

# Community Planning & Development Programs

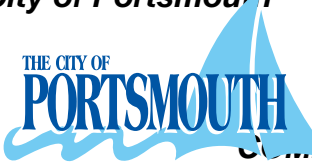


## 2008-2009 Request for Funding Application

**Office of Management Services  
801 Crawford Street  
Portsmouth, VA 23704  
(757) 393-8614**



City of Portsmouth



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801 Crawford Street, Portsmouth, VA 23704  
(757) 393-8614

**COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS  
APPLICATION FOR ASSISTANCE: 2008-2009**

DATE: \_\_\_\_\_

1.)  CDBG 2.)  HOME ( CHDO)

Please complete a separate application for each program.

**APPLICANT IDENTIFICATION**

Name of Applicant/Organization: \_\_\_\_\_

Project Description: \_\_\_\_\_

Chief Executive Officer  
or Executive Director: \_\_\_\_\_

Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

Street

City

State

Zip

Telephone: (\_\_\_\_) \_\_\_\_\_ Facsimile (\_\_\_\_) \_\_\_\_\_

**NONPROFITS: TO BE ELIGIBLE FOR DIRECT FUNDING AS A NONPROFIT, APPLICANT MUST BE INCORPORATED AS A NON-PROFIT UNDER STATE LAW. ELIGIBLE NON-PROFIT MUST SUBMIT A COPY OF MOST RECENT STATE CORPORATION COMMISSION FILING AND IRS FORM 990 IF ALSO A 501(C)3 ORGANIZATION. ALSO ATTACH ONE COPY OF THE ORGANIZATION'S BYLAWS AND ARTICLES OF INCORPORATION. \_\_\_\_\_**

Location of Project: \_\_\_\_\_

Census Tract(s) of Project Area: \_\_\_\_\_

Priority: \_\_\_\_\_ Performance Measurement: \_\_\_\_\_ Broad National Objective: \_\_\_\_\_

Number of Persons DIRECTLY Benefiting: \_\_\_\_\_ Eligible Activity: \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_ Total Project Cost: \_\_\_\_\_  
**(Should be the same amount indicated on budget form(s).)**

Estimated Project Start Date: \_\_\_\_\_ Project Duration: \_\_\_\_\_ mos.

Does project: Benefit Low and Moderate Income Persons? \_\_\_\_\_  
\_\_\_\_\_

Assist to eliminate slums or blight? \_\_\_\_\_ Meet an URGENT need? \_\_\_\_\_

*In the event this application is funded, I (we) agree to abide by all applicable CPD Program regulations and procedures.*

\_\_\_\_\_  
Signature of Applicant/Title

\_\_\_\_\_  
Date

# City of Portsmouth 2008–2009 Guidelines and Instructions for Requesting Federal Funding (RFF) CDBG & HOME Funding

## INTRODUCTION

The City of Portsmouth is accepting applications for federal entitlement funds from the U.S. Department of Housing & Urban Development (HUD). These funds include Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME). These funds are geared to the following types of organizations: non-profit organizations, Community Housing Development Organization (CHDOs), for-profit developers, government agencies and authorities, economic development, housing or human service agencies and/or organizations with federal tax-exempt status.

Please use the following guidelines to complete your application. All questions must be addressed in order to be considered for funding.

### I. Planning and Submission

A. Distribution – Application packets will be available on the City’s web site at <http://www.portsmouthva.gov> on Thursday, November 29, 2007. For questions, comments and/or if you need the application emailed to you please contact Robin Herbert at [herbertr@portsmouthva.gov](mailto:herbertr@portsmouthva.gov) or call 393-8614 ext. 6255.

B. Staff Consultation – pre-application consultation is encouraged, and staff members are available to discuss the application, the application process, and other issues over the phone or in person. Projects must be linked to comparable services throughout the City and related services in the same area. Listed below are staff members and their areas of expertise:

CDBG  
HOME Program

Robin Herbert – 393-8614 ext 6255  
Rosylen Oglesby – 393-8614 ext 6229

C. Information Sessions – Two identical orientation sessions for CDBG and HOME funds will be held to review and discuss the application process and to disseminate applications.

