CITY OF PORTSMOUTH
FISCAL YEAR 2017 (JULY 1, 2016 TO JUNE 30, 2017)
APPLICATION INSTRUCTIONS
HOME INVESTMENT PARTNERSHIPS PROGRAM

APPLICATION REVIEW, DECISION PROCESS OVERVIEW AND FY 2017 CALENDAR

Deadline Wednesday January 6, 2016 by 5:00 p.m.
Please Note: Late Applications will not be accepted.
Separate applications must be submitted for each project.
All other applications are obsolete.

The City of Portsmouth is accepting applications for its Community Planning and Development (CPD) program funded by its federal entitlement funds from the US Department of Housing and Urban Development (HUD). The funds include Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME). Copies of the application form can be downloaded at http://www.portsmouthva.gov/planning/ (click on Community Planning and Development Program).

There are separate applications for the CDBG Program and the HOME Program.

- If requesting funds for CDBG and HOME, a separate application must be submitted.
- Separate applications must be submitted for each project, even if requesting the same funding type.

Two identical hearings will be held at the following locations and times:

Wednesday December 2, 2015, 10:00 am
Neighborhood Facility Recreation Center
900 Elm Ave.

Wednesday December 2, 2015, 5:30 pm
Planning Department
801 Crawford St.

Provide ONE ORIGINIAL AND FIVE copies of the completed and signed application and attachments, punched with three holes. Applications must be completely filled out and signed.

Completed applications should be returned to:
Mr. Jeffrey Crimer
City of Portsmouth Planning Department
801 Crawford Street, 4th Floor
Portsmouth, VA 23704

Applicants are encouraged to meet with staff prior to submitting an application to discuss the details of the project. If you have questions or to discuss the specifics of your project, call 757-393-8836, ext. 4206 or email crimerj@portsmouthva.gov
Applications are due at the City of Portsmouth Planning Department by Monday January 6, 2016 by 5:00 pm.

- The application review process has three phases:

  - **Phase One**: A public hearing is held to gather input from the community regarding the allocation of HUD entitlement funding. Applications are initially reviewed for their eligibility under federal program guidelines by the Planning Department. Applications are reviewed by the Selection Committee, which consists of staff from City departments and agencies. Eligible projects are considered according to their contribution to the goals and objectives of the City's approved Consolidated Plan, their ability to help the City meet federal program guidelines, and other local priorities. Organizational capacity, including financial capacity, experience, and past performance are also considered.

  - **Phase Two:** A recommendation that is reflective of both the review and assessment of the Selection Committee is forwarded to the City Council.

  - **Phase Three:** The Portsmouth City Council holds a public work session and public hearing on the Selection Committee recommendation. The City Council adopts the Annual Action Plan and finalizes the budgets. Upon completion of the process, the City forwards the adopted Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD) for approval.

- Projects considered at the City Council public hearing are limited to those submitted according to the guidelines and timetables outlined in this package. Applicants are strongly encouraged to attend and participate at these public hearings.

- More detailed information describing these and other related citizen participation processes for the Annual Action Plan are found in the City of Portsmouth's approved Citizen Participation Plan. A copy of that Citizen Participation Plan can be obtained from Portsmouth's Planning Department, City Hall, 801 Crawford Street, 4th Floor, Portsmouth, VA 23704, by calling 757-393-8836, ext. 4206.

FY 2016 – 17 Tentative Calendar*

Date	Action
Thursday November 15, 2015	Applications for funding available on line.
Wednesday December 2, 2015	Two identical public hearings to report on progress and identify needs. Distribute applications for funding.
Wednesday January 6, 2016	Applications for funding due to City.
Monday March 14, 2016	Begin 30 day display for FY 2017 Action Plan
Tuesday April 19, 2016	City Council hearing to present and consider FY 2017 Action Plan, 7:00 pm.
Tuesday May 3, 2016	City Council adopts FY 2017 Action Plan
Friday May 13, 2016 (on or about)	Submit FY 2017 Action Plan to HUD for 45-day review.
Friday July 1, 2016	Begin FY 2017.

All Dates are tentative; exact dates to be determined. Notices of all public hearings will be published in the Virginian-Pilot.

HOME Program
APPLICATION INSTRUCTIONS

Please carefully read these instructions and all attachments to ensure your application is accurately and properly completed. If you have any questions contact Jeffrey Crimer, City of Portsmouth Planning Department, 757-393-8836, ext. 4206.

