public - federal	Acquisition; Homebuyer assistance; Homeowner rehab; Multifamily rental new construction; Multifamily rental rehab; New construction for ownership; TBRA	\$914,593	\$20,000	\$2,768,060	\$3,702,653	\$1,829,186	Federal funds to provide direct homebuyer assistance towards purchase of first home, build housing for income qualified households, provide subsidies to assist individuals in obtaining rental housing.
ESG	public - federal	Conversion and rehab for transitional housing; Financial Assistance; Overnight shelter; Rapid re-housing (rental assistance); Rental Assistance; Services; Transitional housing	\$348,293	\$0	\$581,688	\$929,981	\$696,586	Federal funds used to support street outreach, emergency shelter, rapidly re-housing and homeless prevention services.

Table 5 - Expected Resources – Priority Table

Proposed FY 2019 (PY 2018) HUD Entitlement Program Activities (CDBG, HOME and ESG) Allocations	Allocations
<b>Community Development Block Grant – Proposed Public Service Activities</b>	
AIDS Care Center for Education & Support Services (ACCESS) – CHAP Norfolk	\$29,251
Child & Family Services of Eastern Virginia (The Up Center) – Parents as Teachers Program	\$19,501
City of Norfolk Dept. of Human Services – Utility Assistance Program	\$49,234
City of Norfolk Dept. of Economic Development – Norfolk Works Program	\$114,720
City of Norfolk Police Department – Crisis Intervention Team Program	\$55,500
City of Norfolk Police Department – CIT Assessment Center Police Staffing Program	\$50,000
Foodbank of Southeastern Virginia – Eliminate Hunger Program	\$21,460
ForKids, Inc. – Permanent Supportive Housing Services Program	\$14,800
Norfolk Redevelopment and Housing Authority (NRHA) – HomeNet Program	\$49,178
Park Place Health and Dental Clinic – Health and Dental Clinic Program	\$26,001
St. Columba Ecumenical Ministries, Inc. – Homeless Assistant Program	\$11,879
St. Columba Ecumenical Ministries, Inc. – Next Step Transitional Housing Program	\$16,280
The Planning Council, Inc. – NHC/CoC Program	\$27,978
The Planning Council, Inc. – ShelterLink Program	\$8,198
The Salvation Army – Hope Day Center Program	\$70,417
Virginia Supportive Housing – Gosnold & Cloverleaf Apts. Program	\$18,500
<b>Subtotal – Proposed FY 2019 CDBG Public Service Funding and Activities</b>	<b>\$582,897</b>
<b>Community Development Block Grant – Proposed Project Use / Planning and Administration</b>	
City of Norfolk Dept. of Neighborhood Development – CDBG Grant Administration	\$425,000
City of Norfolk Dept. of Neighborhood Development – Norfolk Community Build Planning Activity	\$10,000
City of Norfolk Dept. of Neighborhood Development – Neighborhood Enhancement Planning Activity	\$229,273
<b>Sub-Total Proposed FY 2019 CDBG Planning &amp; Administration Activities</b>	<b>\$664,273</b>
Department of Economic Development – SWaM Activities and Business Cafes Micro-Enterprise Program	\$100,000
Department of Economic Development – Virginia Community Capital Project	\$219,000
City of Norfolk – Façade Improvements Project	\$100,000
City of Norfolk Dept. of Neighborhood Development – Renovate Norfolk Project	\$475,420
City of Norfolk Dept. of Neighborhood Development – Rental Rehabilitation Project	\$216,886
City of Norfolk Dept. of Recreation, Parks and Open Space – Berkley/ Campostella and Diggs Town Playground Project	\$427,963
City of Norfolk Dept. of Recreation, Parks and Open Space – Oakmont North Park and Playground Improvements Project	\$214,595
City of Norfolk Office of Resilience – St. Paul’s Quadrant Improvements Project	\$500,000
City of Norfolk – Section 108 Interest Payment	\$400,000
<b>Sub-Total Proposed FY 2019 CDBG Project Activities</b>	<b>\$2,653,864</b>
<b>Subtotal CDBG Proposed Project Use/Planning and Administration Activities and Allocations</b>	<b>\$3,318,137</b>
<b>Total Proposed FY 2019 (PY 2018) CDBG Entitlement Amount</b>	<b>\$3,901,034</b>
<b>HOME Investment Partnership Program</b>	
Norfolk Redevelopment and Housing Authority – HOME Grant Administration	\$66,459
City of Norfolk Office to End Homelessness – HOME Administration	\$25,000
<b>Subtotal – Proposed FY 2019 HOME Administration Activities</b>	<b>\$91,459</b>
Norfolk Redevelopment and Housing Authority – CHDO Set-Aside	\$137,189
Norfolk Redevelopment and Housing Authority – Homebuyer Assistance Program	\$504,204
City of Norfolk Dept. of Human Services – HART Team Program	\$94,683
City of Norfolk Office to End Homelessness – TBRA Program	\$87,058
<b>Total Proposed FY 2019 (PY 2018) HOME Activities and Allocations</b>	<b>\$914,593</b>
<b>Homeless Emergency Solutions Grant Program</b>	
City of Norfolk Dept. of Neighborhood Development – ESG Grant Administration	\$26,122
<b>Subtotal – Proposed FY 2019 HESG Administration Activities</b>	<b>\$26,122</b>
City of Norfolk Office to End Homelessness – Street Outreach Program	\$44,405
F.O.R. Kids, Inc. – Emergency Shelter Program	\$47,216
St. Columba Ecumenical Ministries – Emergency Shelter Program	\$29,479
The Salvation Army – Emergency Shelter Program	\$28,186
YWCA of SHR – Emergency Shelter Program	\$32,478
<b>Subtotal – Proposed FY 2019 HESG Street Outreach and Emergency Shelter Activities</b>	<b>\$181,764</b>
ForKids, Inc. – Rapid Re-Housing Program	\$73,215
The Planning Council – Homeless Prevention Program	\$67,192
<b>Subtotal – Proposed FY 2019 HESG Rapid Re-Housing and Homeless Prevention Activities</b>	<b>\$140,407</b>
<b>Total Proposed FY 2019 (PY 2018) HESG Activities and Allocations</b>	<b>\$348,293</b>
<b>Total - HUD Entitlement Proposed Activities &amp; Allocations</b>	<b>\$5,163,920</b>
<b>CDBG Reprogramming from Previous Years Amount</b>	<b>\$677,810</b>
<b>Total Proposed FY 2019 HUD Entitlement Allocations and CDBG Reprogramming Amount</b>	<b>\$5,841,730</b>

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

The city applies for competitive federal, state, and foundation grants when it meets the application criteria. These funds are used as leverage with local and other grant funds to create new and expand existing programs and services. However, the nature and amount of such funding is unknown at this time. Listed below are the various non-HUD resources the city uses to support community development, housing and a wide range of public service activities.

Rental Assistance Program Housing Choice Voucher (HCV): The HCV Rental Assistance Program provides rent subsidy payments for very-low income households in privately-owned rental housing units.

Continuum of Care Program: Annually, the Planning Council, the CoC lead agency, will submit and be awarded funds that programs are designed to assist individuals and families experiencing homelessness and to provide services to help such individuals move into permanent housing with the goal of long-term stability.

Capital Improvement Funding (CIP): The city allocates CIP funds to develop infrastructure that supports the city's goals to become a leader in the quality of life for its residents and businesses. The capital budget supports the construction of buildings, acquisition of properties, repairs and improvements to roadways, building maintenance, and efficient operation of the water and sewage systems.

Conventional Lending Industry: Banks participate in providing conventional loans to support development of affordable rental units. Banks are also active in providing first-time homebuyer assistance in conjunction with state and federal programs.

HOME Program: Anticipated sources of match will be provided by activities requiring match – the total value of which will meet or exceed 12.5 percent of the total HOME award, except for program administration activities which do not require match. HOME match requirements are to be satisfied via cash contributions in the form of below-market interest rate loans from private lending institutions and via donated land; and may also be satisfied, if applicable, via (1) other eligible cash contributions, (2) on-site and off-site infrastructure not paid with federal resources that is directly required for a HOME-assisted project, (3) donated site preparation and construction materials/equipment, voluntary labor and professional services provided to a HOME-assisted project or HOME match-eligible housing, and (4) eligible supportive services cost to families residing in HOME-assisted units during applicable period.

ESG Program: Each agency is required to provide 1:1 match for funding provided from the Homeless Emergency Solutions Grant Program except for program administration activities which do not require match. In most cases the City of Norfolk passes this matching requirement to the service providers receiving the ESG funds. However, the city is developing new collaborative approaches between local agencies and the city to satisfy matching requirements utilizing private donations, State grants, city grants, and/or volunteer hours.

Private funds also leverage federal funds via affordable housing developers. Non-profit developers produce new single-family and multi-family units with layered sources from HOME funds, cash contributions, sweat equity, and donated products or services which all sources that count as local

match. Moreover, low-income applicants receive homebuyer counseling services and below market interest rates to purchase single-family homes.

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

The city will consider the use of publicly-owned land for the construction of affordable housing for low- to moderate-income households as well as provide vacant/undeveloped lots to CHDOs for new construction of affordable housing units on a case-by-case basis.

The Saint Paul's area is 230 acres next to Norfolk's downtown, with 4,600 residents living in a neighborhood of high concentrations of poverty. The area includes three public housing communities; Young Terrace (746 units), Calvert Square (310 units), and Tidewater Gardens (618 units). The city and NRHA are partnering to revitalize the St. Paul's area to improve resilience of both human capital and the physical environment. The broad goal will be to coordinate the physical transformation with a comprehensive approach to the needs of people that includes comprehensive case management and services in the areas of education, jobs, health and wellness. The city's Capital Improvement Plan for FY 2018 includes \$2 million dollars for redevelopment of the area into a mixed-use income development to deconcentrate poverty. Funding from CDBG (\$500K) is recommended in FY 2019 to continue efforts for residents to have housing choices and lifelong success.

In addition, the city is committed to providing quality recreational opportunities and greenspaces within neighborhoods. Neighborhood parks are key to quality of life within a city; therefore, public park improvements will include an assessment of the park including historical usage and community involvement. Playground and park improvements will be focused in FY 2019 (PY 2018) designated low to moderate income areas.

**Discussion**

Additional creativity, local funding and more partnerships are all necessary if we are to combine to achieve plan objectives, including the use of Low Income Housing Tax Credits (LIHTC) funds for larger development projects.

NRHA is projected to execute Housing Assistance Payment Contracts for Project Based Vouchers (subject to availability) in FY 2019. The Project Based Voucher (PBV) program is a tool used by NRHA to promote the expansion of quality, affordable and accountable housing opportunities for low-income families as well as meet mixed-income community objectives. PBVs can be issued for new construction, housing rehabilitation or adaptation of existing structures for use as residential housing or mixed-income rental communities. PBV units must be rented to eligible tenants earning less than 50% of the area median income as defined by HUD.

NRHA will consider issuing tax exempt bonds to finance the acquisition, rehabilitation and improvement of affordable housing.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Services	2016	2020	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Community Development: Homelessness Special Needs	CDBG: \$582,897	Public service activities other than Low/Moderate Income Housing Benefit: Approximately 100,000 Persons to be assisted
2	Affordable Housing	2016	2020	Affordable Housing	Citywide	Affordable Housing: Community Development: Special Needs	CDBG: \$475,420 HOME: \$641,393	Homeowner Housing Rehabilitated: 20 Households Homeowner Housing Added: 2 Housing Units Direct Financial Assistance to Homebuyers: 10 Households Assisted
3	Economic Development	2016	2020	Non-Housing Community Development	Citywide	Economic Development	CDBG: \$319,000	Jobs created/retained: 2 Jobs Businesses assisted: 10 Businesses Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Homelessness	2016	2020	Affordable Housing Homeless	Citywide	Homelessness	HOME: \$181,741 ESG: \$322,171	Tenant-based rental assistance /Rapid Rehousing: 60 households / Street Outreach and Emergency Shelter assistance: 1924 individuals
5	General Oversight of Planning and Administration	2016	2020	General Planning and Administration Oversight	CENTRAL BRAMBLETON	Planning and Administration	CDBG: \$664,273 HOME: \$91,459 ESG: \$26,122	Other: 3 Other
6	Affordable Rental Housing	2016	2020	Affordable Housing	Citywide	Affordable Housing:	CDBG: \$216,886	Rental units rehabilitated: 5 Household Housing Unit
7	Public Facilities/ Site Improvements	2016	2020	Non-Housing Community Development Site Improvement	Citywide	Community Development	CDBG: \$1,242,558	Other: 4
8	Public Facilities/ Site Improvements	2016	2020	Non-Housing Community Development Site Improvement	Citywide	Community Development	CDBG: \$400,000	Other: 1

**Table 6 – Goals Summary**

## Goal Descriptions

1	Goal Name	Public Services
	Goal Description	The city proposes providing funding for 16 public service activities for FY 2019 (PY 2018) in hopes to achieve good results to provide needed services to low- to moderate-income households throughout the City of Norfolk over the program year.
2	Goal Name	Affordable Housing
	Goal Description	The city will provide affordable housing opportunities under the CDBG and HOME program with various projects that will aid households who pay more than 30 percent of their income for housing and considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation and medical care.
3	Goal Name	Economic Development
	Goal Description	Provide CDBG funding to support economic development activities that will help local businesses and provide financial assistance and technical support for 10 SWaM businesses (small women owned and minority owned businesses) over the program year.
5	Goal Name	Homelessness
	Goal Description	Funding from CDBG, HOME and ESG will provide for: <ol style="list-style-type: none"> <li>1. CDBG: Day Shelters services, Permanent Supportive Housing, Transitional Housing, Homeless Case Management and Services that will assist approximately 700 individuals;</li> <li>2. HOME: Financial assistance through the HOME program for its TBRA programs totaling \$181,741 that will benefit 80 income qualifying individuals; and</li> <li>3. ESG: Street Outreach, Emergency Shelter, Homeless Prevention and Rapid Re-Housing that will benefit approximately 1,500 individuals.</li> </ol>
6	Goal Name	General Oversight of Planning and Administration
	Goal Description	General management administrative oversight over the CDBG, HOME and ESG programs.
7	Goal Name	Affordable Rental Housing
	Goal Description	The rental rehabilitation program is aimed to provide landlords who owns privately owned homes with financial assistance to rehabilitate rental property for low- to moderate-income households in increasing affordable, safe and suitable living environments for this population group.
8	Goal Name	Public Facilities/ Site Improvements
	Goal Description	Provide public facility and site improvements during FY 2019 (PY 2018) program year.

**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).**

According to HUD's Comprehensive Housing Market Analysis issued January 2016 for the Virginia Beach-Norfolk-Newport News Housing Market Area, a decline in military personnel and tight mortgage lending standards during recent years have caused renter household growth to outpace growth in owner households. The 2012-2016 American Community Survey 5-Year Estimate reports 42.8% of the city's housing units are owner-occupied and 57.2% are renter-occupied; almost 61% of the city's housing stock was built 48+ years ago; and 47.3% of the city's households pay 35% or more of household income for gross rent and 8.8% pay between 30-34.9% of household income for gross rent. Such characteristics of the housing market establish allocation priorities and use of HOME funds be made available for production of affordable new homeownership units and for direct financial assistance to eligible low-to-moderate income first-time homebuyers.

The city intends to sub-grant FY 2019 (PY 2018) HOME funds to Norfolk Redevelopment and Housing Authority to administer the Homebuyer Assistance Program and provide direct financial assistance (down payment and closing costs assistance) for 10 income eligible first-time homebuyers.

The city shall set-aside 15 percent of the FY 2019 (PY 2018) HOME Allocation for specific activities to be undertaken by a Community Housing Development Organization (CHDO). It is projected that the specific activity will be the development for approximately 2 new construction home(s) to be sold to eligible low-to-moderate income first-time homebuyer(s)

## Projects

### AP-35 Projects – 91.220(d)

<b>Introduction</b>
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The Annual Action Plan sets goals such as enhancing the city's economic stability and prosperity by increasing opportunities for job readiness and investing in economic development programs and increasing opportunities for job readiness; strengthen neighborhoods by investing in the city's critical public infrastructure needs; improve housing opportunities by creating and preserving affordable rental and homeowner housing; assist individuals and families to stabilize in permanent housing after experiencing a housing crisis; invest in community services and non-profit facilities that maximize impact for the city's most vulnerable; and meet the needs of persons with HIV/AIDS and their families through the provision of housing, health, and support services.

