# Table of Contents

- Executive Summary .......................................................................................................................... 2
- Managing the Process ....................................................................................................................... 8
- Citizen Participation ......................................................................................................................... 10
- HUD Form Application – 91.220(A) .............................................................................................. 14
- Available Resources 91.220(B) ...................................................................................................... 18
- Activities to be Undertaken – FY2008 ......................................................................................... 20
- Geographic Distribution – 91.220(D) .......................................................................................... 22
- Homeless and Special Needs – 91.220(E) .................................................................................. 28
- Other Actions – 91.220(F) .............................................................................................................. 30
- Program Specific Requirements ...................................................................................................... 37
- Monitoring – 91.230 ....................................................................................................................... 42
- Fair Housing .................................................................................................................................... 45
- Minority Business Outreach ........................................................................................................... 47
- Certifications – 91.225 ..................................................................................................................... 49
- Project Worksheets .......................................................................................................................... 57
- Goals & Accomplishment Summary ............................................................................................... 124
EXECUTIVE SUMMARY

The City of Norfolk’s Fiscal Year 2008 Annual Plan signifies the fifth and final year of the FY2004–2008 Consolidated Plan. The purpose of developing a Consolidated Plan is to outline opportunities for strategic planning and citizen participation using a comprehensive approach. This Plan enables the City, Community Based Organizations, and citizens to provide input that directs the scope activities upon which to focus during the Consolidated Plan period. The benefit of the development process is the diversity and range experience contributed by participants.

As part of the Consolidated Plan process, annually grantees are required to update the goals and objectives for planned projects and programs and to demonstrate how these activities relate to the Consolidated Plan. The City’s Annual Plan identifies funding priorities and details the projects proposed to receive Federal funds under the Community Development Block Grant, HOME Investment Partnership Program, American Dream Down Payment Initiative, and Emergency Shelter Grant Program. The Annual Plan describes priority projects for neighborhood revitalization, public improvements, housing development, economic development, public services, and homeless activities.

As this five-year period comes to a close, the City continues its efforts to benefit lower income residents of Norfolk by expanding economic opportunities, creating and sustaining suitable living environments and providing decent housing opportunities. In closing out year five, Norfolk’s focus now shifts to the next Consolidated Plan period and will begin with an initial assessment of community needs.

Throughout the coming year (PY2007), Office of Grants Management (OGM) staff, in partnership with City Council, City Administration, Norfolk Redevelopment and Housing Authority (NRHA) and various City departments and community groups, will focus on developing the City’s FY2009 – FY2013 Consolidated Plan. Consideration will be given to a broad range of issues that include, but are not limited to:

- Efforts to eliminate homelessness.
- Methods for improving housing quality.
- Increasing homeownership.
- Strengthening economic development opportunities.

Additionally, during the upcoming Plan period, the City will focus on the effects of the Commonwealth’s recently passed Eminent Domain law. Where the old law allowed government entities to ‘go to court and take private property’ for various redevelopment activities, the new bill now strictly limits activities to those that are for public use such as a road, school or other public facility. The bill also redefines the concept of blight to include only those properties in poor condition that present a danger to public health and safety. While severely blighted structures can still be seized in severe instances, no longer will minor infractions be a sole catalyst. The long-term impacts on Norfolk’s community development initiatives are not yet known; however, City and NRHA officials agree that the new law will significantly prolong and in some instances prevent NRHA’s planned redevelopment activities.

Another issue on the forefront as we develop the Consolidated Plan is Asset Management. On September 19, 2005, HUD published final regulations amending the Public Housing Operating Fund Program. It not only created a new formula for distributing operating subsidy funds to
EXECUTIVE SUMMARY (CONTINUED)

Public Housing Authority (PHA), but it also required PHAs with more than 250 units to convert to “asset management” (conducting budgeting, management and accounting on a project-by-project basis instead of on a PHA-wide basis).

The final September 19, 2005 rule explained that “asset management” consists of responsibilities above and beyond property management activities and includes long-term capital planning, setting of ceiling or flat rents and review of financial information and physical stock. “Project-based management” is the provision of “property-based management” services tailored to the unique needs of each property. Services include leasing, routine and preventive maintenance, resident services, and other day-to-day operations of rental housing at the project level. Asset Management, a strategy that NRHA is already working towards, will go a long way towards the creating and sustaining livable communities across the City.

Community Development Block Grant Program (CDBG)

The CDBG Program is an unconventional federal funding source because it allows local officials and citizens unprecedented flexibility in designing their own programs within a wide-range of eligible activities. The CDBG Program was created over 30 years ago under the administration of President Gerald R. Ford. Over the past three decades the goal of the CDBG program remains the same: to encourage more broadly conceived community development projects and expand housing opportunities for low- and moderate-income individuals.

The City’s allocation for the FY2008 CDBG Program is $7,377,042 which includes $1,373,800 in Revolving Loan Fund dollars and an estimated $632,000 in Program Income. Although modest at 1.4%, FY2008 will experience the first increase in CDBG funding in four years. The major accomplishments of the proposed FY2008 Annual Plan include:

- Funding 84% of last year's sub-recipients, at the same level or higher.
- Funding five new organizations.
- Funding major categories such as homelessness, youth services and the special needs populations.

<table>
<thead>
<tr>
<th>COMPARISON OF RESOURCES – FY2008 VS. FY2008</th>
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<tbody>
<tr>
<td><strong>FY2007</strong></td>
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<tr>
<td>CDBG</td>
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<tr>
<td>Entitlement</td>
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<tr>
<td>Program Income</td>
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<tr>
<td>Revolving Loan Fund</td>
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<td>ESG</td>
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<td>HOME</td>
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<tr>
<td>Entitlement</td>
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<tr>
<td>Program Income</td>
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<tr>
<td>ADDI</td>
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<tr>
<td>Totals</td>
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</tbody>
</table>

In Fiscal Year 2007-2008 the Norfolk Redevelopment and Housing Authority will continue its effort to revitalize neighborhoods throughout the City. These efforts include acquisition,
EXECUTIVE SUMMARY (CONTINUED)

relocation, and demolition of blighted structures and the redevelopment of the sites into uses that are compatible with development in the neighborhoods. In addition, this year’s funding will provide for the completion of site improvements in the Lamberts Point neighborhood which will complement new housing construction and rehabilitation activities that have been underway in the community for a number of years. A new initiative is scheduled for the Park Place neighborhood where an amendment to the Conservation Plan is being considered. One of the future strategies of the amended plan is a targeted approach to improving the area around Monroe Elementary School. This year’s activities include the acquisition of blighted properties along the 28th-29th Street corridor. In addition to CDBG funds, other funding sources will be used to begin developing the Llewellyn Avenue Park which is also in this general vicinity.

Prior Year Self-Evaluation

In Fiscal Year 2007 (PY2006), the City funded 25 public service programs. The funding for these programs encompassed a variety of services to benefit youth, seniors, homeless persons, and other special needs groups; award amounts ranged from $5,505 to $130,869. The City also supported community development projects – “bricks and mortar” activities - based on clearly identified needs. Among these initiatives were programs that focused on handicap accessibility projects and home maintenance repairs for special needs populations, as well as low to moderate income homeowners. Both the public service programs and the community development projects were based on priorities identified in the 2004-2008 Consolidated Plan. Specific program accomplishments, which include the percent of goals met, are provided in the Goals and Accomplishments Summary section of this plan.

Striving to meet the community’s needs, the City’s review groups were again able to expand pubic service activities. In FY2008, three new organizations were funded to broaden the types of services provided by CDBG funding. The new organizations added during the FY2007 (PY2006) were Joy Ministries Inc, Full Circle/CANDII and Norfolk Public Schools.

Over the last year, the City has recognized several administrative successes. Financial monitoring was conducted for all sub-recipients including NRHA and on-site monitoring was completed for the majority of our public service sub-recipients. Mandatory training was held for all sub-recipients in an effort to improve compliance. The City also met its timeliness ratio prior to May 1st.

Land Inventory

Norfolk Redevelopment and Housing Authority’s (NRHA) CDBG acquisition inventory continues to undergo detailed evaluations. The evaluations are a result of technical assistance NRHA receives from HUD and the City of Norfolk’s administrative staff. The results of the evaluations are presented to HUD in the Land Inventory section of each year’s Consolidated Annual Performance Evaluation Report (CAPER). As requested by HUD in their PY2006 assessment, NRHA is working on developing a disposition plan for parcels that were classified as “not developable.” This plan will be submitted as part of the PY2007 CAPER. NRHA will continue to work closely with HUD on how it will dispose of land parcels which meets the national objectives of the CDBG program.
EXECUTIVE SUMMARY (CONTINUED)

HOME Program

HOME Program funds are designed to increase the supply of decent, affordable housing to low-to-moderate income first-time homebuyers throughout the City of Norfolk and to promote revitalization of low-to-moderate income homeowner properties located in designated conservation neighborhoods throughout the City.

Neighborhood Conservation, as the name suggests, is the combination of the activities employed to maintain the character and the identifiable attributes of a geographic area. The strategy in conservation neighborhoods is to strengthen traditional neighborhood characteristics by both rehabilitating existing homes and building new homes that emulate the impressive architectural style of existing structures. Homeowner properties may receive up to $45,000 worth of rehabilitation through the Equity Secure Program and homebuyers may receive up to 20% of the Sale Price of a home in down payment and closing-cost assistance through the First-Time Homebuyer Assistance Program. The average amount of assistance per homebuyer in FY2007 was $27,459.

During FY2007, approximately 80 homebuyer loans and 9 homeowner loans were originated by utilizing HOME funds. In FY2008 the City expects to assist at least 63 additional homebuyers and 5 additional homeowners with the new allocation of HOME funds.

Emergency Shelter Grant Program (ESG)

The ESG Program provides homeless persons with basic shelter and essential supportive services. The ESG Program can assist with the operational costs of the facility shelter, and for the administration of the grant. The ESG Program also provides short-term homeless prevention assistance to persons at imminent risk of losing their housing due to eviction, foreclosure, or utility shutoffs. This Program currently provides funding for 6 emergency shelters:

<table>
<thead>
<tr>
<th>Norfolk Emergency Shelter Facilities receiving ESG Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Salvation Army</td>
</tr>
<tr>
<td>St. Columba Ecumenical Ministries, Inc.</td>
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<tr>
<td>FORKids, Inc.</td>
</tr>
</tbody>
</table>

The collaborative efforts of Norfolk’s Department of Human Services (NDHS), the Office to End Homelessness and the Norfolk Homeless Consortium along with the Emergency Shelter Grant Service Providers has resulted in the accomplishment of all projected goals for FY 2007 as outlined in the Consolidated Plan. The portion of funds rendered for prevention services continues to be used successfully.

NDHS, as the administrator of ESG funds, renders ongoing support and training to assure all activities provided by ESG Service Providers were eligible and available to the community at large. NDHS encourages sub-recipients to help citizens with the services they provide to individuals and families in need of transitional housing. These efforts and continued innovations enhance support services and programs to assist the homeless. The City of Norfolk and the service providers are progressing in the challenge of meeting the needs of the City’s homeless population.
EXECUTIVE SUMMARY (CONTINUED)

Due diligence, advancement and progression with the City’s use of ESG funds results in increased quality of services, in addition to the number of shelters and facilities that expand and boost better social services to help prevent homelessness. While there is progress being made, there are also gaps to be filled and even more program services needed for development that will assist Norfolk in attaining the ultimate goal of better meeting the needs of the homeless, reducing and preventing chronic homelessness, and ending homelessness.

**Norfolk Now Home Ownership Program**

As the Hampton Roads region continues to experience growth in the real estate market, it is being challenged with diminishing affordable housing products and resources. Increasingly, the city’s workforce and those with low- to moderate-incomes are finding it more and more difficult to afford the rising cost of home ownership in the City of Norfolk and the Hampton Roads region. With the funding and implementation of the Norfolk Now Home Ownership Program, the City of Norfolk, in partnership with Virginia Housing Development Authority (VHDA), Norfolk Redevelopment and Housing Authority (NRHA), the U.S. Department of Housing and Urban Development (HUD) and local mortgage lenders, is able to address this issue.

The Norfolk Now Homeownership Program is managed by the City’s Department of Neighborhood Preservation (DNP). This program combines special low interest rate mortgage financing provided by Sponsoring Partnerships and Revitalizing Communities (SPARC) Program (VHDA/Local Lenders) with principle reductions and closing cost assistance for up to 20% of the sale price provided by Home Investment Partnership Funds (HUD). Program milestones include:

- DNP has received a total allocation of $611,506 since FY2005 to assist 22 new first-time homebuyers.
- Contributed SPARC funds total $2,690,835.
- To date in FY2007, $156,998 of HOME funds have been committed, leveraging $936,156 in private mortgage funds.
- Remaining funds of $140,002 will be expended by year end.

