



**CONSOLIDATED PLAN**  
**ACTION PLAN**

**July 1, 2015 – June 30, 2016**

# Executive Summary

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

### 1. Introduction

The Consolidated Plan Action Plan is in effect from July 1, 2015 – June 30, 2016. This plan was developed through a comprehensive statewide effort that included a needs assessment leveraging existing data, input sessions and surveys, and consultations with housing and social service agencies and other entities. The 2015 - 2016 Action Plan represents year three of a five year consolidated plan. The resulting plan and document will be used by the Department of Housing and Community Development (DHCD) to allocate Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnership (HOME), and Housing Opportunities for People with AIDS (HOPWA) program funds within the Commonwealth of Virginia.

### 2. Summarize the objectives and outcomes identified in the Plan

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

The Commonwealth is extremely diverse in its racial and ethnic composition, and there are numerous areas across the state with concentrated populations, including African American, Hispanic, Asian, and others. In addition the state has multiple and varying housing and non-housing challenges. These challenges vary substantially from region to region.

The needs assessment and market analysis identified four priority needs:

- Lack of affordable housing
- Lack of housing for special needs populations
- Individuals and families experiencing homelessness
- Barriers to competitive and sustainable communities

Overall DHCD's goals are to target these federal resources (CDBG, ESG, HOME, and HOPWA) and to leverage other state resources to address these needs by:

- Increasing the number of affordable housing units
- Increasing the number of affordable units for special needs populations
- Decreasing the numbers of individuals and families experiencing homelessness
- Creating competitive and sustainable communities

DHCD works with many partners to accomplish these goals. These partners include units of local government, other state agencies, housing developers, CHDOS, nonprofits, and regional planning groups.

While work on these goals is ongoing the Commonwealth will incorporate other specific strategies to help meet these goals. These include a plan to address the barriers to fair housing, a plan to end homelessness, measure to address lead based paint hazards, and anti-poverty measures.

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

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

Over the past year DHCD has made significant progress toward increasing the number of affordable housing units and working with localities to create competitive and sustainable communities. DHCD will continue activities and initiatives that have proven effective as well as look for opportunities to improve on the work that has been done in the past. One such opportunity for improvement is to increase the focus on creating more affordable units for special needs populations.

In addition, DHCD will continue work to decrease the number of people experiencing homelessness in Virginia. This work will also focus on reducing the length of time people are experiencing homelessness and reducing the number of people that return to homelessness. DHCD will leverage both state and federal (ESG) resources to focus on these goals. This is marked difference from prior years as more funding will be focused on rapid re-housing assistance as opposed to shelter operations.

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

Summary from citizen participation section of plan.

Input on the 2015 – 2016 Annual Action Plan is gathered through four primary mechanisms:

- Input Sessions
- Online Survey
- Consultations
- Public Hearing

Input sessions were held in January/February 2015 to gather feedback for the annual Action Plan and on a proposed pilot program, which would potentially combine multiple resources into one program. Invitations were broadly extended to all registered CAMS (Central Application and Management System) users and through the Virginia Housing Coalition. Action Plan sessions were held in five locations:

- Roanoke (January 27, 2015)
- Abingdon (January 28, 2015)
- Hampton (January 30, 2015)
- Prince William (February 3, 2015)
- Richmond (February 6, 2015)

The input sessions included a short DHCD presentation, opportunities for questions and comments, and small group discussions. The small group discussions were organized around the following questions:

- What are the right activities for a combined-resource pilot?
- How much and what kind of funding is the right kind/amount to set aside?
- What are the drawbacks and challenges to this approach?
- What should DHCD keep in mind when designing this pilot?

A total of 175 individuals (excluding DHCD staff) attended the five sessions held across the state.

Overall attendees favored a combined-resource approach (pilot). A number of attendees noted that varying regulations would complicate the process. Attendees also noted that many projects already involve multiple funding sources with different applicable regulations and noted that a combined-resource approach could potentially help to mediate some of the regulatory complexities.

Attendees familiar with revitalization projects thought that a single application process could help to facilitate project progress. Instead of applying for one source and then applying for the next source it could be expedited to some degree -essentially securing multiple sources at one time.

Attendees also noted the benefits of reducing project management requirements (inspections, environmental, Section 3, Davis Bacon, etc...).

Small group discussion including VHDA staff as well as other attendees noted an opportunity to include at least some VHDA resources in the pilot. Others also noted possible opportunities to partner with USDA Rural Development.

## **5. Summary of public comments**

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

DHCD gathered input through an online survey. The survey was broadly distributed through several distribution lists and through a number of partners. Nearly 100 (98) individuals completed the online survey. Key survey results as follows:

Community Development Block Grant: Please provide comments/suggestions on the use of CDBG funds (58 responses):

- Use CDBG on housing-related activities (25 of 58 responses or 43 percent)

- Support homeowner's including indoor plumbing, general rehabilitation, and accessibility modification (seven of 25 or 28 percent)
- Address homelessness (four of 25 or 16 percent) Support permanent supportive housing (three of 25 or 12 percent)
- Use CDBG for water and sewer improvement (six of 58 responses or ten percent)
- Use CDBG for public space and sidewalk improvements (three of 58 responses or 5 percent)
- Use CDBG for health-related services including residential peer counseling (two of 58 responses or three percent)

HOME: Please provide comments/suggestions on the use of HOME funds (31 responses):

- Use HOME on special needs housing (eight of 31 responses or 26 percent)
- Specific mentions of permanent support housing (four of eight or 50 percent)
- Use HOME on homeowner/buyer activities (four of 31 responses or 13 percent) Two of four specifically ask for HOME assistance (Indoor Plumbing and Rehabilitation Program) for failed septic and/or no or failed wells

How many times a year should Affordable and Special Needs Housing (ASNH) applications be accepted? Please note this is a HOME-funded program. Results as follows:

- Keep at four times a year (36.7 percent)
- Change to twice a year (36.7 percent)
- No opinion/Don't know (26.5 percent)

Emergency Solutions Grant (ESG): Please provide comments/suggestions about the use of ESG funds (26 responses).

- Four of 26 responses (15 percent) supported funding for emergency shelter.

Housing Opportunities for Persons With AIDS (HOPWA): Please provide comments/suggestions about the use of HOPWA funds (21 responses). No notable trends in responses.

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

Overall, I think DHCD should have a pilot program (n= 98):

- Yes (87.8 percent)
- No (10.2 percent)
- No Opinion/ Don't know (2 percent)

Comments/suggestions on a pilot project (23 responses): Overall responses were supportive of a pilot program that would combine multiple resources to fund comprehensive community projects. Comments included:

*I hope this breaks down the internal silos within DHCD. It is very frustrating now when one is working with HOME and CDBG funds and there is a lack of coordination on DHCD's side between the two programs. Often times it is more about one side of the house making sure their requirements are met which can create conflict on the other side of the house instead of looking at a project holistically as an agency. Please remember and embody why you do the work you do and remember the end users. A pilot wouldn't be necessary if both sides of the house communicated better but if a pilot is the way to greatly improve this communication then I'm all for it.*

*I like the growth and this shows me that DHCD likes growth too. Same old, same old is just more of the same old, same old. This is new, exciting, provocative, forward thinking, and a good thing for affordable housing... think outside the box and you'll find problems you never new existed.*

## **7. Summary**

DHCD consulted with key partners including, but not limited to, the Virginia Housing Coalition and Virginia Housing Development Authority. Members and staff from these organizations participated in the input sessions and met with DHCD staff to discuss the 2015 – 2016 Annual Action Plan and the pilot project.

DHCD placed a public notice soliciting written comments and announcing a public hearing held April 9, 2015. No written comments received to date outside of those received through the online survey.

**PR-05 Lead & Responsible Agencies - 91.300(b)**

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

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator	VIRGINIA		Department of Housing and Community Development
HOPWA Administrator	VIRGINIA		Department of Housing and Community Development
HOME Administrator	VIRGINIA		Department of Housing and Community Development
ESG Administrator	VIRGINIA		Department of Housing and Community Development

**Table 1 – Responsible Agencies**

**Narrative**

**Consolidated Plan Public Contact Information**

Lyndsi Austin, Associate Director of Housing Policy and Planning

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## **AP-10 Consultation - 91.110, 91.300(b); 91.315(l)**

### **1. Introduction**

The Commonwealth of Virginia began a statewide housing policy initiative in 2010. This initiative established the structure whereby Continuums (or Continua) of Care, private and public housing, homeless, and social service providers including ESG grantees came together to set goals and form committees to take action toward these goals. DHCD has played a central role in these efforts and has further consulted with CoCs and ESG grantees as well as gathering broader public input specific to the Consolidated Plan.

#### **Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies**

On April 30, 2010, Governor McDonnell issued Executive Order Number Ten (2010) calling for an active review of a broad set of housing policy issues facing the Commonwealth in order to establish Virginia's first comprehensive executive branch housing policy framework.

These efforts have been further enhanced with Governor McAuliffe (Executive Order 32) with directions to establish broad administrative goals and policy direction related to housing, and to use these to better coordinate and align administrative policymaking and initiatives across multiple secretariats within the executive branch.

The guiding principles for the state housing policy and the foundation of the housing policy framework are to: -Recognize the role of the housing industry as a critical economic development engine within the Commonwealth -Promote sustainable and vibrant communities -Ensure the provision of a range of housing options -Prevent and reduce homelessness in the Commonwealth The Housing Policy Framework was developed with broad public input and directly involved a large number of persons representing a cross-section of housing interests and geographic regions. The resulting Housing Policy Framework and most importantly the ongoing work will help to enhance coordination between housing providers and private and governmental service agencies.

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

The Housing Policy Framework resulted in a Homeless Action Plan that specifically targeted reducing homelessness in Virginia by 15 percent in three years (by 2014). This goal was surpassed; overall homelessness decreased by 22.6 percent. New goals are being established. To achieve this a plan was created with representation by Virginia's Continuums (or Continua) of Care (CoC) and to include many

components specifically targeted to address the needs of homeless persons including chronically homeless individuals and families, families with children, veterans, and unaccompanied youth and persons at risk of homelessness.

Virginia is establishing statewide homeless outcome measures and restructuring funding processes to better align local CoCs with state and federal goals to reduce the number of individuals experiencing homelessness, to shorten the length of time persons are homeless, and to reduce the number of people returning to homelessness.