This Application is to be used by applicants applying for Community Development Block Grant (CDBG) Program funds for the FY 2017 funding period (July 1, 2016 to June 30, 2017). **You must submit a different application for the HOME Investment Partnerships Program. One HOME application should be submitted for each project (e.g. operating funds, acquisition, rehabilitation, demolition, childcare and tutorial programs).** A project may have several interrelated activities. In which case, one application is sufficient.

Sub-recipient Obligations

Once the City awards grant funds, certain obligations become the responsibility of the sub-recipient. Sub-recipients must:

1. Enter into a Sub-recipient Agreement with the City.
2. Follow all City of Portsmouth and HUD rules and regulations outlined in the Sub-recipient Agreement including federal procurement and hiring procedures and as further outlined in the City of Portsmouth *CDBG and HOME Sub-recipient Compliance Manual* on line at http://www.portsmouthva.gov/planning/CommPlanDevPrg/
3. Submit quarterly reports to provide information on progress toward meeting accomplishments/outcomes.
4. Expend funds within the City Fiscal year 2017. In most cases, HUD funds are granted only for the twelve-month period of the program year for which applications are solicited. Extensions of agreements may be considered. Requests for extensions should be submitted to Jeffrey Crimer at the Planning Department at least 60 calendar days prior to the agreement's termination date.
5. Organizations expending $500,000 or more in federal funds in a year, including, but not limited to, CDBG and/or HOME funds received from the City, are required to undergo an independent audit that conforms to the guidelines of federal OMB Circular A-133. For such organizations, the amount by which the organization's audit costs increase due to complying with this requirement with respect to CDBG and/or HOME funds received from the City may be included as part of the budget in your application. Audits are not required under the federal rules for organizations expending less than $500,000 in federal funds in a year. Consequently, audit costs for such organizations, may not be included in the CDBG and/or HOME funds requested in your application.
6. Applicants selected to receive CDBG and/or HOME funding must carry insurance coverage appropriate for the nature of the activities to be conducted. Said insurance shall be in the form of a commercial general liability policy, including contractual liability, issued by a company licensed to do business in the Commonwealth of Virginia. Said policy shall have limits of not less than $2,000,000 per occurrence and $3,000,000 aggregate covering bodily injury, property damage and personal injury. Premiums will be paid by the Sub-recipient. The policy will be kept in force during the terms of the Agreement. The insurance policy shall contain a provision or a rider that it shall not be canceled or terminated or changed materially without 60 days written notice, or such reasonable notice as it is the policy of Sub-recipient's insurer to provide (said notice

period in any event not to be less than 15 days). The City, its officers, employees, agents and representatives will be named as an additional insured party on all insurance policies. The Sub-recipient shall maintain other types of insurance, including but not limited to Workers Compensation Statutory and Automobile Liability. The City shall be an additional insured as applicable. The Sub-recipient must agree to purchase necessary flood insurance, if a project is located in a flood hazard area and the nature of the project requires such insurance.

7. Funds are available to the Sub-recipient on a reimbursement basis only based on documentation of incurring the expense and payment of the expense. Reimbursements of funds shall be limited to actual costs evidenced by copies of original invoices, time records, and other appropriate documentation and proof of payment identified in the approved itemized project budget. Final reimbursements must be requested not later than **15 calendar days after the expiration date of the agreement on June 30, 2017.** Please note that the City is under no obligation to honor requests for payments received after these time limits. Costs incurred prior to the effective date or after the expiration date of your agreement with the City cannot be reimbursed without prior authorization from the Program Administrator.
8. Project Certification – for all projects involving use of FY 2017 HOME funds for acquisition, construction/rehabilitation, before committing HOME funds, the Sub-recipient must document and provide the City with a copy of an underwriting review; developer capacity and fiscal soundness; and a review of neighborhood market conditions documenting adequate need for project.

A. Eligibility and Funding Range

- Applicants must be an 1) incorporated for profit, 2) a 501(c)(3) nonprofit, or 3) a public organization able to undertake the approved activity (ies) within the boundaries of the City of Portsmouth.
- To be considered for funding, applications must meet the eligibility requirements for the applicable HUD program.
- For additional information regarding eligibility requirements of your specific project, contact Jeffrey Crimer, City of Portsmouth Planning Department, 757-393-8836, ext. 4206.
- All projects shall be provided in the City of Portsmouth limited to serving persons in the City of Portsmouth unless otherwise agreed to by the City. Contact Jeffrey Crimer at 757-393-8836, ext. 4206 to discuss exceptions.

