

Prince William Area

(Prince William County, Cities of Manassas & Manassas Park)



Consolidated Housing and Community Development Annual Action Plan Federal Fiscal Year 2017 (FY2018)

Prince William County Office of Housing and Community Development
Dr. A. J. Ferlazzo Building
15941 Donald Curtis Drive, Suite 112,
Woodbridge, Virginia 22191
Billy J. Lake, Director

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Executive Summary

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

1. Introduction

The Annual Action Plan serves as a one year planning document that undertakes the goals and objectives as identified in the 5-Year Consolidated Plan. As Planning Year Three on the Federal Fiscal Year (FFY) 2015- 2019 Five-Year Planning Cycle, this plan identifies projects that are designed to meet the goals and strategies as outlines in the Consolidated Plan. This Plan serves as a planning document meeting the federal government statutory requirements in 24 CFR 91.200-91.230, with revisions for preparing a Consolidated Plan and guidance on the use of CDBG, HOME, HOPWA, and ESG funding based on applications to the U.S. Department of HUD. This Action Plan also serves as the baseline for measuring program effectiveness, as reported in the Consolidated Annual Performance and Evaluation Report (CAPER) required by HUD for each fiscal year's funding allocation. This Plan will address the allocation of CDBG, HOME, and ESG funds for the FFY2017-FY2018 Program Year.

However, Federal Funding may change from what we now believe. In that event, the following will occur:

Example of Decrease Funding:

CDBG – If the CDBG allocation is reduced the CDBG Administration would be reduced because the administrative dollars are based upon 20% of the allocation. The remaining CDBG funding is distributed based upon population estimates to both Prince William County, Manassas City and Manassas Park. Each jurisdiction has funding for the Neighborhood Housing Rehabilitation Program and that program would be reduced to reflect the reduction in funds.

HOME – If the HOME allocation is reduced the HOME Administration would be reduced because the administrative dollars are based upon 10% of the allocation. The remaining HOME funding is distributed based upon population estimates to both Prince William County, Manassas City and Manassas Park. Each jurisdiction has funding for the First-Time Homebuyer Program (FTHB) and that program would be reduced to reflect the reduction in funds.

ESG – If the ESG allocation is reduced the ESG Administration would be reduced because the administrative dollars are based upon 7.5% of the allocation. The remaining ESG funding is distributed based upon bed count with 60% allocated for Homeless Shelter Operations and \$5,000 for HMIS. The remaining balance would be obligated for Rapid Re-housing.

Example of Increased Funding:

CDBG – If the CDBG allocation is increased the CDBG Administration would be increased because the administrative dollars are based upon 20% of the allocation. The remaining CDBG funding is distributed based upon population estimates to both Prince William County, Manassas City and Manassas Park. Each jurisdiction has funding for the Neighborhood Housing Rehabilitation Program

and that program would be increased to reflect the increase in funds.

HOME – If the HOME allocation is increased the HOME Administration would be increased because the administrative dollars are based upon 10% of the allocation. The remaining HOME funding is distributed based upon population estimates to both Prince William County, Manassas City and Manassas Park. Each jurisdiction has funding for the First-Time Homebuyer Program (FTHB) and that program would be increased to reflect the increase in funds.

ESG – If the ESG allocation is increased the ESG Administration would be increased because the administrative dollars are based upon 7.5% of the allocation. The remaining ESG funding is distributed based upon bed count with 60% allocated for Homeless Shelter Operations and \$5,000 for HMIS. The remaining balance would be obligated for Rapid Re-housing.

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.

This Action Plan contains a range of goals, objectives, and outcomes formulated to address needs identified for homelessness, other special needs, affordable housing, non-housing community development, barriers to affordable housing, lead-based paint hazards, institutional structure, and coordination. These objectives include:

- Continue to collaborate with homeless providers to support continuum of Care Services and HMIS System.
- Support services aimed at the homeless prevention and elimination of homelessness and Rapid Re-housing.
- Support services providing for operation and supportive services for Transitional Housing and Emergency Shelter.
- Support services providing for operation and supportive services for Homeless Persons.
- Continue to Plan, Monitor and Administer Entitlement Grant Programs and insure compliance with Federal Regulations.
- Improve the condition of housing for low-income homeowners.
- Increase the viability for potential homeownership and Rental housing opportunities.
- Increase the viability for potential homeownership opportunities.
- Address community needs through community-based public service programs.

These objectives are supported by a collection of associated strategies and performance goals. These strategies seek to work toward meeting the objectives stated, addressing the need for more affordable housing, housing rehabilitation, public facilities and infrastructure improvements, and public services.

3. Evaluation of past performance

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

projects.

Prince William County has a history of successful programs funded through the Community Development Block Grant and HOME Investment Partnership Program. Of particular importance to the health of the County have been programs that address the condition of the housing stock. The County has successfully funded housing rehabilitation activities targeting lower income and elderly households unable to properly maintain their homes. The County also operates a successful program that provided down payment and closing cost assistance to first-time home buyers. The County has worked actively with local homeless services providers to expand both the stock of units/beds available to homeless persons and services aimed at helping those persons find employment, housing, health care services, and educational opportunities. Details of past performance can be found in the County's Consolidated Annual Performance and Evaluation Report (CAPER).

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Prince William County, Virginia followed its designated Community Participation Plan in developing the FFY2017-FY2018 Annual Action Plan. Prince William County Office of Housing and Community Development served as lead agency for the development of the FY2018 Annual Plan.

The FFY2017-FY2018 Annual Action Plan was released for review on March 15, 2017, for a 30-day public review process. A Public Meeting has been scheduled for 8:30 AM, March 23, 2017, at the Dr. A.J. Ferlazzo Building, Locust Shade Conference Room, 15941 Donald Curtis Drive, Woodbridge, VA. A second Public Meeting has been scheduled for 4:00 pm, April 5, 2017, at the Sudley North Government Center, Suite 102, Conference Room D, 8033 Ashton Avenue, Manassas, VA.

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.

No comments were received during either public input meeting.

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

No comments were received during either public input meeting

7. Summary

The County has designed this FFY2017-FY2018 Annual Action Plan to address the needs identified in the FFY2015-FY2019 Consolidated Plan and align with the goals as set forth by this Plan. Using this guideline, the County has identified projects that will continue to serve the County's residents and follow guidelines as established by HUD.

PR-05 Lead & Responsible Agencies – 91.200(b)

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

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	PRINCE WILLIAM COUNTY	Office of Housing and Community Development
HOME Administrator	PRINCE WILLIAM COUNTY	Office of Housing and Community Development
ESG Administrator	PRINCE WILLIAM COUNTY	Office of Housing and Community Development

Table 1 – Responsible Agencies

Narrative (optional)

The lead agency for the development of the FFY2017-FY2018 Annual Action Plan and the administration of CDBG, HOME, and ESG is the Office of Housing and Community Development (OHCD) of Prince William County.

Consolidated Plan Public Contact Information

Joan S. Duckett

Office of Housing and Community Development Prince William County

Dr. A.J. Ferlazzo Building

15941 Donald Curtis Dr. Suite 112

Woodbridge, VA 22191-4217

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

1. Introduction

Prince William County consults with a variety of agencies and outside entities on a regular basis in order to establish ongoing relationships and continue to maintain consistency with our understanding of needs and priority.

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

The County has ongoing relationships with several housing providers working on housing development activities. The County provides a forum for assisting these agencies grow and meet their own targeted clientele. The County also works to utilize Section 8 vouchers from the federal government to address the housing needs of the County's lowest income households. Through the Continuum of Care process, the County maintains relationships with mental health providers, homeless shelter and services providers, and other governmental agencies with specific responsibilities for homeless individuals and families. The County also participates in a variety of other coalitions that seek to address other issues that relate to housing and service needs.

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.

County staff works actively with the Prince William County Continuum of Care. Staff participates in regularly scheduled meetings and point-in-time surveys. In the past, the County has provided administrative support to supplement Continuum of Care initiatives and distributes Emergency Solutions Grant funding to the various agencies that make up the membership of the Prince William County Continuum of Care.

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

Staff from Prince William County participates in the development of the Continuum of Care, working with area service providers to include County resources, to the extent possible, in the provision of services to homeless individuals and families in Prince William County.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	City of Manassas
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	

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

The County was inclusive in its consulting process and made every attempt to include a variety of agencies.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Prince William County Continuum of Care	The Strategic Plan provides a set of goals for addressing homelessness, with are supported by the Prince William County Continuum of Care and its participating agencies

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The development of the FFY2017-FY2018 Annual Action Plan requires the help of the local non-profit community and other organizations. Specific priorities are identified and ranked through that participation utilizing focus group sessions, forums, and surveys. The County relies on its ongoing relationships to ensure that these opinions and observations are incorporated into the Plan.