**Integrated Financial Management System (IFMS)**

The City of Norfolk is currently in the process of upgrading its financial system. With a scheduled ‘go live’ date of July 1, 2007, the City will experience an improved financial system with Web access and enhanced reporting capabilities. The new system will provide a streamlined approach to financial management and support efforts to address the needs of the community. In addition, the new financial management system will assist in reporting and compliance efforts for all federal entitlement programs.

**Certifications**

Statutes and U.S. Department of Housing and Urban Development (HUD) standards require that the City of Norfolk confirm certain facts. The required certifications will be included in this document under the certifications section in the official version submitted to HUD.
EXECUTIVE SUMMARY (CONTINUED)

Summary of Citizen Comments and Disposition

The City of Norfolk is also required to summarize the comments received from the community at various stages of the Annual Plan adoption process and describe actions taken to address these comments. This section summarizes the comments and their disposition from the following:

- The public received at the open forum.
- During the public comment period.
- City Planning Commission’s public hearing.
- City Council’s public hearing.

Eleven sections are included in the final document that address the following areas:

<table>
<thead>
<tr>
<th>Sections</th>
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<tbody>
<tr>
<td>Managing the Process &amp; Citizen Participation</td>
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<tr>
<td>HUD Form Application 424 - 91.220(a)</td>
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<tr>
<td>Available Resources - 91.220(b)</td>
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<tr>
<td>Activities to be Undertaken - 91.220(c)</td>
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<tr>
<td>Geographic Distribution - 91.220(d)</td>
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<tr>
<td>Certifications - 91.225</td>
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</table>
MANAGING THE PROCESS

The City of Norfolk’s Office of Grants Management (OGM) functions as the lead agency in the administration of programs under the Consolidated Plan. As the lead agency, OGM is responsible for the development of the Annual Action Plan and preparation of the Consolidated Annual Performance Evaluation Report (CAPER); monitoring all sub-recipients, including Norfolk Redevelopment and Housing Authority (NRHA); as well as providing training for staff and sub-recipients regarding updates to program management requirements for all HUD entitlement funding. The City of Norfolk will continue to partner with various nonprofit public service organizations to provide quality services and programs to residents during the FY2008 plan year.

FY 2008 Annual Plan Development Process

<table>
<thead>
<tr>
<th>Outreach and Application Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 29, 2006</td>
</tr>
<tr>
<td>▪ CDBG, HOME, ESG, and ADDI Applications are placed on the Office of Grants Management’s Web page</td>
</tr>
<tr>
<td>▪ Advertisement of the Application Availability in the Virginian Pilot Compass</td>
</tr>
<tr>
<td>November 9, 2006</td>
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<tr>
<td>▪ First Training Session on Applications</td>
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<tr>
<td>November 16, 2006</td>
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<tr>
<td>▪ Planning Commission Annual Plan Process Overview</td>
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<tr>
<td>November 30, 2006</td>
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<tr>
<td>▪ Second Training Session on Applications</td>
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<tr>
<td>December 15, 2006</td>
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<tr>
<td>▪ CDBG, HOME, ESG and ADDI Applications are Due</td>
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<tr>
<td>December 19-21, 2006</td>
</tr>
<tr>
<td>▪ Interviews for Applicants</td>
</tr>
</tbody>
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<table>
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<tr>
<th>Citizen Advisory Group and Internal Work Group Review Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 21, 2006</td>
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<tr>
<td>▪ Public Hearing to Gain Input for the Annual Plan Process</td>
</tr>
<tr>
<td>December 22-23, 2006</td>
</tr>
<tr>
<td>▪ Application Distribution to CAG &amp; IWG</td>
</tr>
<tr>
<td>January 8-11, 2007</td>
</tr>
<tr>
<td>▪ Applications reviewed by Internal Work Group (IWG)</td>
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<tr>
<td>January 15-18, 2007</td>
</tr>
<tr>
<td>▪ Citizen Advisory Group review of Community Service Applications</td>
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<tr>
<td>January 22-23, 2007</td>
</tr>
<tr>
<td>▪ Citizen Advisory Group review of Norfolk Redevelopment and Housing Authority’s Application</td>
</tr>
<tr>
<td>January 31, 2007</td>
</tr>
<tr>
<td>▪ Draft Plan Recommendations to the City Manager for review</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Planning Commission Review and Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 22, 2007</td>
</tr>
<tr>
<td>▪ Distribution of Draft Annual Plan to Planning Commission</td>
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<tr>
<td>▪ Planning Commission Question &amp; Answer (Q &amp; A)</td>
</tr>
<tr>
<td>▪ Public Notice for Public Hearing</td>
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<tr>
<td>March 8, 2007</td>
</tr>
<tr>
<td>▪ Planning Commission Work Session</td>
</tr>
<tr>
<td>March 22, 2007</td>
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<tr>
<td>▪ Public Hearing/Planning Commission Vote</td>
</tr>
<tr>
<td>March 28, 2007</td>
</tr>
<tr>
<td>▪ Draft Letters for Notification of Award/Denial of Grant Funding</td>
</tr>
<tr>
<td>March 30, 2007</td>
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<tr>
<td>▪ Draft Annual Plan Delivered to the Kirn Memorial Central Library for Distribution to Branches</td>
</tr>
<tr>
<td>April 1, 2007</td>
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<tr>
<td>▪ Public Notice for Thirty Day Annual Plan Review and Comment Period</td>
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<tr>
<td>April 2, 2007</td>
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<tr>
<td>▪ Draft Annual Plan available for Public Review at all Libraries</td>
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<table>
<thead>
<tr>
<th>City Council</th>
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<tbody>
<tr>
<td>April 25, 2007</td>
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<tr>
<td>▪ City Council Presentation on Annual Plan Detail</td>
</tr>
<tr>
<td>May 8, 2007</td>
</tr>
<tr>
<td>▪ Public Hearing on the Annual Plan</td>
</tr>
<tr>
<td>May 15, 2007</td>
</tr>
<tr>
<td>▪ City Council Work Session on the Annual Plan</td>
</tr>
<tr>
<td>May 21, 2007</td>
</tr>
<tr>
<td>▪ Adopted Plan to HUD</td>
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</table>
MANAGING THE PROCESS (CONTINUED)

As indicated by the various organizations funded under this plan, the City’s commitment to supporting mutually beneficial interaction with public and private entities to further the objectives of the Consolidated Plan will carry on. The Norfolk Redevelopment and Housing Authority, a long-term partner of the City, has a successful track record of revitalization and conservation activities. The City will continue as a participating member of the Hampton Roads Community Housing Resource Board, and the Hampton Roads Planning District Commission. The City will also remain focused on working with local agencies, especially in the areas of homelessness, home rehabilitation, and land inventory issues.
CITIZEN PARTICIPATION

Two key elements that contribute to the development of a comprehensive Annual Plan are the Citizens Advisory Group (CAG) and the City’s Internal Workgroup (IWG). Operated with similar guidelines, these two groups review and discuss each funding application. The diverse background that each member brings to his or her respective group allows for in-depth and informative discussions. These groups were assembled by the Office of Grants Management to assist in the development of recommendations. Both groups’ recommendations were forwarded to the City Planning Commission based on a comprehensive review of Public Service programs and redevelopment and revitalization needs.

Proposals were evaluated according to the following criteria:

✓ U.S. Department of Housing and Urban Development’s broad national objectives.
✓ City Council priorities, particularly education and community building.
✓ Contribution to key U.S. Department of Housing and Urban Development priorities of decent housing, suitable living environments, and expanded economic opportunities.
✓ Need for service as identified in the Consolidated Plan.
✓ Organizational capacity.
✓ Strengthening of community partnerships.
✓ Community support.

The FY2008 Citizens Advisory Group (CAG) was composed of the following members:

<table>
<thead>
<tr>
<th>FY 2008 Advisory Member</th>
<th>Organization Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terry Nalley*</td>
<td>Church Street/Huntersville Taskforce</td>
</tr>
<tr>
<td>Christine Smith</td>
<td>City of Norfolk Planning Commissioner</td>
</tr>
<tr>
<td>Nathaniel Riggins</td>
<td>Inter-City Federation</td>
</tr>
<tr>
<td>Vantoria Clay**</td>
<td>Endependence Center, Inc.</td>
</tr>
<tr>
<td>Linda Lewis**</td>
<td>Empowerment 2010, Inc.</td>
</tr>
<tr>
<td>Claudia Gooch**</td>
<td>Norfolk Homeless Consortium</td>
</tr>
<tr>
<td>Barbara Scott</td>
<td>Norfolk Federation of Civic Leagues</td>
</tr>
<tr>
<td>Rodney Jordan**</td>
<td>NRHA Commissioner</td>
</tr>
</tbody>
</table>

* Elected as FY 2008 Chairperson
** Individuals abstained from voting on their proposals

The Citizens Advisory Group (CAG) completed the following steps in their review of submitted applications:

- Each member was provided a copy of all FY’08 CDBG, HOME, and ESG applications submitted with supplemental material from the Office of Grants Management (i.e. a workbook complete with timelines and evaluation sheets).
- In the five meetings held with the CAG, Office of Grants Management staff documented how each group member evaluated and ranked the applications. The scores were tabulated and combined with the Internal Workgroup’s scores to complete the review process.
CITIZEN PARTICIPATION (CONTINUED)

Simultaneously, the Internal Work Group met with staff to review the applications received. Input from the Internal Work Group proves to be invaluable as funding recommendations are developed because members of this group represent the broad interests of the community and help ensure that CDBG funding is not allocated to duplicate services supported by other funding sources. This diverse group is composed of representatives from the following departments:

<table>
<thead>
<tr>
<th>Internal Workgroup Member</th>
<th>Organization/Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craig Cairo</td>
<td>Management Analyst, Human Services</td>
</tr>
<tr>
<td>Dawn Griffith</td>
<td>Sr. Quality &amp; Finance Analyst, Office of Budget and Management</td>
</tr>
<tr>
<td>Catherine Kitchin</td>
<td>Director of the Office of Homelessness</td>
</tr>
<tr>
<td>Janet Williams</td>
<td>Director of the Office of Grants Management</td>
</tr>
<tr>
<td>Mary McNeal</td>
<td>Budget Director of Norfolk Redevelopment and Housing Authority(NRHA)</td>
</tr>
</tbody>
</table>

This group discussed the applications reviewed based on the Broad National Objectives as set by HUD and the priorities of the FY2004 – FY2008 Consolidated Plan. For each application reviewed, the Internal Work Group provided an individual score and collectively the scores were averaged, providing each application a weighted average ranking.

City Planning Commission Public Hearing

The City of Norfolk Planning Commission (CPC), appointed by the City Council, represents interests throughout the City of Norfolk. The involvement of the CPC in this effort takes advantage of both the broad representations of the group and its work in providing guidance to City Council on a wide and varied range of elements crucial to Norfolk’s development.

During fiscal year 2007, the City’s Citizen Participation Plan (CPP) was revised and approved by HUD. Among the revisions to the CPP was a shift in the timing of the Annual Plan Public Hearings, which moved one public hearing to the beginning of the Annual Plan process to gather citizen input and one public hearing at the end of the process in order to make comments on the proposed plan. The first public hearing was held on December 21, 2006; there were no comments received. The second public hearing was held on March 22, 2007 and the citizen’s comments from the hearing are provided below:

<table>
<thead>
<tr>
<th>City Planning Commission Public Hearing – March 22, 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary of Citizen’s Comments</strong></td>
</tr>
</tbody>
</table>

1. This speaker wanted to thank those involved in the decision making process for their help in assisting Barrett Haven.

2. This speaker spoke on behalf of the International Black Women’s Congress in a plea to continue funding for the Adolescent Parenting Program. The speaker continued to address the successes with the Adolescent Parenting Program in requesting $20,000 in CDBG funds in order to continue to provide parenting skills to teens who reside in Tidewater Gardens which currently consists of 52% children. The speaker commented that IBWC’s intended goal is to design a program geared toward educating parents against using physical violence and abuse.
### City Planning Commission Public Hearing – March 22, 2007
#### Summary of Citizen’s Comments

3. This speaker spoke on behalf of the Park Place Child Life Center in an attempt to explain the various programs this organization provides to the youth population. The speaker stated he “indeed did not have an idea how to fund this program through CDBG.” The speaker made a plea to the Planning Commission to re-consider funding their FY’08 CDBG program for their facility in order to fund continuity for their program and for those children who have achieved literacy in their learning facility.