B. Submission Documentation

The required application format is included. The following format must be used. Do not change the application format. If this format is not used, your proposal may not be accepted. The application is 11 pages and is designed to accommodate specific lengths in response to each question. Narrative boxes have been provided. Documents should be prepared using a 10 pt Arial font. **DO NOT ADJUST THE FORMAT OF THE APPLICATION. DO NOT EXCEED THE SPACE ALLOCATED FOR EACH QUESTION**.

C. Submission Deadline

All applications must be submitted by **Wednesday, January 6, 2015 by 5:00 p.m.** to the Department of Planning, City Hall, 801 Crawford Street, 4th floor, Portsmouth, VA 23704. This requirement is firm as to place, date, and time. **Each applicant is required to submit one original and 7 unbound *(No staples).***

Mailed applications should be posted in time **to be received** by the date and time at the location above. No emailed or faxed applications will be accepted. If you have questions or require additional information, please contact Jeffrey Crimer at the Planning Department at 757-393-8836, ext. 4206.

If special assistance for the handicapped is needed for application pick up, please call Jeffrey Crimer at the Planning Department at 757-393-8836, ext. 4206 at least three working days before the application deadline.

Make sure you have included all applicable data with your submission. Your application must be complete and correct as of the date of submission. Applications missing substantive items, or misrepresenting material facts, will be considered incomplete, and rejected.

Section I – Agency Information: Enter the information as it relates to the organization requesting funding.

Section II – Project Information: Complete **all** Parts a) to i). Include the specific location of the project by Specific Street Address where funds will be expended. If more than one address, please add all addresses. A map of the City of Portsmouth Census Tracts accompanies this instruction package, as well as a list of low to moderate income areas as designated by the 2010 Census (see Attachment B). Clarify a) type of project and b) project activity marking all that apply. Complete Part f) if acquisition.

Applicants seeking funds as a Community Housing Development Organization (CHDO) must be certified by the City of Portsmouth as an eligible CHDO before the City will enter into an agreement for use of FY 16 HOME funds. CHDO operating funds are only available to a certified CHDO that is expected to receive HOME funds within 24 months of receiving the funds for operating expenses. Portsmouth only allows CHDO operating funds to be used for employee compensation unless otherwise agreed to by the City.

Section III – Project Funding: Enter the amount of funds being requested **and** all other sources of funding being leveraged for this specific program including any from local, state, or private sources. Identify any program income to be generated during the program year.

For all development projects (acquisition, rehab, construction) the budget must show the HOME amount requested is the very <u>least</u> amount necessary to close the projects financial gap or make the project economically feasible. Prior to committing HOME funds to a project the Sub-recipient must provide an underwriting review for approval by the City.

All HOME project costs require matching contributions. To be counted as match, a contribution must be made to housing that qualifies as affordable under Section 215 of the National Affordable Housing Act. Funds will not be put under agreement without documentation of amount and source of match.

Identification of HOME match is an important factor in the evaluation of your application. This is a statutory requirement of the HOME program at 24 CFR Part 92.218. See 24 CFR Part 92.220 regarding forms of matching contributions and CPD 97-3 for additional guidance regarding HOME match. The City may choose to award the grant or loan contingent upon those funds being provided. If you are unsure what qualifies as leveraged funds, please contact Jeffrey Crimer at the Planning Department at 757-393-8836, ext. 4206.

Typically the approved project budget will be similar to the budget in your proposal, but may include any City-related or other adjustments. The most significant adjustment is that all City of Portsmouth CPD programs are performance based, i.e., costs are only paid after the attainment of pre-determined thresholds. The payment thresholds will be agreed on between the City and the sub-recipient upon awarding of the funds. The payment thresholds will outline the respective tasks and how much the City will pay upon the completion of each task.

Section IV – Completion Checklist: This section identifies the additional required documentation. Only one set of the documentation is required. Select the appropriate response for each document listed. All required documentation must be submitted with your application. If you are submitting more than one application, only one set of the documentation is required.