**12:00 pm Thursday, November 29<sup>th</sup>, 2007, Social Service Bldg, 4<sup>th</sup> floor, 1701 High Street, Portsmouth VA**

**5:30pm Monday, December 5<sup>th</sup>, 2007, Office of Management Services, 5<sup>th</sup> Floor City Hall Building 801 Crawford Street, Portsmouth, VA**

D. Deadline for Submission – Applicants must submit 5 copies of a Request For Funding Form (RFF) and attachments, punched with three holes to: OMS 5<sup>th</sup> Floor, 801 Crawford Street Portsmouth, VA 23704 on or before January 8<sup>th</sup>, 2008 by 9:00 am.

## II. Request for Funding Application Instructions

In an effort to simplify the preparation and review of RFFs, there is one application format for all proposals. If requesting funding for CDBG and HOME a separate RFF packet must be submitted. Please complete the below information. Please use attachment A to determine which eligible activity your project meets and describe specifically why the project meets the eligibility requirements.

- Budget Summary – Budget Summary sheets must be prepared for all RFFs. The budget is required to be organized by activity categories (consult Staff to ensure proper classification).
- Attachments – A list of all attachments must be provided and the attachments should be kept to a minimum. All necessary information should be placed on the RFF forms. Other documents cannot replace the RFF. Binders will not be accepted or used.

### Instructions:

- Describe the Project.** Provide a concise description of the proposed project. Include in your description the need for the project, the clients that will be served, the number of low and moderate-income persons that will be served, and how you intend to document that low- and moderate- income persons will benefit from this project. Please use **Attachment A** to determine which eligible activity your project meets and describe specifically why the project meets the eligibility requirements.
- Describe the service area for your proposed activity or area of operation** (area from which your clients are drawn). You may use a geographical description (street boundaries), list by census tract or describe neighborhoods.
- Describe Experience of Applicant.** If the project is to be carried out or administered by applicant only; include staffing, prior experience in carrying out projects, and financial capacity; attach resume of program administrator and/or fiscal officer. Attach the most recent audit report and/or financial statements.
- Provide a detailed plan.** Describe how you will conduct the project, criteria for evaluation, the success of the project or performance measures, and identify the staff position/person that will be responsible for carrying out these activities. Include a timeline for activities and expenditures.
- State the general goals of the project.** Describe project during the current program year including the capacity to complete the project during the program year. Identify measurable outcomes and how the project benefits the community.
- Explain future resources.** If your project is funded this year and is an on-going or multi-phased activity, explain how you anticipate supporting the project in the future.
- Performance Measurements.** The CPD Outcome Performance Measurement System offers three possible objectives and three possible outcomes for each activity. Please

select the objective and outcome that best describes your project. Be specific when reporting the common and specific indicators for the project. The success of the project will be measured by this information throughout the program year and in the annual Consolidated Annual Performance Report.

**Objectives:**

- **Creating Suitable Living Environments** relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- **Providing Decent Housing** focuses on housing activities whose purpose is to meet individual family or community housing needs.
- **Creating Economic Opportunities** applies to activities related to economic development, commercial revitalization, or job creation.

**Outcomes:**

- **Availability/Accessibility** applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low and moderate-income people, including persons with disabilities.
- **Affordability** applies to activities that provide affordability in a variety of ways to low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- **Sustainability** applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

	<b>Outcome #1</b> <i>Availability/Accessibility</i>	<b>Outcome #2</b> <i>Affordability</i>	<b>Outcome #3</b> <i>Sustainability</i>
<b>Objective #1</b> <i>Suitable Living Environment</i>	SL-1 Accessibility for the purpose of creating Suitable Living Environments	SL-2 Affordability for the purpose of creating Suitable Living Environments	SL-3 Sustainability for the purpose of creating Suitable Living Environments
<b>Objective #2</b> <i>Decent Housing</i>	DH-1 Accessibility for the purpose of providing Decent Housing	DH-2 Affordability for the purpose of providing Decent Housing	DH-3 Sustainability for the purpose of providing Decent Housing
<b>Objective #3</b> <i>Economic Opportunity</i>	EO-1 Accessibility for the purpose of creating Economic Opportunities	EO-2 Affordability for the purpose of creating Economic Opportunities	EO-3 Sustainability for the purpose of creating Economic Opportunities

## **Indicators:**

After selecting the program purpose (objective), and the intended result (outcome), identify how to measure progress toward achieving the intended results. Please select from the list below, a Common Indicator and any of the Specific Indicators that apply. There are four *common indicators* that are relevant for most activities.