4. This speaker spoke on behalf of the Oakmont Community Development Corporation (CDC) requesting funds for their organization. The speaker stated, “it is important to help fund the Oakmont programs for at-risk children.” The speaker also acknowledged the need for our community to allocate funding however limited and to make the decision to fund Oakmont. The speaker made the case that “Oakmont CDC’s partnership is for new and old funding services and it is critical for children’s development.”

5. The speaker related that YMCA of SHR has received 6th year funding for at-risk neighborhoods. The speaker also provided information about programs that the YMCA offers such as their 7th grade tutorial and character building in Campostella Heights. The speaker stated, “it is very necessary to receive the funding they have.”

6. The speaker pointed out that last year was their 1st year of CDBG Funding. The speaker shared that “the CDBG resources serve 24 households and 68 individuals and Continuum of Care processes 18 households.” They are requesting funding for a housing specialist. The speaker said they are looking for an 80% increase in skill level and 100% of clients referred to primary medical care. The ACCESS program leverages $683,000 toward the program. The speaker shared that they also help with the Heart Program. The speaker said that, “putting the case manager to this program has created problems, but it is difficult to find funding for salaries.” They received a $125,000 cut from the Ryan White Program. The speaker stated that they will give priority funding in Norfolk to agencies with homeless and they need support for services to keep residents with HIV/AIDS.

7. The speakers made a plea for funding for the HomeNet program. The speakers expressed that funding is used for construction of affordable housing and being able to find the means to construct affordable housing has been a challenge. There had been a workable relationship between Towne Bank and Trivist Development. The speakers also shared that they had an opportunity to work with the City of Norfolk & NRHA. The speakers stated, “Funding is needed and viable and contributes passion for the HOME program,” and, “we want to continue to provide affordable housing for families” and made a plea for reconsideration of CDBG funds.

8. The NILD is 25 years old and the speaker shared that NILD operates the Norfolk Institute to train teachers in our city. They have a three-year pilot program designed to help students in the Park Place and Norview area improve SOL scores as well as increase literacy for third-grade children.
City Council Public Hearing

On Wednesday, May 8, 2007, Norfolk City Council heard comments from the community with respect to the FY2008 Annual Plan. While general comments were made regarding several types of programs funded with CDBG dollars, no particular comments were directed specifically toward the proposed allocations of the Annual Plan.

Public Comments and Views Not Accepted

Due to limited resources, many programs could not be recommended for funding. The City’s Planning Commission and Council both approved an Annual Action Plan that addresses a variety of needs throughout the community based on needs prioritized by the Citizen Advisory Group in accordance with the FY 2004-2008 Consolidated Plan.

Efforts to Broaden Citizen Participation

The City of Norfolk’s Citizen Participation Plan is designed to encourage citizen participation in the development of the Consolidated Plan, the Annual Plan and any substantial amendments. The City of Norfolk, in conjunction with Norfolk Redevelopment and Housing Authority, encourages the participation of all of its citizens.

The continuing participation of citizens in this process is assured by the utilization of the Citizen Advisory Group. The Citizen Advisory Group is composed of representatives from organizations and agencies that support or advocate for low income groups or areas affected by public actions. Our eleven-member Citizen Advisory Group was representative of the following populations:

- One member represented the homeless population.
- One member represented the disabled population.
- Three members represented the elderly population.
- Seven members represented the minority population.
- Six members represented low- and moderate-income areas of the City.

Public hearing locations are convenient to citizens and provide Americans with Disability Act (ADA) accessibility. In addition, the public notice states that if special assistance is needed, the Office of Grants Management may be contacted. When a significant number of Non-English speaking residents will be in attendance, such groups may request translated documents in advance of a Public Forum. In addition, the Office of Grants Management will provide additional technical assistance to low- and moderate-income applicants in proposal development if needed.

<table>
<thead>
<tr>
<th>Non English Speaking Detail</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language other than English</td>
<td>8.9%</td>
</tr>
<tr>
<td>Speak English less than &quot;very well&quot;</td>
<td>3%</td>
</tr>
<tr>
<td>Languages Spoke:</td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>3.9%</td>
</tr>
<tr>
<td>Speak English less than &quot;very well&quot;</td>
<td>1.3%</td>
</tr>
<tr>
<td>Other Indo-European languages</td>
<td>2.3%</td>
</tr>
<tr>
<td>Speak English less than &quot;very well&quot;</td>
<td>0.6%</td>
</tr>
<tr>
<td>Asian and Pacific Island languages</td>
<td>2.3%</td>
</tr>
<tr>
<td>Speak English less than &quot;very well&quot;</td>
<td>1%</td>
</tr>
</tbody>
</table>
The Standard Form 424 (SF-424) is used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. Federal Entitlement Communities applying for federal funding including programs through the U.S. Department of Housing and Urban Development are required to submit this form application. Use of the SF-424 Form Families reduces the administrative burden to the Federal grants community, which includes applicants/grantees and Federal staff involved in grants-related activities.

In accordance with this requirement, the following applications are being submitted for Fiscal Year 2007 funding for CDBG, HOME (including ADDI), and ESG funding.
**APPLICATION FOR FEDERAL ASSISTANCE**

### 1. TYPE OF SUBMISSION:
- [ ] Construction
- [x] Non-Construction

### 2. DATE SUBMITTED

### 3. DATE RECEIVED BY STATE

### 4. DATE RECEIVED BY FEDERAL AGENCY

### 5. APPLICANT INFORMATION

- **Legal Name:** City of Norfolk
- **Organizational DUNS:** 074740069
- **Address:** 810 Union Street, Suite 1100 Norfolk, Virginia
- **City:** Norfolk
- **County:** 
- **State:** Virginia
- **Zip Code:** 23510
- **Country:** United States of America

### 6. EMPLOYER IDENTIFICATION NUMBER (EIN):
54-2001455

### 7. TYPE OF APPLICATION:
- [x] New
- [ ] Continuation
- [ ] Revision

### 8. TYPE OF FUNDING:
- [ ] New
- [ ] Continuation
- [ ] Revision

### 9. NAME OF FEDERAL AGENCY:
U.S. Department of Housing & Urban Development

### 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
1.6.218

### 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
City of Norfolk CDBG Entitlement Application

### 12. AREAS AFFECTED BY PROJECT:
City of Norfolk, Virginia

### 13. PROPOSED PROJECT

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Ending Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2007</td>
<td>June 30, 2008</td>
</tr>
</tbody>
</table>

### 14. CONGRESSIONAL DISTRICTS OF:

- a. Applicant: Virginia 2nd and 3rd
- b. Project: Virginia 2nd and 3rd

### 15. ESTIMATED FUNDING:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Federal</td>
<td>$5,371,235</td>
</tr>
<tr>
<td>b. Applicant</td>
<td>$5,371,235</td>
</tr>
<tr>
<td>c. State</td>
<td>$632,000</td>
</tr>
<tr>
<td>e. Other</td>
<td>$1,373,807</td>
</tr>
<tr>
<td>f. Program Income</td>
<td>$3,377,042</td>
</tr>
<tr>
<td>Total</td>
<td>$7,377,042</td>
</tr>
</tbody>
</table>

### 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

- a. Yes
- b. No

### 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

- a. Yes
- b. No

**Authorized Representative**
- **Prefix:** Mrs
- **First Name:** Regina
- **Middle Name:**
- **Last Name:** Williams
- **Title:** City Manager
- **Telephone Number (give area code):** 757-664-4242
- **Date Signed:** 5/19/07

**Previous Edition Usable**

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APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION:
   - [ ] Construction
   - [x] Non-Construction

2. DATE SUBMITTED: 5/21/2007

3. DATE RECEIVED BY STATE

4. DATE RECEIVED BY FEDERAL AGENCY

5. APPLICANT INFORMATION
   - Legal Name: City of Norfolk
   - Organizational DUNS: 074740069
   - Address: 810 Union Street, Suite 1100
   - City: Norfolk
   - County: 
   - State: Virginia
   - Zip Code: 23510
   - Country: United States of America

6. EMPLOYER IDENTIFICATION NUMBER (EIN):
   - 54-6380614

7. TYPE OF APPLICATION:
   - [x] New
   - [ ] Continuation
   - [ ] Revision
   - Other (specify)

8. NAME OF FEDERAL AGENCY:
   - U.S. Department of Housing & Urban Development

9. NAME OF FEDERAL AGENCY:
   - HOME Investment Partnership Program

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
    - 14-2309

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
    - City of Norfolk HOME Entitlement Application

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):
    - City of Norfolk, Virginia

13. PROPOSED PROJECT
    - Start Date: July 1, 2007
    - Ending Date: June 30, 2008

14. CONGRESSIONAL DISTRICTS OF:
    - a. Applicant
      - Virginia 2nd and 3rd
    - b. Project
      - Virginia 2nd and 3rd

15. ESTIMATED FUNDING:
    - a. Federal
      - $1,779,937
    - b. Applicant
      - $500,000
    - c. State
      - $2,237,837
    - d. Local
      - $500,000
    - e. Other
      - $500,000
    - f. Program Income
      - $2,237,837
    - g. TOTAL
      - $2,237,837

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
    - a. Yes [x] Yes
      - This preapplication/application was made available to the state executive order 12372 process for review on
      - DATE:
      - b. No [x] No
      - Program is not covered by EO 12372
      - or program has not been selected by state
      - for review

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
    - Yes [x] Yes

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.
    - a. Authorized Representative
      - Prefix: Mrs.
      - First Name: Regina
      - Middle Name: Williams
      - Last Name: Williams
      - Title: City Manager
      - Date Signed: 5/10/07
    - b. Date Signed: 5/10/07

Standard Form 424 (Rev 9-2003)
Prescribed by OMB Circular A-102
APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED: 5/21/2007

3. DATE RECEIVED BY STATE:

4. DATE RECEIVED BY FEDERAL AGENCY:

Legal Name: City of Norfolk

Organizational Unit: Office of the City Manager

Organizational DUNS: 074740969

Division:

Address: 810 Union Street, Suite 1100

Name and telephone number of person to be contacted on matters involving this application (give area code)

City: Norfolk

Prefix: Mrs. Middle Name: Janet

County:

Last Name: Williams

State: Virginia Zip Code: 23510

Suffix:

Country: United States of America

Email: janet.williams@norfalk.gov

Employer Identification Number (EIN): 54-501455

Phone Number (give area code): 757-664-4060

Fax Number (give area code): 757-664-4238

8. TYPE OF APPLICATION:

☑ New ☐ Continuation ☐ Revision

Revision is not applicable to this submission.

Other (specify)

7. TYPE OF APPLICANT: Municipal

Other (specify)

9. NAME OF FEDERAL AGENCY:

U.S. Department of Housing & Urban Development

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

City of Norfolk ESG Entitlement Application

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

14-231

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):

City of Norfolk, Virginia

13. PROPOSED PROJECT

Start Date: July 1, 2007 Ending Date: June 30, 2008

16. ESTIMATED FUNDING:

a. Federal $ 228,502

b. Applicant $

c. State $ 30

d. Local $

e. Other $

f. Program Income $

g. TOTAL $ 228,502

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCEDURE?

a. Yes ☐ This preapplication/application was made available to the State Executive Order 12372 process for review on:

b. No ☐ Program is not covered by E. O. 12372

☐ OR Program has not been selected by State for review

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes ☐ No If “Yes” attach an explanation.

19. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULLY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

Authorized Representative

First Name: Regina Middle Name: V.K.

Last Name: Williams

Title: City Manager

Signature of Authorized Representative: Regina Williams

5/10/07

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Standard Form 424 (Rev. II-2003)

Prescribed by OMB Circular A-102
AVAILABLE RESOURCES 91.220(b)

Over the past five years, the Consolidated Plan has emphasized the provision of decent housing, creation and/or maintenance of suitable living environments, and promoted the expansion of economic opportunities. The focus, as intended by community development regulations, has focused on serving low- and very-low-income persons. In support of this five-year plan, each Annual Action Plan describes the proposed uses of funding for the entitlement programs: Community Development Block Grant (CDBG), Home Investment Partnership (HOME) Program, the American Dream Downpayment Initiative (ADDI) and the Emergency Shelter Grant (ESG) Program. The planned distribution of funds for FY2008 (July 1, 2007 through June 30, 2008) is provided in the table below.