The city proposes that the FY 2019 (PY 2018) CDBG Program will fund 28 program activities that support array of public service programs and projects, 6 HOME activities and 1 HESG activity that include 5 categories such as administration, street outreach, emergency shelter, rapid re-housing and homeless prevention. The proposed programs and projects are provided below along with their outcomes which the city hopes to achieve over the annual plan period.

**Note: All funding recommendations listed in the Annual Action Plan Draft were calculated based on funding amounts from the prior year's grant awards. This proposed plan includes detailed contingency provisions in the AP-35 Section to explain how the amounts will be adjusted once actual allocations are released.**

<b>Projects</b>
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#	Project Name
1	Aids Care Center for Education & Support Services (ACCESS)/ LGBT Life Center
2	Child and Family Services of Eastern Virginia_Parents as Teachers
3	Department of Human Services_Emergency Utility Assistance
4	City of Norfolk Dept. of Economic Development_Norfolk Works
5	City of Norfolk Police Dept._Crisis Intervention Team
6	City of Norfolk Police Dept._CIT Assessment Center Police Staffing Program
7	Foodbank of Southeastern Virginia_Eliminate Hunger Program
8	ForKids, Inc._Permanent Supportive Housing
9	Norfolk Redevelopment & Housing Authority_HomeNet
10	Park Place Health and Dental Clinic_Dental Clinic
11	St. Columba Ecumenical Ministries, Inc._Homeless Assistant
12	St. Columba Ecumenical Ministries, Inc._Next Step Transitional Housing
13	The Planning Council, Inc._ Continuum of Care
14	The Planning Council, Inc._ ShelterLink
15	The Salvation Army_Hope Day Center
16	Virginia Supportive Housing_Support Services for Gosnold Apts.

#	Project Name
17	Dept. of Neighborhood Development_CDBG Grant Administration
18	Dept. of Neighborhood Development_Norfolk Community Build Planning Activity
19	Dept. of Neighborhood Development_Neighborhood Enhancement Planning Activity
20	Dept. of Economic Development_SWaM Activities and Business Cafes Micro-Enterprise
21	Dept. of Economic Development_Virginia Community Capital
22	Dept. of Economic Development - Facade Improvements
23	Dept. of Neighborhood Development_Renovate Norfolk: Homeowner Rehab Project
24	Dept. of Neighborhood Development_Rental Rehabilitation
25	Dept. of Recreation, Parks and Open Space_Berkley/Diggstown Playground Improvements
26	Dept. of Recreation, Parks and Open Space_Oakmont North Park and Playground Improvements
27	City of Norfolk Office of Resilience_St. Paul's Quadrant Improvement Project
28	City of Norfolk Section 108 Interest Repayment
29	NRHA HOME Administration
30	OTEH HOME Administration
31	CHDO Set-Aside Project
32	Homebuyer Assistance
33	Dept. of Human Services_TBRA
34	Office to End Homelessness_TBRA
35	HESG Activities

**Table 7 - Project Information**

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

The city is committed to allocating funds that serve the needs of the lowest income and most disadvantaged Norfolk residents. The city will continue to support non-profit agencies, homeless providers, local housing authority, and special needs groups to meet the needs of underserved persons throughout the community; however, the primary obstacle in meeting underserved needs remains the lack of funding. Federal and state and local funding simply isn't enough to meet demand. Over the past eight years the city saw more than 20 percent and 50 percent reduction, respectively. Reductions in state aid to the city and the local budget have prohibited the city from being able to cover this funding gap, leaving many worthy and valuable programs unfunded and under-funded.

In addition to the projects listed above, the city will allocate funding that involves households that are cost burdened and severely cost burdened by placing priority on providing funds for housing rehabilitation, homeless assistance and services and affordable rental housing.

Lastly, the greatest obstacle to meeting all the community's underserved needs continues to be limited financial resources to finance programs and projects. The following goals that address these obstacles include:

- Preservation of affordable housing including development, housing rehabilitation assistance, historic preservation, and down-payment and closing cost assistance.
- Preservation of short- and long-term homeless facilities and services.

- Improve and increase facilities with youth centers; educational facilities; facilities for abused, abandoned and neglected children; emergency homeless shelters; and parks and recreation facilities.

## AP-38 Project Summary

Project Summary Information		
1	<b>Project Name</b>	<b>LGBT Life Center (previously ACCESS AIDS Care – CHAP Norfolk)</b>
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Homelessness; Special Needs
	Funding	CDBG: \$29,251
	Description	The CHAP-Norfolk Program provides assistance to homeless persons in obtaining affordable housing and related supportive services to enable persons with special needs (HIV/AIDS) to live with dignity and maintain housing.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	Activity is proposed to benefit 26 individuals of low- and moderate-income individuals.
	Location Description	247 W. 25 <sup>th</sup> Street, Norfolk, VA 23517
Planned Activities	The LBGHT, through the CHAP Norfolk program, will reach out to landlords, completes property inspections, complete all contracting requirements including rent calculations, and provide ongoing life skills education through one-on-one sessions with clients. The Housing Specialist works directly with landlords to identify properties and to place the clients into housing as well to ensure that needs are addressed to maintain stable housing.	
2	<b>Project Name</b>	<b>The Up Center previously Child &amp; Family Services of Eastern Virginia – Parents as Teachers Program</b>
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Community Development:
	Funding	CDBG: \$19,501
	Description	The Up Center's Parents as Teachers program targets families identified as being higher risk for potential child abuse and neglect. Risk factors include being a first-time single parent or teen parent, at or below the poverty level, and limited to no parenting education.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	Activity is proposed to benefit 33 households of low- and moderate-income individuals
	Location Description	150 Boush Street, Suite 500, Norfolk, VA 23510

	Planned Activities	The Up-Center targets families identified as being at higher risk for potential child abuse and neglect. Risk factors include: being a first-time single parent or teen parent, at or below poverty level, and limited to no parenting education. The Up Center through Parents as Teachers Program will assess risk factors by providing education about child development, assess appropriate parent-child interaction, monitor appropriate behavior management, provide screenings for delays in development, provide linkage to consistent medical care, referrals to needed services, provide home safety assessments and provide hearing and vision screening for the children.
3	<b>Project Name</b>	<b>Department of Human Services Emergency Utility Assistance</b>
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Community Development
	Funding	CDBG: \$49,234
	Description	Utility payments will be made available to income-eligible Norfolk households to cover imminent loss of utilities in their residence.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	Activity is proposed to benefit 75 households of low- and moderate-income
	Location Description	741 Monticello Avenue, Norfolk, VA 23510
Planned Activities	DHS will provide interim financial assistance for up to 3 months to help income qualified households to maintain water service to reconnect water service.	
4	<b>Project Name</b>	<b>Department of Economic Development_Norfolk Works Program</b>
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Economic development
	Funding	CDBG: \$114,720
	Description	Norfolk Works supports hiring and training initiatives, hiring incentives, and build talent pipelines to support new development, expansion, and existing Norfolk businesses.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	100 Bank Street, Norfolk, VA 23510
Planned Activities	Dept. of Economic Development plans to offer assistance in the areas of recruiting, training, and providing hiring incentives in order to help businesses thrive.	
5	<b>Project Name</b>	<b>Norfolk Police Department_Crisis Intervention Team Program</b>
	Target Area	Citywide

	Goals Supported	Public Services
	Needs Addressed	Community Development
	Funding	\$55,500
	Description	Improve mental health service linkage and service coordination for residents in mental health crisis who interface with the Norfolk Police Department (NPD) and with the Norfolk Community Services Board (NCSB). The program works to strengthen collaboration among NPD, NCSB, mental health providers, and social service providers to improve access to care.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	235 W. Olney Road, Suite 100, Norfolk, VA 23510
	Planned Activities	The CIT program goal is to improve the outcomes of police interactions with people living with mental illnesses, as well as provide these individuals with appropriate access to community resources.
6	<b>Project Name</b>	<b>Norfolk Police Department_CIT Assessment Center Staffing Program</b>
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Community Development
	Funding	\$50,000
	Description	The CIT Program allows officers training in dealing with individuals suffering with mental illness in providing a support structure law enforcement that can assist with these situations and be able decrease the amount of bookings in law enforcement.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	100 Brook Avenue, Norfolk, VA 23510
Planned Activities	Provide sufficient staff in order to carry out the CIT program by police officers, dispatchers, Norfolk Community Services Board and the Norfolk Sherriff's Department	
7	<b>Project Name</b>	<b>Foodbank of Southeastern Virginia Eliminate Hunger Program</b>
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Community Development:
	Funding	CDBG: \$21,450

	Description	Provide 4.1 million meals of emergency food to low-income children, families, senior citizens, homeless persons, and individuals with disabilities who are struggling with hunger throughout Norfolk.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	800 Tidewater Drive, Norfolk, VA 23504
	Planned Activities	The Foodbank provides food assistance/ hunger relief to help eliminate hunger in the Norfolk community. Funds will subsidize electricity/ utility costs to the Foodbank warehouse which increases year after year.
8	<b>Project Name</b>	<b>ForKids, Inc. Permanent Supportive Housing Program</b>
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Community Development:
	Funding	CDBG: \$14,800
	Description	Through the Permanent Supportive Housing Program funds are directed towards providing permanent supportive housing to end homelessness for approximately 15 homeless families (30 people) with a disabled family member.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	20 households
	Location Description	4200 Colley Avenue, Suite A, Norfolk, VA 23508
Planned Activities	The agency will provide permanent supportive housing to end homelessness for 15 homeless families with a disabled family member.	
9	<b>Project Name</b>	<b>Norfolk Redevelopment &amp; Housing Authority_HomeNet</b>
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Community Development: Homeownership Education and Counseling
	Funding	CDBG: \$49,178
	Description	HomeNet strengthens long-term homeownership success for households aspiring to achieve or maintain homeownership by providing homeownership education classes, comprehensive individualized pre-purchase homeownership counseling (including how to purchase versus renting with a Housing Choice Voucher for Norfolk HCV participants) and post-purchase counseling. Each client is prescribed a plan of action designed and tailored to remove the barriers that prevent them from achieving homeownership.

	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	HomeNet is projected to serve approximately 355 households during the program year, of which 40 (33 low-to-moderate income & 7 middle income) are projected to purchase affordable housing.
	Location Description	NRHA's HomeNet Homeownership Center is located at 555 East Main Street, Norfolk, VA 23510.
	Planned Activities	Increase access to homeownership by providing homeownership counseling to 101 potential first-time homebuyers and attempt to remove credit report barriers and improve savings and derogatory debt to ensure positive outcomes.
10	<b>Project Name</b>	<b>Park Place Health and Dental Clinic_Dental Clinic</b>
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Community Development:
	Funding	CDBG: \$26,001
	Description	Funds will provide partial salary support costs for a dentist, dental students, dental assistant and pay towards operational costs for administering a dental program for income-eligible individuals who reside in Norfolk.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	Activity is proposed to benefit low- and moderate-income individuals
	Location Description	606 West 29 <sup>th</sup> Street, Norfolk, VA 23504
	Planned Activities	The dental clinic will provide dental services to Norfolk residents who are uninsured and low income. Services include teeth extractions, fillings, cleanings, and provide dentures and partials with the help from local dentist volunteers and senior dental students and dental assistants.
11	<b>Project Name</b>	<b>St. Columba Ecumenical Ministries, Inc._Homeless Assistant</b>
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Homelessness
	Funding	CDBG: \$11,879
	Description	CDBG funds will provide partial salary support for the homeless advocate and day center assistant program.
	Target Date	June 30, 2019

	Estimate the number and type of families that will benefit from the proposed activities	Activity is proposed to benefit homeless individuals
	Location Description	2114 Lafayette Boulevard, Norfolk, VA 23509
	Planned Activities	Through the program, homeless and low-income individuals will be provided services such as providing screenings for alternative emergency housing options, complete the CoC designated assessment tool, be provided linkage to employment opportunities, mainstream benefits, vocational training, and referrals for medical, mental health and provide additional services such as provide bus passes to assist client to meet appointments, provide work clothes, boots, identification cards, and allow clients to access to do their laundry.
12	<b>Project Name</b>	<b>St. Columba Ecumenical Ministries, Inc._Next Step Transitional Housing</b>
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Community Development: Homelessness
	Funding	CDBG: \$16,280
	Description	Provide case management for individuals housed in a homeless transitional housing program and provide complete background checks, drug screenings, and mental health counseling for all program participants. These individuals may remain in the program up to 6-12 months with a focus of rapidly moving clients into permanent housing.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	Activity is proposed to benefit homeless individuals
	Location Description	2114 Lafayette Boulevard, Norfolk, VA 23509
	Planned Activities	The program will include assisting the housing participants in becoming successful upon exiting the program and linking the individuals to mainstream benefits to address obstacles to housing such as employment, education, substance abuse, interpersonal relationships, physical and mental health, budgeting and life skills which is aimed to ultimately assist them in becoming self-sufficient. Clients are also encouraged to participate in the Resident Advisory Board, assist with the cleanup of Next Step's Adopt-A-Street, and volunteer in the community.
13	<b>Project Name</b>	<b>The Planning Council, Inc._Continuum of Care</b>
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Community Development:
	Funding	CDBG: \$27,978

	Description	Sustain and coordinate a comprehensive CoC plan for Norfolk's homeless citizens to move the homeless population toward self-sufficiency and ultimately decrease homelessness.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	5365 Robin Hood Road, Norfolk, VA 23513
	Planned Activities	Coordinate the CoC application process, review and rank each qualified service providers' applications and submit to HUD for funding approvals on an annual basis. The CoC manager provides technical assistance and coordinates the federal and state assistance application processes by Submitting a competitive application, ensuring an inclusive process, including coordinating year-round data to ensure all available funding is secured to support housing and support service programs.
14	<b>Project Name</b>	<b>The Planning Council, Inc._ShelterLink</b>
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Community Development:
	Funding	CDBG: \$8,198
	Description	CDBG funds will provide partial salary support for an HMIS Systems Administrator to provide reports to and provide on-going technical support to HMIS users.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	5365 Robin Hood Road, Norfolk, VA 23513
	Planned Activities	The HMIS Systems Coordinator coordinates all trainings, provide data management and maintain quality, as well as report production. Tracks and maintains the Homeless Management Information System (HMIS) for Norfolk's homeless population from 13 homeless service providers that utilizes HMIS.
15	<b>Project Name</b>	<b>The Salvation Army_Hope Day Center</b>
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Community Development: Homelessness
	Funding	CDBG: \$70,417
	Description	Provide services to homeless individuals such as a safe environment to access mainstream resources, comprehensive case management, housing services, assistance securing and maintaining affordable housing, and provide follow-up services.