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

COCs have provided input into how Virginia is determining the allocation of ESG funds, the development of performance and evaluation outcomes, and the development of funding, policies, and procedures for the administration of HMIS. This input has been provided through three primary methods:

- Action Plan Input Sessions
- Homeless Solution Input Sessions
- Governor's Coordinating Council and Homelessness and subcommittees

DHCD held Homeless solutions input sessions in the December of 2013:

- Roanoke on December 2, 2013
- Abingdon on December 3, 2013
- Prince William on December 6, 2013
- Richmond on December 11, 2013
- Hampton on December 13, 2013

Please note, 2015 Homeless Solution input sessions are scheduled in October 2015. Over 130 individuals representing localities, service providers, and CoCs participated in the five input sessions held across the state in 2013. Sessions focused on gathering feedback on the allocation of homeless services funding, including ESG, administered by state through the Department of Housing and Community Development (DHCD). DHCD gathered input on restructuring fund allocation processes, transforming it from a competitive grantee application to a CoC-based process. This CoC-based process now allows DHCD to allocate state and federal (ESG and HOPWA) homeless service and prevention funding through 16 Virginia CoCs. Feedback was gathered from CoC participants on the initial application process and CoC requirements for funding. DHCD gathered feedback on CoC requirements for funding eligibility.

These requirements included HMIS requirements, written CoC policies and procedures, and the alignment of local CoC strategies with state and federal goals. Based on this input DHCD issued the first CoC-based application in Spring of 2014. Action Plan Input Sessions were held in Winter, 2015. More than 175 individuals participated including participation from:

- Private and public housing providers
- Homeless service and prevention providers
- Regional planning organizations
- Nonprofit and government service providers
- Advocates

The input session focused on gathering feedback on priorities and strategies to address the homelessness, housing, and community development needs in Virginia. Additional feedback was gathered through an online survey. The Governor's initiative calling for a Housing Policy Framework resulted in the formation of the Homeless Outcomes Advisory Committee with broad representation across Virginia's CoCs. The Homeless Outcomes Advisory Committee including representation for Virginia CoCs adopted five goals where work is ongoing. These five goals are:

1. Increase the number of permanent supportive housing units in the Commonwealth
2. Increase flexibility of funding to prevent homelessness and support Rapid Re-housing for individuals and families
3. Increase statewide data collection and system coordination
4. Increase access to substance abuse and mental health services
5. Evaluate, develop and ensure implementation of statewide, pre-discharge policies for the foster care system, hospitals, mental health facilities, and correctional facilities.

In addition to the input sessions and the work of the Governor's Coordinating Council on Homelessness, DHCD gathered specific input from other state agencies and state and regional planning groups. This input was gathered through a combination of online survey responses and through key contacts at specific agencies. These contacts shared needs assessment data to inform the development of priorities and provided feedback on specific priorities and strategies.

## **2. Agencies, groups, organizations and others who participated in the process and consultations**

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

1	<b>Agency/Group/Organization</b>	HOMEWARD
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Homeward is the HMIS administrator for the balance of state CoC and several other CoCs within Virginia. The organization participated in the needs assessment and planning related to overall homelessness strategy, HMIS implementation, and outcomes and performance measures.
2	<b>Agency/Group/Organization</b>	Richmond/Henrico, Chesterfield, Hanover Counties CoC
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
3	<b>Agency/Group/Organization</b>	Norfolk/Chesapeake/Suffolk CoC
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).

4	<b>Agency/Group/Organization</b>	Roanoke City/County/Salem CoC
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
5	<b>Agency/Group/Organization</b>	Virginia Beach CoC
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
6	<b>Agency/Group/Organization</b>	Charlottesville CoC
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
7	<b>Agency/Group/Organization</b>	Lynchburg CoC
	<b>Agency/Group/Organization Type</b>	Planning organization

	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
8	<b>Agency/Group/Organization</b>	Portsmouth CoC
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
9	<b>Agency/Group/Organization</b>	Balance of State Continuum of Care
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
10	<b>Agency/Group/Organization</b>	Fredericksburg / Spotsylvania, Stafford Counties CoC
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
11	<b>Agency/Group/Organization</b>	Harrisonburg / Winchester CoC
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
12	<b>Agency/Group/Organization</b>	Arlington County CoC
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
13	<b>Agency/Group/Organization</b>	Fairfax County CoC
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).

14	<b>Agency/Group/Organization</b>	Loudoun County CoC
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
15	<b>Agency/Group/Organization</b>	Alexandria CoC
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
16	<b>Agency/Group/Organization</b>	Prince William County CoC
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
17	<b>Agency/Group/Organization</b>	Virginia Homeless Coalition
	<b>Agency/Group/Organization Type</b>	Planning organization

	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning related to homeless strategy including the allocation of Virginia Homeless Solution funding (includes ESG funds).
18	<b>Agency/Group/Organization</b>	Newport News/Hampton/Virginia Peninsula CoC
	<b>Agency/Group/Organization Type</b>	Services-homeless Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning specific to homelessness in Virginia.
19	<b>Agency/Group/Organization</b>	Virginia Planning District Commissions
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Individual regional Planning District Commissions participated in the needs assessment and planning specific to housing and economic development in Virginia.
20	<b>Agency/Group/Organization</b>	Virginia Housing Development Authority
	<b>Agency/Group/Organization Type</b>	Housing PHA

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessments and planning specific to housing in Virginia.
21	<b>Agency/Group/Organization</b>	Virginia Housing Coalition
	<b>Agency/Group/Organization Type</b>	Housing Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the needs assessment and planning specific to housing and and homelessness in Virginia.
22	<b>Agency/Group/Organization</b>	Community Housing Partners
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
23	<b>Agency/Group/Organization</b>	Virginia Supportive Housing
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
24	<b>Agency/Group/Organization</b>	Project Homes
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
25	<b>Agency/Group/Organization</b>	RUSH HOMES
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
26	<b>Agency/Group/Organization</b>	Thomas Jefferson Area Coalition for the Homeless
	<b>Agency/Group/Organization Type</b>	Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
27	<b>Agency/Group/Organization</b>	ST. JOSEPH'S VILLA (FHRC)
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
28	<b>Agency/Group/Organization</b>	CARES Inc.
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
29	<b>Agency/Group/Organization</b>	HOUSING OPPORTUNITIES MADE EQUAL
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
30	<b>Agency/Group/Organization</b>	PACEM
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
31	<b>Agency/Group/Organization</b>	Resources for Independent Living, Inc.
	<b>Agency/Group/Organization Type</b>	Housing Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
32	<b>Agency/Group/Organization</b>	SOUTHSIDE OUTREACH GROUP
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.

33	<b>Agency/Group/Organization</b>	ALBEMARLE HOUSING IMPROVEMENT PROGRAM
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
34	<b>Agency/Group/Organization</b>	Virginia Department of Veteran Services
	<b>Agency/Group/Organization Type</b>	Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Veterans
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
35	<b>Agency/Group/Organization</b>	Habitat for Humanity - Virginia
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
36	<b>Agency/Group/Organization</b>	CHARLOTTESVILLE
	<b>Agency/Group/Organization Type</b>	Other government - Local

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
37	<b>Agency/Group/Organization</b>	AIDS/HIV SERVICES GROUP
	<b>Agency/Group/Organization Type</b>	Housing Services-Persons with HIV/AIDS
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
38	<b>Agency/Group/Organization</b>	Phoenix community Development Corp.
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.

39	<b>Agency/Group/Organization</b>	BLUE RIDGE INDEPENDENT LIVING CENTER
	<b>Agency/Group/Organization Type</b>	Housing Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	
40	<b>Agency/Group/Organization</b>	LYNCHBURG COMMUNITY ACTION GROUP, INC. (LYN-CAG)
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
41	<b>Agency/Group/Organization</b>	HELPING OVERCOME POVERTY'S EXISTENCE , INC
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.

42	<b>Agency/Group/Organization</b>	TOTAL ACTION AGAINST POVERTY (TAP)
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
43	<b>Agency/Group/Organization</b>	DICKENSON COUNTY
	<b>Agency/Group/Organization Type</b>	Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
44	<b>Agency/Group/Organization</b>	Southeast Rural Community Assistance Project, Inc. (SERCAP)
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.

45	<b>Agency/Group/Organization</b>	NEW RIVER COMMUNITY ACTION
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
46	<b>Agency/Group/Organization</b>	Hampton Newport News Community Services Board
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.
47	<b>Agency/Group/Organization</b>	YORK COUNTY
	<b>Agency/Group/Organization Type</b>	Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Economic Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	
48	<b>Agency/Group/Organization</b>	PENINSULA COMMUNITY HOMES, INC.
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The organization participated in the Action Plan input sessions.

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

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

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	16 local CoC lead organizations	There are 16 separate CoCs in Virginia. Each CoC plan and the Commonwealth of Virginia's plan seeks to reduce the number of individuals experiencing homelessness; to shorten the length of time individuals experience homelessness; and to reduce the number of individuals returning to homelessness.
Virginia's Housing Policy Framework	DHCD/VHDA	The strategic plan and Governor's Housing Policy Framework seek to increase the availability of affordable and accessible housing; reduce the number of individuals experiencing homelessness; to shorten the length of time individuals experience homelessness; and to create competitive and sustainable communities.

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Homeless Outcomes Advisory Committee Plan	Governor's Coordinating Council on Homelessness/DHCD	Each seeks to reduce the number of individuals experiencing homelessness; to shorten the length of time individuals experience homelessness; and to reduce the number of individuals returning to homelessness.
Opening Doors	US Interagency on Homelessness	The Strategic Plan and Opening Doors overlap in a number of way. Specifically both are focused on retooling the homeless response system, by transforming homeless services to crisis response systems that prevent homelessness and rapidly return people who experience homelessness to stable housing.
Department of Justice settlement Housing Plan	Virginia Behavioral Health and Developmental Services	Both plans include expanding the inventory of affordable and accessible housing.
Virginia Board for Persons with Disabilities 2012	Virginia Board for Persons with Disabilities	The State Plan and the Action Plan include objectives to increase accessibility features in affordable housing including visitability and universal design standards.
VHDA Strategic Plan	VHDA	Both plans address housing needs of special needs populations and increase overall affordability.