### **Common Indicators**

1. Amount of money leveraged from other Federal, state, local, and private sources, per activity.
2. Number of persons, households, businesses, units or beds assisted, as appropriate.
3. Income levels of persons or households by: 30 percent, 50 percent, 60 percent or 80 percent of area median income.
  - Reported income targeting will vary, in accordance with the applicable program requirement. However, grantees will not be required to collect any income data that goes beyond what is currently required.
  - For CDBG activities that benefit an area, the data reported for that activity will need to show the total number of persons served and the percentage of low-and moderate-income individuals served.
  - Under the State CDBG Program, grantees currently need to report beneficiaries by the CDBG income levels for all activities other than administration and some planning. Note that these current requirements will change when the Phase I re-engineered IDIS is implemented.
4. Race, ethnicity, and disability data for activities that currently report these data elements.

### **Specific Indicators**

In addition to the common indicators that are used for all program activities, there are 18 major activity-specific indicator categories as shown below.

For each indicator category, there are several required data items that measure key characteristics of activities performed. For example, the data items for housing indicators capture the income levels of the households served, physical condition of the housing, whether the housing serves people who were previously homeless, and key features of the housing such as energy efficiency and safety from lead-based paint hazards. These characteristics help capture the extent to which an outcome is achieved.

- O **Public facility or infrastructure:** This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- O **Public service:** This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.
- O **Targeted revitalization:** This indicator shows a range of outcomes such as jobs created and retained, businesses assisted, low- and moderate-income persons and households served, slum/blight demolition, number of acres of brownfields remediated, etc. in a targeted area.
- O **Commercial façade treatments or business building rehabilitation:** This indicator shows the number of commercial façade treatments undertaken and the number of business buildings that were rehabilitated.
- O **Brownfields remediated:** This indicator shows the number of acres of brownfields that were remediated.
- O **Rental units constructed:** This indicator shows the number of affordable rental units created, as well as the number of years of affordability, number of units occupied by the elderly, and those units designated for chronically homeless persons and persons with HIV/AIDS.
- O **Rental units rehabilitated:** This indicator shows the number of affordable rental units rehabilitated, as well as the number of years of affordability, units for chronically homeless persons, elderly persons, and persons with HIV/AIDS.

- O Homeownership units constructed or acquired with rehabilitation:** This indicator shows the total number of homeownership units constructed, acquired, and/or acquired with rehabilitation per activity. This includes total number of affordable units, number of years of affordability, Energy Star qualified units, section 504 accessible units, and number of households previously living in subsidized housing. In addition, data will be collected on the number of units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- O Owner occupied units rehabilitated:** This indicator shows the total number of owner occupied units rehabilitated, including the number of these units occupied by the elderly, number of units designated for persons with HIV/AIDS, and number of units for the chronically homeless.
- O Direct financial assistance to homebuyers:** This indicator shows the number of homebuyers receiving direct financial assistance, housing counseling, and down payment assistance/closing costs.
- O TBRA:** This indicator shows the total number of households receiving TBRA as well as the number with short-term rental assistance (less than 12 months) and the number of homeless and chronically homeless households assisted.
- O Homeless shelters:** This indicator shows the number of homeless persons given overnight shelter.
- O Emergency housing:** This indicator shows the number of beds created in an overnight shelter or other emergency housing.
- O Homeless prevention:** This indicator shows the number of households that received emergency financial assistance to prevent homelessness and emergency legal assistance to prevent homelessness.
- O Jobs created:** Of the total number of jobs created, this indicator shows the number of jobs that have employee-sponsored health care, the types of jobs created [using Economic Development Administration (EDA) classifications] and the number or persons unemployed before taking the job.

- O **Jobs retained:** Of the total number of jobs retained, this indicator shows the number of jobs retained, the number of jobs with employer-sponsored health care benefits, and the types of jobs retained (using EDA classifications).
- O **Business assistance:** This indicator shows the total number of businesses assisted. Specifically, it shows the number of new businesses, existing businesses, and the DUNS number of each business so that HUD can track the number of new businesses that remain operational for three years after assistance.
- O **Businesses providing goods or services:** This indicator shows whether an assisted business provides goods or services to meet the needs of the service area, neighborhood, or community, as determined by the grantee.

H. **Identify which Vision Principle** the project can best be aligned with. Please see Attachment B for detailed information. Describe exactly how the project will fulfill City Councils Visions Principle.