Section V – 5-Year Consolidated Plan 2014 to 2018. Identify consistency with the local priorities as established by the City's adopted 5-Year Consolidated Plan 2014 to 2018. (See Attachment C.)

Section VI – Beneficiaries and Collaboration. Identify the number of low income households, by income category that the project will serve. **(Note, it is the City's policy to limit homebuyer assistance to households with income at or above 60% of AMI unless otherwise agreed to.)**

Identify if project will primarily serve to benefit persons with special needs. This should only be checked if the overall goal of the project is to serve the identified special needs population. Identify collaborative partners, such as housing counseling agencies, you plan to work with for outreach of the project. Attach proof of commitments for the project.

Section VII – **Agency Narrative & Project Description:** This section is designed to provide a summary of the applicant's ability to successfully undertake the proposed project and a complete description of the project to be undertaken. Provide details specific to the project.

Question	Instructions
1	Describe the problem within the City of Portsmouth that will be addressed by this project. Be specific and provide statistics that justify the need for this program and reference to the **5 Year Consolidated Plan 2014 to 2018**. **(Prior to use of HOME funds for all homeownership and rental projects recipients shall document neighborhood market conditions documenting adequate need for the project.)**
2	Provide a description of services and activities including a) activities that will be performed or services provided; b) organization's experience; c) other funds allocated to the project/program (attach documentation of commitment)
3	Provide a concise description regarding use of HOME funds toward implementing the project. The narrative should be specific regarding

Question	Instructions
	tasks to be completed.
4	For "development projects" consisting of acquisition, construction, rehabilitation, or related activities a) identify status of site control (attachment documentation); b) provide a review of neighborhood market conditions documenting need; c) identify need for local and other permits and schedule for obtaining; d) identify total project cost and status of other funding (include documentation of commitment; e) indicate time frame for completion.
5	Explain how long and in what manner organization your organization has served the community. Describe support for the project or program and attach documentation.
6	Describe your organization's ability and experience.
7	Project Work Schedule. Prepare a realistic schedule showing projected time frames for the commencement and completion of <u>each</u> stage of the project (including design, planning, bidding, construction, and occupancy).
8	Describe the agency's fiscal management, including who administers the bookkeeping or accounting services, financial reporting, record keeping, accounting systems, payment procedures, and audits performed. Include the financial oversight by the Board of Directors. Identify and describe any audit findings, liens, investigations, or probation by any oversight agency in the past five years.
9	Is the project for which funds are being requested a multi-phased activity requiring funds from future years? If Yes, describe how project will be completed should additional HOME funds not be available or awarded.)
10	Accessibility Requirements (rental projects only). A minimum of 5% of project units (no less than one unit) and 100% of common areas must be fully wheelchair accessible as defined by the Uniform Federal Accessibility Standards. Describe the number of units to be set-aside to meet the accessibility requirements and any features of the project that will promote accessibility for people with physical disabilities, such as ramps, doorways, hallways, bathrooms, elevators, hardware fixtures, signage in Braille, TTD's or TTY"s or audio/visual emergency systems.
11	Will the agency collaborate with others to provide services? If so, provide evidence by attaching proof of commitments for the project.
12	Describe the outcomes associated with the project and how you will measure them: Measure at least one outcome.

Section VIII – Budget: This section is designed to provide a complete description of associated costs, and resources available for program/project implementation. **If funded, an itemized sources and uses budget will be required prior to completion of an agreement for funding** The approved budget will be included in the Sub-recipient agreement and all reimbursements shall be limited to the categories and amounts as listed in the approved budget. There shall be no deviations from the budgets unless approved by the City CPD Administrator in advance of the use of funds. **The City can not commit HOME funds without documentation of other committed funds. Identify all leverage and <u>attach documentation of commitments</u>.**

Source of Funds – Identify all funds available for the project by source and amount. Identify if funding commits are Pending, Committed, Received, or Applied for. Attach documentation regarding status of funding commitments.

Use of Funds - Show use of all funds listed in the Source of Funds Table by their use. The total funds between the two tables must be equal. **For rehab and construction projects HOME funds may be used for eligible project costs per 24 CFR Part 92 206(a), (c), and (d) unless otherwise agreed to. Eligible administrative costs include those per 24 CFR Part 92 207(a)(1) and (a)(5) unless otherwise agreed to.**

HOME Match - Identification of HOME match is an important factor in the evaluation of your application. This is a statutory requirement of the HOME program at 24 CFR Part 92.218. See 24 CFR Part 92.220 regarding forms of matching contributions and CPD 97-3 for additional guidance regarding HOME match. The City may choose to award the grant or loan contingent upon those funds being provided. If you are unsure what qualifies as leveraged funds, please contact Jeffrey Crimer at the Planning Department at 757-393-8836, ext. 4206.