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

**Narrative**

## **AP-12 Participation - 91.115, 91.300(c)**

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

Input for the 2015 – 2016 Action Plan was gathered through input sessions, an online survey, consultations, and a public hearing. Input sessions were held during January/February 2015 to gather feedback on the annual Action Plan and a proposed pilot project to be funded at least in part with a set aside of the CDBG and HOME funds. A total of 175 individuals attended one of the five sessions held across the state. In addition, an online survey was broadly disseminated resulting 98 responses. Both the input sessions and the survey yielded quality feedback to inform the development of the Action Plan and the proposed pilot program. The announcement for a public hearing was placed in five local papers across the state. The public hearing was held on April 9, 2015. No one attended this hearing and no written comments were received outside of those received through the survey. Overall input supported the proposed use of program allocations including a set aside of CDBG and HOME funds for a pilot program.

**Citizen Participation Outreach**

<b>Sort Order</b>	<b>Mode of Outreach</b>	<b>Target of Outreach</b>	<b>Summary of response/attendance</b>	<b>Summary of comments received</b>	<b>Summary of comments not accepted and reasons</b>	<b>URL (if applicable)</b>
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Statewide	175 individuals participated in five input sessions. These sessions were held in Roanoke, Abingdon, Hampton, Prince William, and Richmond.	Overall feedback supported a proposed change in the Affordable and Special Needs Housing (ASNH) program. This would change application deadlines from four to two times a year. In addition, participants were supportive of the proposed pilot program that would combine a small set aside of CDBG and HOME funds (along with other state resources) to competitively award comprehensive projects.	DHCD received suggestions that HOME funds set aside for the Indoor Plumbing and Rehabilitation program be allowed in a broader range of homeowner units. DHCD will assess the feasibility of allowing this in the future.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	Statewide	The notice was published in five local papers across the state. The hearing was held on April 9, 2015 following extensive in-person input sessions, and online survey, and consultations with partner agencies. No one attended the hearing on April 9, 2015.	None received.	None received.	
3	Internet Outreach	Statewide	The online survey was disseminated broadly with 98 total responses.	Overall feedback supported the proposed uses of the CDBG, HOME, ESG, and HOPWA allocations. This support was also favorable for the proposed pilot program.	A few responses requested that ESG be allowed for shelter operations. DHCD currently uses ESG for shelter operations and does not propose a change.	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.320(c)(1,2)

#### Introduction

The Commonwealth of Virginia will leverage the more than \$27 million in federal resources received for the 2015 – 2016 program year to address homelessness, affordable housing, and community development needs in Virginia.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	16,444,740	75,988	525,782	17,046,510	32,000,000	Funding will be used in the following State CDBG programs: Construction-Ready Water and Sewer Fund, Economic Development Fund, Community Development Innovation Fund, Urgent Need Open Submission Projects, and Competitive Grants

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	6,638,882	500,000	0	7,138,882	14,000,000	Funding will be used in the following programs: Affordable and Special Needs Housing (Rental and Homebuyer Development) Indoor Plumbing and Rehabilitation (Homeowner Rehab) Down Payment Assistance Program (Homebuyer Assistance), and a Pilot program

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	731,898	0	0	731,898	1,460,000	Funding will support TBRA, STRMU, housing placement, and limited supportive services.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	2,752,294	0	0	2,752,294	5,400,000	Funding will support shelter operations and rapid re-housing activities. Priority will be given to rapid re-housing for the expenditure of ESG funds. Please note that ESG funds are allocated along with state resources for homeless prevention and homeless assistance to assure an emergency crisis response system of services.

Table 5 - Expected Resources – Priority Table

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

The federal resources will be leveraged along with other state resources to provide affordable housing, community development, and to address issues impacting causing homelessness. These resources include state allocations to increase the number of permanent supportive housing and affordable housing units, to provide rapid re-housing and homeless assistance, to prevent homelessness, and state funds for the rehabilitation of homeowner units that lack indoor plumbing.

For the HOME program, the state will meet the required 25 percent match through:

- The present value of interest reductions of below-market-rate loans, where a project also receives HOME assistance.
- State general revenue funds that are contributed to housing projects assisted with HOME funds and meet the HOME affordability requirements.
- The face value of State mortgage revenue bond loans (multi-family and single family loans).

CDBG projects do not have a specific match requirement, but applicants can enhance their competitiveness by incorporating local resources.

ESG requires a dollar for dollar match. DHCD will use state general fund appropriations for homeless prevention and homeless services as the match for the ESG program.

The HOPWA program does not have a match requirement.

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

Not applicable.

### **Discussion**

Please see the program guidelines for more details on how expected resources will be used to address homelessness, affordable housing, and community development needs within the Commonwealth of Virginia.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase the number of affordable housing units	2013	2017	Affordable Housing		Lack of affordable housing units	HOPWA: \$731,898 HOME: \$3,300,000	Rental units constructed: 15 Household Housing Unit Rental units rehabilitated: 15 Household Housing Unit Homeowner Housing Added: 4 Household Housing Unit Direct Financial Assistance to Homebuyers: 60 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 150 Households Assisted
2	Increase number of special needs housing units	2013	2017	Affordable Housing Non-Homeless Special Needs		Lack of housing units for special needs population	HOME: \$3,300,000	Rental units constructed: 15 Household Housing Unit Rental units rehabilitated: 15 Household Housing Unit Homeowner Housing Rehabilitated: 50 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Decrease numbers experiencing homelessness	2013	2017	Homeless		Individuals and families experiencing homelessness	HOME: \$38,882 ESG: \$2,752,284	Tenant-based rental assistance / Rapid Rehousing: 400 Households Assisted Homeless Person Overnight Shelter: 3000 Persons Assisted Housing for Homeless added: 3 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Create competitive and sustainable communities	2013	2017	Non-Housing Community Development		Barriers to competitive/sustainable communities	CDBG: \$16,444,780	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 98172 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 5 Households Assisted Public service activities other than Low/Moderate Income Housing Benefit: 1367 Persons Assisted Brownfield acres remediated: 105 Acre Rental units constructed: 43 Household Housing Unit Rental units rehabilitated: 51 Household Housing Unit Homeowner Housing Rehabilitated: 335 Household Housing Unit Direct Financial Assistance to Homebuyers: 39 Households Assisted Jobs created/retained: 140 Jobs

**Table 6 – Goals Summary**

**Goal Descriptions**

<b>1</b>	<b>Goal Name</b>	Increase the number of affordable housing units
	<b>Goal Description</b>	
<b>2</b>	<b>Goal Name</b>	Increase number of special needs housing units
	<b>Goal Description</b>	
<b>3</b>	<b>Goal Name</b>	Decrease numbers experiencing homelessness
	<b>Goal Description</b>	
<b>4</b>	<b>Goal Name</b>	Create competitive and sustainable communities
	<b>Goal Description</b>	

**Table 7 – Goal Descriptions**

## AP-25 Allocation Priorities – 91.320(d)

### Introduction

DHCD seeks to improve the lives of Virginians by:

- Increasing the number of affordable housing units
- Increasing the number of affordable units to meet the needs of special needs populations
- Decreasing the number of individuals and families experiencing homelessness
- Creating competitive and sustainable communities

DHCD works to achieve these goals through:

- Leveraging of resources to support effective community programs working toward these goals
- Developing strategic partnerships to address barriers to achieving these goals
- Providing planning, coordination, and management of strategies to meet these goals

### Funding Allocation Priorities

	Increase the number of affordable housing units (%)	Increase number of special needs housing units (%)	Decrease numbers experiencing homelessness (%)	Create competitive and sustainable communities (%)	Total (%)
CDBG	0	0	0	100	<b>100</b>
HOME	48	48	4	0	<b>100</b>
HOPWA	0	0	0	0	<b>0</b>
ESG	0	0	100	0	<b>100</b>

Table 8 – Funding Allocation Priorities

### Reason for Allocation Priorities

These allocation priorities are based on the Consolidated Plan needs assessment, market analysis, and input from other state agencies, localities, local housing and service providers, regional planning groups, ESG grantees and sub-grantees, Continua of Care, and the public. These allocations will be leveraged to meet local needs across the state and to support best practices and proven methods to address these priority needs.

**How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?**

HOME funds will be leveraged to address the affordable housing and homelessness priority needs. Specifically these funds will be used to fund rental rehabilitation and new construction projects that will add additional affordable housing units and/or preserve existing affordable units based on local needs. These funds will be used in exiting homeowner units, rental projects, and homebuyer development projects to increase the availability of accessibility units for special needs populations. HOME funds will also be used to develop permanent supportive housing units to help address housing needs of chronically homeless individuals.

HOPWA funds are limited to income eligible individuals with HIV/AIDS and their families. These funds will help to provide affordable housing units for this population.

ESG will be fully leveraged along with other state resources to reduce the number of individuals and families experiencing homelessness. These funds will also focus on shortening the length of time people experience homelessness and reduce the number of individuals returning to homelessness.

CDBG will be used to address locally identified needs to develop competitive and sustainable communities. These funds will be used in a number of ways including developing public facilities and/ infrastructures, creating/retaining jobs, developing affordable housing opportunities, and providing assistance to local business.

## AP-30 Methods of Distribution – 91.320(d)&(k)

### Introduction

This section provides a summary of the methods of distribution for each of program administered by DHCD designed to allocate these federal resources (CDBG, HOME, ESG, and HOPWA). Please see program guidelines, located online at [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov) for more details. The program guideline details include specifics about eligible applicants, areas of the state covered by the program, eligible activities, the type of assistance available, and how to apply (if applicable) for funding.

### Distribution Methods

**Table 9 - Distribution Methods by State Program**

<b>1</b>	<b>State Program Name:</b>	Affordable and Special Needs Housing (ASNH)
	<b>Funding Sources:</b>	HOME
	<b>Describe the state program addressed by the Method of Distribution.</b>	The Affordable Housing and Special Needs Housing program provide flexible, below-market-rate loans to projects that create or preserve affordable housing for lower-income Virginians. Broadly eligible activity types include rental and homebuyer rehabilitation and new construction. Please see the Affordable and Special Need Housing program guidelines for more details.