I. **Public Facilities, Building Improvements And Acquisition Projects.** Applicants receiving funding to assist with building improvements, public facilities or acquisition will incur **all** legal fees associated with the project with awarded funding. The awarded amount will be inclusive of legal fees. According to federal guidelines, projects of this nature require that binding legal documents (Sub-recipient Agreements) be developed between the City and the recipient. In addition, the recipient agrees to provide reports consistent with the Subrecipient Agreement identifying and ensuring the services provided are eligible under the Community Planning and Development Programs.

J. **Identify Broad National Objectives and local priorities.** Please identify and explain how your project(s) is consistent with the local priorities and/or broad national objective (BNO) that you identified. All requests for funding proposals must meet at least one of the CDBG or HOME priorities listed below.

*Priority 1:* Provide improvements to community development eligible programs and services, which affect the quality of life for residents of the community, particularly persons of low and moderate income.

*Priority 2:* Expand the opportunities for decent, safe and sanitary housing available to residents of this community, particularly for persons of low and moderate income through rehabilitation, code enforcement and new construction of housing.

*Priority 3:* Provide housing opportunities and supportive services for the homeless, those at risk of becoming homeless and persons with special needs.

- Priority 4:* Assist in the acquisition of older commercial properties thereby making such areas accessible for redevelopment as economically viable and attractive spaces to expand the tax and employment base of the City.
- Priority 5:* Provide park, recreational and cultural opportunities to low and moderate-income neighborhoods as well as groups designated limited clientele through the rehabilitation of existing facilities augmented when possible with new construction or other innovative techniques, which provide such opportunities.
- Priority 6:* Reduce Lead Based Paint Hazards
- Priority 7:* Fair Housing

**K. CDBG applicants must also meet at least one of the following Broad National Objectives set forth by HUD. Please indicate the BNO that your project will meet. The BNOs are listed below.**

- 1) Benefits Low- to Moderate-Income Persons
- 2) Elimination of Slums and Blight
- 3) Meet Urgent Needs (results of an act of nature)

**L. Affirmative Marketing/Minority Outreach.** Briefly describe your strategies and methods for marketing your program and the target population of your efforts. If your project involves the purchase of goods, services, materials, real estate or the hiring of personnel, please include a method by which you will recruit or inform minorities and women.

**M. Program Income.** Program income (P/I) is income that is derived as a direct result of using CDBG or HOME funds for your project. If this program will be generating P/I, please indicate how the P/I will be derived and the estimated amount. The estimate should also include any P/I generated by a prior year project. If not applicable please mark this section as N/A.

**N. Budget Form And Narrative.** Please complete the budget according to the instructions below. Your budget must show that the amount requested is the very least amount necessary to close the projects financing gap or make the project economically feasible. The Operating budget form should include your total budget. The Activity budget form should be used to breakdown your budget by activities. **Both budgets must have the same total.** This detailed information is necessary for compliance with Performance Measurement regulations.

**Describe the requested budget in an itemized narrative (no more than 2 pages).**  
Explain each line item and specific use of funds.

The budget and budget narrative should be prepared in such a way as to give a total picture of your project and the resources available. A complete explanation of the value and type of any in-kind contributions should be thoroughly explained. It is important that your budget figures clearly relate to what is proposed in the narrative.

## OPERATING BUDGET INSTRUCTIONS

### THE BUDGET SHOULD CONTAIN THE FOLLOWING ITEMS SPECIFIC TO THIS APPLICATION:

1. **Salaries and Wages:** List all full-time and part-time employee positions by title and salary; in the narrative separate direct and indirect cost.
  - 1a. **Fringe Benefits:** Total fringe benefits project employees will receive.
2. **Telecommunication/Telephone:** Should include office and company issued cell phones cost specific to the project.
3. **Postage:** The cost of all mailing pertaining to a project
4. **Transportation/Travel costs:** Budget narrative should include explanation and project specific per cost line item.
5. **Insurance:** The types and amounts of insurance coverage. Project insurance should not be included.
6. **Building and Space Costs:** Include the cost of rent, maintenance or leases.
7. **Utilities:** Include electric gas, water and all applicable utilities.
8. **Rental/Lease/Purchase of Equipment:** Total amount of equipment rented or purchased; i.e., file cabinets, typewriter, desks, etc.
9. **Supplies:** Include the cost of expendable items that are used; i.e., office supplies, cleaning supplies, light bulbs, etc. CPD program funds cannot be used for food items.
10. **Consultant/Contract Services:** This item should be used for paid services (i.e., training services, bookkeeping services and auditing).
11. **Other Costs:** Include in this category additional professional cost, which include training, dues and subscriptions, etc. These costs should be itemized and, if unusual, explained in the budget narrative.
12. **Volunteer-in-kind:** Include In-kind value of volunteer services.
13. **Project Specific Costs:**
  - 1) Construction/rehabilitation costs of actual construction or rehabilitation
  - 2) Off-site design and any infrastructure costs not on project site
  - 3) Design costs such as Architect and Engineering Design
  - 4) Hard cost (acquisition of land, site preparation or improvement; construction materials and labor)
  - 5) Soft Cost (financing fees, appraisals, architectural fees, management fees).
  - 6) Other costs such as maintenance and other costs not identified above
14. **Total:** Total each column.
15. **Complete Budget Narrative**