AP-12 Participation – 91.105, 91.200(c)

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

The FFY2017-FY2018 Annual Action Plan was released for review on March 15, 2017, for a 30-day public review process. A Public Meeting has been scheduled for 8:30 AM, March 23, 2017, at the Dr. A.J. Ferlazzo Building, Locust Shade Conference Room, 15941 Donald Curtis Drive, Woodbridge, VA. A second Public Meeting has been scheduled for 4:00 pm, April 5, 2017, at the Sudley North Government Center, Suite 102, Conference Room D, 8033 Ashton Avenue, Manassas, VA.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	Prince William County held a public input meeting on March 23, 2017 at 8:30am at Dr. A. J. Ferlazzo Building, Locust Shade Conference Room, 15941 Donald Curtis Drive, Woodbridge, VA.	Prince William County did not receive any public comments.	Prince William County did not receive any public comments.	

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	Non-targeted/broad community	The County held a public review meeting on April 5, 2017 at 4:00pm at Sudley North Government Center, Suite 102, Conference Room D, 8033 Ashton Avenue, Manassas, VA	Prince William County did not receive any public comments.	Prince William County did not receive any public comments.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The following summary shows the amount of anticipated funds to be available for the Federal Fiscal Year 2017 - County Fiscal Year 2018 Annual Action Plan.

Priority Table

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	2,240,026	260,100	1,061,439	3,561,565	0	

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	661,384	200,000	439,079	1,300,463	0	
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	194,075	0	0	194,075	0	

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

Home Leverage/Match

Matching requirements for the HOME Program will be met through reduced settlement fees charged by settlement agents for closings of First-Time Homebuyer Program (FTHB) assistance, deferred taxes on non-profit owned properties, below market rate first trust financing, local Housing Preservation Development Funds provided to HOME eligible projects, waived fees, donated professional services, donated materials and volunteer labor.

Emergency Solutions Grant Match

Recipients of ESG funds are required to provide a dollar-for-dollar match. The match must be for the specific project for which ESG funding is requested and must be received and expended within the grant year. Eligible sources of match are:

- 1) Donated Supplies: Donated goods such as clothing, furniture, equipment, etc. Include the source and an estimated value for all donated goods.
- 2) Cash Donations or Grants: Private donations or grants from foundations, nonprofits, or local, state, and federal sources. A single grant may serve as the required match.
- 3) Value of Donated Building: The fair market value of a donated building in the year that it is donated. The building must be proposed for ESG related activities and must not currently be in use for these activities. The verification should state when the building was donated and for what purpose, the current use of the building, and how long the building has been used for its current purpose. A licensed real estate salesperson, broker or licensed appraiser may be used to determine the fair market value of the property.
- 4) Rent or Lease: Rent paid for space currently used to provide services to the homeless must include the source of funds used to pay rent. The fair market rent or lease value of a building owned by or space that is donated (rent-free) to the organization is also an acceptable match resource. To document fair market value a letter from a licensed real estate salesperson, broker or licensed appraiser that specifies the location of building, square footage, value per square foot, and total lease or rent value based on 12-month occupancy.
- 5) Salaries: Any staff salary paid with general operating funds or grant funds (CDBG, United Way, etc.). The position(s) used as match must be involved in ESG related activities and the hours utilized for match must be for hours worked for ESG related activities. For each position include

the title, annual salary, percentage of time dedicated to ESG activities, source of funds and the dollar amount proposed as match.

6) Volunteers: Time and services contributed by volunteers, with a value not to exceed \$5 per hour. [Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.]

Match has historically been from County General Revenue provided to non-profits who operate emergency shelters or transitional housing programs.

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

None currently identified. The County will continue to evaluate opportunities to use public lands for future development.

Discussion

The County has programmed the CDBG, HOME, and ESG programs for the Federal Fiscal Year 2017 program year. This sum included the annual allocation, program income, and reprogrammed funds from previous program years. These funds will be used to operate a range of private and public services as described later in the Federal Fiscal Year 2017-County Fiscal Year 2018 Annual Action Plan.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeless Objective 1 - Administration	2015	2019	Homeless	Countywide	Domestic Violence Shelters HMIS Homeless Case Management Homeless Facilities Homeless Prevention and Emergency Assistance	ESG: \$14,556	Other: 1 Other
2	Homeless Objective 2 - HMIS	2015	2019	Homeless	Countywide	HMIS	ESG: \$5,000	Other: 1 Other
3	Homeless Objective 3 - Rapid Re- housing	2015	2019	Homeless	Countywide	Homeless Prevention and Emergency Assistance	ESG: \$58,074	Homeless Person Overnight Shelter: 74 Persons Assisted
4	Homeless Objective 4 - Shelter and Prevention	2015	2019	Homeless	Countywide	Homeless Facilities Homeless Prevention and Emergency Assistance	ESG: \$39,319	Homeless Person Overnight Shelter: 237 Persons Assisted Homelessness Prevention: 282 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Homeless Objective 5 - Agency Support	2015	2019	Homeless	Countywide	Domestic Violence Shelters Homeless Case Management Homeless Facilities Homeless Prevention and Emergency Assistance Homeless Supportive Services - Transportation Mental Health Services/Supportive Services	ESG: \$63,515	Homelessness Prevention: 487 Persons Assisted
6	Homeless Objective 6 - Transitional Housing	2015	2019	Homeless	Countywide	Transitional Housing	ESG: \$13,611	Homeless Person Overnight Shelter: 27 Persons Assisted
7	Homeless Objective 7 - New Transitional	2015	2019	Homeless	Countywide	Homeless Facilities	CDBG: \$201,000	Overnight/Emergency Shelter/Transitional Housing Beds added: 7 Beds Homelessness Prevention: 27 Persons Assisted
8	Homeless Objective 8 - Transportation	2015	2019	Homeless	Countywide	Homeless Supportive Services - Transportation	CDBG: \$15,000	Public service activities other than Low/Moderate Income Housing Benefit: 35 Persons Assisted

9	Administration Objective 1 - Program Admin	2015	2019	Administration	Countywide	Child Care Services Disability Services Domestic Violence/Child Abuse Emergency Assistance Emergency Home Repairs Health Services/Substance Abuse Homeless Facilities Housing Assistance - Homeownership Housing Development and Reconstruction Housing Repair Infrastructure Legal Services Meals/Food Other Public Facility Needs Parks and Recreation Facilities Public Improvements Public and Community Facilities Rental Housing Subsidies Senior Services	CDBG: \$448,005 HOME: \$66,138	Other: 1 Other
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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
						Transportation Youth Services		
10	Administration Objective 2 - Fair Housing	2015	2019	Administration	Countywide	Legal Services	CDBG: \$30,000	Other: 1 Other
11	Housing Objective 1 - Rehab	2015	2019	Affordable Housing	Countywide	Housing Repair	CDBG: \$1,587,425	Homeowner Housing Rehabilitated: 19 Household Housing Unit
12	Housing Objective 2 - CHDO	2015	2019	Affordable Housing	Countywide	Housing Development and Reconstruction	HOME: \$99,208	Other: 1 Other
13	Housing Objective 3 - Homeownership	2015	2019	Affordable Housing	Countywide	Housing Assistance - Homeownership	HOME: \$1,135,117	Direct Financial Assistance to Homebuyers: 8 Households Assisted
14	Housing Objective 5 - Credit Counseling	2015	2019	Affordable Housing	Countywide	Housing Assistance - Homeownership	CDBG: \$60,135	Direct Financial Assistance to Homebuyers: 140 Households Assisted
15	Community Development Objective 3 - Pub Fac	2015	2019	Non-Homeless Special Needs Non-Housing Community Development	Countywide	ADA Renovations for OHCD Reception/Admin	CDBG: \$500,000	Public Facilities or Improvements
16	Community Development Objective 4 - Acquisition	2015	2019	Non-Homeless Special Needs Non-Housing Community Development	Countywide	Disability Services Public and Community Facilities	CDBG: \$450,000	Other: 1 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
17	Community Development Objective 5 - Outreach	2015	2019	Homeless Non-Housing Community Development	Countywide	Homeless Case Management Homeless Facilities	CDBG: \$80,000	Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Homeless Objective 1 - Administration
	Goal Description	<p>Goal: Facilitate an expansion of housing and supportive services offered to homeless families and individuals in Prince William County over a five-year period.</p> <p>Objective 1: Continue to collaborate with homeless providers to support continuum of Care Services and HMIS System.</p> <p>Strategy 1.1: Provide ESG Program Administration: Develop, revise, implement and evaluate the day-to-day operation of Emergency Solutions Grant (ESG) entitlement program. Activities include program design; grant administration, Sub recipient compliance monitoring, program outreach, public relations and training.</p> <p>Performance Goal: Provide support to sub-recipient agencies/service providers for development /administration of continuum of care and homeless supportive service programs. \$14,556 ESG Funding, allocated 3rd year and allocate funds each of the additional 2 annual plan periods; 15941 Donald Curtis Drive #112, Woodbridge, 22191 (Administrative Office)</p>