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>HOME funds assigned to the Affordable and Special Needs Housing programs will be distributed on a quarterly basis through a competitive application process that evaluates applicant projects on:</p> <ul style="list-style-type: none"> <li>• Meeting critical needs (worth 40 points)</li> <li>• Feasibility -likelihood of projects coming to a timely completion (worth 30 points)</li> <li>• Developer capacity -ability to successfully complete projects and deliver affordable housing (worth 30 points)</li> </ul> <p>Priority will be given to projects located in non-HOME entitlement localities, CHDO projects, and special needs projects.</p> <p>All applications received by the deadline will be reviewed by DHCD staff. Applications not meeting established thresholds for funding will not be eligible will receive comments and feedback upon request from DHCD staff and will be allowed to reapply during the subsequent application periods within the program year. Proposals cannot be carried into the next program year. All applicants must score at least 60 points on the application in order to be qualified for funding. All qualified applications will then be ranked based on score and the highest scoring applicants will receive a funding commitment from DHCD based on project needs, up to the amount of funds available for the application period. If the full amount of available funding is not committed, it is carried forward into the next application period, as needed, to be made available to proposals meeting threshold requirements and scoring at least 60 points.</p> <p>Applicants that have outstanding audit or monitoring findings, unresolved IRS findings, and/or applicants not in compliance with previous DHCD agreements are ineligible for funding. Eligible applicants must be qualified developers of affordable housing, including certified CHDOs undertaking CHDO-eligible activities throughout the Commonwealth of Virginia. All funds are intended for use with other types of financing including, but not limited to, low income housing tax credits, bond financing, and other public and private funds. Please note that HOME compliance requirements apply. Other funding source requirements must be compatible with HOME program requirements.</p>
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<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Not applicable.</p>
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable.</p>

<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>Funding will be allocated by funding category based on submitted proposals and local market and need.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>All proposals must meet threshold requirements for funding. These include:</p> <ul style="list-style-type: none"> <li>• Eligible project type</li> <li>• Eligible activity type</li> <li>• Eligible applicant (no outstanding findings)</li> <li>• Local match (25 percent) provided for projects in HOME entitlement areas</li> <li>• Proposal meets uniform relocation requirements</li> <li>• Proposal meets accessibility requirements</li> <li>• Must score at least 60 points</li> </ul> <p>Maximum funding amounts are \$700,000 for special needs projects and \$500,000 for all other eligible projects. DHCD may charge up to an additional \$10,000 in project related costs for costs accrued by DHCD.</p>

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	DHCD anticipates funding approximately ten affordable housing projects as a result of the open RFP process. The actual types, size, composition of projects will be based on this competitive process and will vary based on overall quantitative and quality of the proposal received, the local housing markets, and relative local need. Based on statewide trends and housing markets DHCD expects that most of the funded projects will be rental projects with at least some of these targeting special needs populations.
2	<b>State Program Name:</b>	CDBG Competitive Grants
	<b>Funding Sources:</b>	CDBG
	<b>Describe the state program addressed by the Method of Distribution.</b>	Competitive funds can be used to provide infrastructure for new or expanding industries, provide new or improved water and sewer systems in rural areas, rehabilitate housing in declining neighborhoods, revitalize commercial districts, provide support to small businesses, and provide facilities for a variety of needed services, such as health clinics in underserved areas. Applicants are required to prove that their project will meet one of three broad national objectives: principally benefit low- and moderate-income persons, prevent or eliminate slums or blight, or address an urgent community development need (public emergency or health threat).

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>Most CDBG assistance is distributed in the form of Competitive Grants with proposals due in the spring of each year. As the name suggests, these grants are awarded following competitive evaluation of project proposals. Approximately \$9 million will be available for Competitive Grants in 2014.</p> <p>There are five primary project types under the Competitive CIG option:</p> <ul style="list-style-type: none"> <li>• Comprehensive Community Development</li> <li>• Economic Development</li> <li>• Housing</li> <li>• Community Facility</li> <li>• Community Service Facility</li> </ul> <p>Competitive grant proposals received by DHCD are evaluated qualitatively and quantitatively scored according to a 1000 point scale based on the items identified below. The highest ranking proposals are recommended for funding. Proposals are funded, in order of the ranking, to the greatest extent allowed by available funding. Following the closing date of the non-competitive programs, any funds remaining in the non-competitive programs and any program income received during the year are recaptured and made available to fund the next highest ranking competitive proposals. The next highest ranking additional proposals are funded to the greatest extent allowable by available funding. All competitive proposals are scored on a scale of 1000 points with the following point values:</p> <ul style="list-style-type: none"> <li>• Composite Fiscal Stress (Maximum of 180 points)</li> <li>• Regional Priorities (Maximum of 50 points)</li> <li>• Project Needs and Outcomes (Maximum of 145 points)</li> <li>• Costs and Commitment (Maximum of 125 points)</li> <li>• Readiness and Capacity (Maximum of 150 points)</li> <li>• Impact (Maximum of 155 points)</li> <li>• Meeting a National Objective (Maximum of 200 points)</li> </ul>
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<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Grant administration manuals and the CDBG Program design are available from the DHCD website, through the DHCD Centralized Application and Management System (CAMS) or by request.</p>
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable.</p>

	<b>Describe how resources will be allocated among funding categories.</b>	Funding which has not been committed as of September 30 may be committed to Self Help projects, Construction Ready Water and Sewer projects, Urgent Need projects, the next highest ranking Competitive Grant project (to the established cut-off point), and Community Economic Development Fund projects.
	<b>Describe threshold factors and grant size limits.</b>	Assistance is provided to non-entitlement units of local government. Up to \$1,000,000 is available for economic development, housing, and infrastructure projects, up to \$700,000 for community service facility projects, and up to \$1.4 million is available for projects that will comprehensively improve a neighborhood through water, sewer, street, and housing improvements. In cases of two or more localities participating in a project with a regional impact, some grant limits can increase. A unit of local government may not have more than \$2.5 million in CDBG open projects.
	<b>What are the outcome measures expected as a result of the method of distribution?</b>	See above.
<b>3</b>	<b>State Program Name:</b>	CDBG Planning Grants

<b>Funding Sources:</b>	CDBG
<b>Describe the state program addressed by the Method of Distribution.</b>	Virginia's CDBG Planning Grant program is designed to aid in developing clearly articulated strategies for addressing communities' greatest community development needs following meaningful citizen participation.
<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	<p>Planning Grant funding totaling \$700,000 is available on an open basis from January 1 until September 30 or until all of the funding is committed, whichever comes first.</p> <p>A locality interested in obtaining Planning Grant assistance must submit an Interest Letter in accordance with format developed by DHCD. This Interest Letter will include a brief description of the project area and the community development needs in this area, a discussion of the locality's and project area's readiness and capacity to proceed with a participatory planning process, and some justification for why Planning Grant funding is needed. DHCD will review this Interest Letter and provide the applicant locality with a written response which outlines activities which must be accomplished prior to Planning Grant investment and/or which invites the locality to submit a brief Planning Grant proposal in accordance with the Planning Grant Proposal Format. Planning Grant funding is awarded following DHCD review of Planning Grant proposals.</p>
<b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b>	Grant administration manuals and the CDBG Program design are available from the DHCD website, through the DHCD Centralized Application and Management System (CAMS) or by request.

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable.</p>

	<b>Describe how resources will be allocated among funding categories.</b>	Funding which has not been committed as of September 30 may be committed to Self Help projects, Construction Ready Water and Sewer projects, Urgent Need projects, the next highest ranking Competitive Grant project (to the established cut-off point), Administrative Bonuses, projects with Letters of Intent, and Community Economic Development Fund projects.
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<p><b>Describe threshold factors and grant size limits.</b></p>	<p>Non-entitlement local governments are eligible for assistance. A unit of local government may not have more than \$2.5 million in CDBG open projects. There are six categories of Planning Grants. The first two categories are considered Pre-Project type Planning Grants:</p> <ul style="list-style-type: none"> <li>• Community Organizing Planning Grants;</li> <li>• Community Needs Assessment / Economic Assessment Planning Grants</li> <li>• CDBG Project Planning Grants;</li> <li>• Business District Revitalization Planning Grants;</li> <li>• Regional Project Planning Grants; and</li> <li>• Telecommunications Planning Grants.</li> </ul> <p>Up to \$10,000 is available for community organizing, up to \$15,000 to conduct community and / or economic needs assessments, up to \$30,000 for project planning activities, up to \$35,000 for business district revitalization, and up to \$40,000 is available for regional project planning.</p> <p>Eligibility under this program is subject to the following minimum criteria:</p> <ul style="list-style-type: none"> <li>• Demonstration of a clear indication of community development needs and / or opportunities.</li> <li>• The needs identified must generally be eligible targets for future CDBG investments.</li> <li>• There must be evidence that local officials and stakeholders alike are committed to fully identifying and addressing local needs.</li> <li>• There must be evidence that the locality and management team have the time, funding, and expertise to follow through with the planning process.</li> <li>• There must be a clear demonstration for the need of planning grant funds.</li> </ul>
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	<b>What are the outcome measures expected as a result of the method of distribution?</b>	See above.
4	<b>State Program Name:</b>	CHDO Operating Assistance
	<b>Funding Sources:</b>	HOME
	<b>Describe the state program addressed by the Method of Distribution.</b>	CHDO assistance will be provided in the form of CHDO operating assistance. This will provide reimbursements for CHDO operating costs accrued during the contract period.