<table>
<thead>
<tr>
<th>Community Development Block Grant Program</th>
<th>$</th>
<th>7,377,042</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entitlement</td>
<td></td>
<td>5,371,235</td>
</tr>
<tr>
<td>Program Income</td>
<td></td>
<td>632,000</td>
</tr>
<tr>
<td>Fund Balance</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>Revolving Loan Fund (Rehab Payments)</td>
<td></td>
<td>1,373,807</td>
</tr>
</tbody>
</table>

| Emergency Shelter Grant Program          | $       | 228,502   |

<table>
<thead>
<tr>
<th>HOME Investment Partnership Program</th>
<th>$</th>
<th>2,279,837</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entitlement</td>
<td></td>
<td>1,779,837</td>
</tr>
<tr>
<td>Program Income</td>
<td></td>
<td>500,000</td>
</tr>
</tbody>
</table>

| American Dream Down payment Initiative   |         | 36,661    |

| Total Resources                          | $       | 9,922,042 |

Federal Resources:

![Pie chart showing allocation of federal resources]

- CDBG 75%
- HOME 23%
- ADDI 0%
- ESG 2%
AVAILABLE RESOURCES (CONTINUED)

Other Federal Funds

As a general practice for maximizing the effectiveness of the entitlement programs, the City, through its various departments and the Norfolk Redevelopment and Housing Authority, continues to leverage other federal funds in its efforts to improve communities and provide housing, social and economic opportunities to low-to-moderate income families.

The Hope VI Program, which has been a major project activity during this Consolidation Plan period, provides funds for revitalization and site improvements that will total $20 million. The City has been successful in accessing Public Housing Operating Subsidies and Capital Improvement Funds of more than $14,505,259 million and $10,045,288 million respectively. Additionally, as part of its ongoing affordable housing programming, the City receives an annual HUD contribution for Section 8 Tenant-Based Assistance.

Non-Federal Funds

The City of Norfolk plans to contribute over $5.2 million of local funds for the revitalization of low to moderate income areas.

Matching Funds

The capital funds used in the neighborhoods have been pledged as match for the HOME Program since the inception of the match requirement (approximately $100,000 for PY 2006/2007). In addition, each of the CHDO’s receiving funds will contribute match. The City will provide approximately $228,502 for emergency shelter activities to meet the match requirements of the program.

Low Income Housing Tax Credit (LIHTC) Funds

The LIHTC Program encourages the development of affordable rental housing by providing owners with a federal income tax credit. The program also serves as an incentive for private investors to participate with developers in the construction and rehabilitation of low-income housing. The City has received ten (10) LIHTC awards for the Broad Creek Redevelopment Project which has provided an equity yield of approximately $29.8 million.

Revolving Loan and Program Income

The term “Revolving Loan” relates to the rehabilitation program repayments. The City of Norfolk estimates this amount to be $1,373,807 in FY2008.

“Program Income” is a separate estimation that includes other sources of income such as expected interest earned, property sales, forfeitures of Good Faith Deposits, initial payments, and Home Buyer assistance payoffs, etc. The City of Norfolk estimates this amount to be $632,000 for the CDBG Program and $500,000 for the HOME Program.
## ACTIVITIES TO BE UNDERTAKEN – FY2008

### Community Development Block Grant Public Service

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIDS Care Center for Education &amp; Support Services (Housing Solutions)</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>St. Columba Ecumenical Ministries – Homeless Assistant/Daycare Asst.</td>
<td>$18,700.00</td>
</tr>
<tr>
<td>St. Columba Ecumenical Ministries – Next Step Transitional Housing</td>
<td>$31,869.00</td>
</tr>
<tr>
<td>Foodbank of Southeastern Virginia</td>
<td>$35,730.00</td>
</tr>
<tr>
<td>The Planning Council, Inc. – Shelterlink</td>
<td>$12,630.00</td>
</tr>
<tr>
<td>The Salvation Army</td>
<td>$130,000.00</td>
</tr>
<tr>
<td>The Planning Council, Inc. – Continuum of Care</td>
<td>$46,300.00</td>
</tr>
<tr>
<td>Residential Options, Inc.</td>
<td>$75,000.00</td>
</tr>
<tr>
<td>Park Place School</td>
<td>$30,800.00</td>
</tr>
<tr>
<td>Young Men’s Christian Association of South Hampton Roads</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>William A. Hunton YMCA</td>
<td>$37,000.00</td>
</tr>
<tr>
<td>F.O.R. Kids, Inc.</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>HomeNet</td>
<td>$75,000.00</td>
</tr>
<tr>
<td>Tidewater AIDS Community Taskforce – Ray of Hope</td>
<td>$33,900.00</td>
</tr>
<tr>
<td>Community Mediation Center of Southeastern Virginia</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Second Chances Program – Kids of Incarcerated Parents</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>Excellence Girls’ Club, Inc.</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Joy Ministries Evangelistic Association, Inc.</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>National Institute for Learning Development</td>
<td>$19,000.00</td>
</tr>
<tr>
<td>International Black Women’s Congress – Certified Nursing Assistant</td>
<td>$23,981.00</td>
</tr>
<tr>
<td>Office to End Homelessness – Rapid Exit Program</td>
<td>$73,890.00</td>
</tr>
<tr>
<td>Urban League of Hampton Roads, Inc.</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Child &amp; Family Services of Eastern Virginia</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>ACT Team</td>
<td>$235,800.00</td>
</tr>
<tr>
<td><strong>Total CDBG Public Service</strong></td>
<td><strong>$1,212,100.00</strong></td>
</tr>
</tbody>
</table>

### Community Development Project Use

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southeastern Tidewater Opportunity Project – Home Maintenance</td>
<td>$181,004.00</td>
</tr>
<tr>
<td>Barrett Haven</td>
<td>$18,700.00</td>
</tr>
<tr>
<td>Park Place Child Life Center</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Department of Public Works – Storm Water Management</td>
<td>$215,310.00</td>
</tr>
<tr>
<td>Department of Public Works – ADA Ramps</td>
<td>$35,492.00</td>
</tr>
<tr>
<td>Department of Utilities – Huntersville Neighborhood Improvements</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Grant Administration</td>
<td>$360,000.00</td>
</tr>
<tr>
<td>NRHA Administration</td>
<td>$735,387.00</td>
</tr>
<tr>
<td><strong>Total CDBG Project Use</strong></td>
<td><strong>$1,625,893.00</strong></td>
</tr>
</tbody>
</table>
### ACTIVITIES TO BE UNDERTAKEN (CONTINUED)

#### Community Development Block Grant

<table>
<thead>
<tr>
<th>Activity</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition</td>
<td>$ 826,348.00</td>
</tr>
<tr>
<td>NRHA Real Estate Services</td>
<td>$ 105,689.00</td>
</tr>
<tr>
<td>Relocation Assistance</td>
<td>$ 68,800.00</td>
</tr>
<tr>
<td>NRHA Relocation Services</td>
<td>$ 114,398.00</td>
</tr>
<tr>
<td>Disposition/Lease/Retention</td>
<td>$ 300,000.00</td>
</tr>
<tr>
<td>Disposition Support Services</td>
<td>$ 214,416.00</td>
</tr>
<tr>
<td>Demolition</td>
<td>$ 50,000.00</td>
</tr>
<tr>
<td>Demolition Support</td>
<td>$ 67,223.00</td>
</tr>
<tr>
<td>Emergency Repair Grant Program</td>
<td>$ 450,000.00</td>
</tr>
<tr>
<td>NRHA Rehabilitation</td>
<td>$ 311,282.00</td>
</tr>
<tr>
<td>Construction Support (Site Improvement)</td>
<td>$ 150,939.00</td>
</tr>
<tr>
<td>25th to 38th Street Phase</td>
<td>$ 506,147.00</td>
</tr>
<tr>
<td>Revolving Loan</td>
<td>$ 1,373,807.00</td>
</tr>
<tr>
<td><strong>Total NRHA Project Use Allocation</strong></td>
<td><strong>$ 4,539,049.00</strong></td>
</tr>
</tbody>
</table>

#### Emergency Shelter Grant Activities

<table>
<thead>
<tr>
<th>Organization</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salvation Army</td>
<td>$ 25,738.00</td>
</tr>
<tr>
<td>St. Columba Ecumenical Ministries, Inc.</td>
<td>$ 27,891.00</td>
</tr>
<tr>
<td>F.O.R. Kids, Inc.</td>
<td>$ 49,708.00</td>
</tr>
<tr>
<td>Ecumenical Family Shelter (The Dwelling Place)</td>
<td>$ 49,932.00</td>
</tr>
<tr>
<td>The Planning Council, Inc.</td>
<td>$ 36,510.00</td>
</tr>
<tr>
<td>YWCA of South Hampton Roads</td>
<td>$ 27,298.00</td>
</tr>
<tr>
<td>Administration</td>
<td>$ 11,425.00</td>
</tr>
<tr>
<td><strong>Total Emergency Shelter Grant</strong></td>
<td><strong>$ 228,502.00</strong></td>
</tr>
</tbody>
</table>

#### HOME Program

<table>
<thead>
<tr>
<th>Organization</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Housing Partners Corporation</td>
<td>$ 120,000.00</td>
</tr>
<tr>
<td>Empowerment 2010, Inc. (Housing Opportunities)</td>
<td>$ 100,000.00</td>
</tr>
<tr>
<td>Park Place Redevelopment Foundation</td>
<td>$ 80,000.00</td>
</tr>
<tr>
<td>Beacon Light CHDO, Inc.</td>
<td>$ 42,500.00</td>
</tr>
<tr>
<td>HOME Administration</td>
<td>$ 227,984.00</td>
</tr>
<tr>
<td>Homebuyer Assistance</td>
<td>$ 1,121,853.00</td>
</tr>
<tr>
<td>Home Program Rehabilitation - Equity Secure</td>
<td>$ 200,000.00</td>
</tr>
<tr>
<td>CHDO Operating Fund</td>
<td>$ 87,500.00</td>
</tr>
<tr>
<td>Norfolk Now Homeownership Program</td>
<td>$ 300,000.00</td>
</tr>
<tr>
<td><strong>Total HOME Program</strong></td>
<td><strong>$ 2,279,837.00</strong></td>
</tr>
</tbody>
</table>

#### American Dream Down Payment Initiative

<table>
<thead>
<tr>
<th>Organization</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norfolk Redevelopment &amp; Housing Authority</td>
<td>$ 36,661.00</td>
</tr>
<tr>
<td><strong>Total ADDI Program</strong></td>
<td><strong>$ 36,661.00</strong></td>
</tr>
</tbody>
</table>
GEOGRAPHIC DISTRIBUTION – 91.220(d)

As the Commonwealth of Virginia’s second largest city, Norfolk is located on the Elizabeth River in a region most popularly known as Hampton Roads. Norfolk is a part of the Hampton Roads metropolitan area, officially known as the Virginia Beach-Norfolk-Newport News, VA-NC MSA. Over half of Norfolk’s census tracts are designated as low- to moderate-income. The City’s individual poverty rate at the time of the 2000 census was 19.4%. The most recent poverty rate issued by the Census Bureau reports that Norfolk’s poverty level has decreased to 17.7% based on 2005 estimates. In this section through the use of maps, an effort is made to provide an illustrated depiction from which to reference Norfolk’s redevelopment and conservation project area boundaries and the City’s low- and moderate-income neighborhoods.
HOUSEHOLDS WITH INCOME BELOW 80% OF REGIONAL MEDIAN
2000 Census
Regional Median = $42,448
80% = Income below $34,999
Note: Low Mod Qualifying Census Tracts outlined in black.

Map 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. Data from 2000 Census.
Map prepared by Department of Planning and Community Development, April 2004.
MINORITY HOUSEHOLDS
PERCENT OF HOUSEHOLDS IN TRACT
2000 Census

Note: Low Mod Qualifying Census Tracts outlined in black.

Percent Minority
- Up to 9.9%
- 10% to 24.9%
- 25% to 74.9%
- 75% and over

Map 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. Data from 2000 Census.
Map prepared by Department of Planning and Community Development, April 2004.
Geographic Distribution of Funding

The benefits of the CDBG Program, as stipulated by program guidelines and regulations, are targeted for income-eligible residents on a City-wide basis. This Annual Action Plan, as past plans have done, directs focus towards housing program activities in low- and moderate-income neighborhoods. While it is not a program requirement that Community Based Organizations (CBOs) be located in a certain geographical area, many of Norfolk’s CDBG recipient organizations are active in the low- and moderate-income neighborhoods they serve. However, regardless of the organization’s physical address, the residents assisted by the CBOs must be income eligible for program assistance. Determining income eligibility is one of the pass-through requirements from the City to the sub-recipient organizations. CDBG funding is based on the community’s needs that have been identified in the Consolidated Plan.