2	Goal Name	Homeless Objective 2 - HMIS
	Goal Description	<p>Goal: Facilitate an expansion of housing and supportive services offered to homeless families and individuals in Prince William County over a five-year period.</p> <p>Objective 1: Continue to collaborate with homeless providers to support Continuum of Care services and the HMIS System.</p> <p>Strategy 1.2: Support and encourage non-profit participation in a Homeless Management Information System (HMIS).</p> <p>Performance Goal: Provide support to agencies / service providers for collection of client data and development of the continuum of care. Assist annually in the Point in Time Homeless Count and development of the Continuum of Care Report. \$5,000 ESG Funding allocated 3rd year and allocate funds each of the additional 2 annual plan periods PWC Department of Social Services, a governmental entity, 14370 Potomac Mills Rd., Woodbridge, 22193.</p>
3	Goal Name	Homeless Objective 3 - Rapid Re-housing
	Goal Description	<p>Goal: Facilitate an expansion of housing and supportive services offered to homeless families and individuals in Prince William County over a five-year period.</p> <p>Objective 2: Support services aimed at the homeless prevention and elimination of homelessness and Rapid Re-housing.</p> <p>Strategy 2.1: Provide ESG funds to Rapid-Re-housing Program to assist homeless individuals and households with income at or below 30% of Area Median Income sleeping in an emergency shelter; a place not meant for human habitation; or in a hospital or institution for up to 180 but previously housed in an emergency shelter or place not meant for human habitation prior to entry into the hospital or institution; or graduating from, or timing out of, a transitional housing program; or victims of domestic violence.</p> <p>Performance Goal: \$58,074 ESG funding allocated 3rd year and additional 2 annual plan periods, to assist ACTS Emergency Shelter 17866 Main Street, Dumfries 22026 and Northern Virginia Family Service (SERVE) Shelter 10056 Dean Drive, Manassas 20110; providing services to 74 persons</p>

4	Goal Name	Homeless Objective 4 - Shelter and Prevention
	Goal Description	<p>Goal: Facilitate an expansion of housing and supportive services offered to homeless families and individuals in Prince William County over a five-year period.</p> <p>Objective 2: Support services aimed at the homeless prevention and elimination of homelessness and Rapid Re-housing.</p> <p>Strategy 2.2: Provide ESG funds for operation and supportive services for Emergency Shelter facilities that provide shelter for homeless persons and families and persons at risk of becoming homeless.</p> <p>Performance Goal: \$39,319 ESG Funding allocated to assist PWC Department of Social Services - \$24,196 providing services to 237 persons for Winter Only Shelter, 14370 Potomac Mills Rd. Woodbridge, 22193; and \$15,123 providing services to 282 persons by the Hilda Barg Homeless Prevention Center, 14945 Jefferson Davis Hwy., Woodbridge, 22191, funding allocated 3rd year and additional 2 annual plan periods.</p>
5	Goal Name	Homeless Objective 5 - Agency Support
	Goal Description	<p>Goal: Facilitate an expansion of housing and supportive services offered to homeless families and individuals in Prince William County over a five-year period.</p> <p>Objective 2: Support services aimed at homeless prevention and elimination of homelessness and Rapid Re-housing.</p> <p>Strategy 2.3: Provide ESG funds for operation and supportive services for Emergency Shelter, Domestic Violence Shelter and Transitional Housing facilities that provide shelter for homeless persons and families and persons at risk of becoming homeless.</p> <p>Performance Goal: \$18,147 ESG Funding allocated to assist ACTS, P.O. Box 74, Dumfries, 22026; providing services to 180, funding allocated 3rd year and additional 2 annual plan periods.</p> <p>Performance Goal: \$45,368 ESG Funding allocated to assist NVFS/ SERVE Shelter; providing services to 307 persons, funding allocated 3rd year and additional 2 annual plan periods.</p>

6	Goal Name	Homeless Objective 6 - Transitional Housing
	Goal Description	<p>Goal: Facilitate an expansion of housing and supportive services offered to homeless families and individuals in Prince William County over a five-year period.</p> <p>Objective 3: Support services providing for operation and supportive services for Transitional Housing and Emergency Shelter.</p> <p>Strategy 3.1: Provide ESG funds for operation and supportive services for Transitional Housing and Emergency Shelter facilities that provide transitional housing for homeless persons and families transitioning to permanent assisted housing or other housing.</p> <p>Performance Goal: \$13,611 ESG Funding allocated to assist Dawson Beach Transitional Housing - providing services to 27 persons; funding allocated 3rd year and additional 2 annual plan periods.</p>

7	Goal Name	Homeless Objective 7 - New Transitional
	Goal Description	<p>Goal: Facilitate an expansion of housing and supportive services offered to homeless families and individuals in Prince William County over a five-year period.</p> <p>Objective 3: Support services providing for operation and supportive services for Transitional Housing and Emergency Shelter.</p> <p>Strategy 3.2: Provide CDBG funds for operation and supportive services for Transitional Housing and Emergency Shelter facilities that provide transitional housing for homeless persons and families transitioning to permanent assisted housing or other housing.</p> <p>Performance Goal: \$166,000 CDBG Funding allocated to assist Dawson Beach Transitional Housing programs to provide 7 housing units of transitional housing scattered over 7 acres; providing services to 27 persons, funding allocated 3rd year and additional 2 annual plan periods 14011 Dawson Beach Rd., Woodbridge 22191.</p> <p>Performance Goal: \$35,000 CDBG Funding allocated to assist Dawson Beach Transitional Housing programs to provide housing and supportive services for homeless families with children for a period up to two years. Services are aimed at economic betterment, financial planning and budgeting, job skills, mental health issues, etc., providing services to 27 persons, funding allocated 3rd year and additional 2 annual plan periods, 14011 Dawson Beach Road, Woodbridge, 22191.</p>

8	Goal Name	Homeless Objective 8 - Transportation
	Goal Description	<p>Goal: Facilitate an expansion of housing and supportive services offered to homeless families and individuals in Prince William County over a five-year period.</p> <p>Objective 4: Support services providing for operation and supportive services for Homeless Persons.</p> <p>Strategy 4.1: Provide Transportation for Homeless Persons: Funding provided to assist with transportation needs of homeless. The funding will be awarded to local non-profit or governmental entity based upon capacity to carry out services</p> <p>Performance Goal: \$15,000 CDBG Carry-Over Funding allocated 3rd year and additional 2 annual plan periods to assist 35 persons. 14716 Potomac Mills Road, Woodbridge, VA 22192</p>
9	Goal Name	Administration Objective 1 - Program Admin
	Goal Description	<p>Goal: Plan, Monitor and Administer Entitlement Grant Programs. Evaluate upcoming needs related to affordable housing, fair housing, non-housing and the non-homeless special needs populations.</p> <p>Objective 1: Continue to Plan, Monitor and Administer Entitlement Grant Programs and insure compliance with Federal Regulations.</p> <p>Strategy 1.1: Program Administration: Develop, Administer, revise, implement and evaluate the day-to-day operation of entitlement program. Activities include program design; grant administration, Sub recipient compliance monitoring, program outreach, public relations and training.</p> <p>Performance Goal: \$418,005 Program Administration (\$216,648 CDBG Funding for General Program Administration, Coordination, and Oversight; \$110,357 CDBG Funding for CDBG Administration; and \$91,000 CDBG Funding for Homeownership Program Administration) funding allocated 3rd year and additional 2 annual plan periods.</p> <p>Performance Goal: \$66,138 HOME Funding for HOME Program Administration funding allocated 3rd Year and additional 2 annual plan periods.</p>