	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	203 W. 19 <sup>th</sup> Street, Norfolk, VA 23517
	Planned Activities	The Salvation Army goal is to provide the homeless population with their basic needs as well as provide linkage to employment services, provide housing related services for homeless male and female singles. The agency provides linkage for SRO applications, landlord assistance, referral to veterans housing, and aid in rapid re-housing. The agency also provides for the basic needs for each client with providing showers, laundry access, meals, transportation, and clothing.
16	<b>Project Name</b>	<b>Virginia Supportive Housing_Support Services for Gosnold Apts.</b>
	Target Area	Citywide
	Goals Supported	Public Services
	Needs Addressed	Community Development:
	Funding	CDBG: \$18,500
	Description	CDBG funds will provide for a case manager who will assist individuals living at the Gosnold Apartments. Services include providing linking them to medical, substance abuse, dental, skills training, and community building to maintain housing resources the previously homeless individuals living at Gosnold Apartments.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	TBD
	Location Description	2425 Gosnold Avenue, Norfolk, VA 23517
	Planned Activities	Virginia Supportive Housing will provide for and maintain housing needs for the homeless individuals who reside at Gosnold Apartments by assessing their needs and aim to stabilize and recover from homelessness.
17	<b>Project Name</b>	<b>DND CDBG Grant Administration</b>
	Target Area	Citywide
	Goals Supported	Public Services; Affordable Housing; Street and Sidewalk Improvements; Economic Development; Public Facilities/ Site Improvements; Homelessness; General Oversight of Planning and Administration; Affordable Rental Housing
	Needs Addressed	Planning and Administration
	Funding	CDBG: \$425,000
	Description	To provide the general oversight and management over the CDBG eligible activities allocated.
	Target Date	June 30, 2019

	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	401 Monticello Avenue, 1 <sup>st</sup> Floor, Norfolk, VA 23510
	Planned Activities	General management oversight with the CDBG program.
18	<b>Project Name</b>	<b>DND Norfolk Community Build Planning Activity</b>
	Target Area	Citywide
	Goals Supported	General Oversight of Planning and Administration
	Needs Addressed	Planning Capacity Building
	Funding	CDBG: \$10,000
	Description	Norfolk Community Build is a capacity building institute assisting community-based non-profits, both new and existing, in Norfolk to develop necessary skills to be successful in the implementation of their services. The program will offer 11 trainings to community-based organizations on nonprofit management and leadership, housing, community engagement, community economic development and neighborhood revitalization.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	4 organizations
	Location Description	401 Monticello Avenue, 1 <sup>st</sup> Floor, Norfolk, VA 23510
	Planned Activities	Planning Activity
19	<b>Project Name</b>	<b>DND Neighborhood Enhancement Planning Activity</b>
	Target Area	Citywide
	Goals Supported	Community Development
	Needs Addressed	Community Development
	Funding	CDBG: \$229,273
	Description	The Neighborhood Enhancement Program will provide funding for staff costs associated with providing technical assistance on capacity building and neighborhood revitalization strategies. Staff assigned to this program will work with neighborhood leaders to address and resolve a variety of community issues and hold 18 events during the program year.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	<ul style="list-style-type: none"> <li>• Outcomes will include holding 2 signature events for residents and community stakeholders that will focus on capacity building and community development.</li> <li>• Hold 3 place-based trainings for residents and community stakeholders.</li> <li>• Attend 18 neighborhoods engaged in community development, capacity building and policy development activities.</li> </ul>
	Location Description	401 Monticello Avenue, 1 <sup>st</sup> Floor, Norfolk, VA 23510

	Planned Activities	Planning Activity
20	<b>Project Name</b>	<b>Dept. of Economic Development_SWaM Activities and Business Cafes</b>
	Target Area	Citywide
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$100,000
	Description	Provide technical assistance to micro-businesses located in LMAs to assist in their development and/or financial assistance in the form of “micro-grants” to businesses with an employee count of five or less.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	10 businesses
	Location Description	999 Waterside Drive, Suite 2430, Norfolk, VA 23510
Planned Activities	Strengthen capacity of small existing firms and provide financial assistance in order to build the economy in Norfolk.	
21	<b>Project Name</b>	<b>Dept. of Economic Development_Virginia Community Capital Project</b>
	Target Area	LMA
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$219,000
	Description	The Virginia Community Capital Program provides financial assistance for incredible partners from the public and private sectors, VCC provides resources for small organizations/ businesses with the goal of helping create or retain low/mod jobs.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	The VCC program will support businesses who will create 4 or retain 4 low/moderate jobs.
	Location Description	999 Waterside Drive, Suite 2430, Norfolk, VA 23510
Planned Activities	VCC partners with organizations and individuals to provide financial resources and advisory services for projects designed to have a positive impact in the community. VCC’s mission is to create jobs, energize places, promote an enhanced quality of life.	
22	<b>Project Name</b>	<b>City of Norfolk - Facade Improvements Project</b>
	Target Area	Citywide
	Goals Supported	Community Development
	Needs Addressed	Community Development
	Funding	CDBG: \$100,000

	Description	CDBG funds will provide for the downtown revitalization to façade and signage improvements for Norfolk’s downtown area.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	Seven (4) businesses will be assisted.
	Location Description	Citywide
	Planned Activities	Federal funds to offer local businesses assistance with improving the exterior of their business.
23	<b>Project Name</b>	<b>Dept. of Neighborhood Development Renovate Norfolk Homeowner Rehabilitation Program</b>
	Target Area	Citywide
	Goals Supported	Residential Rehabilitation
	Needs Addressed	Affordable Housing:
	Funding	CDBG: \$328,075
	Description	Provide income-eligible homeowners with needed renovations to their residence that may include minor repairs, provide accessibility to residents who are physically impaired, and require needed exterior repairs.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	13 residential home repairs.
	Location Description	401 Monticello Avenue, 1 <sup>st</sup> Floor, Norfolk, VA 23510
	Planned Activities	DND will be accepting applications from income eligible Norfolk homeowners who reside in the housing units with financial assistance in completing interior and exterior improvements.
24	<b>Project Name</b>	<b>Dept. of Neighborhood Development Rental Rehabilitation</b>
	Target Area	Citywide
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Affordable Housing: Community Development:
	Funding	CDBG: \$216,886
	Description	CDBG funds will provide financial assistance that will assist owners of residential rental properties to rehabilitate their investment. Through this program, property owners and the city will partner to increase the supply of quality residential rental properties in Norfolk’s neighborhoods and who will rent their housing units to low- to moderate-income households.
	Target Date	June 30, 2019

	Estimate the number and type of families that will benefit from the proposed activities	Five (5) rental rehabilitation projects will be completed.
	Location Description	401 Monticello Avenue, 1 <sup>st</sup> Floor, Norfolk, VA 23510
	Planned Activities	DND will provide financial assistance for landlords in order to provide rehabilitation to increase the supply of rental housing units for low- to moderate-income residents.
25	<b>Project Name</b>	<b>Dept. of Recreation, Parks and Open Space_Berkley/Campostella Park and Playground Improvement Project</b>
	Target Area	Census Tract 51: Berkley, Campostella and Diggs town Center Area
	Goals Supported	Public Facilities and Improvements
	Needs Addressed	Community Development: LMA
	Funding	CDBG: \$427,963
	Description	CDBG funds will serve as a catalyst for community revitalization efforts in one of Norfolk poorest communities by providing 'Refresh, Refocus and Reconnect' with updating the parks and its amenities to the area by expanding outdoor recreation and leisure activities; promoting healthy lifestyles; and creating a sense of community place.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	4,591 residents
	Location Description	1530 Cypress Street, Norfolk, VA 23523
Planned Activities	The proposed project demolishes the existing basketball courts and play equipment currently located behind and on the side of the Southside Boys and Girls Club building to a more inviting location that is safe and visible from the street. Without these improvements, many of the residents in Census Tract 51, are required to cross Campostella Road/Indian River Road, a heavily travelled six-lane corridor to use the playground facilities at the Southside Stem Academy at Campostella.	
26	<b>Project Name</b>	<b>Dept. of Recreation, Parks and Open Space Oakmont North Park and Playground Improvements Project</b>
	Target Area	Census Tract 58: Rosemont and Oakwood Area
	Goals Supported	Public Facilities/ Site Improvements
	Needs Addressed	Community Development:
	Funding	CDBG: \$214,595
	Description	CDBG funds will serve as a catalyst for community revitalization efforts in the community in providing 'Refresh, Refocus and Reconnect' with updating the parks and its amenities to the area by expanding outdoor recreation and leisure activities; promoting healthy lifestyles; and creating a sense of community place.
	Target Date	June 30, 2019

	Estimate the number and type of families that will benefit from the proposed activities	4,591 residents
	Location Description	1305 Oakmont Court, Norfolk, VA 23513
	Planned Activities	Demolish the current playground park, provide site work and resurfacing efforts for residents of the Oakmont North development as well as provide adjacent residents within a 10-minute walk initiative that promotes healthy lifestyle and leisure activities.
27	<b>Project Name</b>	<b>City Office of Resilience's. Paul's Quadrant Improvements Project</b>
	Target Area	Census Tracts: 41, 42 and 48
	Goals Supported	Community Development
	Needs Addressed	Community Development
	Funding	\$500,000
	Description	The city and NRHA are partnering to revitalize the St. Paul's area to continue efforts for residents to have housing choices and lifelong success.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	4,600 residents
	Location Description	Young Terrace, Calvert's Square, Tidewater Gardens.
	Planned Activities	TBD
28	<b>Project Name</b>	<b>City of Norfolk_Section 108 Program Interest Loan Payment</b>
	Target Area	Citywide
	Goals Supported	Community Development
	Needs Addressed	Community Development
	Funding	\$400,000
	Description	Repay interest payments to HUD towards Norfolk's Section 108 program.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	401 Monticello Avenue, Norfolk, VA 23510
	Planned Activities	Propose to repay interest payments to HUD towards Norfolk's Section 108 program.
29	<b>Project Name</b>	<b>NRHA HOME Administration</b>
	Target Area	Citywide
	Goals Supported	General Oversight of HOME Planning and Administration

	Needs Addressed	Planning and Administration
	Funding	HOME: \$66,459
	Description	The HOME Program will provide not more than 10% of the city's fiscal year HOME allocation for reasonable administrative and planning costs of general management, oversight, coordination, staff and overhead, and other eligible costs defined in 24 CFR 92.207.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	555 East Main Street, Norfolk, VA 23510.
	Planned Activities	HOME funds will be allocated to NRHA for the administration of the CHDO Projects and the Homebuyer Assistance Program.
30	<b>Project Name</b>	<b>Office to End Homelessness (OTEH) HOME Administration</b>
	Target Area	Citywide
	Goals Supported	General Oversight of HOME Planning and Administration
	Needs Addressed	Planning and Administration
	Funding	HOME: \$25,000
	Description	The HOME Program will provide not more than 10% of the city's fiscal year HOME allocation for reasonable administrative and planning costs of general management, oversight, coordination, staff and overhead, and other eligible costs defined in 24 CFR 92.207.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	232 E. Main Street, Suite 250, Norfolk, VA 23510
	Planned Activities	HOME funds will be allocated to OTEH to manage the HOME Program for its TBRA Program.
31	<b>Project Name</b>	<b>CHDO Set-Aside Project</b>
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing: Homeowner Housing Added
	Funding	HOME: \$137,189
	Description	The city will set-aside 15% of its fiscal year HOME allocation to award to an eligible CHDO for the development of a new construction home to be sold to an eligible low-to-moderate income first-time homebuyer.

	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 2 housing units will be constructed and completed to benefit 2 eligible low- to moderate-income homebuyers.
	Location Description	NRHA's main office is located at 555 East Main Street, Norfolk, VA 23510.
	Planned Activities	To certify a non-profit organization that both meets the definition of CHDO as defined in 24 CFR 92.2 and has the capacity to own and develop a new construction home in the City of Norfolk to be sold to an eligible low-to-moderate income first-time homebuyer.
32	<b>Project Name</b>	<b>Homebuyer Assistance</b>
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing: Direct Financial Assistance to Homebuyers
	Funding	HOME: \$504,204
	Description	The city will sub-grant HOME funds to Norfolk Redevelopment and Housing Authority (NRHA) to expand the supply of decent affordable housing by providing down payment and closing costs assistance to eligible low-to-moderate first-time homebuyers purchasing a newly constructed or existing home in the City of Norfolk.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 10 low- to moderate-income first-time homebuyers.
	Location Description	NRHA's main office is located at 555 East Main Street, Norfolk, VA 23510.
	Planned Activities	To provide down-payment and closing costs to eligible low-to-moderate income homebuyers purchasing a decent affordable newly-constructed or existing home in the City of Norfolk. The assistance will be in the form of a forgivable, no interest and no monthly payment "soft second" mortgage loan with a principal residence requirement, affordability period, forgiveness terms and recapture provisions.
33	<b>Project Name</b>	<b>Dept. of Human Services_TBRA</b>
	Target Area	Citywide
	Goals Supported	Affordable Housing; Homelessness
	Needs Addressed	Affordable Housing: Homelessness
	Funding	HOME: \$94,683
	Description	Provide financial rental assistance to households to maintain housing and prevent or end a homeless episode.
	Target Date	June 30, 2019

	Estimate the number and type of families that will benefit from the proposed activities	Approximately 40 income eligible households will financial assistance towards security deposit and rental expense.
	Location Description	741 Monticello Avenue, Norfolk, VA 23510
	Planned Activities	The Department of Human Services will provide direct financial assistance using HOME funds towards security deposits for low- to moderate-income individuals.
34	<b>Project Name</b>	<b>Office to End Homelessness_TBRA</b>
	Target Area	Citywide
	Goals Supported	Affordable Housing; Homelessness
	Needs Addressed	Affordable Housing; Homelessness
	Funding	HOME: \$87,058
	Description	HOME funds will assist homeless and provide financial assistance for rental expenses.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 36 individuals with financial assistance for rent .
	Location Description	232 E. Main Street, Suite 250, Norfolk, VA 23510
	Planned Activities	Provide TBRA vouchers for income qualifying individuals towards rental expense up to two years with renewal options.
35	<b>Project Name</b>	<b>HESG Activities</b>
	Target Area	Citywide
	Goals Supported	Homelessness
	Needs Addressed	Homelessness; Planning and Administration
	Funding	ESG: \$348,293
	Description	The HESG Program assists individuals and families quickly regain stability in housing after experiencing housing crisis or homelessness. The City of Norfolk has allocated HESG funds in the amount of \$348,293 as follows to achieve results that will combat homelessness: HESG Administration: \$26,122; Street Outreach: \$44,405; Emergency Shelter: \$137,359; and Homeless Prevention/ Rapid Re-Housing: \$140,407.
	Target Date	June 30, 2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	Various Locations throughout the city

	<p>Planned Activities</p>	<ul style="list-style-type: none"> <li>○ Provide outreach services to ensure homeless individuals living on the streets and abandoned buildings are approached and assisted with emergency shelters, housing or critical services, providing urgent, non-facility-based care, case management, emergency health and mental health services, and transportation.</li> <li>○ Provide Emergency Shelter Services through area shelter providers who will provide shelter services for the homeless population; and</li> <li>○ Provide Rapid Re-Housing and homeless prevention dollars for activities to rapidly re-house homeless persons who are in and out of shelters and move them into permanent housing and/or who will provide homeless prevention assistance to at-risk persons who would otherwise become homeless.</li> </ul>
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## 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.

Low- and moderate-income families and individuals reside in communities throughout the City of Norfolk. Grants and other resources are geographically distributed throughout the city for community development and housing programs. All proposed Annual Plan activities are intended to primarily benefit populations that have special needs and citizens with low- and moderate-incomes. Assistance will be directed to areas of the city in which 51 percent or more of households are low- and moderate-income. The city certifies that 70 percent of all CDBG funds expended in FY 2019 (PY 2018) will be used for activities which benefit low- and moderate-income persons and special needs populations.

Federal funding will be focused in neighborhood revitalization areas and low- to moderate-income areas. Most neighborhoods within the City of Norfolk have low-income census tracts within them, and it is difficult to define how much assistance will be classified in the neighborhood revitalization program versus the low- to moderate-income eligible areas due to the overlap. Additionally, some funds, such as those going to assist low-income areas or households, and those part of a larger target neighborhoods are also part of the city's revitalization efforts.

### Geographic Distribution

Target Area	Percentage of Funds
PARK PLACE	27
BROADCREEK AREA	25
BERKLEY III	35
CENTRAL BRAMBLETON	4
HUNTERSVILLE	2
LAMBERT'S POINT	3
BERKLEY IV	4

Table 8 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically.

In light of the limited amount of CDBG, HOME and ESG funds available to the city, not all the city's housing and community development needs can be addressed over the course of a year. Therefore, priorities must be established to ensure that scarce resources are directed to the most pressing housing and community development needs. Priority CDBG funding areas in Norfolk include areas where the percentage of low to moderate-income (LMI) persons is 51 percent or higher and are located within Norfolk's low- to moderate-income census tracts.

The city proposes to utilize its funding for Fiscal Year 2019 to finance a variety of capital improvement projects and economic development activities in order to target community areas of greatest need and significant potential for positive intervention. Most funding will be used to towards homeowner rehabilitation, community infrastructure and economic development activities. In addition, the city will continue to focus on funding community development activities including special needs targeting low- to

moderate-income households that also include such needs as abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate persons and assisting people living with HIV/AIDS.

The FY 2019 strategy is to continue focusing resources on revitalization and other housing and community development needs in Norfolk's communities due to high concentrations of poverty and blight. The city's service delivery strategy focuses mainly in low- to moderate- income census tract areas. Revitalization funds will also be focused in business corridors of Norfolk.

<b>Discussion</b>
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All proposed projects listed will be classified by both a general objective (decent housing, suitable living environment or economic opportunity) and general outcome category (availability/ accessibility, affordability, sustainability). These activities' objectives/ outcomes will be used to report project accomplishments into IDIS, HUD's reporting system.

# Affordable Housing

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

### Introduction

Lower-income households continue to pay a higher percentage of their income for housing, compared to other income groups in Norfolk. A large proportion of lower income renter-households also tend to experience other housing problems such as overcrowding and inadequate housing conditions. In order to help provide decent and affordable housing, and improve the social and economic status for extremely low-, very low-, low-, and moderate-income households in the City of Norfolk, the following programs will be available during the next program year: HOME-funded new construction and rental rehabilitation, and allocation of CDBG to homeowner housing rehabilitation. In addition, CDBG and HESG will provide funding for homeless shelters, homeless prevention and the rapid re-housing program; an estimated 353 persons in the emergency shelters (approximately 11,365 bed nights) and 70 persons receiving rapid re-housing and homeless prevention assistance.