## PROPOSED OPERATING BUDGET

BUDGET ITEM	FUNDING SOURCE			Specify Source (State, City, Federal, Private Donations)
	CPD	OTHER	TOTAL	
1. Salaries and Wages				
a.				
b.				
c.				
1a. Fringe Benefits				
2. Telecommunication				
3. Postage				
4. Consultant/Contract Services				
5. Transportation/Travel				
6. Insurance				
7. Utilities				
8. Rental/Lease/Equipment				
9. Supplies				
10. Consult/Contracts				
11. Other cost				
12. Volunteer-in-Kind*				

**\* Explain any in-kind costs in budget narrative.**

**PROPOSED OPERATING BUDGET (CON'T)**

<b>FUNDING SOURCE</b>				
<b>BUDGET ITEM</b>	<b>CPD</b>	<b>OTHER</b>	<b>TOTAL</b>	<b>Specify Source (State, City, Federal, Private Donations)</b>
13. Project Specific				
a. Construction/Rehab				
b. Off-Site Cost				
c. Design Cost				
d. Hard Cost				
e. Soft Cost				
f. Other Cost				
<b>14. TOTAL</b>				

**Budget by Cost Category**

Grant Type: \_\_\_\_\_

Agency: \_\_\_\_\_

Project Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Original: \_\_\_\_\_ date      Revision 1: \_\_\_\_\_ date      Revision 2: \_\_\_\_\_ date

Activity	Budget	Revision 1:	Total	Revision 2:	Revised Total
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**Activity 1:**

Personnel					
Supplies					
Other Services/Charges					
Land-Bldg-Equipment					
Total					

**Activity 2:**

Personnel					
Supplies					
Other Services/Charges					
Land-Bldg-Equipment					
Total					

**Activity 3:**

Personnel					
Supplies					
Other Services/Charges					
Land-Bldg-Equipment					
Total					

**Activity 4:**

Personnel					
Supplies					
Other Services/Charges					
Land-Bldg-Equipment					
Total					

**Activity 5:**

Personnel					
Supplies					
Other Services/Charges					
Land-Bldg-Equipment					
Total					

**Activity 6:**

Personnel					
Supplies					
Other Services/Charges					
Land-Bldg-Equipment					
Total					

**Subtotals of Line Items**

Total Personnel Costs					
Total Supplies Costs					
Total Other Services/Charges					
Total Land-Bldg-Equipment					
Total					

Please make additional copies of forms if necessary.

**15. BUDGET NARRATIVE**

**BUDGET ITEM**

**EXPLANATION**

## Eligible CDBG and HOME Activities

Both in the application form and the Budget and Summary, it is important that the Subrecipient break their proposal down into all of the activity categories that apply to a proposal. Some proposals may involve only one category, while others may involve several different ones.

EACH ACTIVITY CATEGORY MUST INCLUDE ALL STAFF TIME AND OTHER COSTS THAT ARE NECESSARY TO SUPPORT THAT ACTIVITY. As a result, it will become necessary to prorate certain costs among the different activity categories. Listed below are the funding sources and the categories that apply for each one:

### I. **CDBG Eligible Activities:** Each one of the following activities must also meet one of the CDBG Broad National Objectives:

- **Acquisition of Real Property** – The purchase, long term lease, donation or transfer of whole or in part property for a CDBG – eligible development activity or public purpose.
- **Disposition** – Costs related to the sale, lease, donation or transfer of any real property acquired with CDBG dollar or holding costs associated with the temporary retention of a property. The disposition must assure the property meets one of the CDBG Broad National Objectives.
- **Public Facilities and Improvements** – The acquisition, construction, reconstruction, rehabilitation and/or improvements of public facilities.
- **Clearance Activities** – The demolition, clearance and removal of buildings or the movement of buildings and improvements to other sites.
- **Public Services** – Providing public services concerned with employment, crime, prevention, child care, youth services, health, drug abuse, fair housing counseling, education, energy conservation, welfare (not including payments), or recreational needs, and other public service needs.
- **Interim Assistance** – Temporary assistance to arrest significant deterioration that will be followed by permanent assistance, or temporary assistance to alleviate an emergency condition. For significant deterioration this may include the repair of public facilities and improvements, or the removal of garbage, trash and debris. To alleviate emergency conditions this may include public facilities (excluding parks and playgrounds), the clearance of streets, and the improvement of private properties to the extent necessary to eliminate the emergency conditions. **This activity applies to the urgent need BNO and is generally not used.**
- **Urban Renewal Completion** – Activities that will result in the completion of existing urban renewal areas.
- **Relocation** – Payment and other assistance for the permanent or temporary relocation of individuals, families, businesses and nonprofit organizations displaced by other funded activities in conformance with the City’s Section 104 (d) Relocation and Replacement Plan.
- **Loss of Rental Income Replacement** – Payments to property owners for a loss of rental income for holding properties for persons displaced by eligible activities.
- **Removal of Architectural Barriers** – The removal of architectural barriers for the disabled in conformance with Section 504 requirements and the Americans with Disabilities Act.

- **Privately-Owned utility Development** – The acquisition, construction, reconstruction, rehabilitation or installation of privately-owned utilities or the placing of existing utilities underground.
- **Construction of Housing** – The construction of housing only in special circumstances provided in the U.S. Housing Act of 1937.
- **Direct Homeownership Assistance** – Assisting homebuyers by subsidizing interest rates and mortgage principal amounts, financing a lease purchase, acquiring mortgage guarantees from private lenders, providing up to 50 % of a required home down payment, or the paying of reasonable closing costs.
- **Micro Enterprise Assistance** – Providing credit, technical assistance, or general assistance for the development of microenterprises. A microenterprise is a business with 5 employees or less, of which the owner is included.
- **Rehabilitation** – The rehabilitation of existing public facilities, commercial or industrial properties (exterior only), non-profit owned buildings, public housing, or residences. This activity also includes emergency repair activities.
- **Code Enforcement** – Inspection for code violations and enforcement activities in deteriorated areas. These activities will be done in conjunction with public improvements, rehabilitation, or services to arrest the decline of the area.
- **Reconstruction** – Rebuilding a structure on the same site in substantially the same manner as the previous structure on the site.
- **Historic Preservation** – The rehabilitation, preservation, or restoration of any property which has been designated as historic by the City of Richmond, Commonwealth of Virginia, or U.S. Government or which has been determined eligible.
- **Renovation of Closed Buildings** – The renovation and conversion of closed buildings for a public facility or for housing.
- **Lead-Based Paint Hazard Evaluation and Reduction** – The identification and abatement of lead based paint hazards.
- **Direct Economic Development Assistance to Private For Profit Entities** – Assistance to for profit entities include grants, loan guarantees, interest supplements, technical assistance and other support.
- **Commercial or Industrial Development** – The acquisition, construction, rehabilitation, or installation of commercial and industrial buildings.
- **Economic Development Services** – Special services to foster economic development including, grant application, preparation of agreements, job placement, job training, outreach efforts etc.
- **CBDO Activities for Otherwise Ineligible Activities** – A Community Based Development Organization (CBDO) is an organization in which representation by neighborhood residents and property owners exists. A CBDO is focused on addressing the physical, economic, and/or social needs of a particular community through a neighborhood revitalization plan, a community economic development project, or energy conservation project. The components of a CBDO project might not otherwise be eligible but provide a comprehensive approach to revitalization.
- **Planning** – The development of a neighborhood or city-wide plan for housing, economic development, historic preservation, capital improvements, transportation, utilities, environmental issues, recreation and parks, or comprehensive evaluation of issues. Planning funds may also be used to help an agency undertake capacity building activities.