10	Goal Name	Administration Objective 2 - Fair Housing
	Goal Description	<p>Goal: Plan, Monitor and Administer Entitlement Grant Programs. Evaluate upcoming needs related to affordable housing, fair housing, non-housing and the non-homeless special needs populations</p> <p>Objective 1: Continue to Plan, Monitor and Administer Entitlement Grant Programs and insure compliance with Federal Regulations.</p> <p>Strategy 1.2: Fair Housing Testing: The Office of Housing and Community Development (OHCD) will enter into a Memorandum of Agreement with the Prince William County Human Rights Commission to perform Fair Housing Testing in County apartment complexes.</p> <p>Performance Goal: \$30,000 CDBG Funding allocated for General Program Administration, Coordination, and Oversight 3rd Year and additional 2 annual plan periods.</p>
11	Goal Name	Housing Objective 1 - Rehab
	Goal Description	<p>Goal: Improve the condition and availability of affordable housing over a five-year period.</p> <p>Objective 1: Improve the condition of housing for low-income homeowners.</p> <p>Strategy 1.1: Provide Major Rehabilitation funding to homeowners with housing repair needs under Neighborhood Housing Rehabilitation Program (NHRP).</p> <p>Performance Goal: \$1,807,425 and Program Income Funds; (\$871,176 Rehab plus \$230,100 Anticipated Program Income; \$296,439 CDBG Carry Over for PWC; \$134,890 Manassas City and \$54,820 Manassas Park and \$220,000 CDBG administrative costs associated with Neighborhood Housing Rehabilitation Program); 19 housing units assisted and additional units to be assisted annually, 3rd Year and additional 2 annual plan periods for the remaining based on funding. 15941 Donald Curtis Drive #112, Woodbridge 22191 (Administrative Office)</p>

12	Goal Name	Housing Objective 2 - CHDO
	Goal Description	<p>Goal: Improve the condition and availability of affordable housing over a five-year period. Objective 2: Increase the viability for potential homeownership and Rental housing opportunities.</p> <p>Strategy 2.1: Provide funding to CHDO organization for operating funds and development fees to develop affordable housing for low-moderate income homeownership and rental housing.</p> <p>Performance Goal: \$99,208 HOME CHDO Funds allocated to support and assist 1 CHDO organization, 3rd Year and additional 2 annual plan periods. 15941 Donald Curtis Drive #112, Woodbridge 22191 (Administrative Office)</p>
13	Goal Name	Housing Objective 3 - Homeownership
	Goal Description	<p>Goal: Improve the condition and availability of affordable housing over a five-year period. Objective 3: Increase the viability for potential homeownership opportunities.</p> <p>Strategy 3.1: Provide funding for down payment and closing cost for first time homebuyer purchasing homes for owner occupancy. Eligible applicants are low and moderate-income at 80% or below the median income Countywide, First-Time Homebuyer Program (FTHB).</p> <p>Performance Goal: \$1,135,117 HOME Program (\$441,296 HOME Allocation and \$200,000 Program Income; HOME Carry-Over \$439,079 to assist 8 persons; \$15,174 HOME Program allocated for Manassas Park to assist 1person; \$39,568 HOME Program allocated for Manassas City to assist 1person); 3rd Year and additional 2 annual plan periods based on funds available. 15941 Donald Curtis Drive #112, Woodbridge 22191 (Administrative Office)</p>

14	Goal Name	Housing Objective 5 - Credit Counseling
	Goal Description	<p>Goal: Improve the condition and availability of affordable housing over a five-year period.</p> <p>Objective 3: Increase the viability for potential homeownership opportunities.</p> <p>Strategy 3.2: Provide Funding to Virginia Cooperative Extension Service to provide to low- and moderate-income (LMI) Prince William County residents credit counseling; pre and post-purchase homeownership counseling to assist first- time homebuyers.</p> <p>Performance Goal: \$60,135 (\$52,080 CDBG Program allocated for PWC to assist 115 persons; \$8,055 CDBG Program allocated for Manassas City to assist 25 persons); provide assistance 3rd Year and additional 2 annual plan periods based on funds available. Eligible applicants are low and moderate-income at 80% or below the median income for the Prince William Area (PWC and Cities of Manassas and Manassas Park). Decent Housing/Affordability. 8033 Ashton Ave., Suite 105, Manassas, 20109</p>
15	Goal Name	Community Development Objective 3 - Pub Fac
	Goal Description	<p>Goal: Remove architectural barriers for the purpose of creating a suitable living environment, over a five-year period.</p> <p>Objective 1: Address community needs through community-based public service programs.</p> <p>Strategy 1.6: The project will provide funding for installation of handicap accessible counter and workstations for OHCD</p> <p>Performance Goal 1: \$500,000 CDBG Carry-Over Funding 3rd year funding and additional 2 annual plan periods. 15941 Donald Curtis Drive #112, Woodbridge, 22191</p>

16	Goal Name	Community Development Objective 4 - Acquisition
	Goal Description	<p>Goal: Improve living conditions in by addressing non-housing community development for special needs populations over a five-year period.</p> <p>Objective 1: Address community needs through community–based public service programs.</p> <p>Strategy 1.4: The project will provide funding to acquire property in Prince William County to be used as part of INSIGHT’s Supported Living Program. One component of the program is to provide a stable living environment that offers structure and continuity. The program is designed for persons with mild to moderate intellectual/developmental disabilities who are employed in the community and need support in areas of medical case management and supervision, budgeting, shopping, and social and other activities of daily living.</p> <p>Performance Goal 1: \$450,000 (\$225,000 in CDBG Funding and \$225,000 CDBG Carry-Over Funding) to assist INSIGHT, Inc. with acquisition of properties used in its supportive housing programs, 3rd year funding and additional 2 annual plan periods.</p>
17	Goal Name	Community Development Objective 5 - Outreach
	Goal Description	<p>Goal: Improve living conditions in by addressing non-housing community development for special needs populations over a five-year period.</p> <p>Objective 1: Address community needs through community-based public service programs.</p> <p>Strategy 1.5: Provide CDBG funds to Streetlight Community Outreach Ministries for Case Management Operations and Supportive Services for Transitional Housing and Emergency Shelter providers that provide housing and supportive services for homeless persons and families transitioning to permanent assisted housing or other housing.</p> <p>Performance Goal: \$80,000 (\$40,000 CDBG Funding and \$40,000 CDBG Carry-Over Funding) to assist Streetlight Community Outreach Ministries - providing services to 25 persons, 3rd Year funding. 1550 Prince William Parkway, Suite B, Woodbridge, 22191</p>

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

AP-35 Projects – 91.220(d)

Introduction

The following section describes the projects that will be implemented during the FFY2017-FY2018 Plan Year.

#	Project Name
1	Emergency Solutions Grant Project
2	Dawson Beach Transitional Housing Property Management
3	Dawson Beach Transitional Housing Case Management
4	Transportation for Homeless
5	CDBG Program Administration
6	HOME Administration
7	Fair Housing Testing
8	County Administered Neighborhood Housing Rehabilitation Program
9	Community Housing Development Organization (CHDO) Set-Aside
10	First Time Homebuyer Program
11	Comprehensive Housing Counseling (County & City)
12	ADA Renovation for OHCD Reception/Admin
13	Insight, Inc. Acquisition
14	Streetlight Community Outreach Ministries Case Management

Table 8 – Project Information

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

The projects were selected based on the projects proposals received in accordance with their consistency with the priorities established in the Federal Fiscal Year 2015-FY2019 Consolidated Plan. The projects meet the enumerated needs and goals, as outlined in the Consolidated Plan and put into action with this Federal Fiscal Year 2017- County Fiscal Year 2018 Annual Action Plan. Agencies were also selected on their ability to undertake the proposed activities, thus limiting the amount of obstacles to meeting needs throughout the Prince William Area.