The one-year goals noted below have been extrapolated from the table included in AP-20.

One Year Goals for the Number of Households to be Supported	
Homeless	950
Non-Homeless	980
Special-Needs	26
Total	1,956

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	70
The Production of New Units	2
Rehab of Existing Units	23
Acquisition of Existing Units	0
Total	95

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

### Discussion

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Quality Housing and Work Responsibility Act (QHWRA) of 1998 require all federally-funded public housing authorities (PHA's) to submit a Public Housing Authority Plan to the U.S. Department of Housing and Urban Development (HUD). The Plan reflects the PHA's policies, programs, operations, and strategies for meeting local housing goals. The plan consists of two separate sub-plans: 1) Five-Year Plan that is submitted once every fifth PHA fiscal year; and 2) Annual Plan that is submitted every PHA's fiscal year.

Norfolk Redevelopment and Housing Authority (NRHA) is the PHA responsible for the Low-Income Public Housing (LIPH) and Housing Choice Voucher (HCV) programs for residents of Norfolk, Virginia. NRHA's fiscal year begins on July 1 and ends on June 30 of the subsequent year. The current draft five-year Plan covers the period July 1, 2015 to June 30, 2019, and the current draft annual plan covers the period July 1, 2018 to June 30, 2019. Both Plans include information on NRHA's LIPH and HCV programs, and describe the goals, objectives, and strategies that enable NRHA to serve the needs of low-income, very low-income, and extremely low-income families within the City of Norfolk.

### **Actions planned during the next year to address the needs to public housing.**

NRHA will continue with its commitment to provide affordable units throughout its public housing inventory. In addition, NRHA encourages low-income households to choose their place of residence in the private market, further increasing housing opportunities for program participants by subsidizing a portion of the monthly rental obligation through the allocation of a Housing Choice Voucher (HCV). Continued outreach to private landlords and collaboration with the City of Norfolk will allow program participants to have more choices as the pool of available options in the city increases.

In FY 2019 (PY 2018), NRHA will continue to utilize Project Based Vouchers (PBV) to expand affordable housing opportunities in particularly low poverty areas in the city. PBV differ from HCV vouchers in that PBV vouchers are assigned to specific housing units, unlike HCV that is awarded to households who then seek private landlords who are willing to accept the subsidy. The annual plan also includes information on property demolition/disposition, policy changes, and HUD requirement and mandates such as the HUD non-smoking mandate and updates to Violence Against Women Act (VAWA) procedures.

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

NRHA continues to market resident participation in supportive service programs that encourage residents to attain the goal of homeownership. Under the NRHA Client Services division, the Family Self-Sufficiency (FSS) Program is focused on the development of local strategies to coordinate public and private resources that help housing choice voucher program participants and public housing tenants obtain employment that will enable participating families to achieve economic independence, including homeownership. With the support of direct self-sufficiency counseling, an individualized training and services plan for each participating family member, and an interest-bearing escrow account, the FSS Program has proven to be successful at NRHA.

HomeNet, a component of NRHA, is a full-service homeownership center which partners with local lending institutions, attorneys, housing developers, realtors, and local, federal and state housing agencies to assist prospective homebuyers achieve the dream of homeownership. The mission of HomeNet is to demystify the home buying process and empower participants to make informed decisions during the often-complex home buying process.

NRHA will continue to work with residents in the planning and implementation of supportive services programs by working closely with the tenant organizations in each public housing community. Tenant organizations are kept abreast of NRHA initiatives; resident input and feedback is encouraged to keep communication and need assessment fluid.

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

In September 2017, HUD ranked NRHA as a “High Performer” based on the Public Housing Assessment System (PHAS) Score Report for the fiscal year ending June 30, 2016.

**Discussion**

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

### **Introduction**

The City of Norfolk's Department of Neighborhood Development coordinates most of the homeless and other special needs activities through partnerships with the Office to End Homelessness (OTEH) along with non-profit service providers, the Department of Human Services, Continuum of Care (CoC), and the Norfolk Redevelopment and Housing Authority.

### **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.**

Outreach to homeless persons is conducted through a range of Continuum of Care (CoC) services. The City of Norfolk has a variety of services for persons who routinely sleep on the street or in other places not meant for human habitation, including two major service providers, the Norfolk Office to End Homelessness and the Norfolk Community Service Board. Staff members from these departments canvass the city searching for households attempting to survive in areas not meant for human habitation; assess and address their immediate and critical needs (food, shelter, medical, mental health, etc.); link each household to the Coordinated Entry System (CES) and provide ongoing case management services throughout an unsheltered period.

The CoC's Regional Housing Crisis Hotline (HCH) also serves as a conduit to directly connect those experiencing homelessness with immediate services. For disconnected single adult households, the HCH provides a telephonic connection to the street outreach team described above. For households with children, the HCH would provide a similar connection to the Norfolk Department of Human Services' – Homeless Assistance Response Team (HART). For FY2019, these outreach efforts aim to continue their success through the best practice of diversion and re-housing practices which are integrated into the CoC's Coordinated Entry System.

Supporting these day-to-day efforts are provider partners including The Salvation Army, St. Columba Ecumenical Ministries, Inc., the Union Mission, ForKids, Virginia Supportive Housing, Commonwealth Catholic Charities, the Norfolk Emergency Shelter Team (NEST), the LGBT Life Center and the YWCA of South Hampton Roads. These programs provide meals, clothing, medical services, mental health and substance abuse services, shelter, permanent supportive housing and counseling services. Finally, the City of Norfolk, in conjunction with the CoC, will hold two citywide outreach efforts as part of the OTEH's Project Homeless Connect series. One of these annual events is scheduled to coordinate with the CoC's "Point-In-Time Count" to count the total number of homeless individuals. These events are conducted by combined efforts from city staff, community volunteers and the city's human service agencies.

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

The activities to address emergency shelter needs within the City of Norfolk will be those undertaken with funds available through the Emergency Solutions Grant (ESG) program. The estimated FY 2019 (PY 2018)

HESG allocation of \$348,293 will be supplemented by matching funds at least equal to that amount.

Primary emphasis will continue to be on payment of emergency shelter operations expenses including utilities, maintenance, insurance, and staff salary costs. The purpose of emphasizing payment of operations expenses is to provide some predictability and stability to the operation of the shelters by assuring that their most basic expenses are met. This assures at least the continued operation of the facilities in times of scarce and fluctuating resources, and it compliments specific fundraising efforts for special projects. The FY 2019 (PY 2018) HESG funding will be allocating funds towards Rapid-Re-Housing and Homeless Prevention efforts to either re-house homeless families and individuals or to provide assistance to families who are at risk of becoming homeless.

**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**

An effective strategy to ensure that homeless households make the transition to permanent housing and independent living is prioritizing safe and stable housing and making affordable housing options more accessible to homeless households. As the urban center of CoC #VA501, the City of Norfolk is actively engaged in the policy making activities of the SVHC which has implemented its new Coordinated Entry System to identify, assess, prioritize and rehouse those experiencing homelessness in the shortest period of time possible. This is accomplished by prioritizing cases based on a vulnerability index and maintaining a by-name housing registry. Utilizing HMIS data and the information from the housing registries, the city is able to visualize in real-time the length of time individuals, families, veterans and unaccompanied youth remain homeless. By monitoring programs using the recently adopted performance measures, the city is making informed decisions about future funding targets.

Through the Norfolk Street Outreach Team, government and non-profit agencies will identify and assess an estimated 300 unsheltered households. These assessments will be discussed as part of the SVHC's the Coordinated Entry System (CES) process and households will be rehoused in an appropriate setting based on their individual needs. This structure served as the foundation for the city's successful effort to end veteran homelessness and is being utilized as the city works to meet the goal of ending chronic homelessness.

The city will pursue this goal in FY 2019 by continuing to implement a new HESG-RRH program established through the one-time bonus ESG funds awarded last year. In implementing this program, the city is partnering with non-profit agencies that have proven track records among this population. The HOME funded Tenant Based Rental Assistance Program (TBRA) administered by the Office to End Homelessness will be reviewed and revised, if necessary, in FY 2019 to replicate best practice models which streamline the ability of a household to acquire quality, affordable housing and become self-sufficient.

As part of the FY2017 – 2021 Consolidated Plan the city implemented new performance measures for all its funded programs serving those experiencing homelessness. As such, during the third year of the plan,

the city is anticipating a continuation of the significant increases in the number of single adult households transitioning to permanent housing from the streets, emergency shelter and transitional housing. Accessibility to affordable housing will continue to be addressed through the partnership with the Norfolk Redevelopment and Housing Authority (NRHA). Through this initiative, NRHA agrees to set aside up to 20 percent of its Public Housing units and Housing Choice Vouchers to serve referrals from the CoCs CES process. By providing access to affordable housing, the city anticipates being able to prevent returns to homelessness, while offering greater access to the programs and services available through CoC funded programs.

**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.**

The City of Norfolk relies upon its prevention providers to identify risk factors through the analysis of Homeless Management Information System (HMIS) data for households that may become homeless and establishing priorities for assistance. This includes households with a prior history of homelessness. In FY 2018, city human service departments, non-profit homeless service providers and the CoC have been developing a new prevention assessment tool to help establish the vulnerability of those households seeking prevention assistance. Once implemented fully, the hope is that the tool will enhance a program's ability to focus prevention assistance on those households who will require emergency shelter if funding is not available. The Norfolk Department of Human Service's HART Team continues to divert households from entering shelter using a Diversion Assessment process which connects the Regional Housing Crisis Hotline to community-wide prevention programs. In doing so, HART is able to avert literal homelessness for up to 85 percent of the presenting families with children, while experiencing a recidivism rate of less than 10 percent over a 12-month period.

Individuals or families who are connected to publicly funded systems of care and institutions are served primarily through the Department of Human Services and the Community Service Board as well as the city's non-profit partners. These agencies ensure that people are connected to benefits and entitlement programs for which they are eligible to lessen the impact of poverty to the greatest degree possible and to reduce the likelihood of homeless episodes.

The city continues to work with its partners on improving discharge planning from Foster Care, Hospitals, Mental Health and Correctional facilities. While there are protocols in place for these systems, it is imperative that the city remains vigilant to ensure that those procedures are implemented in an effective manner to avoid people "falling through the cracks".

## **Discussion**

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

### Introduction:

Barriers to affordable homeownership housing include:

- Lack of affordable existing housing stock that meets HOME property standards or new construction housing stock for low-to-moderate income first-time homebuyers.
- Limited funding available to meet the demand of the affordable housing needs of low-to-moderate income households.
- Tighter mortgage lending standards have made it more difficult for low-to-moderate income households to realize affordable homeownership, thus the increased need for homeownership education and counseling to provide guidance to potential homebuyers on how to improve savings, derogatory debt and credit scores.

With anticipated cuts to the Low Income Public Housing programs, there is increased demand on Project Based Voucher (PBV) from the Housing Choice Voucher (HCV) program to subsidize the rents for the programs that work their way through all the regulatory requirements. Many of our proposed construction projects remain tentative as NRHA, along with all other PHAs across the county, wait to learn the fate of PIH funding streams now being called into account by Congress. As trends of homeownership are spiraling and the demand on rental housing increases, rents are increasing at rates that are difficult for many households to accommodate, especially those households living at or below federal poverty levels. Even B and C level rental properties face rental gaps that put increasing pressure on subsidies. The increased subsidies combined with flat or lower HCV funding levels reduce the number of participants being served.

**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.**

DND works with each developer on their project to guide them through the regulatory process of HUD and the local jurisdiction procedures. This is increasingly difficult with reduced staff at the HUD level, the developer level and the department level. However, the city continues to work to eliminate barriers that may limit the production of feasible affordable housing construction that are within the capacity of a local government to address. Foremost among these are zoning and land use regulations. Gap between supply and demand for rental housing in Norfolk continues to pose problems for Norfolk residents, particularly low-income households and persons with disabilities. Although the city and its partners administer a variety of affordable housing programs, getting the information to those who need the assistance can be challenging. The result is the potential for actual reduction of diversity in impacted neighborhoods, along with the concentration of poverty and segregation of persons in protected classifications within poorer neighborhoods. In addition, the city will consider and implement as funding permits the following actions:

- Continue to use federal and other city administered funds to support affordable housing and

- explore opportunities to increase funding for affordable housing creation;
- Support opportunities to reduce barriers to affordable housing; and
- Encourage the production/preservation of larger units for families (e.g., units with at least two bedrooms).

<b>Discussion:</b>
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Affordable housing needs and lack of affordable land, lack of sustainable funding, increased building cost and large gaps between low- and moderate-income levels and Fair Market Rents create challenges that require creative solutions, constant collaboration among non-profits, state and federal agencies working toward a common goal with reduced staff sizes. This is not impossible but certainly challenging during this phase of affordable history.

## AP-85 Other Actions – 91.220(k)

### Introduction:

Neighborhood deterioration is a complex problem with many sources. Lack of affordable housing, lack of maintained housing, environmental hazards, income levels, economic environment, social perceptions, and resident pride are all factors that affect neighborhood health and stability. Neighborhood revitalization underlines how complex the sources of blight and deterioration can be, and it takes a multi-faceted approach to address issues. This section highlights other actions that have been or will be taken in neighborhood revitalization including a reiteration of affordable housing strategy, addressing lead-based paint, reducing property, institutional structure, and enhanced coordination.

### Actions planned to address obstacles to meeting underserved needs.

The primary impediment to the city's ability to meet underserved needs in Norfolk is the limited amount of CDBG and HOME funding to address identified priorities. The City of Norfolk will continue to seek public and private resources to leverage its entitlement funds in assisting with implementation of policies and programs.

For instance, CHDO requirements identified in the 2013 HOME Final Rule, the lack of buildable lots and cost of vacant land for specific local projects have all been obstacles for non-profit organizations to meet the CHDO definition and/or be awarded CHDO set-aside funding for an affordable housing project. In FY 2018, the city provided training classes for CHDO applicants on how to become a CHDO, remain a CHDO, and on understanding the HOME Program.

Providing direct financial assistance through the HOME Program eliminates the largest obstacles for low-to-moderate income first-time homebuyers to afford homeownership, which are the lack of funds for down payment and closing costs and an affordable monthly mortgage payment.

Due to limited funding and the prospect of reduced funding in future years, the following are considerations that the city will make when determining whether to fund activities:

- The project must be an identified Consolidated Plan priority. Each awarded agency will be required to document if they activity will address a specific need.
- The project budget is justified and leverages other financial resources, including personnel resources. In addition, sub recipients would be required to document efforts to acquire outside funding.
- The project must have a measurable impact in Norfolk communities in targeting low- to moderate-income persons, utilize community partnerships, and provide adequate benefits to costs.
- The sub recipient will be required to maintain regulatory HUD compliance and be required to demonstrate it has strong administrative and financial capacity to complete a federal grant; and the ability to complete the project within the required time-period.

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

Affordable housing will be one of the highest priorities to be addressed by the city. The city will continue

to support its goals of maintaining and expanding affordable housing by utilizing its CDBG and HOME allocations to create new opportunities for affordable rental and homeownership and rehabilitate existing affordable units. The city expects to utilize current CDBG and HOME funds as well as continue to spend previous unspent funds towards maintaining affordable housing.

#### **Actions planned to reduce lead-based paint hazards**

A visual assessment of exterior and interior painted surfaces will be performed on pre-1978 built homes being purchased with direct financial assistance through the CDBG and HOME Programs to identify any paint deterioration. Any paint deterioration identified must be stabilized using safe work practices. If paint deterioration is measured to exceed specific limits, paint stabilization must be performed by a licensed lead abatement professional and a clearance examination must be performed by a licensed lead abatement risk assessor. Clearance helps ensure that lead-based paint hazards are controlled and the home is safe for habitation.

The HOME TBRA program requires a visual assessment for lead-based paint hazards as part of the housing inspection if the unit was built before 1978 and a child under the age of six years lives in the unit. If a visual assessment reveals lead-based paint, the rental owner must complete paint stabilization, clean up, and clearance activities before allowing occupancy. Any program participant whose unit was built prior to 1978 will also receive a brochure titled, "Protect Your Family from Lead in your Home." Renters must sign a receipt for the brochure that is kept on file. The providers are required to inform the local health department about children at risk for lead-based paint poisoning.