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>Applicants must be in good standing with DHCD and have a current funding commitment in order to be eligible for CHDO operating. CHDOs must be able to demonstrate need in order to qualify for operating assistance. Eligible applicants are non-profit organizations which have been certified by the Department of Housing and Community Development (DHCD) as having met the HUD and State requirements for designation as a Community Housing Development Organization (CHDO) and which are either:</p> <ul style="list-style-type: none"> <li>• The owners (sole owner or managing partner with another entity) of newly constructed or rehabilitated rental housing for occupancy by low and very low income households as set forth in Affordable and Special Needs Housing (ASNH) Program Guidelines; or</li> <li>• The project sponsor of a property that is owned solely or partially by the sponsor and the sponsor agrees to convey ownership to a second non-profit at a predetermined time prior to or during development or upon completion. ;or</li> <li>• The developer of single family homeownership opportunities for low and moderate-income households as set forth in Affordable and Special Needs Housing (ASNH) Program Guidelines.</li> </ul> <p>Eligible applicants must be CHDOs with previously completed DHCD HOME funded projects. DHCD will not enter into funding agreements with any applicants with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues. Please note that DHCD will work with all interested parties toward the resolution of unresolved matters, where appropriate.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Not applicable.</p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable.</p>

	<b>Describe how resources will be allocated among funding categories.</b>	CHDO operating support eligible costs are limits to organizational operating cost (project specific costs are not allowable).
	<b>Describe threshold factors and grant size limits.</b>	CHDO Operating support the CHDO must demonstrate need and assistance will be issued up to \$50,000 for a one-year contract period.  Costs may not exceed customary and reasonable operating costs.
	<b>What are the outcome measures expected as a result of the method of distribution?</b>	DHCD provides CHDO operating assistance to further develop local CHDO capacity to develop affordable housing projects.
5	<b>State Program Name:</b>	Community Economic Development Fund

<b>Funding Sources:</b>	CDBG
<b>Describe the state program addressed by the Method of Distribution.</b>	The Community Economic Development Fund (CED) is designed to support economic development activities, particularly those creating employment opportunities for low- and moderate-income persons, in CDBG-eligible localities.
<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	Approximately \$1,500,000 is available under the CED Fund. Proposals are received on an open basis from January 1 through September 30. Assistance is limited to projects involving employment creation by private, for-profit basic industries. Assistance may include off-site improvements such as water lines, sewer lines, roads, and drainage. On-site assistance may be eligible in some projects, but these projects are subject to underwriting and the CDBG assistance will be made available as a loan to the locality. This loan must be repaid.
<b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b>	Grant administration manuals and the CDBG Program design are available from the DHCD website, through the DHCD Centralized Application and Management System (CAMS) or by request.

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable.</p>

	<b>Describe how resources will be allocated among funding categories.</b>	Funding which has not been committed as of September 30 may be committed to Self Help projects, Construction Ready Water and Sewer projects, Urgent Need projects, the next highest ranking Competitive Grant project (to the established cut-off point), and Community Economic Development Fund projects.
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**Describe threshold factors and grant size limits.**

Up to \$700,000 will be available per project. A unit of local government may not have more than \$2.5 million in CDBG open projects. A locality which finds itself in a position to apply for a CED project and is currently at or near the \$2.5 million limit MAY, at DHCD's discretion, be granted a temporary waiver of the cap limit. The locality should contact DHCD to discuss a possible waiver prior to submittal of the proposal. If the waiver is approved, the CED funds will count towards the cap limit once other CDBG projects are closed.

Assistance is provided to non-entitlement units of local government. For all CED's an irrevocable Letter of Credit, bond, or other guaranteed form of security will be required in the amount of the CED grant. This security must remain in place until all program requirements are satisfactorily met.

The nature of the financial assistance available under the CED Fund varies depending on the economic strength of the applicant localities. Localities were placed in a category based on the relative position of local statistics to statewide statistics for each of three economic factors, poverty, income, and unemployment.

Eligibility under this program is subject to the following minimum criteria:

- The subject business must provide a post-probationary wage of at least 1.5 times the minimum wage for 90% of all employees and offer an employment benefits package including medical insurance to all employees.
- The subject business must employ low- to moderate- income persons in at least 51 percent of the available positions, or, ensure that low- to moderate- income persons will receive first consideration for employment.

Economic strength of the applicant localities determines the nature of assistance available. Localities are ranked as distressed, transitional, or competitive; qualifying proposals must demonstrate the following:

**Distressed:**

- The subject business must create at least 10 full-time positions.
- The subject business must make a private investment of at least \$100,000.
- Local government financial contribution must be at least 25% of CDBG eligible costs.

**Transitional:**

- The subject business must create at least 20 full-time positions.
- The subject business must make a private investment of at least \$300,000.

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	See above.
6	<b>State Program Name:</b>	Construction-Ready Water and Sewer Funds
	<b>Funding Sources:</b>	CDBG
	<b>Describe the state program addressed by the Method of Distribution.</b>	The Construction-Ready program provides funds for new public water and sewer service. The intent of the program is to assist projects that find themselves in an “except for” position, i.e., fully ready to provide service to a low-to moderate- income community except for all or a portion of the construction funds.
	<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	CDBG funding totaling \$900,000 will be reserved for this program. Proposals will be accepted on an open basis from January 2015 to September 30.

<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Grant administration manuals and the CDBG Program design are available from the DHCD website, through the DHCD Centralized Application and Management System (CAMS) or by request.</p>
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable.</p>

	<b>Describe how resources will be allocated among funding categories.</b>	Funding which has not been committed as of September 30 may be committed to Self Help projects, Construction Ready Water and Sewer projects, Urgent Need projects, the next highest ranking Competitive Grant project (to the established cut-off point), Administrative Bonuses, projects with Letters of Intent, and Community Economic Development Fund projects.
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<p><b>Describe threshold factors and grant size limits.</b></p>	<p>Up to \$500,000 will be available per project. A unit of local government may not have more than \$2.5 million in CDBG open projects. Assistance is provided to non-entitlement units of local government. To be eligible for assistance, targeted communities must be made up of at least 60% low-to moderate- income (LMI) households. Additional criteria are:</p> <p><b>At the time of application:</b></p> <ul style="list-style-type: none"> <li>• Income surveys and user agreements one year old or less must document eligibility and community demand;</li> <li>• All engineering work must be complete;</li> <li>• All necessary acquisitions must be complete;</li> <li>• Public hearings and the Environmental Review Record must be complete;</li> </ul> <p>No more than \$12,500 of CDBG funds per household served will be made available with no single grant exceeding \$500,000.</p> <p>CDBG funds cannot account for more than 75% of the construction cost of the project.</p> <p>The pre-contract phase is limited to 60 days and will include required actions by the locality's governing body, bidding construction and selecting a contractor.</p> <p>The project must be able to be completed within one year, and the grantee is not eligible for the 10% administrative bonus for timely completion.</p>
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	<b>What are the outcome measures expected as a result of the method of distribution?</b>	See above.
7	<b>State Program Name:</b>	Down Payment Assistance (DPA)
	<b>Funding Sources:</b>	HOME
	<b>Describe the state program addressed by the Method of Distribution.</b>	DPA provides down payment and closing costs assistance to income eligible first-time homebuyers to obtain homes that are decent, safe and accessible. The program goal is to provide homeownership opportunities to households that otherwise may not have the opportunity to own a home. By providing these opportunities DHCD helps to sustain affordable housing units and overall growth in personal wealth and equity for low-income Virginians. The DPA program seeks to provide this assistance statewide through local sub-recipient that provide comprehensive homeownership services including for example housing counseling, debt repair services, and foreclosure prevention.

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>DPA will be administered by regional state sub-recipients selected through a competitive application process. Sub-recipient selection were made as a result of an open competitive application process whereby proposals meeting threshold requirements were scored and ranked based on the following categories:</p> <ul style="list-style-type: none"> <li>• Need (40 percent)</li> <li>• Organizational capacity (30 percent)</li> <li>• Program approach (30 percent)</li> </ul> <p>Applicants must be a non-profit or a unit of government targeting services to individuals living within the Virginia. All nonprofit applicants must have and be current on 990 filings (not applicable to units of government). Applicants must demonstrate the ability to manage all applicable state and federal policies and procedures including compliance with federal and state non-discrimination laws. Applicants must be experienced with providing similar assistance and should provide a comprehensive approach to homeownership. All applicants must demonstrate the ability to coordinate DPA assistance with other HOME funds or other types of assistance. Applicants must have established internal control and fiscal accounting procedures and be able to track agency and program budgets by revenue sources and expenses. Applicants with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible applicants and any sub-recipient selected for funding will not be eligible for subsequent allocations if any of these conditions occur.</p> <p>Please note that DHCD will work with all interested parties toward the resolution of unresolved matters, where appropriate. Applicants must demonstrate the ability to meet all reporting and record keeping requirements.</p> <p>Please note, this is year-two of a two year funding cycle.</p>
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<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Not applicable.</p>
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable.</p>

	<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>In the DPA program HOME funds are limited to needed down payment and closing costs, the costs associated with conducted required inspections, and housing counseling.</p>
	<p><b>Describe threshold factors and grant size limits.</b></p>	<p>Applicants for sub-recipient contracts must meet threshold requirements from above and score at least 60 points based on a panel review of each proposal. Grant sizes to sub-recipient were awarded based on score, local market, and available funds. Assistance to homebuyers is based on underwriting criteria and based on need. Please note, this is year-two of a two year funding cycle</p>
	<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>DHCD anticipates assisting approximately 60 low/moderate income first-time homebuyers (households) with the DPA method of distribution.</p>
<p><b>8</b></p>	<p><b>State Program Name:</b></p>	<p>Indoor Plumbing Rehabilitation (IPR) Program</p>

<b>Funding Sources:</b>	HOME
<b>Describe the state program addressed by the Method of Distribution.</b>	The Indoor Plumbing Rehabilitation/Loan Program (IPR) provides 0% interest loans in non-entitlement cities and counties of Virginia to low- to moderate-income (LMI) owner-occupants of substandard housing where indoor plumbing does not exist or the waste disposal system has failed.
<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	The program year begins July 1 through June 30 concurrent with the state fiscal year. The program provides complete indoor plumbing for LMI households and also provides for the general rehabilitation of these units, and for accessibility improvements or relief from overcrowded conditions, as needed, once the primary income, ownership and failed plumbing criteria are met.
<b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b>	Not applicable.