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	Emergency Solutions Grant Project
	Target Area	Countywide
	Goals Supported	Homeless Objective 1 - Administration Homeless Objective 2 - HMIS Homeless Objective 3 - Rapid Re-housing Homeless Objective 4 - Shelter and Prevention Homeless Objective 5 - Agency Support Homeless Objective 6 - Transitional Housing
	Needs Addressed	Homeless Facilities HMIS Homeless Case Management Homeless Supportive Services - Transportation Homeless Prevention and Emergency Assistance Mental Health Services/Supportive Services Domestic Violence Shelters Transitional Housing
	Funding	ESG: \$194,075

	Description	Sub-recipient support for development/administration of continuum of care and homeless supportive services \$14,556 ESG funding. Support agencies/service providers for collection of client data and the annual Point in Time Count and the development of the Continuum of Care report \$5,000 ESG funding. ACTS Emergency Shelter & NVFS Serve Shelter \$58,074 Rapid Re-Housing. PWC Department of Social Services, winter only shelter and homeless prevention ESG Funding \$39,319. Supportive services for ACTS \$18,147. Supportive services for NVFS/SERVE shelter \$45,368. Supportive services for Dawson Beach Transitional Housing \$13,611.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	ACTS Emergency Shelter - 74 persons, PWC Department of Social Services 237 persons in Winter Shelter and 282 homeless prevention, ACTS services for 180 persons, NVFS/SERVE shelter services for 307 persons, Dawson Beach Transitional Housing services for 27 persons
	Location Description	Various locations around the County, including shelters, government facilities and non-profit agencies
	Planned Activities	Sub-recipient support for development/administration of ESG Funding for homeless supportive services \$14,556 (OHCD). Support agencies/service providers for collection of client data and the annual Point in Time Count and the development of the Continuum of Care report \$5,000 ESG funding HMIS. ACTS Emergency Shelter & NVFS/SERVE \$58,074 Rapid re-housing. \$39,319 ESG funding for PWC Department of Social Services, Winter Only Shelter and Hilda Barg Homeless Prevention Shelter. Supportive services for ACTS \$18,147. Supportive services for NVFS/SERVE shelter \$45,368. Supportive services for Dawson Beach Transitional Housing \$13,611.
2	Project Name	Dawson Beach Transitional Housing Property Management
	Target Area	Countywide
	Goals Supported	Homeless Objective 7 - New Transitional
	Needs Addressed	Homeless Facilities Transitional Housing
	Funding	CDBG: \$166,000

	Description	Funding allocated to assist Dawson Beach Transitional Housing programs to provide 7 housing units of transitional housing scattered over 7 acres
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	27 persons
	Location Description	14011 Dawson Beach Rd., Woodbridge 22191
	Planned Activities	CDBG Funding allocated to assist Dawson Beach Transitional Housing programs to provide 7 housing units of transitional housing scattered over 7 acres; providing services to 27 persons, funding allocated 3rd year and additional 2 annual plan periods 14011 Dawson Beach Rd., Woodbridge 22191.
3	Project Name	Dawson Beach Transitional Housing Case Management
	Target Area	Countywide
	Goals Supported	Homeless Objective 7 - New Transitional
	Needs Addressed	Homeless Case Management Transitional Housing
	Funding	CDBG: \$35,000
	Description	Funding allocated to assist Dawson Beach Transitional Housing programs to provide housing and supportive services for homeless families with children for a period up to two years. Services are aimed at economic betterment, financial planning and budgeting, job skills, mental health issues, etc.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	27 persons

	Location Description	14011 Dawson Beach Rd., Woodbridge 22191
	Planned Activities	Funding allocated to assist Dawson Beach Transitional Housing programs to provide housing and supportive services for homeless families with children for a period up to two years. Services are aimed at economic betterment, financial planning and budgeting, job skills, mental health issues, etc.
4	Project Name	Transportation for Homeless
	Target Area	Countywide
	Goals Supported	Homeless Objective 8 - Transportation
	Needs Addressed	Homeless Supportive Services - Transportation
	Funding	CDBG: \$15,000
	Description	Funding provided to assist with transportation needs of homeless. The funding will be awarded to local non-profit or governmental entity based upon capacity to carry out services
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 35 homeless persons will benefit from the program.
	Location Description	14716 Potomac Mills Road, Woodbridge, VA 22192
	Planned Activities	Funding provided to assist with transportation needs of homeless. The funding will be awarded to Prince William County Department of Social Services (DSS) a government entity.
5	Project Name	CDBG Program Administration
	Target Area	Countywide
	Goals Supported	Homeless Objective 1 - Administration

Needs Addressed	Youth Services Child Care Services Disability Services Health Services/Substance Abuse Senior Services Domestic Violence/Child Abuse Meals/Food Transportation Legal Services Housing Assistance - Homeownership Housing Repair Housing Development and Reconstruction Emergency Assistance Emergency Home Repairs Rental Housing Subsidies Public and Community Facilities Public Improvements Other Public Facility Needs Infrastructure Parks and Recreation Facilities Job Training and Workforce Development Employment Training
Funding	CDBG: \$418,005
Description	\$216,648 CDBG Funding for General Program Administration, Coordination, and Oversight; \$110,357 CDBG Funding for CDBG Administration; and \$91,000 CDBG Funding for Homeownership Program Administration
Target Date	6/30/2018

	Estimate the number and type of families that will benefit from the proposed activities	Administrative costs. No direct benefit
	Location Description	Office of Housing and Community Development
	Planned Activities	Develop, revise, implement and evaluate the day-to-day operation of CDBG entitlement program. Activities include program design, grant administration, Subrecipient compliance monitoring, program outreach, public relations, training and technical assistance to potential and current project sponsors to include Prince William County, Manassas City and Manassas Park.
6	Project Name	HOME Administration
	Target Area	Countywide
	Goals Supported	Administration Objective 1 - Program Admin
	Needs Addressed	Housing Assistance - Homeownership Housing Repair Housing Development and Reconstruction
	Funding	HOME: \$66,138
	Description	Develop, revise, implement and evaluate operation of the HOME program. Activities include grant administration, citizen participation, program outreach and technical assistance.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Program administration, no direct benefit.
	Location Description	Office of Housing and Community Development

	Planned Activities	Develop, revise, implement and evaluate operation of the HOME program. Activities include grant administration, citizen participation, program outreach and technical assistance.
7	Project Name	Fair Housing Testing
	Target Area	Countywide
	Goals Supported	Administration Objective 2 - Fair Housing
	Needs Addressed	Legal Services
	Funding	CDBG: \$30,000
	Description	The Office of Housing and Community Development will enter into a Memorandum of Agreement with the Prince William County Human Rights Commission to perform Fair Housing Testing in County apartment complexes. The testing will results will be made part of the CAPER with regards to Fair Housing.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Fair housing testing. No direct benefit
	Location Description	PWC Human Rights Commission,15941 Donald Curtis Dr. Woodbridge, 22191
Planned Activities	The Office of Housing and Community Development will enter into a Memorandum of Agreement with the Prince William County Human Rights Commission to perform Fair Housing Testing in County apartment complexes. The testing will results will be made part of the CAPER with regards to Fair Housing.	
8	Project Name	County Administered Neighborhood Housing Rehabilitation Program
	Target Area	Countywide
	Goals Supported	Housing Objective 1 - Rehab

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	Needs Addressed	Housing Repair Emergency Home Repairs
	Funding	CDBG: \$1,807,425
	Description	(\$871,176 Rehab plus \$230,100 Anticipated Program Income; \$296,439 CDBG Carry Over for PWC; \$134,890 Manassas City and \$54,820 Manassas Park and \$220,000 CDBG administrative costs associated with Neighborhood Housing Rehabilitation Program); 19 housing units assisted and additional units to be assisted annually, 3rd Year and additional 2 annual plan periods for the remaining based on funding. 15941 Donald Curtis Drive #112, Woodbridge 22191 (Administrative Office)15941 Donald Curtis Drive #112, Woodbridge 22191 (Administrative Office)
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 19 households will be assisted through these activities
	Location Description	Office of Housing and Community Development
	Planned Activities	The County administers, on an annual basis, a neighborhood housing rehabilitation program, the purpose of which is to improve low- and moderate-income owner occupied housing. The main objective is to reduce the number of substandard housing units in the Prince William Area. Assistance is in the form of a loan for the rehabilitation of the property. Preference is given to extremely-low income (below 30% of area median income), elderly and disabled households. Rehabilitation Program is for Prince William County, Cities of Manassas and Manassas Park residents.
9	Project Name	Community Housing Development Organization (CHDO) Set-Aside
	Target Area	Countywide
	Goals Supported	Housing Objective 2 - CHDO
	Needs Addressed	Housing Development and Reconstruction

	Funding	HOME: \$99,208
	Description	The HOME program mandates 15% of the annual allocation be set-a- side for housing development activities undertaken by non-profit housing development organizations. Funding provided for renovation of property used as permanent supportive housing.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	One unit will be developed through this program, benefiting one low-moderate income household.
	Location Description	Office of Housing and Community Development
	Planned Activities	Provide funding to CHDO organization for operating funds and development fees to develop affordable housing for low-moderate income homeownership and rental housing
10	Project Name	First Time Homebuyer Program
	Target Area	Countywide
	Goals Supported	Housing Objective 3 - Homeownership
	Needs Addressed	Housing Assistance - Homeownership
	Funding	HOME: \$1,135,117
	Description	(\$441,296 HOME Allocation and \$200,000 Anticipated Program Income; \$439,079 HOME Carry Over for PWC; \$39,568 Manassas City and \$15,174 Manassas Park) Down-payment and eligible closing cost assistance provided to low- and moderate-income first-time home-buyers in Prince William County, Manassas City or Manassas Park.
	Target Date	6/30/2018