Volunteer Hours Calculation: Volunteer hours can be calculated at an hourly rate, and annual hours must be based on previous year's documented hours or on documented commitments for the fiscal year the application is submitted. Professional services may be calculated at the rate normally charged by the professional volunteer to for-profit entities, but this calculation must be accompanied by a signed affidavit from the volunteer stating his/her normal rate and the # of hours to be volunteered to this project for the application's fiscal year.

Developer Fee Policy. It is the City's policy to require all Community Housing Development Organizations (CHDO) to return to the City project proceeds unless otherwise agreed to by the City. It is the policy to provide CHDO's with a developer fee based on the following formula.

- Acquisition and related pre-development costs – Developer Fee 8%.
- Construction/Rehabilitation costs – Developer Fee 10%.
- Soft costs – carrying costs (taxes, insurance, utilities, interest on loans, etc.) related to project during the first 12 months or until sold or occupied, whichever is less – Developer Fee 8%.
- Soft costs – carrying costs that were incurred during the period the project was dormant and/or occupied in lease-purchase – excluded from calculation.
- Closing costs incurred by seller (except taxes if after the first 12 months) – Developer Fee 8%.
- Appraisal related to setting sale price – Developer Fee 8%.
- Realtor fees – Developer Fee 8%.
- Legal costs for closing – Developer Fee 8%.

Closing cost assistance for buyer and down payment assistance – excluded from calculation.

All costs shall be verified by dated copies of original invoices.

Progress payments of fees will not exceed the following cumulative maximum percentages of total Developer Fee at the following states of project completion:

Milestone	Max. Cumulative Developer Fee %
Acquisition closing	20%

Construction start	30%
50% construction completion	50%
Construction completion (certificate of occupancy or final permit approval)	75%
Sustaining occupancy (sale) & all completion documentation	100%

Section IX – FY 17 Budget Description: Identify all personnel involved in the administration and implementation of the project for which funds are being requested. Identify job title, status, time devoted to program, new or existing employment, and a brief summary of responsibilities.

Provide a calculation of total program costs for unduplicated households served or unduplicated individuals served. Provide a calculation of total CDBG funds for unduplicated household served or unduplicated individuals served.

Provide a description of leverage funds your agency will use, attaching documentation of commitments.

Describe why are program or project costs are reasonable and justifiable.

Section X – Statement of Applicant: This statement outlines key conditions relative to the submission of the application. It must be signed by a person with appropriate authority and attached to the application.

Attachment A
City of Portsmouth Income Limits

CDBG applications must document how each funded activity will principally benefit low- and moderate-income (L/M) persons. HOME applications must document that all beneficiaries are L/M households. L/M persons/households are those that are at or below 80% of Area Median Income (AMI). AMI for the City of Portsmouth is based on the AMI for the Virginia Beach-Norfolk-Newport News, VA-NC MSA as adjusted for family size. The most recent income limits, effective July 1, 2014, are as follows:

	Household Size							
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
30% of AMI	14,900	17,000	20,090	24,250	28,410	32,570	36,730	40,890
31 to 50% AMI	24,850	28,400	31,950	35,450	38,300	41,150	44,000	46,800
51 to 80% AMI	39,700	45,400	51,050	56,700	61,250	65,850	70,350	74,850

HUD updates the income limits annually and they are available online at https://www.huduser.gov/portal/datasets/il/il15/index.html. Applicants are responsible for ensuring that the most up to date income limits are used when documenting L/M benefit.