With the exception of the ADDI Program, the City of Norfolk does not pre-determine the use of CDBG, HOME or ESG funding, and ADDI funds are passed-through directly to NRHA. The Annual Plan process is designed to be as neutral as possible in the evaluation of applications, showing no favor to any one organization over another. The Annual Plan process evolves in accordance with the established criteria, including but not limited to, HUD’s broad national objectives, City Council priorities, and the Need for Services as identified in the FY2004 - 2008 Consolidated Plan. The major steps of the process include:

1. The development of the Annual Plan begins with a request for applications.
2. An initial review for eligibility is conducted by the Office of Grants Management.
3. Once identified as eligible, applications are reviewed and ranked by two separate groups: The Citizen Advisory Group and the City’s Internal Work Group.
4. Recommended funding levels are determined by the Office of Grants Management using the ranking in step 3.
5. The recommendation of the review groups is presented to and considered by the City Planning Commission.
6. The Planning Commission’s recommendation is forwarded to City Council for review and approval.

Over time, the Annual Plan process has become increasingly more competitive due to limited funding and mounting needs throughout the City. Past and current awardees share a common trait: the ability to articulate their needs, address the priorities of Norfolk, and leverage funding from other sources to sustain their program.

Underserved Needs

The volume of need coupled with limited available funds is the most apparent obstacle to addressing underserved needs. All the activities proposed for Program Year 2007-2008 are designed to address unmet needs. Proposed uses for both CDBG and HOME funds include:

- The creation of new affordable housing.
- The maintenance of existing housing.
- The continued support of programs to serve a variety of public needs including education, homeless, youth and senior services.
A critical evaluation criterion built into the application review phase is designed to address readiness to proceed and to target households and individuals in the lower-income brackets.

A few of the contained in this year’s Annual Action Plan that address the needs of the extremely low-income population include Barrett Haven, the Southeastern Tidewater Opportunity Project (STOP) provide home maintenance repairs; and public service agencies such as YMCA of South Hampton Roads, the Salvation Army, the Foodbank of South Hampton Roads and the Urban League of Hampton Roads.
HOMELESS AND SPECIAL NEEDS – 91.220(e)

The City of Norfolk and its nonprofit organizations expect to receive and expend approximately $4,399,016.00 in federal, state, and local funds for homeless individuals and families in Fiscal Year 2008. The table below provides funding source details.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>McKinney-Vento Act funds</td>
<td>$ 2,525,793.00</td>
</tr>
<tr>
<td>Emergency Shelter Grant</td>
<td>$ 228,502.00</td>
</tr>
<tr>
<td>State Shelter Support Grants</td>
<td>$ 210,000.00</td>
</tr>
<tr>
<td>State Homeless Intervention Programs</td>
<td>$ 270,000.00</td>
</tr>
<tr>
<td>Federal/State TANF funds</td>
<td>$ 500,000.00</td>
</tr>
<tr>
<td>Human Services Grant funding</td>
<td>$ 240,222.00</td>
</tr>
<tr>
<td>State Child Services Coordinator funds</td>
<td>$ 60,000.00</td>
</tr>
<tr>
<td>Community Development Block Grant</td>
<td>$ 364,499.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$ 4,399,016.00</strong></td>
</tr>
</tbody>
</table>

In addition to the funding sources indicated above, homeless prevention services are also provided by the Norfolk Community Services Board. These services include outreach, mental health and substance abuse treatment to homeless individuals. Expenditures and funding under this agency are not broken out by housing status.

With input from the community, the City’s Office to End Homelessness has developed a ten-year plan to end homelessness which includes a focus on chronically homeless individuals. In our most recent Point in Time Count, conducted in January 2007, we noted a 19% decrease in homeless persons in the City over the previous year. Since implementation of our plan, we have experienced a 65% growth in permanent supportive housing capacity for the homeless, which includes opening of the nation’s first regionally-financed Single Resident Occupancy in January 2007. In Fiscal Year 2008, we will expand our Housing First Project for chronically homeless individuals with serious mental illness. The goal of the this project is to provide permanent housing along with case management services to severely mentally and physically disabled homeless individuals. The project started out with 12 clients and is expected to grow to 70 by the end of the fiscal year if grant funds are awarded for additional support services. In total, by the end of Fiscal Year 2007, 86 additional permanent supportive housing units were made available for the City’s homeless population. Roughly half of these new units will serve the chronically homeless population.

The City plans to continue to add permanent housing units for the chronically homeless, but additional resources are needed for rental subsidies both for the chronically homeless and for those who do not meet HUD’s definition of chronically homeless. The continued disappearance of Section 8 and public housing resources causes a tremendous strain on housing options for disabled individuals.

The City of Norfolk continues to lead the region in homeless prevention activities. The Department of Human Services serves more than 800 families each year with homeless prevention assistance. In January, 2007, the City launched the Norfolk Hotline for Homeless Families, a central intake for all eviction prevention and homeless services for families, including shelter. In addition, we have begun replication of Hennepin County, Minnesota’s nationally-recognized best practice model known as the Rapid Exit program. This Rapid Exit pilot helps ensure families are able to avoid shelters or shorten the length of stay in shelters by focusing resources on home-based services and housing-loss prevention. The project is funded in part...
HOMELESS AND SPECIAL NEEDS – 91.220(e) (CONTINUED)

with Community Development Block Grant funds and is part of the City of Norfolk’s ten-year plan to end homelessness.

Our ten-year plan to end homelessness is carried out by numerous non-profit organizations and city agencies under the leadership of the executive level Office to End Homelessness and in close partnership with the City of Norfolk’s Homeless Consortium. The Commission to End Homelessness, chaired by the Mayor and composed of business, civic, and faith-based leaders, provides oversight to the plan’s implementation. The City also works closely with the state’s policy academy on homelessness, known as the Virginia Interagency Council on Homelessness of which our local Director serves as Secretary.

With regard to discharge planning and coordination, the City of Norfolk is participating in a two-city pilot to improve re-entry policies and procedures for individuals leaving state correctional facilities and returning to the City of Norfolk. The pilot project is expected to serve 200 persons leaving state prison in 2007. The City also has an independent living program which seeks to ensure all adolescents aging out of foster care have a reasonable plan to avoid homelessness. Finally, Norfolk has engaged its hospital community in discharge planning discussions; however, as long as there are insufficient housing resources, homeless persons who enter the hospitals are likely to be released in the same condition.
**OTHER ACTIONS – 91.220(f)**

**Anti-Poverty Strategy**

The City of Norfolk is pursuing economic and infrastructure development in Downtown, Ocean View, and several other areas in the City. The success of downtown revitalization efforts have resulted in substantial economic development and jobs for the City. Through planning and economic development efforts, City staff works closely with small and large businesses and entrepreneurs who are interested in starting a new business in Norfolk or interested in expanding their current operations. Close cooperation with the business community has created a substantial number of new jobs in different industries.

The City will continue to provide support for a number of programs and initiatives in an effort to reduce the number of families at or below the poverty level. These programs, initiatives and activities are designed to ease the burden of poverty and to provide families and individuals with essential services. This includes programming to assist with the development and expansion of small businesses, community-based education and training programs, and programs to economically empower public housing residents and other low-income persons living in the City of Norfolk. In addition to targeting special populations such as the developmentally disabled, other specific services include the design and implementation of family self-sufficiency programs, job training, and education enhancement opportunities. Through Empowerment Zone Initiatives, tax and job creation incentives are provided by the Enterprise Zone Initiatives and a variety of public services activities.

**Developing Institutional Structure/Enhancing Coordination**

Plans to identify formal points of contact between the Office of Grants Management, the Department of Human Services, and The Planning Council, Inc. (the City’s Continuum of Care Coordinator) have been finalized. It is expected that this newly solidified relationship will add continuity and improve delivery of public service activities and homeless programs.

The collaborative efforts between the City and NRHA will continue to examine reporting procedures including the use of IDIS in order to improve oversight of the programs and cleanup of old activities from IDIS. Additional IDIS training will be required in order to increase coordination between both organizations.

**Specific Housing Objectives**

NRHA is the City’s primary partner for a wide range of housing activities. Over the past five years and as originally identified in the Consolidated Plan, the overall objectives for redevelopment and conservation efforts include: 1) Increasing Home Ownership opportunities for low- and moderate-income households; 2) Increasing economic opportunities for low- and moderate-income individuals; and 3) Improving the livability and marketability of Norfolk neighborhoods, particularly low- and moderate-income areas.

Project activities typically involve acquisition, relocation, demolition, disposition, rehabilitation and site improvements. Funds allocated in FY2008 will assist in the acquisition, relocation and demolition of properties in Park Place and South Brambleton Redevelopment and Conservation project areas. Parcel lots will be created throughout the project areas from disposition activities. Continuing in FY2008 is the 31st Street Revitalization Project located in Park Place. The goal of
the project is to acquire and demolish substandard structures and make the resulting parcel lots available for new construction. This type of activity is ongoing in all project areas and it is expected that approximately 36 parcel lots will be sold to accommodate new in-fill housing during FY2008. The lots break down as follows:

<table>
<thead>
<tr>
<th>Neighborhood</th>
<th># of Lots To Be Sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Huntersville</td>
<td>1</td>
</tr>
<tr>
<td>Lamberts Point</td>
<td>8</td>
</tr>
<tr>
<td>Central Brambleton</td>
<td>2</td>
</tr>
<tr>
<td>Park Place</td>
<td>4</td>
</tr>
<tr>
<td>Ballentine Place</td>
<td>8</td>
</tr>
<tr>
<td>Berkley III</td>
<td>11</td>
</tr>
<tr>
<td>Berkely IV</td>
<td>1</td>
</tr>
<tr>
<td>Church Street</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

Work proceeds throughout redevelopment and conservation areas across the City to support each community’s individual mission. NRHA’s revitalization strategy focuses on creating and sustaining quality affordable housing and improving neighborhoods through established rehabilitation goals. Ideally, the redevelopment and stabilization of neighborhoods provides families with a foundation on which to build financial security. Housing goals are primarily reached through rehabilitation and new construction activities which facilitate the necessary increase in equity resulting from the rehabilitation of the home.

The following describes the individual steps taken during the rehabilitation process:

1. The initial contact occurs and preliminary evaluation is made by telephone, followed by a formal review.
2. A formal HUD Income Evaluation Assessment is made to ensure that the homeowner’s household qualifies as low-to-moderate income (within 80% Average Median Income AMI) and that the homeowner has a clear legal interest in the subject property (in which he/she resides).
3. The construction specialist performs an evaluation of the property.
4. The construction specifications are identified and the bid process begins.
5. The selection of a contractor takes place.
6. The loan settlement is finalized and work begins.

Realizing that the needs of property owners vary, a combination of available programs are offered that are designed to meet the needs of various property owners. During FY2008 the City and NRHA expect that loans will be issued through the following programs:

<table>
<thead>
<tr>
<th>Program</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Incentive Grants</td>
<td>40</td>
</tr>
<tr>
<td>Homeowner Conversions</td>
<td>6</td>
</tr>
<tr>
<td>Equity Secure Program</td>
<td>36</td>
</tr>
<tr>
<td>Significant Structures</td>
<td>7</td>
</tr>
<tr>
<td>Aesthetic Improvement Grants</td>
<td>16</td>
</tr>
<tr>
<td>Lead Abatement Grants</td>
<td>5</td>
</tr>
<tr>
<td>Architectural Matching Grants</td>
<td>35</td>
</tr>
<tr>
<td>31st Street Expansion</td>
<td>5</td>
</tr>
</tbody>
</table>
OTHER ACTIONS – 91.220(f) (continued)

The areas where planned rehabilitation activities are anticipated include the following:

- Lamberts Point
- Cottage Line
- West Ocean View
- East Ocean View
- Bayview
- Ballentine Place
- Berkley
- Campostella Heights

- Huntersville
- Park Place
- Chesterfield Heights
- Central Brambleton
- Willoughby
- Ocean View
- Farimount Park
- North Huntersville

Also, increased rehabilitation activities in the Tax Increment Financing (TIF) District will include Chesterfield Heights, Haynes Tract, Stonebridge, South Ingleside, and Middletown Arch. A TIF is a real estate redevelopment technique that allows an organization, such as a Housing Authority to finance land acquisitions or improvements by borrowing money tax free (thus reducing interest rates) and allows the organization to purchase renovated sites or buildings at below-market costs.

Barriers to Affordable Housing

In the drafted Five-Year Public Housing Authority (PHA) Plan for Fiscal Years 2006 through 2010, which includes the streamlined Annual Plan for Fiscal Year 2008, NRHA has established goals necessary to provide a full continuum of affordable housing opportunities and the supportive services needed by residents to become self-sufficient.

NRHA has identified the following targeted objectives:

- Securing additional rental vouchers;
- Reducing public housing vacancies, and
- Leveraging private or other public funds to create additional housing opportunities.

In addition, NRHA will continue to improve the integrated service delivery system to support scattered-site public housing units. Special attention continues to be focused on building or acquiring units in non-impacted communities throughout the region. Strategies to implement this system successfully include the following:

- acquiring housing in market rate developments,
- acquiring and or constructing townhouses and single family residential units throughout the City of Norfolk, and
- long term reservation of rental units in market rate rental developments for use as Annual Contribution Contract (ACC) units.