## II. HOME Eligible Activities:

- **Acquisition of Real Property** – The purchase of property for the rehabilitation or construction of housing.
- **Rehabilitation** – The rehabilitation of existing housing units or converted buildings for housing for low- to-moderate income people. All rehabilitations must meet Housing Quality Standards (HQS).
- **Homeownership Assistance** – Providing assistance for low-to-moderate homebuyers in the form of down payment assistance, the payment of closing costs, and other forms of assistance.
- **New Construction** – The construction of housing units for low-to-moderate income people.
- **CHDO Administration** – Activities for CHDO's to cover general programs administration costs for projects that are directly funded with HOME funds. CHDO administration includes personnel, supplies and other related costs.
- **CHDO Loans** – Loans made by CHDO's to low-to-moderate income people to purchase housing.
- **CHDO Capacity Building** – Activities by CHDO's to develop their organizational capacity.

**III. Program Administration** – Administration funds are restricted by maximum funding levels for each program. Please contact the appropriate staff person to discuss any questions you may have relating to the availability of administration funds. In some cases, Administration funds are dependent upon the receipt of projected program income and are not available until the program income is received.

## **City of Portsmouth Council Vision**

### ***BOLD LEADERSHIP FOR THE FUTURE***

In the year 2025, the Portsmouth City Council has produced a progressive, responsive leadership team and community partnerships that have created unparalleled success. The City is nationally regarded for educational excellence and economic prosperity. Our citizens are proud of themselves, their hometown, and their neighborhoods. Portsmouth City Council is recognized for involving all communities and citizens in its decision-making. Members of the City Council encourage and nurture new ideas from citizens, employees, business leaders, and the faith-based community to embrace new ways to meet the challenges of the future.

Bold New Leadership from the Portsmouth City Council and its partners has led to . . .

#### **Bold New Directions**

Our visionary leadership is proactive in anticipating the ever-changing world. We boldly embrace the future in ways that inspire and challenge our citizens to seize the opportunities of the new era. As a historic regional partner, the City engages neighboring communities to solve area challenges. We are committed to using innovation and emerging technologies to succeed in the information and knowledge-based society and create a community of international reputation

#### **A Robust and Prospering Economy**

Portsmouth is a financially prosperous community with a superior quality of life. Residents enjoy diverse employment choices from maritime, manufacturing, medical, military, marketing, management and technology-based opportunities. Portsmouth municipal government has created an environment that has embraced a long-term strategic military presence and generated significant private investment. The City is broadly recognized for its quality housing, highly skilled workforce, expanded tax base, and one of the region's lowest real estate tax rates, along with its enviable bond rating.

#### **World Class Maritime Center**

As a historic waterfront city, Portsmouth is strategically located in the center of the eastern seaboard on the world's largest natural harbor at mile marker "0" on the intra-coastal waterway. The City boasts a world-class, inter-modal transportation system supporting public and private marine terminals as well as thriving, diverse military facilities. Our waterfront features a unique mixture of recreational boating, marinas, tours, and maritime support industries. Portsmouth is the gateway to international shipping with a global reach.

#### **Lifelong Learning Community**

Education is the foundation of our social, political, and economic wellbeing and is the top priority of the City. Through collaborative efforts of City Council, School Board, and the private sector, Portsmouth has exceptional public and private schools. This includes learning opportunities for early childhood, primary and secondary education, higher education, career technical training, and workforce development. Its preferred educational system has made Portsmouth a top choice for employers and families.

Portsmouth is recognized as a leader in providing learning opportunities to students and adults in conjunction with world-class festivals, performances, and exhibitions for the citizens of the region.

#### **Thriving Neighborhoods and a Sense of Community**

Portsmouth citizens are empowered to create their own quality of life, to ensure community safety and to elevate the

livability of their own neighborhoods, creating true communities of choice for the 21<sup>st</sup> Century. Citizens work together with local government to fully utilize human and community assets, thus producing a state-of-the-art environment that includes excellent schools, public facilities, parks, green spaces, gateways, and roadway corridors. Our neighborhoods have been transformed into communities that promote and celebrate diversity, equity, and the inclusiveness of all citizens.

Portsmouth's rich cultural diversity is celebrated throughout the year in festivals, concerts, and ceremonies. The City's exceptional facilities showcase the visual and performing arts. Portsmouth's seasonal programs and entertainment attract families and tourists from everywhere to celebrate its people, history and future.

**Pride of Past, Promise of Future**

Portsmouth's tomorrows are found in the footsteps of the richest traditions of America, from the earliest days of Colonial Virginia through the victories of equality, dignity, and diversity. As guardian of the collective heritage of many people, we have become one. The Portsmouth family preserves the proudest traditions of the past as the compass for our future, drawing the grace of our spirit into the nobility of what we have become.