#### **Actions planned to reduce the number of poverty-level families**

In the 2018-2019 program year, the City of Norfolk will focus on building stronger relationships with multiple organizations in an effort to address poverty in Norfolk. The city's emphasis is assisting residents to acquire training and receive the skills needed to become gainfully employed. This will be accomplished by building on existing initiatives and improving the effectiveness of funded programs. To address poverty, the city will target economic development in its low- to moderate-income areas with the expectation that this will provide better access to jobs and increased incomes.

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

The most direct action in developing institution structure is the capacity building efforts. Within the last four years, the city and associated homelessness agencies have tried to develop a better institutional structure for the city and the Continuum of Care (CoC). In FY 2019, the CoC has with the Office to End Homelessness as well as neighboring cities in the CoC to increase and better serve the homeless services. By developing a stronger structure, the homeless population has reduced, written policies were created, and an organized client intake system has been created and continuously improved.

The city facilitates coordination among its partner agencies that results in a broadly shared understanding of community needs, collaborative and complimentary approaches to addressing needs, and

responsiveness to changes in conditions.

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

Regular evaluations of the current system will highlight areas where improvements are necessary. The city will continue to coordinate with agencies to assist them in attaining their goals. Coordination is achieved by established mutual goals, information sharing, and supportive action. The city will continue to work both private and public organizations to provide open communication that will allow for greater information flow regarding housing and social services to be provided to the public. In addition, the city will provide workshops or training that will be provided to assist in increasing capacity of local agencies.

In addition, the Norfolk Redevelopment and Housing Authority's participation in the HUD Rental Assistance Demonstration (RAD) program allows families residing in Project Based Voucher housing an opportunity to be issued a Housing Choice Voucher to transition to private housing.

The Program Coordinating Committee (PCC) of the Family Self Sufficiency Program (FSS) consists of public and private agencies that provide an array of services to public housing residents to help them become employed or obtain improved employment in order to reach the goal of becoming self-sufficient in providing the needs of their family without assistance. The PCC currently has more than 20 partners, such as Norfolk Department of Social Services, Virginia Employment Commission and the HomeNet Homeownership Center. The PCC helps FSS participants transition from public housing to private rental housing or homeownership. Visit NRHA's website at <http://www.nrha.us/content/family-self-sufficiency-program-fss> for more information on the FSS Program.

**Discussion:**

## Program Specific Requirements

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

<b>Introduction:</b>
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This section describes specific HUD program requirements for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and the Emergency Solutions Grant (ESG) programs.

**CDBG Requirements:** The total amount of CDBG funds expected to be available during the upcoming program year is \$3,901,034. The city does not anticipate any urgent need activities. All CDBG funding, or 100 percent, will be used for activities that benefit low- to moderate-income people and areas.

**HOME Requirements:** The city estimates receiving HOME funding totaling \$914,593 over the upcoming year. HOME funding will be allocated to eligible CHDO's to construct or rehabilitate housing to income eligible Norfolk residents, provide funding towards homebuyer and tenant-based rental assistance activities. Tenant-based Rental Assistance activities will provide financial housing assistance to homeless individuals to provide these individuals with housing options.

**ESG Requirements:** Over the upcoming year, the city estimates providing ESG funding totaling \$348,293 towards street outreach, emergency shelter, rapid re-housing and homeless prevention programs. These programs will ultimately assist individuals who are either at-risk of becoming homeless or are homeless.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

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

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

#### Other CDBG Requirements

1. The amount of urgent need activities	0
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<p>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.</p>	<p>100.00%</p>
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**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:**

The city will not use other forms of investment beyond those identified in Section 92.205.

**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:**

Recapture provisions are applicable to the direct homebuyer assistance provided through both the CHDO and the Homebuyer Assistance Programs, which are administered by Norfolk Redevelopment and Housing Authority (NRHA) as the city’s sub recipient. In the event the property does not continue to be the principal residence of the borrower for the duration of the affordability period due to the borrower transferring the property either voluntarily (selling the property at fair market value) or involuntarily (a foreclosure, transfer in lieu of foreclosure or assignment of an FHA insured mortgage to HUD), the amount of HOME assistance provided to the borrower as direct subsidy will be recaptured on a prorated basis based on the terms of forgiveness and according to the time the borrower has owned and occupied the property measured against the required affordability period. The direct subsidy HOME loan will be recaptured from available net proceeds and any direct subsidy HOME loan amount in excess of the net proceeds shall be forgiven. Net proceeds are defined as sales price minus (1) the payoff of superior loans and/or other amounts (other than HOME funds); (2) closing costs incurred by borrower to sell the property; and (3) the borrower’s investment in the property (borrower’s contribution toward down payment at time of purchase and the borrower’s costs of capital improvements to the property).

The borrower is required to immediately submit written notification to NRHA if the borrower will be transferring the property voluntarily or involuntarily. To preserve the affordability of the property, NRHA or eligible CHDO will have a purchase option, right of first refusal, or other preemptive right to purchase the property within 45 days of NRHA receiving any such notice of the property being transferred. In the event NRHA or an eligible CHDO choose not to purchase the property, NRHA will recapture any available net proceeds.

A subsequent homebuyer of the Property determined income eligible for HOME assistance may assume the borrower’s existing direct subsidy HOME loan (subject to the HOME requirements of the remainder of the affordability period) provided that no additional HOME assistance is provided. In the event a subsequent homebuyer of the property determined income eligible for HOME assistance needs a direct subsidy HOME loan amount in excess of the unforgiven balance owed on the borrower’s

direct subsidy HOME loan, the balance owed cannot be assumed and will be recaptured from the borrower and a separate direct subsidy HOME loan will be provided to the subsequent homebuyer with a new affordability period based on the amount of direct subsidy provided. In the event the subsequent homebuyer needs a direct subsidy HOME loan amount less than the balance owed on the borrower's HOME loan, NRHA will recapture from the borrower at the time of the sale the lesser of (1) the difference between the unforgiven balance owed and the amount the subsequent homebuyer can assume; or (2) the available net proceeds.

**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:**

The HOME loan requires the property to be the borrower's principal residence during the affordability period: 5 years for a HOME loan less than \$15,000; 10 years for a HOME loan of \$15,000 to \$40,000; and 15 years for a HOME loan greater than \$40,000. The property may not be temporarily subleased, with an exception made to military required to temporarily move for deployment purposes only.

The HOME loan will be forgiven each annual anniversary date following the borrower's settlement date: 20% per year on a 5-year HOME loan less than \$15,000; 10% per year on a 10-year HOME loan of \$15,000 to \$40,000; and 6.67% per year on a 15-year HOME loan of \$40,000. The forgiveness term is not applicable and repayment is immediately due in the event the borrower fails to comply with the principal residence requirement by either renting (unless an exception is made due to a military deployment) or permanently vacating the property during the affordability period.

The subordination of NRHA's lien interest is allowed only for the sole purpose of the borrower refinancing for a first mortgage interest rate reduction, resulting in a monthly principal and interest payment reduction, and not for the purpose of removing cash or equity from the property proceeds which would require the unforgiven balance of the HOME loan to be due and payable to NRHA.

In the event of a foreclosure or deed in lieu of foreclosure occurs, the affordability restrictions shall be revived according to the original terms if the borrower obtains an ownership interest in the housing during the affordability period.

Each borrower is required to sign a HOME Promissory Note and HOME Deed of Trust on the date of settlement. The HOME Deed of Trust is recorded with the Norfolk Circuit Court to cover the HOME Promissory Note during the loan term and affordability period. Each borrower is also required to sign a HOME Agreement with the city and NRHA, which is a separate legal document apart from any loan instrument and conforms to the requirements of 24 CFR 92.254(a).

**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:**

The city does not intend to refinance existing debt secured by multifamily housing that is being

rehabilitated with HOME funds.

## Homeless Emergency Solutions Grant (ESG)

### Reference 91.220(l)(4)

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

The City of Norfolk has written performance standards for all providers delivering services through the HESG program. To maintain consistency across all funding programs the city also utilizes these standards, which were developed in concert with the CoC, for homeless service programs supported by CDBG, HOME and grant opportunities supported by the city's general revenue funds. These written standards are attached in the exhibits section.

#### **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 City of Norfolk is part of the Southeastern Virginia Homeless Coalition (SVHC). Working with the Norfolk Office to End Homelessness and the other members, this Continuum of Care (VA-501) planning body developed the Coordinated Entry System (CES) in compliance with HUD requirements. The CES is a centralized, community-wide process designed to identify, engage, and assist households experiencing, or at risk of experiencing, homelessness; coordinate the intake, assessment and referral for services that meet the level of assistance that is most appropriate to resolving a household's housing crisis; and prioritize all households so everyone has equal access to services with the most severe service needs receiving the high priority.

Households in the community access the CES through the Regional Housing Crisis Hotline, emergency shelters, designated homeless service providers, and OTEH's outreach personnel canvassing streets and other places where homeless congregate. Once the household is screened and found eligible, a standardized assessment tool (VI-SPDAT, VISPDAT-F & VI-SPDAT-Y) is utilized to identify the household's level of acuity and to help guide decisions around the appropriate type of housing and services needed.

Designated staff at the access points then makes a referral to the By-Name List (BNL) for eligible households. Households on the BNL are case conferenced at regularly held Service Coordination Committee (SCC) meetings and prioritized by level of vulnerability, then referred to housing programs as appropriate.

The CoC participating Domestic Violence (DV) providers in the COC operate an additional access point known as the Coordinated Crisis Response (CCR). This 24-hour hotline acts as a centralized assessment and referral process that provides comprehensive, wraparound emergency services to victims of domestic violence, sexual assault, stalking and human trafficking. CCR works to streamline access to 24/7 crisis hotlines, emergency shelter, victim advocacy and group therapy. Households presenting at centralized assessment for homeless services are immediately linked to local DV providers for services & afforded access to safe housing. To reduce trauma & increase access to housing, the CCR intersects with the Continuum of Care's CES at the service coordination component. All DV providers participate in the CoC's Service Coordination Committee (SCC). Referrals are submitted to SCC using

the VI-SPDAT, which isn't entered into HMIS for DV, to adhere to confidentiality and safety policies. Each DV provider receives funding from one or more sources including ESG, CoC, DOJ, and the VA Dept. of Social Services.

**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 city utilizes the Request for Proposal process to allocate ESG funds. The city will ensure that all programs awarded meet the ESG categorical requirements. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG. In January 2018, a Point-In-Time (PIT) Count was conducted for a total of 572 individuals were interviewed.

The DND issues a request for proposal at a minimum of every two years for all its homeless services for ESG and annually for CDBG and HOME. These services include emergency and interim shelter, outreach and engagement and specialized mental health and substance abuse services. DND utilizes standard selection criteria in its RFPs.

Grants are awarded for a one-year period with an option for extensions. The extension option is contingent upon successful performance of the program and services provided, and upon availability of funds.

The city advertises funding opportunities through local newspapers, posting on the City of Norfolk's webpage, and provides open communication to our for-profit and non-profit organizations.

The City of Norfolk has administered ESG funds since the original program began in 1986. The process for making sub-awards was similar to that used over the last 25 years. Historically, the city publishes requests for ESG proposals in the late fall annually. Agencies submitting application(s) will be required to obtain a letter of support from the CoC endorsing the applicant's proposed project. To ensure compliance with HUD's obligation period, the city will continue to request Council's approval to obligate ESG funds by May of every year. The contracts will begin to be developed in July annually and executed within 60 days of HUD's Annual Plan approval.

If religious organizations apply and receive ESG funds, the organization will provide all eligible activities under this program in a manner that is free from religious influence and in accordance with the following principles:

- It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
- It will not discriminate against any person applying for shelter or any of the eligible activities under this part on the basis of religion and will not limit such housing or other eligible activities or give preference to persons on the basis of religion; and
- It will provide no religious instruction or counseling, conduct no religious worship or services; engage in no religious proselytizing, and exert no other religious influence in the provision of

shelter and other eligible activities under this part. Applicants that are primarily religious organizations are encouraged to contact the city for specifics or refer to 24 CFR 576.23.

**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.**

To ensure that ESG funds are used effectively and address the needs of those experiencing homelessness, the City of Norfolk actively recruits input from current and former consumers of services provided by the agencies utilizing ESG funds. This also satisfies the requirement under 24 CFR 576.405.

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

Performance standards for CDBG, HOME and ESG homeless activities include taking a progressive engagement approach which begins with the identification of all persons residing in shelter or other places not meant for human habitation; the assessment of each household's vulnerability level and the integration of each household into the CoC's Coordinated Entry System with the goal of acquiring appropriate housing and all eligible mainstream resources in the shortest timeframe possible. As such, the performance standards, as attached in the exhibits section, are designed to support those efforts which enhance a household's ability to exit homelessness and maintain self-sufficiency that includes client assessment to determine financial need; ensure clients attain housing prior to taking steps to address any other significant issue with which they may be struggling (substance abuse, mental health, gaining or increasing income); and being able to stabilize housing for the most vulnerable.

The standards, which cover all the components of the homeless service delivery system from homeless prevention to street outreach, emergency shelter and rapid rehousing, focus on providing all households with access to services geared at addressing their immediate needs and connecting them to the CES system to obtain long- term housing and self-sufficiency.

The standards are used to evaluate proposals at the time of application, as part of the city's ongoing monitoring process and to evaluate program outcomes. The standards were designed to enhance each component's role in the overall success of the system and to bring about the time when all forms of homelessness in Norfolk are rare, brief and non-recurring.

**FY 2019**  
**ANNUAL PLAN**  
**EXHIBITS**

# **Exhibit 1 – Revised Citizen Participation Plan**

**Includes Section 11 for Section 108**



## **Amendment to FY 2012 – 2016 Citizen Participation Plan**

### **Citizen Participation Plan**

### **Revised**

Department of Neighborhood Development  
HUD Entitlement Unit  
401 Monticello Avenue, 1<sup>st</sup> Floor  
Norfolk, Virginia 23510  
Phone: (757) 664-4080  
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# CITIZEN PARTICIPATION PLAN

## CITIZEN PARTICIPATION PLAN DESCRIPTIONS:

- Section 1: Introduction
- Section 2: Encouragement of Citizen Participation
- Section 3: Development of the Consolidated and Annual Plan
- Section 4: Anti-Displacement and Relocation Plan
- Section 5: Public Hearings and Notices
- Section 6: Assessment of Performance
- Section 7: Amendments to the Consolidated or Annual Plans
- Section 8: Technical Assistance
- Section 9: Comments and Complaints
- Section 10: Record Availability and Accessibility to the Public
- Section 11: Record for Section 108 Loan Citizen Participation Plan

# CITIZEN PARTICIPATION PLAN

## SECTION 1: INTRODUCTION

The Citizen Participation Plan sets forth the jurisdiction's policies and procedures for participation by the citizens of the City of Norfolk ("City") in activities funded by three federal programs: Community Development Block Grant ("CDBG"), the Home Investment Partnership ("HOME"), Emergency Solutions Grant ("ESG") Program and Section 108 Loan Guarantee Program.

## SECTION 2: ENCOURAGEMENT OF CITIZEN PARTICIPATION

The City of Norfolk's Department of Neighborhood Development (DND) is responsible for assuring that all citizen participation requirements under the federal guidelines are met in the development of the Citizen Participation Plan, the Consolidated Plan or Annual Plan, Substantial Amendments thereunto, and Performance Reports. The requirements are set forth in Title 24, Part 91.105, Citizen Participation Plan – Local Governments.

The City of Norfolk will:

- Provide for and encourage citizens to participate in the development of any consolidated or annual plan, any substantial amendment to the consolidated or annual plan, and the performance report.
- The city will especially encourage participation by low-to-moderate income persons, particularly those living in areas where CDBG funds are proposed to be used and residents of predominately low-to-moderate income neighborhoods.
- Take appropriate action to encourage participation of minorities, non-English speaking persons, and persons with disabilities.
- Encourage the participation of local and regional institutions including Norfolk Redevelopment and Housing Authority (NRHA), businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith based organizations.
- Encourage, in conjunction with NRHA, the participation of residents of public and assisted housing developments.
- Explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation.

## SECTION 3: DEVELOPMENT OF THE CONSOLIDATED PLAN AND ANNUAL PLAN

At least 30 days prior to adoption of the Consolidated Plan or Annual Plan the city will make available to citizens, public agencies, and other interested parties a draft of these documents.

The draft plan(s) will include:

- The anticipated amount of assistance the city expects to receive from the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grants (ESG) including program income.
- The range of activities that may be undertaken, including the estimated amount that will benefit persons of low- to-moderate income.