	Estimate the number and type of families that will benefit from the proposed activities	An estimated 8 low- and moderate-income households will be provided down payment/closing cost assistance.
	Location Description	Office of Housing and Community Development
	Planned Activities	Down-payment and eligible closing cost assistance provided to low- and moderate-income first-time home-buyers in Prince William County, Manassas City or Manassas Park, 3rd Year and additional 2 annual plan periods based on funds available. 15941 Donald Curtis Drive #112, Woodbridge 22191 (Administrative Office)
11	Project Name	Comprehensive Housing Counseling (County & City)
	Target Area	Countywide
	Goals Supported	Housing Objective 5 - Credit Counseling
	Needs Addressed	Housing Assistance - Homeownership
	Funding	CDBG: \$60,135
	Description	\$60,135 (\$52,080 CDBG Program allocated for PWC to assist 115 persons; \$8,055 CDBG Program allocated for Manassas City to assist 25 persons); provide assistance 3rd Year and additional 2 annual plan periods based on funds available. Eligible applicants are low and moderate-income at 80% or below the median income citywide. Decent Housing/Affordability
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 140 low- and moderate-income residents will be provided credit-counseling services through these activities.
	Location Description	Cooperative Extension, 8033 Aston Ave #105, Manassas, VA 20109

	Planned Activities	Funding provided to Cooperative Extension Service to provide to low - and moderate-income (LMI) Prince William Area (PWC, Manassas and Manassas Park) residents credit counseling, pre- and post-purchase homeownership counseling to assist first-time homebuyers, information regarding protections established under the Fair Housing Act. Payments will be made based upon completion of Financial Assessment Clinic and Homeownership p Workshops.
12	Project Name	ADA Renovations for OHCD Reception/Admin
	Target Area	Countywide
	Goals Supported	Community Development Objective 3 - Pub Fac
	Needs Addressed	Public and Community Facilities
	Funding	CDBG: \$500,000
	Description	The project will provide funding to renovate OHCD reception and workstations to comply with ADA requirements.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	15941 Donald Curtis Drive, #112 Woodridge, 22191
Planned Activities	\$500,000 CDBG Carry-Over Funding to renovate OHCD's public reception area to be made ADA compliant to include lowering of public service counter; installation of tactile signs; installation of wall-mounted brochure displays within reach for individuals in a wheelchair; reconfiguration and replacement of existing systems furniture for front administrative support and hard-walled administrative support office to meet ADA compliance; installation of ADA automatic Door Opener Systems for OHCD interior access doors.to renovate OHCD reception and workstations to comply with ADA requirements.	
	Project Name	Insight, Inc. Acquisition

13	Target Area	Countywide
	Goals Supported	Community Development Objective 4 - Acquisition
	Needs Addressed	Disability Services Public and Community Facilities
	Funding	CDBG: \$450,000
	Description	The project will provide funding (\$225,000 CDBG and \$225,000 CDBG Carry-Over Funding) to acquire property in Prince William County to be used as part of INSIGHT's Supported Living Program. One component of the program is to provide a stable living environment that offers structure and continuity. The program is designed for persons with mild to moderate intellectual/developmental disabilities who are employed in the community and need support in areas of medical case management and supervision, budgeting, shopping, budgeting, shopping, and social and other activities of daily living.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	One housing unit will be acquired to provide supportive living to persons with mild to moderate intellectual/developmental disabilities
	Location Description	To be determined
	Planned Activities	(\$225,000 in CDBG Funding and \$225,000 CDBG Carry-Over Funding) to assist INSIGHT, Inc. with acquisition of properties used in its supportive housing programs, 3rd year funding.
14	Project Name	Streetlight Community Outreach Ministries Case Management
	Target Area	Countywide
	Goals Supported	Community Development Objective 5 - Outreach
	Needs Addressed	Homeless Case Management
	Funding	CDBG: \$80,000

Description	Provide CDBG funds to Streetlight Community Outreach Ministries for Case Management Operations and Supportive Services for Transitional Housing and Emergency Shelter providers that provide housing and supportive services for homeless persons and families transitioning to permanent assisted housing or other housing.
Target Date	6/30/2018
Estimate the number and type of families that will benefit from the proposed activities	This project will benefit an estimated 25 persons
Location Description	1550 Prince William Parkway, Suite B, Woodbridge, 22191
Planned Activities	\$80,000 (\$40,000 CDBG Funding and \$40,000 CDBG Carry-Over Funding) to assist Streetlight Community Outreach Ministries - providing services to 25 persons

AP-50 Geographic Distribution – 91.220(f)

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

Much of the funding from the CDBG and HOME programs is available for use in any of the CDBG neighborhoods or countywide, depending on the specifics of the designated activities. Also, some funding is available according to individual benefit rather than area benefit. It is, therefore, difficult to provide reasonable projections of the distribution of funds by target area. The numbers below are strictly estimates based on experience.

Geographic Distribution

Target Area	Percentage of Funds
Countywide	90
CDBG Eligible Areas	10

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The proposed allocation of funds is based on federal funding requirements for each formula-allocated grant. Areas of low to moderate-income concentration and certain areas of high minority concentration are targeted. Areas of low homeownership and deteriorating housing conditions were also considered in the targeting process.

Discussion

The distribution of funds by target area is projected to be primarily countywide due to use of funds for administrative, non-profit support, and individual benefit-oriented programmatic uses of the funds. The remaining funds are estimated to be spread through smaller CDBG-eligible areas.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	1,194
Non-Homeless	140
Special-Needs	2
Total	1,336

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	19
Acquisition of Existing Units	8
Total	27

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

Prince William County does not have any public housing.

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

Prince William County does not have any public housing.

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

Prince William County does not have any public housing.

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

Prince William County does not have any public housing.

Discussion

Prince William County does not have any public housing.

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

Introduction

Funding from the Emergency Solutions Grant allocation is used to support non-profit homeless services providers in Prince William County.

(1) Street Outreach funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

(2) Emergency Solutions Grant funds may be used for costs of providing essential services to homeless families and to individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.

(3) Homelessness Prevention funds may be used to provide housing relocation and stabilization services and short and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place.

(4) Rapid Re-Housing Assistance funds may be used to provide housing relocation and stabilization services and short and/or medium term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

(5) Relocation and Stabilization Services funds may be used to pay financial assistance to housing owners, utility companies and other third parties.

(6) HMIS funds may be used to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area.

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

The Prince William County Continuum of Care, the coalition of local homeless service agencies, conducts annual surveys of homeless individuals, including unsheltered persons. These surveys serve to help focus agency activities for the coming year, as well as provide documentation in response to HUD program

requirements. ESG funding includes street outreach activities.

Addressing the emergency shelter and transitional housing needs of homeless persons

Programs proposed for Federal Fiscal Year 2017 - County Fiscal Year 2018 involve the expansion of the number of beds for emergency shelter and supportive housing. The Dawson Beach Transitional Housing Program will provide transitional housing beds for 27 persons. The second funds seasonal emergency shelter access for 282 persons. ESG Funds are provided to local non-profits for operation and supportive services to address needs of homeless persons. Total number of persons projected to be served area 1,033.

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

Proposed funding for the ESG program include activities targeting improvements in the areas of Rapid Re- housing and homeless prevention. Other funding during the Federal Fiscal Year 2017 - County Fiscal Year 2018 Annual Action plan year include providing supportive services for persons in transitional housing to develop job skills, financial planning and other skills that promote self-sufficiency.

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.

Homeless prevention is a major focus of the participants in the Continuum of Care. Agencies include homeless prevention as a support program in conjunction with the provision of shelter and other support services. The County is funding homeless prevention activities in the Federal Fiscal Year 2017 - County Fiscal Year 2018 Annual Action Plan.

Discussion

The participants in the Continuum of Care work closely together to meet the needs of homeless individuals and families through the continuum of services coordinated through the partnership. The County participates in the planning efforts and provides a framework through the ESG funding process

to focus attention on specific programmatic areas.

One year goals for the number of households to be provided housing through the use of HOPWA for:
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

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

Introduction

No public policies were identified that have negative effects on affordable housing development.