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable.</p>

<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>The Department of Housing and Community Development will contract with six regional subrecipients (non-profit housing providers and a planning district commission) to administer the IPR program. Each subrecipient will receive a specified initial allocation and the balance will be distributed based on performance. All to be allocated to homeowner rehabilitation activities.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>The subrecipients are responsible for most program operations including outreach, application intake, beneficiary and property eligibility determination, financial packaging, construction management, and loan servicing. Each subrecipient has direct ties to the community via its local housing rehabilitation advisory board and local implementation partners. The beneficiary household must be low- to moderate-income, owner occupied and must lack complete indoor plumbing. Generally, the maximum rehabilitation limit is \$70,000 plus soft costs.</p>
<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>DHCD anticipates completing approximately 50 homeowner rehabilitation activities.</p>

<b>9</b>	<b>State Program Name:</b>	Local Innovation Program
	<b>Funding Sources:</b>	CDBG
	<b>Describe the state program addressed by the Method of Distribution.</b>	This program helps to implement new, innovative, and/or timely community development projects.
	<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	Approximately is \$1,250,000 is available under this program. Proposals are received on an open basis from January 1 through September 30. Examples of projects which can be supported includes: Individual Development Account programs, loan funds to support Economic Restructuring activities, entrepreneurship development, heritage tourism projects, and last mile telecommunications projects.
	<b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b>	Grant administration manuals and the CDBG Program design are available from the DHCD website, through the DHCD Centralized Application and Management System (CAMS) or by request.

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable.</p>

<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>Funding which has not been committed as of September 30 may be committed to Self Help projects, Construction Ready Water and Sewer projects, Urgent Need projects, the next highest ranking Competitive Grant project (to the established cut-off point), Administrative Bonuses, projects with Letters of Intent, and Community Economic Development Fund projects.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>Up to \$200,000 is available per project; however, Local Innovation projects that will have a regional impact and involve clear participation from two or more applicant localities are eligible for up to \$300,000 in CDBG assistance. These projects must meet all other qualifications of the Local Innovation Program, and must have at least a 25% cash match from at least one of the applicant localities. A unit of local government may not have more than \$2.5 million in CDBG open projects. Assistance is provided to non-entitlement units of local government. Projects are evaluated on the intended outcomes, the nature of the innovation, the need, capacity to carry out the project, and the long-term benefit of the project. Projects must demonstrate a direct relationship between intended project efforts and measurable, tangible improvements to the health of the community being served.</p>

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	See above.
<b>10</b>	<b>State Program Name:</b>	Urgent Need Open Submission Projects
	<b>Funding Sources:</b>	CDBG
	<b>Describe the state program addressed by the Method of Distribution.</b>	The Urgent Need program enables prompt response to existing serious and immediate threats to local health and safety. Funding is available on an open basis between January 1 and October 31.
	<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	\$1,000,000 is available for Urgent Need projects. CDBG assistance will generally be made available to projects which consist of activities in support of long-term recovery. CDBG assistance will generally not be made available to projects with public facility failures resulting from neglected maintenance by a locality. Assistance for LMI benefit is prioritized.

<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Grant administration manuals and the CDBG Program design are available from the DHCD website, through the DHCD Centralized Application and Management System (CAMS) or by request.</p>
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable.</p>

	<b>Describe how resources will be allocated among funding categories.</b>	Funding which has not been committed as of October 31 may be committed to Self Help projects, Construction Ready Water and Sewer projects, the next highest ranking Competitive Grant project (to the established cut-off point), Administrative Bonuses, projects with Letters of Intent, and Community Economic Development Fund projects.
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<p><b>Describe threshold factors and grant size limits.</b></p>	<p>Up to \$700,000 will be available per project. A unit of local government may not have more than \$2.5 million in CDBG open projects. A locality which finds itself in a position to apply for a critical Urgent Need Open Submission project and is currently at or near the \$2.5 million limit MAY, at DHCD's discretion, be granted a temporary waiver of the cap limit. The locality should contact DHCD to discuss a possible waiver prior to submittal of the proposal. If the waiver is approved, the Urgent Need funds will count towards the cap limit once other CDBG projects are closed. Assistance is provided to non-entitlement units of local government.</p> <p>All UNOS proposals and activities must meet the following thresholds:</p> <ul style="list-style-type: none"> <li>• The proposed project must alleviate existing conditions which pose a serious and immediate threat to the health and welfare of the community; and,</li> <li>• The conditions developed or became urgent within 18 months of the date the proposal is submitted; and,</li> <li>• The applicant locality is unable to finance the project on its own, no other funding is available to address the problem, and the CDBG funding will be directly targeted towards alleviation of the threatening conditions; and,</li> </ul> <p>The threat must be supported by either:</p> <p>A current declaration of an emergency by the Governor of Virginia relative to a flood, a hurricane, a tornado, an earthquake, or other disaster event, not including droughts, snow, or ice conditions.</p> <p>OR</p> <p>A current declaration of an immediate and severe health threat by the State Commissioner of Health relative to the complete failure of a public water or sewer system or incident of similar significance</p>
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	<b>What are the outcome measures expected as a result of the method of distribution?</b>	See above.
11	<b>State Program Name:</b>	Virginia Homeless Solutions Program (VSHP)
	<b>Funding Sources:</b>	HOPWA ESG
	<b>Describe the state program addressed by the Method of Distribution.</b>	<p>The goals of the Virginia Homeless Solutions program are:</p> <ul style="list-style-type: none"> <li>• To reduce the number of individuals/households who become homeless;</li> <li>• To shorten the length of time an individual or household is homeless; and</li> <li>• To reduce the number of individuals/households that return to homelessness.</li> </ul> <p>DHCD will meet these goals through supporting Continuum of Care (CoC) strategies and homeless service and prevention programs that align with these goals.</p>

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>All funding requests must be justified by the application and meet a 60 point threshold for funding. Scoring criteria are as follows:</p> <ul style="list-style-type: none"> <li>• Need -25 points</li> <li>• Approach -25 points</li> <li>• Local Coordination -25 points</li> <li>• Capacity -25 points</li> </ul> <p>Applications received bonus points for including proposed grantees that have secured a National Alliance to End Homelessness Rapid Re-Housing Certification.</p> <p>Actual funding will be based on the following:</p> <ul style="list-style-type: none"> <li>• Requested amount (total request and spending plan)</li> <li>• Available funds</li> <li>• Application score</li> <li>• Local need</li> <li>• Alignment with state and federal strategies</li> <li>• Approach (proposed grantees, activities, and organizational capacity)</li> <li>• Negotiations</li> </ul> <p>Applications were scored lower where ineligible activities or activities that are not aligned with state and federal goals to prevent and reduce homelessness are proposed. Lower scores impacted actual funding level. Spending plans were reduced based on ineligible activities, where activities were not in alignment with state and federal goals, and/or where proposed grantees were either ineligible or lack the capacity to carry out proposed activities. DHCD met with each CoC to negotiate needed adjustments to proposed activities and spending plans.</p> <p>Please note, the 2015 – 2016 program year is year-two of a two year funding cycle. Year two renewals amounts are based on available funding and year-one performance.</p>
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<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Not applicable.</p>
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>This application was CoC-based application. Only applications submitted by the lead CoC organization were considered for funding. The application submitted by the lead CoC organization had to identify the local process for decision-making and the proposed grantees to be responsible for carrying out the HOPWA and ESG eligible activities. Eligible grantees included community and faith-based non-profits and units of local governments. There are 16 CoCs in the state of Virginia including the Balance of State CoC. The balance of State CoC includes 90 localities and is organized into 13 separate planning groups. For the purpose of this application these planning groups were considered CoCs.</p> <p>Written agreements will be issued to individual grantees by July 1, 2015. Please note, the 2015 – 2016 program year is year-two of a two year funding cycle. Year two renewals amounts are based on available funding and year-one performance.</p>

<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>This application was CoC-based application. Only applications submitted by the lead CoC organization were considered for funding. The application submitted by the lead CoC organization had to identify the local process for decision-making and the proposed grantees to be responsible for carrying out the HOPWA and ESG eligible activities. Eligible grantees included community and faith-based non-profits and units of local governments. There are 16 CoCs in the state of Virginia including the Balance of State CoC. The balance of State CoC includes 90 localities and is organized into 13 separate planning groups. For the purpose of this application these planning groups were considered CoCs.</p> <p>Written agreements will be issued to individual grantees by July 1, 2015. Please note, the 2015 – 2016 program year is year-two of a two year funding cycle. Year two renewals amounts are based on available funding and year-one performance.</p>
<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>ESG will be allocated to shelter operations and rapid re-housing activities based on actual contracted amounts. Priority will be given to rapid re-housing expenditures with ESG. Please note, that ESG is allocated in combination with state-funded homeless resources to fund an emergency crisis response system of services.</p> <p>HOPWA will be allocated to tenant-based rental assistance, short-term rent, mortgage, and utility (STRMU) assistance, housing placement, and supportive services based on actual contracted amounts.</p>

<p><b>Describe threshold factors and grant size limits.</b></p>	<p>Grantees are funded as a result of a CoC-based application process. The CoC-based application identified specific organizations that will carry out ESG and HOPWA activities. DHCD will contract directly with these individual organizations or grantees. Grantees must be non-profits or units of local government and current on 990 filings (not applicable to units of government). A primarily religious organization must establish a completely secular, private, non-profit organization to serve as the grantee. See the Other Requirements section of this document for more details on limits to funding primarily religious organizations.</p> <p>Grantees must be in compliance with program guidelines and applicable state and federal policies and procedures, including compliance with federal and state non-discrimination laws. Grantees must have established standard accounting practices including internal controls, fiscal accounting procedures and cost allocation plans, and be able to track agency and program budgets by revenue sources and expenses.</p> <p>Grantees with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible grantees and any grantee will not be eligible to receive allocations if any of these conditions occur within the grant period. Please note that DHCD will work with all interested parties, where appropriate, toward the resolution of unresolved matters. Recent prior funding agreements must be within the past two years for one or more of DHCD’s homeless or special needs services programs (HOPWA, ESG, HSG, SSG, HIP, or HPP). An organizational assessment includes a review of organization finances, accounting standards, internal controls, grievance policies, record keeping policies, confidentiality practices, conflict of interest policies, and fair housing practices.</p> <p>DHCD reserves the right to require and conduct organizational assessments of any proposed grantee prior to the execution of any agreement.</p> <p>Please note, the 2015 – 2016 program year is year-two of a two year funding cycle. Year two renewals amounts are based on available funding and year-one performance.</p>
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	<b>What are the outcome measures expected as a result of the method of distribution?</b>	DHCD anticipates serving 150 households with TRBA and STRMU through the HOPWA funding stream. An additional 400 households will be transition quickly from homelessness to permanant housing with ESG rapid re-housing assistance. More than 3,000 individual will receive temporary emergency shelter funding with ESG shelter operations.
12	<b>State Program Name:</b>	Virginia's Combined-Resources Pilot Program
	<b>Funding Sources:</b>	CDBG HOME
	<b>Describe the state program addressed by the Method of Distribution.</b>	The Pilot will combine multiple funding sources in order to fund comprehensive community projects and will consolidate DHCD project management and program compliance requirements where possible.  A comprehensive project is a project that includes a range of activities such as neighborhood revitalization, downtown redevelopment, homeowner rehabilitation, down payment assistance, rental project development, water/sewer, and/or other infrastructure.