NRHA is working closely with other entities, especially the City, to help create incentives to expand the supply of affordable housing. For example, the HOPE VI project has utilized a number of development and financing techniques to increase affordable housing opportunities in the city. The HOME First Time Homebuyer Assistance Program will continue to assist with closing and other needed costs in the Broad Creek section of HOPE VI as well as other areas of the city.
The City, through NRHA, serves as the public housing administrator for sixty (60) project-based vouchers. Gosnold Apartments, developed by Virginia Supportive Housing, is a facility housing 60 formerly homeless individuals. The City of Norfolk currently assists forty-two (42) people, and the remaining units will be filled by the homeless population from Virginia Beach and Portsmouth. Gosnold Apartments, located at 2425 Gosnold Avenue, Norfolk, is the first efficiency apartment building for homeless single adults in South Hampton Roads. Homeless individuals are provided comprehensive support services to initiate and promote their transition from homelessness to productivity and self-sufficiency. In FY2008, the City will partner with other Hampton Roads entitlement communities to establish a second site in Virginia Beach.

In its effort to continue increasing housing opportunities in the community, the City will continue to partner with both non-profit and for-profit affordable housing providers to augment the supply of affordable housing. The City will also continue to provide programs that improve homeownership eligibility and increase the supply of quality rental housing for low-income seniors, working families and special needs populations.

By continuing to implement an affordable infill-housing program, new opportunities will be provided with the use of down payment and closing-cost assistance. The HomeNet Program continues to be a progressive strategy for working with first-time homebuyers by offering services in credit repair, debt management, homebuyer training and counseling, and matching buyers with mortgage financing products. HomeNet has been very successful in preparing low-income buyers for homeownership and will continue to offer these services.

Five existing Community Housing Development Organizations (CHDOs) also contribute to the necessary resources by adding to the supply of affordable new housing units; these organizations will continue to play a major role in the City of Norfolk’s efforts to increase housing opportunities. This year, with the continuation of the American Dream Down Payment Assistance Funds, the move will be made to increase the opportunities for homeownership for Norfolk’s citizens. In accordance with HUD’s recommendations, the City of Norfolk and NRHA will continue working with public housing residents to help them succeed in establishing homeownership.

The HOPE VI Project is currently underway and was the site of the 2005 Tidewater Builders Association’s Homerama. As planned, the project involves the redevelopment of approximately 100 acres in the City of Norfolk as a mixed-use and mixed-income community comprised of new public housing units, market rate rental, subsidized homeownership and market rate homeownership. While providing affordable housing, this initiative will also aim to reduce poverty and create a more fruitful environment for families to prosper. The rental phase of the project has been completed and the sale of units in Phase I of the project continue. During FY2008, Phase II of the homeownership portion of the HOPE VI project will go through the design phase.

The City and NRHA continue to aggressively pursue tax credits for low-income housing as well as to support private sector applications for retro-fitting older apartment complexes. Code enforcement activity is very important to the City as it relates to the need to remove unsafe structures and to eliminate crime and blight in primarily low-income communities.

Finally, the City and NRHA will continue to partner with non-profit and for-profit sponsors of affordable housing in FY 2008. Annual Plan funds will be used to continue eliminating barriers to the production of adequate affordable housing and to help create an environment for conservation and redevelopment area reinvestment and participation by the private sector.
OTHER ACTIONS – 91.220(f) (CONTINUED)

All partners carrying out Norfolk’s plan will continue to work very closely to eliminate as many barriers to affordable housing as possible through the following measures:

- Tax incentives.
- The use of “soft seconds”, which is a loan subsidized by a government agency for which repayment may be deferred) for down payment and closing cost assistance.
- Home ownership counseling and training.
- Emergency housing repair grant programs.
- Special property rehabilitation financing programs.
- Work force and economic development through the Empowerment Zone Program.
- Promoting the Section 8 Voucher Program.
- Family self-sufficiency programs.
- HOPE VI redevelopment and housing opportunities.
- A variety of other specially designed community and economic development initiatives.

Needs of Public Housing

As a participating member of the Capital Grant Program for Public Housing Authorities (PHA), NRHA is committed to improving the management and operation of public housing and improving the living environment of public housing residents. In support of this goal, efforts will be made to improve access to public housing and create mixed income neighborhoods by:

- Increasing admission preferences for working families.
- Targeting resources to assist residents in obtaining employment.
- Implementing stronger lease requirements to address resident neglect.
- Instituting an income tiered approach to determine appropriate rental payments.
- Pursuing income producing properties to expand assisted housing opportunities.
- Redesigned accounting procedures to improve the financial management.
- Purchasing properties to create more affordable housing opportunities to decrease the concentration of low income housing in certain areas.

In addition to the objectives outlined above, additional initiatives have also been identified in the following areas and are provided in the table below:

<table>
<thead>
<tr>
<th>Area</th>
<th>Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moton Circle</td>
<td>Pursuing ways to finance a redevelopment of the area.</td>
</tr>
<tr>
<td>Grandy Village</td>
<td>Utilizing $13 million of Tax Credits to provide new air conditioning systems for the units.</td>
</tr>
<tr>
<td></td>
<td>Preparing to construct a new community center in the project.</td>
</tr>
<tr>
<td>Citywide</td>
<td>Phase-in use of Broad Creek admission criteria for public housing developments, with emphasis placed on employment.</td>
</tr>
<tr>
<td></td>
<td>Establish site-based wait lists in all communities.</td>
</tr>
<tr>
<td></td>
<td>Re-determine the flat rent for each community based on location. Pursuing initiatives to broaden the mix of incomes in the communities.</td>
</tr>
</tbody>
</table>
OTHER ACTIONS—91.220(f) (CONTINUED)

Family Self Sufficiency Program (FSS)
In FY2008, promotion of this program to public housing residents will continue. NRHA is currently in the process of preparing the applications for the FY2008 funding period. At the resident orientation and community meetings, residents are encouraged to join. The main focuses of NRHA’s Family Self-Sufficiency Program (FSS) are employment, job training and education. In the FSS Program families receive one-on-one counseling based on an individual services plan, which supports goals such as freedom from welfare and full time employment. Supportive activities may include job training and education. When interested families are ready, they are referred for homeownership preparation, which includes financial fitness and homebuyers training.

When ready to purchase a home, qualified families receive down payment and closing cost assistance from NRHA’s HOME Program and Hope VI Funding, and special low interest loans such as Sponsoring Partnerships and Revitalizing Communities (SPARC).

Lead-Based Paint Hazard Reduction
Lead hazards in housing continue to be addressed as a part of rehabilitation efforts under the CDBG and HOME Programs according to the established protocols. Estimations indicate that lead safe efforts may range in cost from $5,000 to $20,000 per unit depending upon the level of intervention required. All residential properties built prior to 1978 are tested before, if applicable, and after the repairs have been completed by a certified lead risk assessor to assure the areas disturbed by the repairs are made lead safe. In addition, repairs are completed by either lead abatement contractors or lead contractor supervisors.

Approximately 100 property owners will be assisted in FY2008 through the various rehabilitation programs offered. The City’s commitment to lead hazard reduction, coupled with availability of funds for assessment and abatement through this type of grant, will permit the City to escalate efforts to reduce hazardous levels of lead in structures throughout the community, thus improving the quality of life for Norfolk citizens.

Community Development – Public Service Activities
While the City of Norfolk continues to work toward creating and sustaining a ‘livable’ community through the implementation of promising revitalization initiatives and strategic planning to renew conservation areas, it is also important to continue focusing on non-housing community needs. Throughout FY2008, Norfolk will partner with several organizations to provide non-housing services to residents. These services range from employment counseling to those that improve student achievement or provide emergency food to residents in need.

Also continuing this year is the strong partnership between the Foodbank of Southeastern Virginia and Tidewater AIDS Crisis Taskforce. The Foodbank, an emergency food provider for Norfolk residents who reside at or below the poverty level, has been a recipient of CDBG funding for the last several years. Funds are used to offset utility costs.

Three new public service partners are being introduced this year: Excellence Girls’ Club, the National Institute for Learning Development (NILD) and Child & Family Service of Virginia. Excellence Girls’ Club is offering a program to help develop confidence in young girls and educate them on strategies to help avoid the pitfalls of substance abuse. NILD has been approved to offer a community reading program that focuses not only on improving reading
OTHER ACTIONS—91.220(f) (CONTINUED)

skills, but also on teaching children critical thinking skills as a conduit to improved learning. Finally, Child & Family Services is planning to provide parenting classes to parents to teach the skills necessary to deal with the challenges of child rearing while avoiding abusive behavior.

Other CDBG funded programs for FY2008 with a non-housing focus are identified in the table below:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Service Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Place School</td>
<td>Student Achievement</td>
</tr>
<tr>
<td>YMCA</td>
<td>Student Achievement</td>
</tr>
<tr>
<td>Urban League</td>
<td>Employment Training</td>
</tr>
<tr>
<td>William A. Hunton YMCA</td>
<td>Recreation Programs</td>
</tr>
<tr>
<td>Department of Public Works</td>
<td>Handicap Accessibility Improvements (ADA Ramps)</td>
</tr>
<tr>
<td>Joy Ministries</td>
<td>Student Achievement</td>
</tr>
<tr>
<td>Residential Options</td>
<td>Homeless Housing</td>
</tr>
<tr>
<td>Second Chances</td>
<td>Youth Enrichment/Parenting Skills</td>
</tr>
<tr>
<td>International Black Women’s Congress</td>
<td>Employment Training</td>
</tr>
</tbody>
</table>
PROGRAM SPECIFIC REQUIREMENTS

Home Investment Partnerships (HOME) Program

Recapture Guidelines

Homebuyers who receive HOME funds to assist in their purchase of a property will be subjected to certain programmatic recapture restrictions if the property is sold, refinanced or ceases to be the principle residence of the homebuyer at any time during the affordability period.

The period of affordability for a HOME assisted project is 5 years when the amount of HOME funds invested in a unit is less than $15,000; 10 years when the investment is between $15,000 and $40,000; and 15 years when the investment exceeds $40,000. These recapture restrictions will regulate the subsidy repayments and the amount of fair return to homeowners. If the original homebuyer retains ownership of the property for the full period of affordability, no recapture restrictions will apply.

Recapture guidelines also extend to homeowners where HOME funds have been invested in the rehabilitation of a property. The value of the equity, produced by the rehabilitation, is secured by a Due On Transfer (DOT) Promissory Note. Whenever the title of the property transfers from the original homeowner (upon sale, refinance or inheritance) the entire amount of the Note is due and payable to NRHA.

The recaptured HOME funds from either example stated above become identified as Program Income and returned to the City to be utilized for future eligible HOME activities.

Deed Restrictions:

Deeds of Trust are issued to cover Promissory Notes and contain language setting forth the conditions and requirements of recapture as specified in this plan.

If property is sold during the affordability period, the Norfolk Redevelopment and Housing Authority and/or eligible CHDO shall have the right of first refusal to purchase the property from the homeowner. If either NRHA or the CHDO does purchase the property, the unit will be resold to an eligible, low-income family in a reasonable period of time following the purchase.

When NRHA or a CHDO receives recaptured funds, they will be deposited in the HOME Investment Partnership Account and “reused to carryout HOME-eligible activities in accordance with the requirements in 24 CFR 92.254(a)(5)(ii)(A)(5).”

During the affordability period, a first-time homebuyer may not refinance the property without the prior approval of NRHA. The only time NRHA will subordinate a refinance transaction is for the purpose of the homeowner achieving a lower interest rate. NRHA will not subordinate a refinance transaction where equity is used to remove cash in the transaction or to pay off other debt – unless the homeowner wishes to pay-off the unforgiven balance of the HOME Promissory Note.

In the event of foreclosure by a lender, the affordability period (requirements) shall be suspended. However, if at any time following a foreclosure, but still during the affordability period, the owner of record prior to the foreclosure (or any newly formed entity that includes the former owner or those with whom the former owner has, or had, family or business ties) obtains an ownership interest in the project or property, the affordability period shall be revived according to its original terms.
PROGRAM SPECIFIC REQUIREMENTS (CONTINUED)

Recapture Provisions:

The amount of repayment of the HOME assistance at the sale of a foreclosed property is determined by the amount of net proceeds derived from the result of the sale. Net proceeds represent the sale price minus the mortgage loan balance and closing costs (paid by the homeowner.) If net proceeds are sufficient to repay both the HOME assistance and the homeowner’s investment, the full unforgiven balance of the HOME Promissory Note will be recaptured. When net proceeds are sufficient to repay the HOME assistance, but not sufficient to repay the full homeowner investment, then the full unforgiven balance of the HOME Promissory Note will be recaptured and the balance of net proceeds in excess of the HOME assistance will be retained by the homeowner.