The city will provide the opportunity for citizens, public agencies, and other interested parties to review and comment on the Draft Consolidated or Annual Plan by taking the following steps:

1. The city will publish a summary of the draft consolidated plan or annual plan in one or more newspapers of general circulation. This summary will describe the contents and purpose of the draft consolidated or annual plan and will include a list of the locations where copies of the entire draft plan(s) may be examined.
2. The city will make copies of the draft consolidated or annual plan available for examination at all Norfolk Library branches, at the Department of Neighborhood Development (DND), and on the City of Norfolk's DND webpage.
3. The city will consider all comments or views of citizens received in writing, or orally at the public hearings, in preparing the final Consolidated or Annual plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reason therefore, shall be attached to the final Consolidated or Annual Plan.
4. After HUD approves the Consolidated or Annual Plan the city will make the document available to the public by posting the final plan on the city's website: [www.norfolk.gov](http://www.norfolk.gov).

#### **SECTION 4: ANTI – DISPLACEMENT AND RELOCATION PLAN**

The city will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and implement regulations at 49 CFR 24. All of the City of Norfolk's Consolidated Plan activities are designed to eliminate (or minimize) the occurrence of displacement. Program guidelines and limitations are structured so that temporary displacement is unlikely.

If an involuntary displacement should occur, it is the City of Norfolk's policy to provide housing referral assistance and, if required, make relocation payments in accordance with local, state and federal law.

#### **SECTION 5: PUBLIC HEARINGS AND NOTICES**

The City will conduct at least two public hearings per year to obtain citizen's views and to respond to proposals and questions.

The first scheduled hearing shall occur at least 30 days prior to the issuance of the draft Consolidated or Annual Plan. The purpose of this hearing is to obtain the views of citizens on housing and community development needs (including priority non-housing community development needs) as well as the development of proposed activities and to discuss program performance.

The second public hearing will occur at least 30 days prior to adoption of the Consolidated or Annual Plan. This meeting will allow citizens, public agencies, and other interested parties to comment on the draft consolidated or annual plan.

Notice of the public hearings will be published in one or more newspapers of general circulation and on the city's website. The city will seek to accommodate non-English speaking or hearing-impaired citizens to the best of its ability upon advanced request of at least 10 days.

Public Hearings shall be held in the City Hall Building, City Council Chambers, and/or other facilities that are handicapped accessible and are centrally located.

## **SECTION 6: ASSESSMENT OF PERFORMANCE**

At least 15-days prior to submitting the Consolidated Annual Performance Evaluation Report (CAPER) to HUD, the City of Norfolk will publish a notice of availability and opportunity to comment in a newspaper of general circulation.

The draft CAPER will be made available to citizens, public agencies, and other interested parties on the city's website.

The city will consider all comments or views of citizens received in writing by the specified deadline in preparing the CAPER. A summary of these comments or views shall be attached to the final CAPER submitted to HUD. It is anticipated that the notice of availability and opportunity to comment will be published in the first or second week of September and the CAPER will be submitted to HUD not later than September 28th each year.

## **SECTION 7: AMENDMENTS TO THE CONSOLIDATED OR ANNUAL PLANS**

### **A. Amendments in General**

The city shall amend its approved Consolidated Plan or Annual Plan whenever it makes one of the following decisions as referenced in 24 CFR, Part 91.505, the city will officially amend its approved Consolidated Plan whenever it decides to pursue any of the following:

- (1) To make a change in its allocation priorities or a change in the method of distribution of funds;
- (2) To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the action plan portion of the Consolidated Plan; and
- (3) To change the purpose, scope, location, or beneficiaries of an activity included in the annual action plan.

All amendments are limited to changes from one eligible activity to another and all proposed amendments must be reviewed and approved by an official representative of the city. All amendments will be made public and the city will notify HUD when an amendment has been made. Comments or views of citizens received in writing shall be considered during the amendment process and shall be attached to the amendment.

### **B. Substantial Amendment**

A substantial amendment is any change in the use of CDBG funds from one eligible activity to another. When it has been determined that a substantial change must be made to the Consolidated Plan, it will be published for review in at least one newspaper of general circulation. Citizens will have a 30-day period to submit written responses. A summary of these comments

and a summary of any comments or views not accepted will be attached to the substantial amendment.

Upon completion of the substantial amendment process, the city shall notify HUD that an amendment has been made. A copy of the amendment will be provided to the HUD office for the jurisdiction and shall include a transmittal letter signed by an official representative of the city.

## **SECTION 8: TECHNICAL ASSISTANCE**

The city shall provide technical assistance to persons of low and moderate income that request such assistance in developing proposals for funding assistance under any of the programs covered by the consolidated plan. The technical assistance shall consist of the provision of available and relevant information. Technical assistance will be provided for and arranged by the Department of Neighborhood Development, HUD Entitlement Unit, 810 Union Street, 401 Monticello Avenue, 1<sup>st</sup> Floor, Norfolk, VA 23510.

## **SECTION 9: COMMENTS AND COMPLAINTS**

The City of Norfolk will consider any comments or views of citizens received in writing, or orally at public hearings, on the preparation of the Consolidated Plan, amendments to the Plan, and performance reports. A summary of all comments or views, as well as how they were addressed in the relevant document (or, if applicable, why they could not be accommodated), will be included in the final Consolidated Plan, amendments to the Plan, or performance reports.

With regard to citizen complaints, the city will make every reasonable effort to issue a written response to every written complaint or grievance within 15 working days of receipt. When this is not possible, the city shall, within 15 working days of receipt of a complaint, issue a letter indicating the status of the complaint review and the approximate anticipated date of a complete response.

## **SECTION 10: RECORD AVAILABILITY AND ACCESSIBILITY TO THE PUBLIC**

### Availability of Records

The adopted Consolidated Plans, Annual Action Plans, Substantial Amendments, and Performance Reports will be made available to the public, and upon request, in a form accessible to persons with disabilities and in a language, that can be understood by non-English speaking persons, when requested.

The translation and/or modification of these documents will occur in as timely a manner as possible.

## **SECTION 11: RECORD for Section 108 Loan CCP**

The City must development and follow a detailed citizen participation plan for Section 108. The plan may be the citizen plan needed for the consolidated plan, modified to include guaranteed loan funds. This section highlights the requirements under Section 570.705 of Code of Federal Regulations.

- A. Provide timely notice of local meetings and reasonable access to meetings, information, and records relating to public entity's proposed and actual use of guaranteed loan funds; the amount to be made available for each year, including program income. **(See Section 3 of this Plan)**
- B. The range of activities that may be undertaken with guaranteed loan funds. **(See Section 3 of this Plan)**
- C. Provide Technical Assistance. **(See Section 8 of this Plan)**
- D. Hold a minimum of two public hearing **(See Section 5 of this Plan)**
- E. Meet the needs of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents can be expected to participate. **(See Section 10 of this Plan)**
- F. Respond to Citizens' complaints and grievances. **(See Section 9 of this Plan)**
- G. Encourage Citizen participation, particularly by low- and moderate-income persons who reside in slum or blighted areas and other areas in which guaranteed loan funds are proposed or used. **(See Section 2 of the Plan)**

## **Exhibit 2 - Citizen Participation**

**Input Session Public Notice & Comments**

**February 7, 2018**



## **NOTICE OF PUBLIC INPUT SESSION FY 2019 ANNUAL ACTION PLAN**

Consistent with the requirements of the Department of Housing and Urban Development (HUD), the City of Norfolk will be developing the FY 2019 Annual Action Plan. The Plan allocates federal resources under the Community Development Block Grant Program, HOME Investment Partnership Program and the Emergency Solutions Grant Program. Through the Plan that will become effective July 1, 2018, the City of Norfolk anticipates distributing approximately \$3-4 million in funds based on prior year allocations.

The City of Norfolk's Department of Neighborhood Development will hold a public input session on **Wednesday, February 7, 2018 at 6:00 PM**. The specific purpose of the Public Input Session is to gain input from citizens on priority needs to be funded with the city's Fiscal Year 2019 HUD allocations. The public input session will be held in the City Council conference room located at the City Hall Building: 810 Union Street, 10th Floor, Norfolk, VA 23510.

If special assistance for the disabled is needed, please contact the Department of Neighborhood Development at 757-664-4080; TDD 711. The contact person for the FY 2019 Annual Plan is Ms. Leila LaRock, Program Administrator, HUD Entitlement Unit, for the City of Norfolk, who may be reached at 757-664-4779 or [leila.larock@norfolk.gov](mailto:leila.larock@norfolk.gov).

The City of Norfolk does not discriminate on the basis of race, color, religion, sex, handicap, familial status, or national origin in admission, access to, treatment or employment in its federally assisted programs or activities.



**NOTICE OF PUBLIC INPUT  
SESSION  
FY 2019 ANNUAL ACTION  
PLAN**

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VP 25595257A

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# Exhibit 3 – Public Input Citizen Responses

<b>Organization Name</b>	<b>Annual Action Plan Comments</b>
Eggleston Services, Inc.	Eggleston Services requested funding for operational costs towards benefiting individuals with disabilities with case management services.

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# Exhibit 4 – Notice of Public Hearing and FY 2019 AP 30-Day Comment Period



## THE CITY OF NORFOLK'S NOTICE OF PUBLIC HEARING AND NOTICE OF 30-DAY COMMENT PERIOD FY 2019 ANNUAL ACTION PLAN DRAFT

Consistent with the requirements of the Department of Housing and Urban Development (HUD), the FY 2019 Annual Plan proposal is in process. The Plan will distribute federal resources under the Community Development Block Grant Program, HOME Investment Partnership Program and the Homeless Emergency Solutions Grant Program in support of the City's five-year consolidated plan. The plan that will become effective July 1, 2018, anticipates distributing approximately \$5.5 million in funds. The distributions, which will be detailed in the plan, are summarized below:

Available Resources:

<b>Community Development Block Grant Program</b>	<b>\$4,578,844</b>
Entitlement	\$3,901,034
Program Income <i>Estimate</i>	\$0
Reprogramming Amount	\$677,810
<b>Homeless Emergency Solutions Grant Program</b>	<b>\$348,293</b>
Entitlement	\$348,293
<b>HOME Investment Partnership Program</b>	<b>\$914,593</b>
Entitlement	\$914,593
Program Income	\$0
Fund Balance	\$0
<b>Total Resources</b>	<b>\$5,841,730</b>

The City Manager presented the city's FY 2019 operating and capital improvement budget which included the Annual Action Plan budget on April 3, 2018. The City of Norfolk will hold a public hearing on Wednesday, April 18, 2018 at 6:00 P.M., at Granby High School located at 7101 Granby Street, Norfolk, VA 23505. After the public hearing there will be a 30-day comment period on the Annual Action Plan.

A copy of the proposed HUD Entitlement's FY 2019 (PY 2018) Annual Action Plan draft will be made available beginning April 19, 2018 through May 18, 2018. The City of Norfolk encourages citizens to comment on the draft plan. The draft copy will be made available online at this location: <https://www.norfolk.gov/>, and copies of the Plan will be available at each Norfolk Public Branch Library. The CDBG, HOME and ESG activities and allocations may be subject to change upon the city receiving the actual FY 2019 (PY 2018) allocations.

Citizens may also submit their comments via e-mail to [leila.larock@norfolk.gov](mailto:leila.larock@norfolk.gov) or in writing by mail at 401 Monticello Avenue, 1<sup>st</sup> floor, Norfolk, Virginia; or provide fax at 757-664-6556 or call 757-664-4080 for additional information. **All comments must be received no later than 5:00 p.m., Friday, May 18, 2018.**

Comments received during the 30-day comment period will be taken into consideration by the Department of Neighborhood Development before forwarding a recommendation to City Council. A summary of, and response, to any comments received will be included in the FY 2019 Annual Action Plan that will be submitted to HUD.

The City of Norfolk does not discriminate on the basis of race, color, religion, sex, handicap, familial status, or national origin in admission, access to, treatment or employment in its federally assisted programs or activities.

Proposed FY 2019 (PY 2018)		Proposed
HUD Entitlement Program Activities for CDBG, HOME and ESG		Allocations
<b>Community Development Block Grant – Proposed Public Service Activities</b>		
AIDS Care Center for Education & Support Services (ACCESS) – CHAP Norfolk		\$29,251
Child & Family Services of Eastern Virginia (The Up Center) – Parents as Teachers Program		\$19,501
City of Norfolk Dept. of Human Services – Utility Assistance Program		\$49,234
City of Norfolk Dept. of Economic Development – Norfolk Works Program		\$114,720
City of Norfolk Police Department –Crisis Intervention Team Program		\$55,500
City of Norfolk Police Department –CIT Assessment Center Police Staffing Program		\$50,000
Foodbank of Southeastern Virginia – Eliminate Hunger Program		\$21,460
ForKids, Inc. – Permanent Supportive Housing Services Program		\$14,800
Norfolk Redevelopment and Housing Authority (NRHA) – HomeNet Program		\$49,178
Park Place Health and Dental Clinic – Health and Dental Clinic Program		\$26,001
St. Columba Ecumenical Ministries, Inc. – Homeless Assistant Program		\$11,879
St. Columba Ecumenical Ministries, Inc. – Next Step Transitional Housing Program		\$16,280
The Planning Council, Inc. – NHC/CoC Program		\$27,978
The Planning Council, Inc. – ShelterLink Program		\$8,198
The Salvation Army – Hope Day Center Program		\$70,417
Virginia Supportive Housing – Gosnold & Cloverleaf Apts. Program		\$18,500
<b>Subtotal –Proposed FY 2019 CDBG Public Service Funding and Activities</b>		<b>\$582,897</b>
<b>Community Development Block Grant – Proposed Project Use / Planning and Administration</b>		
City of Norfolk Dept. of Neighborhood Development – CDBG Grant Administration		\$425,000
City of Norfolk Dept. of Neighborhood Development – Norfolk Community Build Planning Activity		\$10,000
City of Norfolk Dept. of Neighborhood Development – Neighborhood Enhancement Planning Activity		\$229,273
<b>Sub-Total Proposed FY 2019 CDBG Planning &amp; Administration Activities</b>		<b>\$664,273</b>
Department of Economic Development – SWaM Activities and Business Cafes Micro-Enterprise Program		\$100,000
Department of Economic Development – Virginia Community Capital Project		\$219,000
City of Norfolk – Façade Improvements Project		\$100,000
City of Norfolk Dept. of Neighborhood Development – Renovate Norfolk Project		\$475,420
City of Norfolk Dept. of Neighborhood Development – Rental Rehabilitation Project		\$216,886
City of Norfolk Dept. of Recreation, Parks and Open Space – Berkley/ Campostella and Diggs Town Playground Project		\$427,963
City of Norfolk Dept. of Recreation, Parks and Open Space – Oakmont North Park and Playground Project		\$214,595
City of Norfolk Office of Resilience – St. Paul’s Quadrant Improvements Project		\$500,000
City of Norfolk – Section 108 Interest Payment		\$400,000
<b>Sub-Total Proposed FY 2019 CDBG Project Activities</b>		<b>\$2,653,864</b>
<b>Subtotal CDBG Proposed Project Use/Planning and Administration Activities and Allocations</b>		<b>\$3,318,137</b>
<b>Total Proposed FY 2019 (PY 2018) CDBG Entitlement Amount</b>		<b>\$3,901,034</b>
<b>HOME Investment Partnership Program</b>		
Norfolk Redevelopment and Housing Authority – HOME Grant Administration		\$66,459
City of Norfolk Office to End Homelessness – HOME Administration		\$25,000
<b>Subtotal – Proposed FY 2019 HOME Administration Activities</b>		<b>\$91,459</b>
Norfolk Redevelopment and Housing Authority – CHDO Set-Aside		\$137,189
Norfolk Redevelopment and Housing Authority – Homebuyer Assistance Program		\$504,204
City of Norfolk Dept. of Human Services – HART Team Program		\$94,683
City of Norfolk Office to End Homelessness – TBRA Program		\$87,058
<b>Total Proposed FY 2019 (PY 2018) HOME Activities and Allocations</b>		<b>\$914,593</b>
<b>Homeless Emergency Solutions Grant Program</b>		
City of Norfolk Dept. of Neighborhood Development – ESG Grant Administration		\$26,122
<b>Subtotal – Proposed FY 2019 HESG Administration Activities</b>		<b>\$26,122</b>
City of Norfolk Office to End Homelessness – Street Outreach Program		\$44,405
F.O.R. Kids, Inc. – Emergency Shelter Program		\$47,216
St. Columba Ecumenical Ministries – Emergency Shelter Program		\$29,479
The Salvation Army – Emergency Shelter Program		\$28,186
YWCA of SHR – Emergency Shelter Program		\$32,478
<b>Subtotal – Proposed FY 2019 HESG Street Outreach and Emergency Shelter Activities</b>		<b>\$181,764</b>
ForKids, Inc. – Rapid Re-Housing Program		\$73,215
The Planning Council – Homeless Prevention Program		\$67,192
<b>Subtotal – Proposed FY 2019 HESG Rapid Re-Housing and Homeless Prevention Activities</b>		<b>\$140,407</b>
<b>Total Proposed FY 2019 (PY 2018) HESG Activities and Allocations</b>		<b>\$348,293</b>
<b>Total - HUD Entitlement Proposed Activities &amp; Allocations</b>		<b>\$5,163,920</b>
<b>CDBG Reprogramming</b>		<b>\$677,810</b>
<b>Total Proposed HUD CDBG, HOME and ESG Entitlement Grants and CDBG Reprogramming Amount</b>		<b>\$5,841,730</b>