**Describe all of the criteria that will be used to select applications and the relative importance of these criteria.**

DHCD seeks letters of intent or projects serving urban and rural areas within Virginia, but reserves the right to select projects that allow for maximum usage of the available resources.

Following the letters of intent, DHCD will request full proposals for comprehensive projects from select applicants. Proposals must clearly describe the overall comprehensive project and all project activities. A comprehensive project is a project that includes a range of activities such as neighborhood revitalization, downtown redevelopment, homeowner rehabilitation, down payment assistance, rental project development, water/sewer, and/or other infrastructure.

The letters of intent will be reviewed by the DHCD review panel and selected for full proposals based on the following criteria:

- A plan and initial groundwork in place on a comprehensive project that includes at least a housing component;
- Demonstrated success with similar projects;
- Partnerships in place to execute the project; and
- Demonstrated capacity (financial and development team experience).

All invited proposals received in CAMS by the deadlines (TBD) will be evaluated through a review committee based on the following scoring criteria:

- Alignment
- Need
- Project Readiness
- Capacity

**Alignment**

The alignment criteria is intended to select project proposals that are closely aligned with CDBG, HOME, state, and federal outcomes and objectives. Projects that are strongly aligned must address state Consolidated Plan priorities. The purpose of the pilot is to help develop the infrastructure and lessons-learned to inform a potentially larger scale application of a combined-resource process.

Projects best positioned to otherwise meet all objectives and serve to inform the pilot objectives will be given priority.

**Need**

Proposal will be evaluated based on the degree to which the comprehensive project and project activities are designed to meet identified local need(s). Please note local needs must be

<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Grant administration manuals and the pilot program design are available from the DHCD website, through the DHCD Centralized Application and Management System (CAMS) or by request.</p>
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Not applicable.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	<p>Not applicable.</p>

<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>Resources will be allocated based on selected proposals and project financial needs for HOME and/or CDBG eligible activities that specifically address one or more of the following</p> <ul style="list-style-type: none"> <li>• Preservation of existing affordable rental units</li> <li>• Preservation of existing affordable homebuyer units</li> <li>• Creation of new affordable rental units</li> <li>• Creation of new affordable homebuyer units</li> <li>• Creation of integrated community housing units targeting special needs population</li> <li>• Employment/infrastructure/community services that primarily benefit very low/ low/ and moderate income households</li> <li>• Blight removal as a part of a larger revitalization project</li> </ul>
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<p><b>Describe threshold factors and grant size limits.</b></p>	<p>DHCD seeks letters of intent or projects serving urban and rural areas within Virginia, but reserves the right to select projects that allow for maximum usage of the available resources. The selection of pilot projects will be implemented in a two-phase process. The first phase is an open letter of intent with the second phase being a full proposal from those letters of intent selected through a pilot review panel.</p> <p>DHCD will solicit letters of intent from units of local government, housing developers (nonprofit and for profit), housing authorities, and other local and regional housing, community, and/or economic development organizations.</p> <p>Applicants with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues will not be considered for the pilot. Please note that DHCD will work with all interested parties where appropriate, to resolve findings and compliance issues.</p> <p>Applicants and any key partners must be registered in DHCD's Centralized Application Management System (CAMS) and have submitted their current annual audit or as applicable their reviewed financial statement through CAMS in order to be considered for the pilot.</p> <p>Please note that \$2 million in CDBG and \$1.5 million in HOME funds will be set aside for successful proposals. The CDBG and HOME funds will be allocated to comprehensive projects along with state community development resources for up to two projects limited to \$3 million per project including both state and federal resources. Any HOME funds not allocated through the pilot will be redistributed to the Affordable and Special Needs Housing (ASNH) program. Any balance of CDBG funds will be carried forward to the next program year.</p>
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	<b>What are the outcome measures expected as a result of the method of distribution?</b>	The pilot is intended to produce two comprehensive projects that may include number of eligible activities (see above).
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## **Discussion**

For details please see each state program design or guideline. These are readily available online at [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)

## **AP-35 Projects – (Optional)**

### **Introduction**

Not applicable.

#	Project Name

**Table 10 – Project Information**

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

**AP-38 Project Summary**  
**Project Summary Information**

**Table 11 – Project Summary**

**AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)**

**Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?**

No

**Available Grant Amounts**

Not applicable.

**Acceptance process of applications**

Not applicable.

## **AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)**

**Will the state allow units of general local government to carry out community revitalization strategies?**

Yes

### **State’s Process and Criteria for approving local government revitalization strategies**

The Commonwealth, specifically, DHCD, does not have a formal approval mechanism for local government revitalization strategies as it applies to the Annual Action Plan. Instead, as described in prior sections, the Commonwealth utilizes resources, such as CDBG, in eligible areas of Virginia to assist with community revitalization. DHCD invests significantly in technical assistance, working closely with communities to identify priority issues and develop solutions to those identified needs. Where appropriate, financial resources from DHCD may be deployed to assist. Funding from DHCD is available through both threshold based programs and on a competitive basis. Funds can be used to address a wide range of revitalization needs, from comprehensive neighborhood improvements, downtown revitalization, infrastructure, economic development, and projects to meet critical items such as the lack of affordable and accessible health care. When partnering with communities, DHCD views itself as an investor and as such, commits to work in close consultation with local governments and their partners.

## **AP-50 Geographic Distribution – 91.320(f)**

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

This Action Plan is for a State grantee. The Commonwealth is extremely diverse in its racial and ethnic composition, and there are numerous areas across the state with concentrated populations, including African American, Hispanic, Asian, and others. The Commonwealth’s method of distribution selects projects and proposals targeted at meeting priority local needs and during implementation, steps are taken to affirmatively further fair housing.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>

**Table 12 - Geographic Distribution**

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

There are concentrations of poverty in every region of the state. This concentration varies based on local factors. The Commonwealth’s method of distribution will select project sand proposals that address these needs within the context of local and regional needs.

### **Discussion**

Please see individuals program guidelines for program details.

## Affordable Housing

### AP-55 Affordable Housing – 24 CFR 91.320(g)

#### Introduction

Action Plan resources will assist more than 4,000 households within the Commonwealth of Virginia.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	3,700
Non-Homeless	386
Special-Needs	183
Total	4,269

**Table 13 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	550
The Production of New Units	73
Rehab of Existing Units	469
Acquisition of Existing Units	103
Total	1,195

**Table 14 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

Please see individual program guidelines for more details.

## **AP-60 Public Housing - 24 CFR 91.320(j)**

### **Introduction**

Please see below for action taken to address the needs of public housing.

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

Public housing authorities are eligible applicants for the state's HOME Affordable and Special Needs Housing program. This is an open competitive application process for affordable housing (homebuyer and rental projects). While assistance cannot be provided in public housing units, these funds may be used in projects that transitions units and public housing residents from public housing. In addition several Rental Assistance Demonstration (RAD) projects have applied for and recieved funding Affordable and Special Needs Housing (HOME funds) committment.

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

DHCD supports PHAs and projects that encourage residents to become more involved in the management and participate in homeownership.

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

There are not any PHAs in Virginia with a troubled status.

### **Discussion**

For more details please reference specific program guidelines or contact Lyndsi Austin at [lyndsi.austin@dhcd.virginia.gov](mailto:lyndsi.austin@dhcd.virginia.gov)

## **AP-65 Homeless and Other Special Needs Activities – 91.320(h)**

### **Introduction**

The Commonwealth of Virginia has established a policy framework and the infrastructure to address homelessness and to better serve special needs populations. The policy framework, Governor's Coordinating Council, and the associated committees, subcommittees, and workgroups are organized around priorities such as youth homelessness, solutions, data, family and chronic homelessness, and veterans.

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

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

Overall the Commonwealth seeks to reduce the number of individuals experiencing homelessness by 15 percent by the end of a three-year period (ending in 2014). The Commonwealth exceeded the this three year goal. New goals are in the process of being adopted by the Governor. In addition DHCD is administering ESG and HOPWA funds based on a CoC-based application that will focus on CoC-based outcomes including:

- Decreasing the number of individuals experiencing homelessness
- Shortening the length of time people are homeless
- Reducing the number of people returning to homelessness

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

The Commonwealth of Virginia leverages both state and federal resources to address the needs of homelessness individuals and families. These resources include those for prevention, rapid re-housing, and shelter operations. The state's goals are to reduce the number of individuals experiencing homelessness, to shorten the length of homelessness, and to reduce the numbers of people returning to homelessness.

Please note, ESG is allocated in combination with other state homeless resources to support an emergency crisis response system of services that includes shelter

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

## **recently homeless from becoming homeless again**

State goals and a transition to CoC-based funding have better aligned state resources to focus on permanent housing. State goals include specific objectives to reduce homelessness by 15 percent by 2014 and a goal to increase the number of permanent supportive housing units. The Commonwealth exceeded both goals and is in the process of establishing new goals.

The Commonwealth has established the Interagency Partnership to Prevent Youth Homelessness and an Ending Veterans Homelessness committee as a part of the Governor's Coordinating Council on Homelessness. The federal Zero 2016 goals to end chronic and veterans homelessness have been adopted by Virginia

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

The Commonwealth of Virginia leverages state resources to divert low-income individuals and families from homelessness. The state's program requires that homeless prevention providers participate in coordinated assessment systems and that prevention resources are targeted to those seeking homeless assistance in order to better target those most likely to become homeless.

## **Discussion**

For more details on Virginia's Housing Policy Framework and the Governor's Coordinating Council on Homelessness please go to [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)

**AP-70 HOPWA Goals – 91.320(k)(4)**

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	150
Tenant-based rental assistance	50
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	200

## **AP-75 Barriers to affordable housing – 91.320(i)**

### **Introduction**

DHCD works with multiple partners across the state to promote fair housing measures. These measures collectively help to improve conditions across the Commonwealth.