If the net proceeds are less than the outstanding principal amount of the HOME assistance, the remaining balance of the Net Proceeds will be subject to recapture.

A new affordability period will commence with each sale and reuse of the net proceeds.

HOME Program – Homeowner Rehabilitation

The HOME Rehabilitation activity is marketed as the EQUITY SECURE Program. HOME funds are used to promote revitalization of Low-to-Moderate income homeowner properties located in designated conservation neighborhoods – or other “areas designated by the City as in need of rehabilitative services.” Homeowners served by the program must be at an income level that does not exceed 80% of the Area Median Income Limit.

The program operates in the following census tracts: 01, 02, 04, 25, 27, 29, 31, 32, 33, 34, 35, 42, 43, 44, 45, 46, 47, 48, 50, 53 and 65. Designated areas within the Fairmont Park neighborhood will be added to the approved list of census tracts of the program for the first time in FY2008.

HOME Program – Homebuyer Assistance

The First-Time Homebuyer Assistance Program activity provides funds for low-to-moderate income households to achieve affordable homeownership. HOME funds are used to provide a meaningful down payment for a first-time homebuyer as well as cover roughly half of the closing costs (generated in the purchase transaction). This HOME activity also leverages NRHA’s Hope VI funds – thereby qualifying the transaction to be counted as an accomplishment of the Hope VI Homeownership Plan. (Hope VI funds cover a portion of the down payment, which is calculated and approved for the homebuyer by the HOME Program.)

The First-Time Homebuyer Assistance Program supports the development of newly constructed affordable single-family homes by the Norfolk Redevelopment and Housing Authority (NRHA) in the following neighborhoods:

- Lamberts Point
- Berkley
- Huntersville
- Park Place
- Central Brambleton
- Ballentine Place
- Broad Creek
PROGRAM SPECIFIC REQUIREMENTS (CONTINUED)

The Program may also support first-time homebuyers with the purchase of an existing home in any Norfolk neighborhood of their choice as long as the home is within their affordability and the property passes a visual minimum property standard inspection conducted by a certified, independent home inspector. Afterward, NRHA will continue to support the purchase with down payment and closing cost assistance for the homebuyer – but only after all defects (if any) from the home inspection have been adequately resolved. The program purchases a 1-year home warranty on behalf of the homebuyer, allowing additional protection in the first year. The program also supports the purchase of a condominium and town home housing unit.

The market demand for Homebuyer Assistance has increased steadily since FY2004 as follows:

- Assisted 32 First-Time Homebuyer closings in FY2005.

Therefore, $1,421,853 of HOME funds has been requested for FY2008 which will allow Homebuyer Assistance for 53 Low-to-Moderate homebuyers with a per unit average of $26,827. (This component includes $500,000 of Program Income that was collected from the recapture of HOME Promissory Note pay-offs.)

Community Housing Development Organizations (CHDOs)

A key component of the HOME Program involves certified Community Housing Development Organizations (CHDOs). A CHDO is defined as a private nonprofit, community-based service organization that has obtained or intends to obtain staff with the capacity to develop affordable housing for the community it serves.

The City of Norfolk (as the “Participating Jurisdiction”) is required to set aside a minimum of 15% of its annual HOME allocation for housing development activities in which qualified CHDOs are the owners, developers and/or sponsors of the housing. Although there are multiple eligible uses of HOME Program funds for CHDOs, Norfolk has elected to restrict CHDO activities to either:

1. the development of New Construction affordable housing through providing Homebuyer Assistance to Low-to-Moderate First-time homebuyers or
2. to cover a portion of the rehabilitation cost of a house a CHDO has purchased to improve and resell to a Low-to-Moderate homebuyer.

The certified CHDOs of the Norfolk HOME Program for FY2008 are:

- Community Housing Partners, Inc. (CHP)
- Empowerment 2010, Inc. (EZ2010)
- Plumb Line Ministries, Inc. (PLM)
- Park Place Redevelopment Foundation, Inc. (PPRF)
- Beacon Light-CHDO, Inc. (BLCL)
The FY2008 CHDO set aside totals $342,500 – 19.2% of the FY2008 HOME allocation ($1,779,837). Two CHDOs are being funded in FY2008 that were not part of the CHDO set aside in FY2007: Community Housing Partners Inc. (CHP) will receive $120,000 to assist in the rehabilitation of 3 housing units and Empowerment 2010 Inc. (EZ2010) will receive $100,000 toward the development of 4 new housing units and subsequent assistance to 4 first-time homebuyers.

**CHDO Operating Funds**

One other component of CHDO HOME Program funding is “CHDO Operating Funds” which may be used “to provide general operating assistance to CHDOs that are receiving ‘set aside’ funds for an activity or are under a written agreement to receive set aside funds within 24 months of the date of the agreement.” The CHDO Operating Funds activity may not exceed 5% of the annual HOME allocation (in total) which for FY2008 equates to $88,991 (or 5% of $1,779,837).

The CHDO Operating Funds allocation for FY2008 is requested at $87,500 to be allocated across all 5 CHDOs of the program (with each receiving $20,000 except CHP receiving $7,500) – since all will either fall under a FY2008 allocation (CHP and EZ2010) or will continue to operate under their 24-month agreement from FY2007 (as PLM, PPRF and BLCL will).

**ADDI Targeted Outreach**

HUD allocates funds through the American Dream Down Payment Initiative (ADDI) Program to target residents of public housing and households assisted by Section 8 vouchers who earn between 50% and 80% of the area median income (AMI) and have a goal of becoming a First-time homebuyer. The City of Norfolk population targeted by this program totals approximately 5,300 households.

ADDI funds are an internal component of the HOME Program and are used to partially cover the down payment and closing cost assistance. Since the Norfolk Homebuyer Assistance Program is restricted to First-time homebuyers and is also administered to support the NRHA Hope VI Homeownership Plan (that targets the same ADDI population) ADDI initiatives, goals and homebuyers are addressed simultaneously as follows:

1. **First Priority** - Bowling Green and Roberts Village public housing residents displaced by the HOPE VI Broad Creek Project who meet eligibility requirements and who were temporarily relocated either to other NRHA public housing units or utilized a Section 8 voucher.

2. **Second Priority** - Other current public housing households who meet threshold requirements or who are on a waiting list for public housing.

3. **Third Priority** - Section 8 voucher recipients who meet threshold requirements or are on a waiting list for a Section 8 voucher.

4. **Fourth Priority** - All other program applicants from the General Public.
PROGRAM SPECIFIC REQUIREMENTS (CONTINUED)

ADDI Action Plan

The City of Norfolk, through the NRHA Housing Opportunities Department, invites Public Housing and Section 8 households who have designated homeownership as a goal to participate in a “Homebuyers Club.” The club provides a course of homeownership education, credit repair and assistance toward building a savings account (escrowed by NRHA) that will be available for the home purchase and/or household appliances, treatments or other post-closing housing costs.

After the participant has achieved adequate education, improved credit score and distinct savings, he or she is then referred to the NRHA HomeNet Homeownership Center Program, where participants are assisted in gaining access to a qualified lender to obtain pre-approval of a 30-year fixed rate mortgage loan – preferably a VHDA loan – where the interest rate may be further discounted through VHDA’s SPARC Program (Sponsoring Partnerships and Revitalizing Communities).

All participants who apply for ADDI / HOME / Hope VI Homebuyer Assistance must meet the following requirements:

- Meet the First-time homebuyer definition.
- Have income at or below the prevailing 80% AMI limit.
- Have a history of stable employment.
- Be compliant with terms of either current public housing, Section 8 program or private market lease, if applicable.
- Satisfy mortgage market credit underwriting standards.
- Qualify for the maximum mortgage amount based on income from all adult household members.
- Complete the homebuyer education class.
- Homebuyer Contribution requirement: the applicant must demonstrate an ability to pay applicable closing costs above those covered by the homebuyer subsidy. A minimum contribution of 1% of the sales price of the home is required.

The $36,661 of ADDI funds requested will allow for Homebuyer Assistance to 4 homebuyers with a per unit average of $9,165.
**Monitoring Standards and Procedures**

On a regular basis, the City of Norfolk monitors its sub-recipients of entitlement funding to determine whether the approved projects and programs are being carried out in accordance with Annual Plan objectives and in compliance with HUD’s regulations.

Realizing the importance of proper training, staff from the Office of Grants Management utilizes every opportunity to attend training sessions offered by HUD, the National Community Development Association and other professional development organizations. Training topics vary from IDIS administration and Performance Measurement to CDBG Basics and Environmental Record Review. In an effort to maximize effectiveness in managing our entitlement programs, a concerted effort is made to share information from training sessions with fellow staff members through staff training reports and oral presentations.

The City of Norfolk provides technical training to CDBG sub-recipients at the beginning of the program year and additional training support throughout the year to ensure HUD’s program requirements are met by each program. In doing so, the City maintains program files for each organization as well as tracks expenditures and report program accomplishments.

The City has developed new comprehensive guidelines for sub-recipient monitoring using HUD Monitoring Forms as a guide. While these guidelines provide detailed documentation of the scope, objectives, timing and other considerations for monitoring housing and other programs, the City recognizes the need to relate monitoring back to the strategies set forth in the Consolidated Plan. The City will consider the number of sub-recipients in order to be able to conduct more comprehensive monitoring and provide better technical assistance. The City will also consider providing additional technical assistance throughout the year to the sub-recipients.

**Objectives**

The objectives of monitoring and reporting are to determine if sub-recipients:

- Are carrying out their CDBG Programs as stipulated in their contract with the City of Norfolk and have obtained and organized documentation to support all actions and national objective compliance.
- Are carrying out the project in a timely manner in accordance with the time frames required by the contract and complying with other applicable laws and regulations.
- Are charging costs to the program or project that are eligible under applicable regulations and are charged according to their program budget.
- Are conducting the program in a manner which minimizes the opportunity for fraud, waste and mismanagement.
- Have a continuing capacity to carry out the approved program or project.

Monitoring of all sub-recipients occurs at least once during the course of the project. When necessary, additional monitoring is conducted to resolve outstanding concerns from previous monitoring visits. As a general practice, a final monitoring visit, in most cases is made prior to drawing down the last 5% of CDBG funds from the City. The City’s monitoring program is intended to identify concerns and assist the grantee in problem solving in order to complete the project in accordance with all program requirements. If the problem cannot be resolved and
there are disallowed or ineligible costs, funds will be repaid to the appropriate entitlement program.

**Programmatic**

Programmatic monitoring activities will focus primarily on two aspects of the CDBG program: program progress and program benefits. The City will focus on the following:

<table>
<thead>
<tr>
<th>Programmatic Monitoring Criteria</th>
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<tbody>
<tr>
<td>• BNO compliance and record keeping</td>
</tr>
<tr>
<td>• General organization of files</td>
</tr>
<tr>
<td>• Quarterly reports</td>
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<tr>
<td>• Income verification data for qualifying clients</td>
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<tr>
<td>• Direct and indirect client services</td>
</tr>
<tr>
<td>• Financial and general grant management</td>
</tr>
<tr>
<td>• Environmental compliance</td>
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<tr>
<td>• Public participation and complaint procedures</td>
</tr>
<tr>
<td>• Labor standards compliance documentation</td>
</tr>
<tr>
<td>• Civil-rights, benefits to minority persons</td>
</tr>
<tr>
<td>• Construction contracts</td>
</tr>
<tr>
<td>• Property acquisition/relocation or displacement</td>
</tr>
</tbody>
</table>

**Financial**

Financial monitoring allows the City to ensure that activities are reimbursed through the entitlement programs and are eligible and in accordance with the grant and Contract Agreement Terms. Financial monitoring also assists in testing and verifying the integrity of the sub-recipients financial processes. Financial monitoring should answer the following:

- Does the sub-recipient have an accounting system with the capacity to maintain all records and documentation as required under the CDBG program?
- Has the sub-recipient established a system of internal controls to eliminate potential fraud and abuse?
- Does the sub-recipient have adequate sources of documentation, such as collected and collateral rent data?

When programmatic monitoring indicates a need to reevaluate the effectiveness of any project(s), Office of Grants Management staff work to determine the degree of impact to overall program performance. Based on its assessment, staff will determine the significance of this impact and will either coordinate annual updates to accommodate these programmatic impacts or will recommend programmatic changes in order to conform to the Consolidated Plan. Additionally, in order to round out the process, citizen input will be solicited and considered as part of the decision making process.