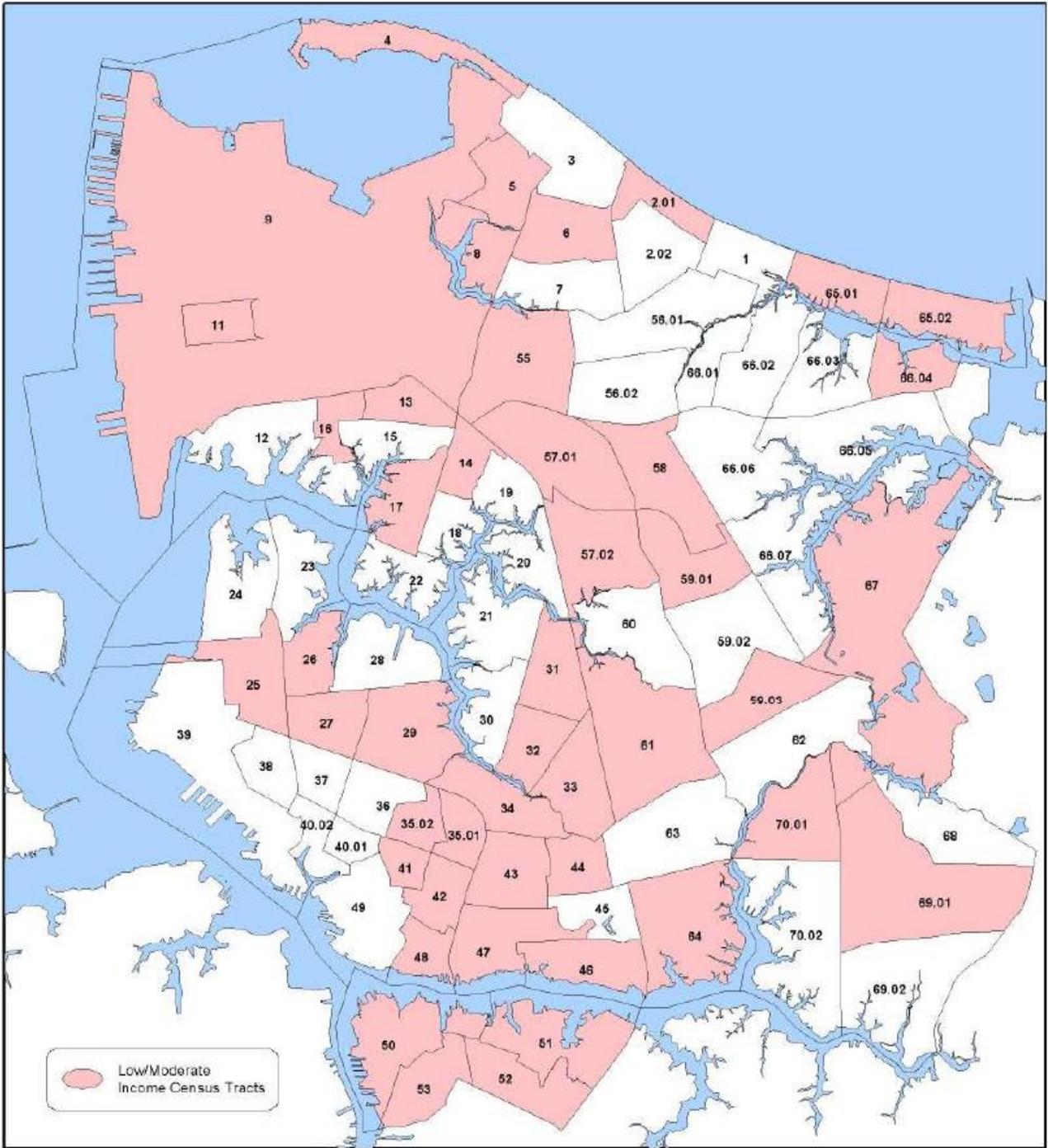
## **Exhibit 5 – Citizen Comments and Responses Summary**

**The city will post comments after the 30-day comment period.**

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## **Exhibit 6 – Low/Mod Map and Census Tracts**

### **City of Norfolk Low- to Moderate-Income Census Map and Tracts**



**LOW/MODERATE INCOME CENSUS TRACTS**



*Using 2000 HUD Definition*

City of Norfolk



Note: Map is labeled with census tract numbers.

Map is for graphic purposes only

Base data obtained by the GIS Team from aerial photography, with selected revisions by the Division of Surveys, Department of Public Works. Income data obtained from Department of Housing and Urban Development, 2000.

Map prepared by Department of Planning and Community Development, April 2004.

## Low- to Moderate Income Census Tract Numbers and Neighborhood Names

Low to Moderate Income Census Tracts Using HUD 2000 Definition			
Census Tract	Name	Census Tract	Name
2.01.	OCEAN VIEW	43	BRAMBLETON (NORTH), MOTEN
4	WILLOUGBY	44	ROBERTS VILLAGE/ BOWLING GREEN
5	PAMLICO	46	CHESTERFIELD HEIGHTS
6	OCEANAIR, BAYVIEW	47	BRAMBLETON (SOUTH), NSU
8	MERRIMAC PARK, COMMODORE PARK	48	TIDEWATER GARDENS
9	NAVAL BASE	50	BERKLEY (NORTH)
11	GLENWOOD PARK	51	CAMPOSTELLA HEIGHTS
13	SUSSEX	52	DIGGS TOWN, OAKLEAF FOREST
14	WARDS CORNER	53	BERKLEY (SOUTH)
16	TITUSTOWN	55	MONTICELLO VILLAGE
17	TALBOT PARK	57.01	SOUTHERN SHOPPING CENTER
25	LAMBERT'S POINT, ODU	57.02	SEWELLS GARDENS
26	NORTH COLLEY	58	ROSEMONT, OAKWOOD
27	PARK PLACE (WEST)	59.01	WELLINGTON OAKS, NORVIEW
29	PARK PLACE (EAST)	59.03	FOX HALL, COMMERCE PLACE
31	FAIRMONT PARK	61	ESTABROOK, COLEMAN PLACE
32	SHOOP PARK AREA	64	INGLESIDE, NORFOLK SQUARE
33	BALLENTINE PLACE	65.01	EAST OCEAN VIEW (WEST)
34	LINDENWOOD, VILLA HEIGHTS	65.02	EAST OCEAN VIEW (EAST BEACH)
35.01	HUNTERSVILLE (EAST)	66.04	SHORE DRIVE, CAMELLIA GARDENS
35.02	HUNTERSVILLE (WEST)	67	AIRPORT, LAKE WRIGHT
41	YOUNG TERRACE, CHURCH STREET	69.01	JANAF, MILITARY CIRCLE
42	CALVERT SQUARE, CHURCH STREET	70.01	CROWN POINT, RABY ROAD

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## Exhibit 7

### AP – 90: Program Specific Requirements

#### A. Performance Written Standards for Evaluating Homeless Programs

**Introduction:** The city has developed standards for providing assistance with ESG funds as required by 24 CFR 576.400 (e). These standards are in accordance with the ESG Program released by the HUD on December 4, 2011 and the final rule for the definition of homelessness also released by HUD on December 4, 2011. These initial standards have been created in coordination with the City of Norfolk's Continuum of Care (CoC) which includes connected Hampton Roads areas such as Virginia Beach, Portsmouth, and Chesapeake.

These standards represent goals for providing services for the community and the entire continuum, though it is expected that the standards will become more expansive as more experience and data is collected from services provided.

As noted by HUD, the development of comprehensive, coordinated, and effective policies and procedures is a process that takes a substantial amount of time and thought. Consequently, the city has established initial standards for ESG and will continue to develop and refine these standards in the Annual Action Plan as the city and CoC adapt and develop additional strategies for targeting resources and as new best practices are established. The city will ensure the following written standards required by HUD in the Interim Rule 575.400 Subpart E(e)2 are maintained or developed if needed to govern the new activity. The written standards will include:

- Standard policies and procedures for evaluating individuals and families eligible for assistance under ESG;
- Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, and safeguards to meet the safety and shelter needs of special populations, *e.g.*, victims of domestic violence, dating violence, sexual assault, and stalking and individuals and families who have the highest barriers to housing and are likely to be homeless the longest;
- Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter;
- Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers (see § 576.400(b) and (c)) for a list of programs with which ESG-funded activities must be coordinated and integrated to the maximum extent practicable);
- Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance;
- Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance;
- Standards for determining how long a program participant will be provided rental assistance and whether and how the amount of that assistance will be adjusted over time; and
- Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, the maximum number of months the program participant

received assistance; or the maximum number of times the program participant may receive assistance.

The city has proposed to work with the CoC to develop common forms, recordkeeping policies, and evaluation tools for the Homeless Prevention and Rapid Re-Housing Program (HPRP) in order to:

- a. Enhance compliance amongst all HUD homeless funding streams;
- b. Facilitate audits of ESG/ CoC funded programs; and
- c. Provide common outcome data and measureable results.

ESG standards have been scaled down in comparison to homeless prevention and rapid re-housing (HPRP) since ESG funding is significantly less than HPRP and requires greater targeting of homeless populations and services. These standards are not static and will be changed to address the current conditions of our community. It is imperative the city and CoC partners work together to establish policies, develop creative programming, and pursue funding sources to address the needs to transition populations from vulnerability to self-sufficiency.

Individuals and families may access ESG funding through one of the five methods listed below. The city, in partnership with local providers such as Department of Human Services (DHS), The Planning Council and ForKids has implemented a Regional Housing Crisis Hotline for targeting referrals to one of the following five methodologies:

1. Connecting households with children to the case management, diversion services, prevention services or shelter/housing options offered through the city's designated housing support service provider by directly linking them to NDHS' HART program.
2. Receiving a referral to the city's designated emergency housing or community based supportive service provider or other CoC participating agency which provides services to single adults or youth experiencing homelessness while residing in the City of Norfolk; or
3. Providing referrals to outreach services through the Norfolk Street Outreach Partnership which will connect clients to the resources they require through the CoC's service coordination committees;
4. Providing referrals to a community service center which will connect clients to the resources they require through the CoC's service coordination committees.
5. Providing a referral to a city designated homeless prevention provider.

Once connected these providers will complete the screening process by collecting information from the client. If eligibility is established then the case manager will determine if the client has accessed mainstream benefits, particularly public assistance benefits. Clients who have not accessed these benefits will be directed to apply for benefits as part of the process and the benefits will be assessed in the determination of the provision of ESG assistance.

Upon meeting with the case manager, clients will be required to complete a comprehensive client intake form, bring proof of benefits documentation, and other supporting documentation (i.e., income, lease, eviction notices, etc.) to verify housing status and client eligibility. For those who need assistance applying, staff will assist with this process. A common client intake form is available but will be modified to provide improved flow in the system. It will be further developed in coordination with the CoC.

The initial screening will determine:

1. If the combined household income is below 30 percent AMI and if the household has assets that exceed the program asset limit;
2. If the household's living situation qualifies as either literally homeless or at imminent risk of homelessness; and
3. If households that qualify as at-risk of homelessness have one or more additional risk factors which make shelter entry more likely if not assisted. These factors include persons with eviction

notices, currently living in a place they do not hold a lease, such as doubled up with family or friends, in a hotel/motel or in an institutional environment.

The initial screening also collects specific demographic information on the household (HMIS universal data elements), qualifies the household for other services, and gathers information on those seeking assistance for analysis and program refinement. Households determined initially eligible will receive a full assessment of housing barriers and household resources. Households may be screened out at this point if:

1. The household appears to have other resources and/or housing options to avoid homelessness; and/or
2. The household has very high or multiple barriers to re-housing and can be referred to another program that would be better suited over the long-term.

All ESG subrecipients will be provided with a set of written minimum standards in that would include, but are not limited to the following:

- Must follow the new definition of homelessness and serve only those meeting the definition of homeless;
- Programs only allow to serve those currently on the street or in emergency shelters;
- Must follow HUD Income Criteria for the program (below 30 percent AMI);
- Clients should pay no more than 30 percent of their income towards their rent while in the program;
- Must meet with clients receiving assistance at least once per month;
- Must re-evaluate for continued assistance;
- No more than 24 months of assistance can be provided. Assistance should be determined by the case manager each month;
- Require participation in the HMIS;
- Housing Case Management must be focused to include:
  - ✓ Monthly Case Management for re-evaluation of the need and level of services;
  - ✓ Follow-up for clients exiting the program;
  - ✓ Limits on the amount of financial assistance awarded to a client/household;
  - ✓ Programs to provide shallow subsidies;
  - ✓ Implementation of Housing First Model;
  - ✓ Coordination with mainstream resources (i.e. TANF, Medicaid, Social Security through SOAR, VA (SSVF and HUD-VASH), etc.

The organization(s) selected to administer the city's Rapid Re-Housing Program is expected to further develop written standards in conjunction with the CoC's governing:

- Selection;
- Case management;
- Method of determining assistance levels;
- Method of determining terms of assistance;
- Follow-up policies and protocols; and
- Administrative procedures.

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# Exhibit 8 – Homeless Performance Standards

Outreach and Engagement (Measurement A)	
90%	of households that will accept one or more basic assistance services.
70%	of households connect to community-based case management, housing or other appropriate supportive service situations/settings (i.e., hospital, family reunification).
85%	of households connected to case management and/or supportive services will complete the CoC designated assessment tools and be incorporated into the CoC’s service coordination process.
30%	of Households incorporated into the CoC’s service coordination process will be successfully housed in a stable community based setting directly from the street or a setting not meant for human habitation. .

Emergency Shelter (Measurement B)	
100%	of households will attain their basic needs for shelter, food and safety with an option of a minimum stay of 30 days.
90%	of households will be assessed for housing options using the CoC’s designated assessment tool(s) and incorporated into the CoC’s service coordination process either through direct service or referral to a community based supportive service center.
85%	of households will be connected to case management and/or supportive services either through direct service or referral to a community based supportive service center.
70%	of households incorporated into the CoC’s service coordination process will be successfully housed in a stable community-based setting.

Overnight, low threshold, low-demand shelter for youth (Measurement C)	
100%	of households will attain their basic needs for shelter, food and safety.
100%	of households will be screened for housing options (screening tool) either through direct service or referral.
50%	of households will be connected to supportive services.
20%	of households will obtain more stable housing.

Community Service Centers (Measurement D)	
90%	of households will accept one or more basic assistance services.
85%	Of households will complete the CoC designated assessment tools and be incorporated into the CoC’s service coordination process.
90%	of households will be screened for alternative emergency housing as part of a shelter diversion process.
70%/20%	of households with children will be diverted from shelter to alternative emergency housing resolving their homeless episode / households without children will be diverted from shelter to alternative emergency housing resolving their homeless episode
70%	of households exit with a documented linkage to at least one new mainstream benefit, employment, vocational training, or an ongoing home for their medical, mental health or addiction services.
50%	of households incorporated into the CoC’s service coordination process will be successfully housed in a stable community-based setting.

**Homeless Prevention (Measurement E)**

100%	of households receive assessment to determine likelihood of homelessness.
85%	of households maintain permanent housing for six months after the financial assistance ends.

**Rapid Re-Housing (Measurement F)**

80%	of households served will move into housing within 60 days of referral.
50%	of households will maintain or increase their income during the program participation period.
75%	of households will exit to permanent destinations.
80%	of households exiting to permanent destinations will remain in housing for 6 months follow after financial assistance ends.
70%	of households will not return to homelessness in the following 12 months after program graduation.