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

Discrimination in the rental and sales housing markets - Particularly, discrimination in the rental housing market based on disability, race, national origin, and familial status:

- Increase testing and enforcement efforts in the rental and sales housing markets to ensure that members of protected classes are being offered an equal opportunity to access all housing options in their communities; well publicized results of testing programs.
- Increase the use of electronic fair housing testing measures (i.e. email testing).
- Increase education efforts for landlords, leasing agents, and real estate professionals about their fair housing responsibilities; in particular, stress the importance of making reasonable accommodations for persons with disabilities and knowing proper occupancy standards for families with children.
- Increase education efforts for individuals seeking housing so they are aware when they are victims of discrimination and so that they are aware of their options to resolve the situation.
- Increase enforcement of affirmative marketing of affordable housing options to members of the protected classes.

Constraints in the mortgage lending market - Minorities experience higher denial rates in the mortgage markets at all income levels, particularly at the lowest income levels in the conventional loan market. Subprime mortgages are also an issue of note for minority borrowers:

- Increased oversight of mortgage lending and denial practices.
- First-time homebuyer education, affirmatively marketed to minorities.
- Continued support of financial literacy and credit counseling initiatives.
- Increased assistance and counseling efforts for individuals in foreclosure; particularly those with subprime mortgages.
- Increased awareness regarding the availability of Federal Housing Administration (FHA) loans.

Limited understanding of fair housing issues among real estate agents, landlords, housing providers, local officials, and especially, individuals:

- Encourage housing providers and other relevant stakeholders to utilize social networking to inform both clients and landlords of fair housing policy.
- Inclusion of “Prohibited Discriminatory Practices” on the Section 8 Landlord Certification

Disproportionate effects of certain local ordinances on members of various protected classes:

- A review of local ordinances that might affect fair housing choice.

- Enhanced education efforts for local officials (elected, appointed, and staff) in regards to fair housing law.

- Promote the creation of local land use ordinances that allow for varied housing types and for the inclusion of accessible housing.

Availability and access to quality affordable housing; there are a large number of low-income households in need of affordable housing and there are a large number of cost-burdened households, especially in the rental housing market:

- Continued support of federal, state, and local efforts to preserve and produce quality affordable housing,

- Support of public-private partnerships that create affordable and mixed-income housing.

- Promote the use of housing databases such as those offered by the Virginia Housing Development Authority (VHDA), <http://www.virginiahousingsearch.com/>.

## **Discussion**

Please see the Virginia's Analysis of the Impediments to Fair Housing for more details.

## **AP-85 Other Actions – 91.320(j)**

### **Introduction**

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

The Commonwealth of Virginia has established a Housing Policy Framework that includes a number of working committees that actively work to address underserved needs in Virginia. These committees are working to improve interagency coordination, to improve service coordination outcomes, and to address barriers.

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

DHCD structures programs, policies, and procedures to help foster and maintain affordable housing in the Commonwealth. These efforts include partnerships with affordable housing developers and the local housing authorities as well as other community development organizations. In addition, DHCD leverages HOME and CDBG funds with state resources to provide financial and technical assistance to affordable housing development projects across the Commonwealth.

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

DHCD seeks to reduce lead-based paint hazards through the selection of projects meeting lead-based paint standards and well as through monitoring and oversight of this cross-cutting federal requirement.

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

A number of DHCD programs support efforts to reduce the number of poverty-level families. These efforts include construction projects where assisted projects are required to provide local benefit the form of hiring and/or contracting with qualified (local and low-income) individuals or businesses. In addition, DHCD leverages small business as well as other community development resources to develop economic opportunity in areas where employment and economic benefits are limited. DHCD also promotes access to affordable housing in areas of opportunity. These are higher income areas with quality community resources such as proximity to a job center, quality schools, recreational opportunities, and transportation.

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

The Commonwealth of Virginia has established a Housing Policy Framework that includes a number of working committees that actively work to address underserved needs in Virginia. These committees are working to improve interagency coordination, to improve service coordination and outcomes, to

address barriers, and to establish the necessary institutional structures.

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

The Housing Policy Framework and committee structure is composed of public and private housing providers and social services agencies that are working together across multiple subpopulations and state and federal agencies to enhance coordination. In addition, an Interagency Housing Committee is actively working to improve the integration of community-based housing and services for individuals with intellectual and developmental disabilities.

### **Discussion**

For more details are available online at [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

#### Introduction

This section includes other program-specific requirements.

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.320(k)(1)

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	100,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>100,000</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	1
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

**HOME Investment Partnership Program (HOME)**  
**Reference 24 CFR 91.320(k)(2)**

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

The Commonwealth utilizes only forms of investment included in Section 92.205.

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

**Recapture Provision: Direct Buyer Assistance**

Virginia will use the recapture provision at §92.254(a)(5)(ii)1)- to recapture the entire amount. The total original amount of the direct buyer assistance is recaptured from the net proceeds in the case of sale, refinance (see exception below), foreclosure or failure to maintain as primary residency prior to the end of the affordability period. In these cases the required amount returned (total assistance amount from net proceeds) is due and payable in full to DHCD to the Treasurer of Virginia. The HOME assistance may not be subordinated to refinancing of the first lien position primary mortgage or an equity loan or line of credit during the period of affordability except under special hardship conditions at DHCD's discretion. Affordability requirements are secured by a Restricted Deed of Covenant in the amount of direct assistance. The HOME loan is forgiven in full at the end of the affordability period.

**Resale Requirement: (Homebuyer Developer Subsidy Only)**

Homebuyer HOME-assisted units structured as only developer subsidy are not subject to the recapture provision. In these cases a resale provision applies where units must be resold to an income eligible homebuyer if within the applicable affordability period. The developer (limited to State CHDOs) must monitor sales, foreclosures, and transfers titles to assure affordability requirements.

A "fair return on investment" is determined by the resale price that takes into account a return of the initial homebuyer's initial investment. (i.e. down payment or closing cost assistance, subordinate financing, etc.) plus any capital improvements made to the housing unit, which are typically set or limited based on changes in Area Median Sales Price. These factors typically establish the fair market value for the city or county that the property is located. The intent is to provide a fair return to the seller while limiting price based solely based on the Median Sales Price to a potential buyer. To determine a "a fair return on investment", the VA Program will measure the percentage change in median sales prices over the period of ownership as a reasonable index that is directly related to real estate prices in the area which will simplify the resale approach by taking both market appreciation and depreciation into account. It is important to note that in certain circumstances, such as a declining housing market where home values are depreciating, the original homebuyer may not receive a return on his or her investment because the home sold for less or the same price

as the original purchase price.

A capital improvement is any addition or alteration to real property that meets the following conditions:

- It substantially adds to the value of the real property, or appreciably prolongs the useful life of the real property; and
- It becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself.

The value of any capital improvement will be determined by the national average increase in value that a specific type of improvement brings at sale. For example, if downpayment= \$5000, value of capital improvements = \$9000 and the percentage change of median sales price over ownership period = 3.5%, then, fair return on investment =  $(\$5000 + \$9000) \times 3.5 = \$490$ . In this example, the total return to original homebuyer at sale= \$14,490 ( $\$5000 + \$9000 + \$490$ ).

This does not contain the full policy language due to space limits. The full policy is on file with the field office.

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

In these cases the required amount returned (total assistance amount from net proceeds) is due and payable in full to DHCD to the Treasurer of Virginia. The HOME assistance may not be subordinated to refinancing of the first lien position primary mortgage or an equity loan or line of credit during the period of affordability except under special hardship conditions at DHCD's discretion. Affordability requirements are secured by a Restricted Deed of Covenant in the amount of direct assistance. The HOME loan is forgiven in full at the end of the affordability period.

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

HOME funds will not be used to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

**Emergency Solutions Grant (ESG)**  
**Reference 24 CFR 91.320(k)(3)**

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

The Commonwealth requires that all ESG grantees submit to DHCD written standards (policies and procedures) for providing ESG assistance. DHCD approves only those standards that are in compliance with ESG regulations and are consistent with state and federal goals. Please see attached program guidelines for overall program standards. Please note, ESG funds are allocated through a combined-resource process (Virginia Homeless Solution Program) that allocates both state and federal resources for homeless prevention and services.

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

The Commonwealth has initiated a CoC-based funding process. Each CoC in the Commonwealth is required to implement a centralized or coordinated assessment system in order to be eligible for state or federal funding administered through the state (DHCD). The Commonwealth is in the process of evaluating and documenting each CoC's assessment system.

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

The Commonwealth will make sub-awards through a CoC-based application process. CoCs must submit applications for funding through DHCD's online Centralized Applications and Management System (CAMS). The application will be reviewed by a panel and evaluated based on local need, capacity, approach, and local coordination. Applications will identify specific grantees within the CoC to carry out eligible activities. DHCD will contract directly with these grantees. Both nonprofits and units of local government are eligible grantees. Faith-based organizations are required to have separate 501 c 3 status established to meet eligibility requirements. DHCD will monitor individual grantees. Performance measures will be evaluated on both the grantee and CoC level.

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

The requirement does not apply to states.

5. Describe performance standards for evaluating ESG.

DHCD allocates both state and federal resources for homeless prevention and assistance through a combined-resources process (Virginia Homeless Solutions Program). This process requires that

Virginia CoCs and the Balance of State CoC planning groups apply for funding based on local needs. Each Virginia CoC and planning group are then responsible for provide community-level data that enumerates the prevalence of homeless, length of homeless, the number of returning to homelessness. This data is used to establish a community baseline and to evaluate community-level outcomes overtime. In addition, each grantee receiving funding within the CoC must submit data related to the numbers served, exit destinations, and other demographic data.

Funding allocated through the Virginia Homeless Solutions Program (VHSP) is based on a two-year funding process where CoCs are required to submit a combined Annual Performance Report (APR) for those grantees funded through VHSP (includes ESG funding) prior to receiving year-two funding commitments.

## **Discussion**

For more details please reference specific program guidelines or contact Lyndsi Austin at [lyndsi.austin@dhcd.virginia.gov](mailto:lyndsi.austin@dhcd.virginia.gov)