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

No actions are planned for Federal Fiscal Year 2017 - County Fiscal Year 2018.

Discussion

Prince William County has worked to monitor and reduce the impact of public policy on affordable housing development. Market forces have been found to be the main constraint to affordable housing, as found in the Federal Fiscal Year 2015-FY2019 Consolidated Plan. As such, while the County will continue to monitor barriers to affordable housing, the County does not have any actions planned for Federal Fiscal Year 2017 - County Fiscal Year 2018 to address these market barriers.

AP-85 Other Actions – 91.220(k)

Introduction

The County currently provides a variety of services to the residents of Prince William County, some funded by CDBG, HOME, and the ESG allocation, with private, State, and City funding bringing additional assets to bear on these problems. Below are some of the actions currently performed by the County or under consideration for the future.

Actions planned to address obstacles to meeting underserved needs

The County has found that the lack of available resources is the primary obstacle to meeting underserved needs. As such, the County will continue to look for new funding sources to meet the needs of residents in the County.

Actions planned to foster and maintain affordable housing

The County will consider providing financial assistance for Tax Credit Projects for affordable housing development to expand multi-family rental development projects and homeownership opportunities when those projects are present for review. Additionally, acquisition, soft costs and site development funds will be used for affordable housing development. Consideration for additional funding will be given upon completion of the pre-development phase.

Actions planned to reduce lead-based paint hazards

- Continue to meet HUD lead-based paint abatement standards in housing rehabilitation programs.
- Seek funding as it becomes available to provide testing and abatement of lead-based paint hazards in single-family housing where young children are present.
- Expand the stock of lead safe housing units through housing initiatives.
- Seek funding as it becomes available to provide for testing, abatement, training, and educational awareness.

Actions planned to reduce the number of poverty-level families

The County will continue its efforts in conjunction with the Continuum of Care to reduce the number of poverty-level families through the development of services needed to assist those families with educational opportunities, job growth, and life skills training through the various social service agencies

operating in the County and Cities of Manassas and Manassas Park.

Actions planned to develop institutional structure

- Work with non-profit organizations to address community needs and provide support to federal and non-federal funding initiatives. Work with private industry to address important issues that hamper housing and community development efforts. Identify opportunities to create private/public partnerships for project finance and development to leverage federal funds.

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

The County will continue to coordinate planning activities with private housing and social service agencies, including participation in the Prince William County Continuum of Care meetings, development of the Continuum of Care, and enumeration of point-in-time and homeless surveys. County staff will also continue its participation in other coalitions and study groups as the opportunity arises.

Discussion

The County has not identified any major gaps in its institutional structure and coordination with outside agencies. The County will continue its efforts to coordinate with outside housing and social service agencies to meet the needs of County and City residents, as identified in the Federal Fiscal Year 2015-2019 Consolidated Plan.

Program Specific Requirements

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

Introduction

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.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

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

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

Other CDBG Requirements

1. The amount of urgent need activities	3,561,565
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 91.220(l)(2)

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

The County will continue to support the many efforts of the non-profits and social service provider agencies in the community in their efforts to obtain funding from various sources for their programs.

Many of these organizations receive private donations to sustain their programs, and most apply for funding on the federal, state, and local level.

The availability of federal funds would enhance any of the listed programs and would mean that more services, and housing, could be provided. Because of the scarcity of any type of funding, the County has been working with various organizations to try to develop programs that would increase the leveraging capacity of federal funding mechanisms so that more money would be available for other needed endeavors. Better use of the existing resources is a main concern of everyone.

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:

The HOME Recapture Provisions are established §92.253(a)(5)(ii) and permits the original homebuyer to sell the property to any willing buyer during the period of affordability. The repayment conditions for the FTHB Program assistance outlines the shared market appreciation also referred to as the share of net proceeds.

Recapture provisions are in effect for periods from thirty years from the date of each settlement. Recapture is enforced through deed restrictions to ensure that the entire amount of HOME assistance to homebuyers is recouped if the housing does not continue to be the principal residence of the family for the duration of the period of affordability. Prince William County guidelines for the FTHB Program stipulates that the recapture provision will be implemented for use of HOME Funds.

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:

Resale requirements must ensure that if the housing does not continue to be the principal residence of the family for the full period of affordability that the housing must be made available for subsequent purchase only to a buyer whose family qualifies as a low-income family and will use the property as their principal residence. The resale requirement must also ensure that the price at resale provides the original HOME-assisted owner a fair return on investment (including the homeowner's investment and any capital improvement as defined below) and ensure that the

housing will remain affordable to a reasonable range of low-income homebuyers. The period of affordability is based on the total amount of HOME funds initially invested in the housing. Prince William County guidelines for the FTHB Program stipulates that PWC does not implement the Resale provision for use of HOME funds.

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

The County does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds. In addition, the funds will not be used to refinance multifamily loans made or insured by any federal program. The County is aware that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.

**Emergency Solutions
Grant (ESG) Reference
91.220(I)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)
2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Prince William County has developed and approved the implementation of the “Greater Prince William Homelessness Services Coordinated Entry Process” Policy and Procedure Manual based on HUD requirements, for participation by all current Homeless Service agencies in an effort to establish a central standardized access and assessment for all individuals in need of housing assistance. This system will also assist in coordinated referrals and the housing placement process to ensure that all people experiencing homelessness receive appropriate assistance with both immediate and long-term housing and services, as their needs may be.

Coordinated Entry is made available to all eligible persons regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identify, or marital status.

The Initial Screening is designed to find resolution to the immediate housing crisis. Trained staff will be able to assess the clients, using the universal screening tool or the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT). The primary goal of assessment is to determine which service the client might be eligible for i.e. Prevention/Diversion, Transitional Housing, Rapid Re-Housing Services, other housing options or if Emergency Shelter is required. Clients will not be screened out based on perceived barriers for services including but not limited to: little or no income, active or history of substance abuse, domestic violence history, resistance to receiving services, extent of a disability-related services or supports that are needed, history of evictions, poor credit, lease violations or history of not being a leaseholder, criminal record or no identification. The coordinated entry system will ensure effective communication is provided with the appropriate auxiliary aids and services necessary to include e.g.

Braille, audio, large type, assistive listening devices, language line and language interpreters.

The Greater Prince William Area's Coordinated Entry (CE) System will utilize the CoC's Homeless Management Information System (HMIS) to collect, store, share and report participant data associated with the coordinated entry process with the goal of increasing efficiency and effectiveness of screening, assessment, prioritization and referral for those homeless persons most in need of assistance. The process will provide privacy protections of all participant information rule 24 CFR 578.7(a)(8).

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).

Prince William County expects to receive \$194,075 for the Federal Fiscal Year 2017 - County Fiscal Year 2018 Emergency Solutions Grant (ESG) Program. The amount of assistance is calculated based upon the allocation and the bed night count. These funds will be awarded to community-based, nonprofit organizations providing emergency shelter and related services to the homeless, on a dollar-for-dollar match. Emergency Solutions Grant funds may be used for operations and maintenance, homeless prevention, essential support services and renovation/rehabilitation activities in connection with emergency shelters for the homeless. It is a priority of the U.S. Department of Housing and Urban Development (HUD) and Prince William County to work under a Continuum of Care approach to homelessness to assist homeless individuals and families to obtain a decent living environment, either through rental housing or home ownership. OHCD specifically seeks proposals to provide shelter and supportive services for the homeless. The purpose of the Emergency Solutions Grant (ESG) Program is to: 1) Broaden existing emergency shelter and homelessness prevention activities; 2) Emphasize Rapid Re- Housing; and, 3) Help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness; 4) Enhance alignment of ESG regulations with other HUD programs including CDBG, HOME, and Housing Choice Voucher (HCV) program; and, 5) Support more coordinated and effective data collection, performance measurement, and program evaluation.

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 Prince William County Housing Board is responsible for overseeing the expenditure of funds for the Office of Housing & Community Development (OHCD) and directing management of programs administered by OHCD. The Housing Board is comprised of eight (8) members approved by the County Board of County Supervisors and six (6) other members' representatives of the following entities:

- * Commission on Aging
- * Committee for persons with Disabilities
- * Community Services Board
- * Continuum of Care Network
- * Social Services Board
- * Resident of Housing Choice Voucher Program Representative

This Board recommends goals for OHCD depending upon local need and programs for housing opportunities for low-moderation residents.

The County requires non-profits participating in the ESG program to have homeless representatives on their boards of directors.