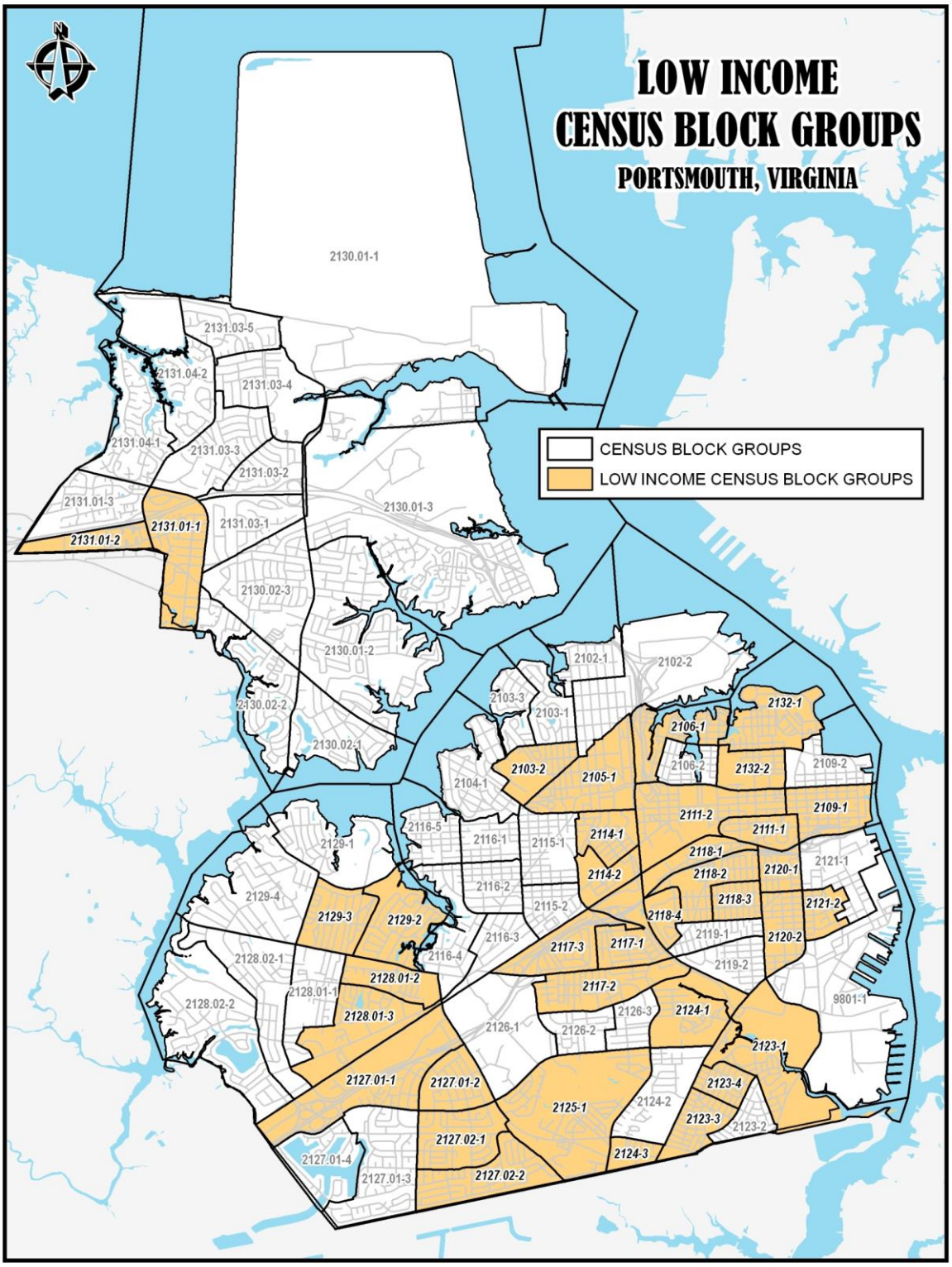
Attachment B
Low to Moderate Income Census Tracts (CT) & Block Groups (BG) Using HUD 2010 Definition

Census Tract	Block Group	Percent Low/Mod
2102	1	29.12%
2102	2	37.84%
2103	1	21.61%
2103	2	**96.21%**
2103	3	42.64%
2104	1	36.88%
2105	1	**84.66%**
2106	1	**51.46%**
2106	2	30.86%
2109	1	**64.53%**
2109	2	34.12%
2111	1	**60.87%**
2111	2	**100.00%**
2114	1	**62.07%**
2114	2	**100.00%**
2115	1	30.56%
2115	2	59.04%
2116	1	48.43%
2116	2	30.56%
2116	3	44.63%
2116	4	36.84%
2116	5	35.74%
2117	1	**87.80%**
2117	2	**70.93%**
2117	3	**69.66%**
2118	1	**100.00%**
2118	2	**72.68%**
2118	3	**79.51%**
2118	4	**97.59%**
2119	1	45.88%
2119	2	49.46%
2120	1	**76.40%**
2120	2	**65.12%**
2121	1	23.81%
2121	2	**85.11%**
2123	1	**68.35%**
2123	2	20.35%