The four entitlement programs covered by this submission include the Community Development Block Grant (CDBG) Program, Emergency Shelter Grant (ESG) Program, HOME Investment Program, and others.
MONITORING – 91.230 (CONTINUED)

Partnership (HOME) Program and the American Dream Down Payment Initiative. Information has been provided regarding the Housing Opportunities for Persons with AIDS (HOPWA) program because the City of Norfolk is a part of the regional EMSA that receives HOPWA funds, due to the growing HIV/AIDS population in the region.

Performance Measurement Model

The City of Norfolk currently utilizes a Performance Measurement System to track and evaluate progress towards meeting identified goals. Related outcome measures:

- **Youth/Education Programs** – Reduction in the number of conflicts in schools involving students; reduction in the drop-out rate; improvement in graduation rates of schools with CDBG assisted programs.

- **Housing/infrastructure/revitalization** – Increase in private investment in low-income areas (construction permit and business license); reduction in crime in targeted neighborhoods; increased property values in low/moderate income areas.

- **Homeless Projects** – Reduction in the number of people in emergency homeless shelters and increase in the number of homeless individuals living in transitional and permanent housing and increase in the number of client services.

Annual performance goals and measures are program specific. The performance measurement system will also allow the Office of Grants Management the opportunity to outline reporting requirements in each contract agreement. Depending on the type of service, performance reports, including both productivity and program impact measures, will be due in the Office of Grants Management quarterly/annually. The goal is to analyze the data and provide feedback to each sub-recipient within thirty (30) days of their report submittal. Feedback will be designed to provide grantees information on how resources and their efforts should be allocated to ensure effectiveness. Grantee performance reports will include:

**Productivity Measures (reflecting the level of efficiency)**

- Measurement of Inputs (resources that were used, often measured in dollars);
- Measurement of Outputs (often measured as number of activities performed or number served); and,
- Measurement of the quality and the pace in which service was provided.

**Program Impact Measures (reflecting the level of effectiveness)**

- Measurement of the desired outcomes in the community or persons assisted; and
- Indicators that relate to local goals established in the Consolidated Plan and the strategic goals of the U.S. Department of Housing and Urban Development.

At the end of the program year, the City of Norfolk will be able to provide outcome (program impact) based results as they relate to the strategic goals of the Consolidated Plan. Historical data regarding which sub-recipients were both efficient and effective will be available.
FAIR HOUSING

The City of Norfolk recognizes the importance of equal housing opportunities for all persons and that no discrimination should occur on the basis of race, color, religion, sex, national origin, age, disability, and familial status.

The City of Norfolk currently promotes Fair Housing through a regional coordinated effort as a member of the Hampton Roads Community Housing Resource Board (HRCHRB). Established in the 1980s, this board is a major resource for housing education and training in the Hampton Roads region and serves as the area's primary provider of fair housing education, training and outreach. The HRCHRB maintains a website, www.hrchrbo.org, to provide resource links to the Hampton Roads community.

The mission of the HRCHRB is to affirmatively further fair housing practices throughout the Hampton Roads region. Each of the region’s entitlement cities has a representative on the HRCHRB. Other members include Endependence Center, the Tidewater Builders Association and the Hampton Roads Association of REALTORS®. HRCHRB’s goals and objectives are to take actions to affirmatively further fair housing, to remedy or ameliorate any impediments to fair housing choice and to provide education and outreach to the public and housing industry regarding fair housing issues. Entitlement Community members of the HRCHRB:

- City of Norfolk
- City of Newport News
- City of Suffolk
- City of Hampton
- City of Chesapeake
- City of Virginia Beach
- City of Portsmouth

The HRCHRB continuously undertakes initiatives to further fair housing in Hampton Roads. It is anticipated that these activities will have a lasting impact on the City of Norfolk as they relate to the City’s goal of providing viable housing choices for all citizens. These activities include:

Recruitment – Recently the HRCHRB assisted Housing Opportunities Made Equal, Inc. (H.O.M.E.) in recruiting a Director for its new satellite office located in Portsmouth, Virginia. Housing Opportunities Made Equal, Inc. (HOME) is a 501 (c) (3) nonprofit corporation whose mission is to seek to ensure equal access to housing for all persons through counseling, education, and advocacy. From a highly competitive pool of applicants, a qualified Director was hired. Recruitment continues for one additional Administrative Support position to fully staff the HOME office.

Annual Poster Contest – This activity promotes the fair housing concept at the high school level and is an outreach tool. The City of Norfolk’s representative will serve as one of the three judges of the contest. High school students are given resources (literature, web addresses, etc.) to increase their knowledge base of fair housing in general. Students will create posters which reflect fair housing, which are ultimately used in HRCHRB publications such as the Fair Housing Handbook, which is available at the agency’s Web page from each locality’s representative.
FAIR HOUSING (CONTINUED)

Fair Housing Education & Outreach Grant – The City of Norfolk will again participate in the grant application process. Based on the Consolidated Plan/Annual Action Plan, the City will provide input to facilitate the successful completion of the application.
MINORITY BUSINESS OUTREACH

Norfolk’s Department of Development, the Office of the Purchasing Agent, along with the Norfolk Redevelopment and Housing Authority (NRHA) provide assistance to potential small business owners year round. Working in partnership with NRHA, the City has developed and is currently administering strategies designed to promote special outreach activities to attract participation by minorities and women and will continue to:

1. Support the City of Norfolk’s Economic Development Authority Disadvantaged Business Program offered by the City and the Virginia Applied Technology and Professional Development Center at Old Dominion University. The program is aimed at assisting small and disadvantaged businesses in the Norfolk community with the application of technology in order to optimize productivity, retain and grow employment, while increasing profitability.

2. Extend technical support to potential entrepreneurs and small business owners, link to discuss how to start a business within the City of Norfolk, and provide referrals to additional support services throughout the City.

3. The City of Norfolk E-Commerce Business Assistance Grants’ objective is to help facilitate technology access for Norfolk’s private businesses. The City continues to partner with the Virginia Electronic Commerce Technology Center at Christopher Newport University to assist those businesses interested in building sales and increasing profits through e-commerce.

4. Maintain representation on the Virginia Minority Supplier Development Council Board of Directors.

5. Provide office space for the Tidewater region of the Virginia Minority Supplier Development Council.

Throughout the year, the City’s Development Department and the Purchasing Agent’s Office work harmoniously to provide assistance to the Minority and Women-Owned Businesses. This is typically achieved through scheduled events that take place across the Hampton Roads Community. Events planned for FY2008 (PY2007) are listed in the table below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Sponsor</th>
</tr>
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<tbody>
<tr>
<td>July 3rd</td>
<td>Entrepreneur Express – Suffolk, VA</td>
<td>Virginia Department of Business Assistance (VBDA) – Small Business Administration</td>
</tr>
<tr>
<td>July 17th</td>
<td>SBA Entrepreneur Express – Portsmouth, VA</td>
<td>Virginia Department of Business Assistance – Small Business Administration</td>
</tr>
<tr>
<td>July 18th</td>
<td>VSBFA Board Meeting - Richmond</td>
<td>Virginia Department of Business Assistance – Small Business Administration</td>
</tr>
<tr>
<td>July 26th</td>
<td>Doing Business with the State – Hampton, VA</td>
<td>Hampton Roads Small Business Development Center</td>
</tr>
<tr>
<td>August 15th</td>
<td>VSBFA Board Meeting – Richmond</td>
<td>Virginia Department of Business Assistance – Small Business A</td>
</tr>
<tr>
<td>September 13th</td>
<td>SBA Entrepreneur Express – Portsmouth, VA</td>
<td>SBA &amp; Virginia SBDC Network</td>
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### MINORITY BUSINESS OUTREACH (CONTINUED)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 27th</td>
<td>Doing Business with the State – Hampton, VA</td>
<td>Hampton Roads Small Business Development Center</td>
</tr>
<tr>
<td>October 3rd-5th</td>
<td>VEDA Fall Conference</td>
<td>Virginia Economic Developers Association</td>
</tr>
<tr>
<td>October 15th-18th</td>
<td>Virginia Institute for Economic Development</td>
<td>Virginia Tech</td>
</tr>
<tr>
<td>October 17th</td>
<td>VSBFA Board Meeting – Richmond, VA</td>
<td>Virginia Department of Business Assistance</td>
</tr>
<tr>
<td>Oct 28th-31st</td>
<td>DGS Public Procurement Forum – Hampton, VA</td>
<td>Virginia Department of General Services</td>
</tr>
<tr>
<td>November 14th</td>
<td>VSBFA Board Meeting – Richmond, VA</td>
<td>Virginia Department of Business Assistance</td>
</tr>
<tr>
<td>December 19th</td>
<td>VSBFA Board Meeting – Richmond, VA</td>
<td>Virginia Department of Business Assistance</td>
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</tbody>
</table>
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, which means it will conduct an analysis of impediments to fair housing choice within the state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan - The jurisdiction will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace - The jurisdiction will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing an ongoing drug-free awareness program to inform employees about:
   (a) The dangers of drug abuse in the workplace;
   (b) The grantee’s policy of maintaining a drug-free workplace;
   (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
   (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will:
   (a) Abide by the terms of the statement; and
   (b) Notify the state in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5. Notifying the agency in writing, within ten calendar days after receiving notice subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
   (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
CERTIFICATIONS – 91.225 (CONTINUED)

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency; and

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the state’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 paragraphs 1 and 2 of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Authority of Jurisdiction - The submission of the consolidated plan is authorized under state law and the state possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan - The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 – It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Authorized Representative:

Signature/Authorized Official

City Manager  

Title

Date: 5/10/07
CERTIFICATIONS – 91.225 (CONTINUED)

Specific CDBG 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 housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) 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 certifies that 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 activities which the grantee certifies are designed to meet other community development needs having a 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;

2. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s), (a period specified by the grantee consisting 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.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, 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.
CERTIFICATIONS – 91.225 (CONTINUED)

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 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

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

Signature/Authorized Official

Date: 5/10/07

City Manager _______________________

Title

OPTIONAL CERTIFICATION
CDBG

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 a particular urgency 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 a 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/Authorized Official

Date: ________________________________

City Manager _______________________

Title
CERTIFICATIONS – 91.225 (CONTINUED)

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

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.

Appropriate Financial Assistance -- 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 Authorized Official

Date: 5/10/07

City Manager

Title
CERTIFICATIONS - 91.225 (CONTINUED)

Specific ESG Certifications

The Emergency Shelter Grantee certifies that:

Major rehabilitation/conversion -- It will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the jurisdiction plans to use funds for rehabilitation (other than major rehabilitation or conversion), the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

Essential Services and Operating Costs -- Where assistance involves essential services or maintenance, operation, insurance, utilities and furnishings, it 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 as long as the same general population is served.

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

Supportive Services -- It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal State, local, and private assistance. Matching Funds -- It will obtain matching amounts required under 24 CFR 576.51.

Confidentiality -- It will develop and implement 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, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, operating facilities, and providing services assisted through this program.

Consolidated Plan -- It is following a current HUD-approved Consolidated Plan or CHAS.

Discharge Policy -- It has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS -- It will comply with HUD’s standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.

Signature/Authorized Official

City Manager

Date: 5/10/07

Title

City Manager
APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. 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.

B. Drug-Free Workplace Certification
   1. By signing and/or submitting this application or grant agreement, the grantee is providing the
      certification.

   2. The certification is a material representation of fact upon which reliance is placed when the
      agency awards the grant. If it is later determined that the grantee knowingly rendered a false
      certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in
      addition to any other remedies available to the Federal Government, may take action authorized
      under the Drug-Free Workplace Act.

   3. Workplaces under grants, for grantees other than individuals, need not be identified on the
      certification. If known, they may be identified in the grant application. If the grantee does not
      identify the workplaces at the time of application, or upon award, if there is no application, the
      grantee must keep the identity of the workplace(s) on file in its office and make the
      information available for Federal inspection. Failure to identify all known workplaces
      constitutes a violation of the grantee's drug-free workplace requirements.

   4. Workplace identifications must include the actual address of buildings (or parts of buildings)
      or other sites where work under the grant takes place. Categorical descriptions may be used
      (e.g., all vehicles of a mass transit authority or State highway department while in operation,
      State employees in each local unemployment office, performers in concert halls or radio
      stations).

   5. If the workplace identified to the agency changes during the performance of the grant, the
      grantee shall inform the agency of the change(s), if it previously identified the workplaces in
      question (see paragraph three).

   6. The grantee may insert in the space provided below the site(s) for the performance of work
      done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)
   City of Norfolk Virginia
   810 Union Street; Room 508
   Norfolk, Virginia 23510

Check ☑ if there are workplaces on file that are not identified here.
The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Authorized Representative:

[Signature]

City Manager

Title

Date: 5/10/07