**Permanent Supportive Housing (Measurement G)**

100%	of households served will be literally homeless prior to entry.
100%	of households will obtain/maintain mainstream benefits for which they are eligible during the program participation period.
96%	of households will remained housed for at least 7 months
94%	occupancy rate will be maintained throughout the fiscal year.

**Transitional Housing (Measurement H)**

87%	or more, of households will not return to homelessness within 24 months of graduation.
85%	of households will obtain/maintain mainstream benefits for which they are eligible during the program participation period.
83%	of households will exit to permanent housing after graduation.
75%	of households will graduate after nine months or less of program participation.
62%	of households will increase income from employment during the program participation period.
23%	of households will increase income from other sources during the program participation period.

# Exhibit 9: HOME Policies and Procedures



## Home Investment Partnerships (HOME) Program Administered By Norfolk Redevelopment & Housing Authority (NRHA)

### DEFINED RULES & RESTRICTIONS OF BORROWED HOME PROGRAM FUNDS

**PRINCIPLE RESIDENCE REQUIREMENT:** The Property purchased must be the principal residence of the borrower during the affordability period as herein defined. The “borrower” is not allowed to temporarily sublease the property. With prior written approval from NRHA, an exception to the principal residence requirement can be made to military individuals/families required to temporarily move for deployment purposes only if the following are applicable:

- Borrower is deployed (as defined by the military). This exception for military families is not applicable to a change in military duty station, whether voluntary or involuntary.
- A copy of deployment order is provided to NRHA HOME Program.
- The property can either remain temporarily vacant or be temporarily rented to an income eligible household until the HOME-assisted borrower returns from deployment.
- Income eligibility of the household renting must be determined by NRHA using the HOME Program Income Limits.
- The rent charged must not exceed the prevailing HUD Fair Market Rent for the unit size and must be approved by NRHA.
- The initial term of the temporary lease cannot exceed the initial term of the deployment order and any subsequent term of the temporary lease cannot exceed any subsequent term of the deployment order.
- A copy of the temporary lease agreement must be provided to the NRHA HOME Program.
- The deployed borrower must notify the NRHA HOME Program in writing within 10 calendar days of returning from ordered deployment (if during the affordability period) and provide verification of principal residence.

**AFFORDABILITY PERIOD:** The Property occupied by the borrower must remain affordable for a specific period of time, depending on the level of HOME assistance provided to the borrower as a direct subsidy. The affordability period for the borrower’s direct subsidy HOME loan is as follows:

HOME Assistance Provided Per Unit	Affordability Period
Less Than \$15,000	5 Years
\$15,000 - \$40,000	10 Years
Greater Than \$40,000	15 Years

**FORGIVENESS TERMS:** The date of forgiveness shall begin on the date of settlement when the borrower executes the loan documents for the NRHA HOME Program funds. The direct subsidy HOME loan will be forgiven each annual anniversary date as follows:

HOME Assistance Provided Per Unit	Terms of Forgiveness
Less Than \$15,000	5 Years @ 20% Per Year
\$15,000 - \$40,000	10 Years @ 10% Per Year
Greater Than \$40,000	15 Years @ 6.67% Per Year

**RECAPTURE PROVISIONS:** For the purposes of the Recapture Provisions herein, transferring the property voluntarily is defined as selling the property at fair market value and transferring the property involuntarily is defined as a foreclosure, transfer in lieu of foreclosure or assignment of an FHA insured mortgage to HUD. In the event the property does not continue to be the principal residence of the borrower for the duration of the affordability period due to the borrower transferring the property either voluntarily or involuntarily, the amount of HOME assistance provided to the borrower as direct subsidy will be recaptured on a prorated basis based on the terms of forgiveness and according to the time the borrower has owned and occupied the property measured against the required affordability period. Direct subsidy includes down payment, closing cost, interest subsidies, any assistance that reduced the purchase price from fair market value to an affordable price, or other HOME assistance provided that enabled the borrower to purchase the property.

**Net Proceeds:** In the event the borrower transfers the property during the affordability period either voluntarily or involuntarily, the direct subsidy HOME loan will be recaptured from available net proceeds; therefore, the prorated amount recaptured will not exceed what is available from net proceeds and NRHA shall forgive repayment of any direct subsidy HOME loan amount in excess of the net proceeds. Net proceeds are defined as sales price minus (1) the payoff of superior loans and/or other amounts (other than HOME funds); (2) closing costs incurred by borrower to sell the property; and (3) the borrower's investment in the property (herein defined as the borrower's funds applied towards down payment when the borrower purchased the property and the borrower's costs of capital improvements to the property). The list of capital improvements used in determining the net proceeds from a sale are itemized in NRHA's HOME Program Guidelines, which is available upon the borrower's request.

**Required Notification of Voluntary or Involuntary Transfer of Property:** The borrower is required to immediately submit written notification to NRHA if the borrower will be transferring the property voluntarily or involuntarily. To preserve the affordability of the property, NRHA or an eligible Community Housing Development Organization (CHDO) will have a purchase option, right of first refusal, or other preemptive right to purchase the property within 45 days of NRHA receiving any such notice of the property being transferred voluntarily or involuntarily. In the event NRHA or an eligible CHDO purchases the property, the property will be sold to an income eligible family in a reasonable period of time following the purchase. In the event NRHA or an eligible CHDO choose not to purchase the property, NRHA will recapture any net proceeds that may be available from the Property being transferred voluntarily or involuntarily.

**Subsequent Income Eligible Homebuyer:** A subsequent homebuyer of the Property determined income eligible for HOME assistance may assume the borrower's existing direct subsidy HOME loan (subject to the HOME requirements for the remainder of the affordability period) provided that no additional HOME assistance is provided. In the event a subsequent homebuyer of the property determined income eligible for HOME assistance needs a direct subsidy HOME loan amount in excess of the unforgiven balance owed on the borrower's direct subsidy HOME loan, the balance owed cannot be assumed and will be recaptured from the borrower and a separate direct subsidy HOME loan will be provided to the subsequent homebuyer with a new affordability period based on the amount of direct subsidy provided. In the event the subsequent homebuyer needs a direct subsidy HOME loan amount less

than the balance owed on the borrower's HOME loan, NRHA will recapture from the borrower at the time of the sale the lesser of (1) the difference between the unforgiven balance owed and the amount the subsequent homebuyer can assume; or (2) the available net proceeds.

**Noncompliance:** The forgiveness terms are only applicable if the property remains the borrower's principal residence for the entire affordability period or in the event the property does not continue to be the principal residence of the borrower for the duration of the affordability period due to the borrower transfers the property voluntarily or involuntarily. The forgiveness terms are not applicable and repayment of the entire direct subsidy HOME loan is due and payable to NRHA in the event borrower fails to comply with the principal residence requirement by either renting (unless an exception is made due to a military deployment) or permanently vacating the property during the affordability period.

**Refinancing Restrictions:** The refinancing of senior debt is not permitted during the affordability period without the borrower first receiving specific written permission from NRHA. NRHA will allow the subordination of its lien interest only for the sole purpose of the borrower refinancing for a first mortgage interest rate reduction, resulting in a monthly principal and interest payment reduction, and not for the purpose of removing cash or equity from the property proceeds. The borrower must make payable to NRHA the unforgiven amount of the principal balance of the NRHA HOME Promissory Note, in accordance with the forgiveness terms and recapture provisions, at the time of refinancing if cash or equity is removed.

**Foreclosures:** The borrower must immediately submit to NRHA any and all notices regarding a foreclosure or transfer in lieu of foreclosure to: *Norfolk Redevelopment & Housing Authority, ATTN: HOME Program for Homebuyers, P.O. Box 968, Norfolk, VA 23501*. In the event of foreclosure or deed in lieu of foreclosure under a deed of trust superior to the NRHA HOME Deed of Trust or assignment of such superior deed of trust to HUD, the affordability restrictions and any other provisions herein or any provisions in any other collateral agreement restricting the use of the property or otherwise restricting the borrower's ability to sell the property shall terminate and have no further force or effect. Any person or entity (including the person's or entity's successors or assigns) receiving title to the property through foreclosure, deed in lieu of foreclosure or assignment of deed of trust superior to the NRHA HOME Deed of Trust shall revive title to the property free and clear from such restrictions. However, the affordability restrictions shall be revived according to the original terms if, during the affordability period, the borrower obtains an ownership interest in the housing.

**Enforcement of Recapturing Direct Subsidy HOME Loans:** Each applicant and or spouse signs a "HOME Program Application" and "Defined Rules & Restrictions of Borrowed HOME Program Funds" which outlines the guidelines of the Principal Residence Requirement, Affordability Period, Forgiveness Terms and Recapture Provisions. Each borrower receiving a direct subsidy HOME loan is required to sign an NRHA HOME Promissory Note and NRHA HOME Deed of Trust on the Date of Settlement. The NRHA HOME Deed of Trust is recorded with the City of Norfolk's Circuit Court as a second lien to cover the NRHA Promissory Note which contains language setting forth the Principal Residence Requirement, Affordability Period, Forgiveness Terms and Recapture Provisions.

In addition to the above documents, before or at the time of the sale NRHA will prepare a HOME written agreement that NRHA and the City of Norfolk will execute with the borrower(s) of the direct subsidy HOME loan. The HOME written agreement is a separate legal document apart from any loan instrument. The HOME written agreement will conform to the requirements of 24 CFR 92.254(a) and will specify the (1) HOME Homeownership Value Limits; (2) maximum allowable amount of the borrower's direct subsidy HOME loan; (3) form of assistance to be provided; (4) use of HOME funds; (5) time by which housing must

be acquired/purchased; (6) Principal Residence Requirement; (7) Affordability Period; (8) Forgiveness Terms; and (9) Recapture Provisions.

I/We the potential borrower(s) of HOME Program Funds for down payment and/or closing cost do hereby acknowledge the above defined rules and restrictions of the borrowed HOME Program funds administered by Norfolk Redevelopment and Housing Authority (NRHA) regarding the Principal Residence, Affordability Period, Forgiveness Term and Recapture Provisions. I/We do also hereby certify that I/we have received a copy of these Defined Rules and Restrictions of Borrowed HOME Program Funds.

SIGNATURE(S) OF POTENTIAL "BORROWER(S)":

X

Date

X

Date

# Exhibit 10: CDBG, HOME and ESG 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
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) \_\_\_\_\_ [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

\_\_\_\_\_  
Title

**OPTIONAL Community Development Block Grant Certification**

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
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

\_\_\_\_\_  
Date

\_\_\_\_\_  
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.

# **Exhibit 11: Proposed FY 2019 Annual Action Plan Budget**

## **City of Norfolk Proposed FY 2019 (PY 2018) CDBG, HOME and ESG Budget**

*Budgets will be subject to change upon receiving HUD actual allocations*

<b>Proposed FY 2019 (PY 2018) HUD Entitlement Program Activities for CDBG, HOME and ESG</b>		<b>Allocations</b>
<b>Community Development Block Grant – Proposed Public Service Activities</b>		
AIDS Care Center for Education & Support Services (ACCESS) – CHAP Norfolk		\$29,251
Child & Family Services of Eastern Virginia (The Up Center) – Parents as Teachers Program		\$19,501
City of Norfolk Dept. of Human Services – Utility Assistance Program		\$49,234
City of Norfolk Dept. of Economic Development – Norfolk Works Program		\$114,720
City of Norfolk Police Department –Crisis Intervention Team Program		\$55,500
City of Norfolk Police Department –CIT Assessment Center Police Staffing Program		\$50,000
Foodbank of Southeastern Virginia – Eliminate Hunger Program		\$21,460
ForKids, Inc. – Permanent Supportive Housing Services Program		\$14,800
Norfolk Redevelopment and Housing Authority (NRHA) – HomeNet Program		\$49,178
Park Place Health and Dental Clinic – Health and Dental Clinic Program		\$26,001
St. Columba Ecumenical Ministries, Inc. – Homeless Assistant Program		\$11,879
St. Columba Ecumenical Ministries, Inc. – Next Step Transitional Housing Program		\$16,280
The Planning Council, Inc. – NHC/CoC Program		\$27,978
The Planning Council, Inc. – ShelterLink Program		\$8,198
The Salvation Army – Hope Day Center Program		\$70,417
Virginia Supportive Housing – Gosnold & Cloverleaf Apts. Program		\$18,500
<b>Subtotal –Proposed FY 2019 CDBG Public Service Funding and Activities</b>		<b>\$582,897</b>
<b>Community Development Block Grant – Proposed Project Use / Planning and Administration</b>		
City of Norfolk Dept. of Neighborhood Development – CDBG Grant Administration		\$425,000
City of Norfolk Dept. of Neighborhood Development – Norfolk Community Build Planning Activity		\$10,000
City of Norfolk Dept. of Neighborhood Development – Neighborhood Enhancement Planning Activity		\$229,273
<b>Sub-Total Proposed FY 2019 CDBG Planning &amp; Administration Activities</b>		<b>\$664,273</b>
Department of Economic Development – SWaM Activities and Business Cafes Micro-Enterprise Program		\$100,000
Department of Economic Development – Virginia Community Capital Project		\$219,000
City of Norfolk – Façade Improvements Project		\$100,000
City of Norfolk Dept. of Neighborhood Development – Renovate Norfolk Project		\$475,420
City of Norfolk Dept. of Neighborhood Development – Rental Rehabilitation Project		\$216,886
City of Norfolk Dept. of Recreation, Parks and Open Space – Berkley/ Campostella and Diggs Town Playground Project		\$427,963
City of Norfolk Dept. of Recreation, Parks and Open Space – Oakmont North Park and Playground Project		\$214,595
City of Norfolk Office of Resilience – St. Paul’s Quadrant Improvements Project		\$500,000
City of Norfolk – Section 108 Interest Payment		\$400,000
<b>Sub-Total Proposed FY 2019 CDBG Project Activities</b>		<b>\$2,653,864</b>
<b>Subtotal CDBG Proposed Project Use/Planning and Administration Activities and Allocations</b>		<b>\$3,318,137</b>
<b>Total Proposed FY 2019 (PY 2018) CDBG Entitlement Amount</b>		<b>\$3,901,034</b>
<b>HOME Investment Partnership Program</b>		
Norfolk Redevelopment and Housing Authority – HOME Grant Administration		\$66,459
City of Norfolk Office to End Homelessness – HOME Administration		\$25,000
<b>Subtotal – Proposed FY 2019 HOME Administration Activities</b>		<b>\$91,459</b>
Norfolk Redevelopment and Housing Authority – CHDO Set-Aside		\$137,189
Norfolk Redevelopment and Housing Authority – Homebuyer Assistance Program		\$504,204
City of Norfolk Dept. of Human Services – HART Team Program		\$94,683
City of Norfolk Office to End Homelessness – TBRA Program		\$87,058
<b>Total Proposed FY 2019 (PY 2018) HOME Activities and Allocations</b>		<b>\$914,593</b>
<b>Homeless Emergency Solutions Grant Program</b>		
City of Norfolk Dept. of Neighborhood Development – ESG Grant Administration		\$26,122
<b>Subtotal – Proposed FY 2019 HESG Administration Activities</b>		<b>\$26,122</b>
City of Norfolk Office to End Homelessness – Street Outreach Program		\$44,405
F.O.R. Kids, Inc. – Emergency Shelter Program		\$47,216
St. Columba Ecumenical Ministries – Emergency Shelter Program		\$29,479
The Salvation Army – Emergency Shelter Program		\$28,186
YWCA of SHR – Emergency Shelter Program		\$32,478
<b>Subtotal – Proposed FY 2019 HESG Street Outreach and Emergency Shelter Activities</b>		<b>\$181,764</b>
ForKids, Inc. – Rapid Re-Housing Program		\$73,215
The Planning Council – Homeless Prevention Program		\$67,192
<b>Subtotal – Proposed FY 2019 HESG Rapid Re-Housing and Homeless Prevention Activities</b>		<b>\$140,407</b>
<b>Total Proposed FY 2019 (PY 2018) HESG Activities and Allocations</b>		<b>\$348,293</b>
<b>Total - HUD Entitlement Proposed Activities &amp; Allocations</b>		<b>\$5,163,920</b>
<b>CDBG Reprogramming</b>		<b>\$677,810</b>
<b>Total Proposed HUD CDBG, HOME and ESG Entitlement Grants and CDBG Reprogramming Amount</b>		<b>\$5,841,730</b>

## **Exhibit 12: City of Norfolk's FY 2019 Ordinance**

### **City of Norfolk Ordinance (July 1, 2018 – June 30, 2019)**

**Will be included after City Council adopts the budget.**