Census Tract	Block Group	Percent Low/Mod
2123	3	**56.49%**
2123	4	**68.46%**
2124	1	**63.00%**
2124	2	46.97%
2124	3	**78.69%**
2125	1	**59.07%**
2126	1	0.00%
2126	2	48.31%
2126	3	46.21%
2127	1	**64.18%**
2127.01	2	**65.25%**
2127.01	3	45.52%
2127.01	4	21.43%
2127.02	1	**68.54%**
2127.02	2	**57.37%**
2128.01	1	48.55%
2128.01	2	**53.71%**
2128.01	3	**77.20%**
2128.02	1	47.24%
2128.02	2	14.23%
2129	1	39.23%
2129	2	**68.33%**
2129	3	**51.13%**
2129	4	34.84%
2130.01	1	36.36%
2130.01	2	21.05%
2130.01	3	32.06%
2130.02	1	23.39%
2130.02	2	34.55%
2130.02	3	33.41%
2131.01	1	**78.39%**
2131.01	2	**82.74%**
2131.01	3	45.10%
2131.03	1	19.81%
2131.03	2	1.58%
2131.03	3	50.88%
2131.03	4	39.82%
2131.03	5	23.98%
2131.04	1	46.42%

Census Tract	Block Group	Percent Low/Mod
2131.04	2	19.10%
2132	2	**75.86%**
9801	1	0.00%
City Total		51.67%

The statistical information comes from the 2006-2010 American Community Survey (ACS).


LOW INCOME
CENSUS BLOCK GROUPS
PORTSMOUTH, VIRGINIA
CENSUS BLOCK GROUPS
LOW INCOME CENSUS BLOCK GROUPS
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2128.02-1
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2128.01-2
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2124-1
2128.01-3
2126-1
2126-2
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2123-4
2125-1
2124-2
2123-3
2123-2
2127.02-1
2127.01-4
2124-3
2127.01-3
2127.02-2

Attachment C
5-Year Consolidated Plan 2014 to 2018 Priorities

- Affordable Housing – assistance with rehabilitation for existing owners focusing on rehab for all low income elderly owners and emergency rehab for very-low income owners; expansion of ownership for low income working households (generally households at or above 60% of AMI with modest other debt); support for extremely low- and very-low income renters at-risk of homelessness, homeless persons, and special needs populations with rental housing; assistance with homeless prevention and rapid re-housing. The City will also consider neighborhood targeted housing rehab for all low income owners and renters in support of a City initiated strategic neighborhood revitalization plan.
- Community Development – improvement and expansion of infrastructure and public facilities serving low – mod areas and demolition of vacant blighted structures. Focus is activities that support neighborhood sustainability including walkability and alternative modes of transportation, parks, recreation and open space, beautification, historic character and preservation, public health and safety (including but not limited to streets, sewer, water, lighting, drainage, eligible equipment), elimination of blight, and ADA compliance. Community development improvements should be coordinated in a comprehensive manner. Also support for facilities serving persons with special needs to move toward and maintain self-sufficiency.
- Public services – support for moving toward self-sufficiency including but not limited to youth, elderly, disabled services, and services for persons at-risk of homelessness, and homeless persons including employment services. Funded public services should not duplicate other services available in the community.
- Economic Development - improvements to business districts and economic centers and job creation and retention growing the City's economy furthering the objective of neighborhood sustainability.
- Administration and planning in addition to fair housing advocacy, education, and compliance.

While property acquisition is an eligible use of CDBG and HOME funds, the City will not acquire land for the purposes of land banking, which is not an eligible use of funds. The City will only consider use of funds for property acquisition on a strategic basis addressing a priority in support of a project that is ready to be implemented and can be completed meeting a national objective or providing housing for low income households within no more than 18 months from acquisition. Acquisition to support elimination of slum and blight is a high priority but will only be considered based on documentation of slum and blight.

Priority Needs Summary

1	**Priority Need Name**	AH1 - Affordable Housing (owners)
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Elderly
	Geographic Areas Affected	City-wide
	Associated Goals	AH1- Affordable Housing (owners)
	Description	Assistance to existing owners.
	Basis for Relative Priority	Cost burdened owners, older housing stock in need of maintenance, support neighborhood sustainability.
2	**Priority Need Name**	AH2 - Affordable Housing (owners)
	Priority Level	High
	Population	Moderate Large Families Families with Children Public Housing Residents
	Geographic Areas Affected	City-wide
	Associated Goals	AH2 - Affordable Housing (owner)
	Description	Increase ownership.
	Basis for Relative Priority	Supply of affordable housing, enhance neighborhood sustainability.
3	**Priority Need Name**	AH3 - Affordable Housing (renters)
	Priority Level	High
	Population	Extremely Low Low Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	City-wide
	Associated Goals	AH3 - Affordable Housing (renters)
	Description	Support for decent affordable rental housing.
	Basis for Relative Priority	High incidence of cost burden among extremely low income households including homeless, non-homeless special needs, older housing stock, support neighborhood sustainability.
4	**Priority Need Name**	INF - Infrastructure Improvements
	Priority Level	High
	Population	Non-housing Community Development

	Geographic Areas Affected	City-wide
	Associated Goals	INF - Infrastructure Improvements
	Description	Construct, reconstruct infrastructure in support of neighborhood sustainability.
	Basis for Relative Priority	Older infrastructure in need of replacement, reconstruction in support of neighborhood sustainability.
5	**Priority Need Name**	PF - Public Facility Improvements
	Priority Level	High
	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	City-wide
	Associated Goals	PF - Public Facility Improvements
	Description	Construct, reconstruct public facilities in support of neighborhood sustainability.
	Basis for Relative Priority	Older public facilities in need of construction, reconstruction to support neighborhood sustainability.
6	**Priority Need Name**	PS - Public Services
	Priority Level	High
	Population	Extremely Low Low Moderate Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
	Geographic Areas Affected	City-wide
	Associated Goals	PS - Public Services
	Description	Services in support with moving towards self-sufficiency
	Basis for Relative Priority	Need for services to support moving toward self-sufficiency.
7	**Priority Need Name**	EcD - Economic Development
	Priority Level	High
	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	City-wide
	Associated Goals	EcD - Economic Development
	Description	Support for creation and retention of jobs in support of sustainability.
	Basis for Relative Priority	Need for economic development opportunities to raise income levels through jobs that offer career advancement and income growth.
8	**Priority Need Name**	AD - Administration
	Priority Level	Low

	Population	Other
	Geographic Areas Affected	
	Associated Goals	AD - Administration
	Description	Support for payment of City's CPD planning and admin including direct and indirect costs.
	Basis for Relative Priority	Need for planning and admin in support of City's CPD program.

Attachment D
Example of Outcome Measures

Organization Name: **XYZ, Inc.**

Program Name: **Transitional Housing Program Example**

Provided below are sample outcomes for a transitional housing program. Please use this format when attaching additional outcomes to the project timeline. If you have any questions, please do not hesitate to contact the Planning Department at 757-393-8836, ext. 4206.

FY 2011 MEASUREABLE OUTCOME FORMAT

Common Outcome 1: Increased income per client.
Indicator: Compare income at entry and after 3 months in program.
Target: 75% of clients will increase income within 3 months of program entry.
Data Source: Check stubs.
Data Collection Method: Clients must submit funds to case manager within 5 days of receiving checks; case managers report to director on a quarterly basis.

Common Outcome 2: Increased employment
Indicator: The number of residents employed at entry compared with the number employed after 90 days in the program.
Target: 75% of clients will be employed within 90 days of entering program.
Data Source: Employers (paycheck, correspondence)
Data Collection Method: Case managers verify employment through paycheck or contact with supervisor.

Common Outcome 3: Increased time clean from drugs and alcohol.
Indicator: The number of months clean for each client and average for all clients.
Target: 87% of clients in recovery will increase their clean time.
Data Source: Drug and alcohol tests.
Data Collection Method: Case managers will conduct random drug and alcohol tests on all clients.

Common Outcome 4: Obtain permanent housing.
Indicator: The number of clients moving from XYZ to permanent housing.
Target: 61.5% of those leaving XYZ will move into permanent housing when leaving the program.
Data Source: Leases or other housing agreements.
Data Collection Method: Case managers will document living arrangements when clients leave XYZ.