5. Describe performance standards for evaluating ESG.

HUD has implemented a mandated system of reporting performance measurements in a precise and timely manner. All recipients funded under this proposal must provide needed data to Prince William County in order to be reimbursed for eligible expenses. All of the activities funded must identify one of the three performance measurements overarching objectives: 1) creating suitable living environment (In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment); 2) providing decent affordable housing (This objective focuses on housing programs where the purpose is to meet individual family or community needs and not programs where housing is an element of a larger effort); 3) creating economic opportunities (This objective applies to the types of activities related to economic development, commercial revitalization, or job creation). There are also three outcomes under each objective: (1) Availability/Accessibility, (2) Affordability, and (3) Sustainability. Thus, the three objectives, each having three possible outcomes, will produce nine possible outcome/objective statements within which to categorize grant activities, as follows:

Availability/Accessibility. This outcome category applies to activities that make services, infrastructure, housing, or shelter available or accessible to low-and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low-and moderate-income people.

Affordability. This outcome category applies to activities that provide affordability in a variety of ways in the lives of 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 daycare.

Sustainability: Promoting Livable or Viable Communities. This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to persons or low-and moderate-income people or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

Discussion

The County strives to meet all program specific requirements as detailed in the enabling legislation and program guidelines. County staff work with sub grantees to ensure that these requirements are met and oversees internal operations towards the same goal.

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EMERGENCY SOLUTIONS GRANT (ESG)

Catalog of Federal Domestic Assistance (CFDA) Number: 14.231)
(Code of Federal Regulations (CFR) Citation Number: 24 CFR Part 576)

Background

The Emergency Shelter Grants Program was established by the Homeless Housing Act of 1986 in response to the growing issue of homelessness in the United States. In 1987, the program was incorporated into Title IV of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. Sec. 11371-11378), now known as the McKinney-Vento Homeless Assistance Act. ESG funds are federal funds awarded to Prince William County by the U. S. Department of Housing and Urban Development (HUD).

On May 20, 2009, President Obama signed into law a bill to reauthorize HUD's McKinney-Vento Homeless Assistance programs. The bill was included as part of the Helping Families Save Their Homes Act and was enacted by Senate bill 896. The new Act, which amended the McKinney-Vento Homeless Assistance Act, is the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. Subtitle B – Emergency Solutions Grant Program is the section of the HEARTH Act pertaining to the Emergency Solutions Grants Program and replaces what was formerly the Emergency Shelter Grants Program. Because the program regulations were still being revised when the funding became available, HUD released the funding in a two (2)-stage allocation process. The first allocation was made immediately available to avoid a lapse in funding for existing Emergency Shelter Grant activities. These funds were subject to the Emergency Shelter Grant regulations in effect at that time.

The new program ESG program provides funding for street outreach, homelessness prevention, rapid re-housing of homeless people, emergency shelter, supportive services to the homeless, and Homeless Management Information System (HMIS) activities. All Subrecipient's that receive funding will be required to participate in HMIS.

The American Recovery and Reinvestment Act of 2009 created the innovative Homeless Prevention and Rapid Re-Housing Program (HPRP), which laid the groundwork for preventive and re-housing activities included in the new Emergency Solutions version of ESG. The Emergency Solutions program represents HUD's now greater emphasis on preventing homelessness for those at risk and responding rapidly to re-house individuals and families that have become homeless.

HUD strongly encourages each jurisdiction to focus as much of its new ESG as possible on rapid re-housing individuals and families living on the streets or in emergency shelters. While both rapid re-housing and homelessness prevention are eligible activities, only rapid re-housing assistance targets those individuals and families living on the streets or in emergency shelters. Effective rapid re-housing help people transition out of homeless assistance system as quickly as possible, decreasing the number of persons who are homeless within the community. Rapid re-housing also ensures that emergency shelter resources are used to serve individuals and families with the most urgent housing needs. As public and nonprofit resources become increasingly strained, rapid re-housing should be given the highest priority under ESG to help ensure that existing resources – both within and outside of the homeless assistance system – are used as efficiently as possible to help those most in need.

To receive allocation of funds for the Federal Fiscal Year 2018 Emergency Solutions Grants (ESG) program, the County is required to submit, and obtain HUD approval in accordance with the County's Citizen Participation Plan and 24 CFR part 91, as amended by the Interim Rule. This will make the ESG program consistent with other HUD programs such as Community Development Block Grant (CDBG), the HOME Investment Partnership (HOME) program, and the Housing Choice Voucher (HCV) program to increase efficiency and coordination among the different programs.

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Eligible Applicant Organizations

Units of general local government to be considered as a unit of general local government, an organization must have, among other responsibilities, the authority to assess and collect local taxes and to provide general governmental services.

Private nonprofit organizations To be considered as a private nonprofit organization, an organization must document existing status as a 501(c)(3) tax-exempt entity. ESG funded private nonprofit organizations must be established for charitable purposes and whose activities include, but are not limited to, the promotion of social welfare and the prevention or elimination of homelessness. The entity's net earnings may not benefit any individual(s) affiliated with the organization or their governing board.

FAITH-based organizations receiving ESG funds, like all organizations receiving HUD funds, must serve all eligible beneficiaries without regard to religion.

Program Purpose

The Emergency Solutions Grants Program is designed to be part of a continuum of assistance to enable homeless individuals and families to move toward independent living as well as to prevent homelessness. The objectives of the ESG Program shall be to:

- 1) Provide rental assistance for short-term and medium-term housing to homeless individuals or families or individuals at risk of homelessness.
- 2) Help support emergency shelters for the homeless, but only for use as temporary shelter for persons;
- 3) Help support the costs of operating and maintaining emergency shelters;
- 4) Provide essential services so that homeless individuals and individuals at risk of homelessness have access to the assistance they need to improve their situation and to obtain housing stability; and
- 5) Provide housing relocation and stabilization services homeless individuals and individuals at risk of homelessness.

Allocation of Funding

General Provisions: The Emergency Solutions Grants (ESG) program allows funding to be used in five program components:

1. Street Outreach;
2. Emergency Shelter;
3. Homelessness Prevention;
4. Rapid Re-housing Assistance; and
5. Homeless Management Information System (HMIS) as well as administrative activities.

Expenditure Limits for Street Outreach and Emergency Shelter Activities:

Under the Interim Rule, the total amount of the County's fiscal year grant that may be used for street outreach and emergency shelter activities cannot exceed the greater of:

- 1) 60% of the County's fiscal year grant; or
- 2) The amount of the Federal Fiscal Year 2010-grant funds committed by contract between the date HUD signed the Federal Fiscal Year 2010 grant and January 4, 2012, the effective date of the Interim Rule. All Agreements were signed during this period.

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HUD strongly encouraged each jurisdiction to focus as much of its new ESG funding as possible on rapidly re-housing individuals and families living on the streets or in emergency shelters. While both rapid re-housing and homelessness prevention are eligible activities, only rapid re-housing assistance targets those individuals and families living on the streets or in shelters. Effective rapid re-housing programs help people transition out of the homeless assistance system as quickly as possible, decreasing the number of persons who are homeless within the community.

Spending Requirements & Funding Decisions: The funding provided in the allocation are subject to all ESG requirements under the Interim Rule. These funds must be expended within 24 months after the date HUD signs the FY18 Annual Action Plan, Federal Fiscal Year 2017-grant agreement. The Interim Rule shifts the focus from emergency shelter to assisting people to quickly regain stability in permanent housing, which is reflected in expenditure limits on street outreach and emergency shelter activities. Compliance with these expenditure limits is measured using the amount of Federal Fiscal Year 2017 grant. HUD encourages communities to focus as much of their funding as possible on rapidly re-housing persons who are literally homeless in order to reduce the numbers of persons living in shelters and on the streets, in an effort to end homelessness.

Administrative Limits: The Interim Rule increases the expenditure limit for administrative activities from 5% to 7.5%.

Employee compensation and other overhead cost directly related to carrying out street outreach, emergency shelter, homelessness prevention, rapid re-housing and HMIS activities are eligible cost of those activities and not subject to the spending limits for administrative costs.

Definitions

Recipient Any state, territory, metropolitan city or urban county or in the case of reallocation, any unit of general purpose local government, approved by HUD to assume financial responsibility and which enters into a grant agreement with HUD to administer Emergency Solutions Grant (ESG). Private nonprofit organizations are excluded from the definition, because they are not direct recipients under the program.

Subrecipient's: Any unit of general local government, private nonprofit organization or faith-based organization to which recipient awards ESG grant funds.

Continuum of Care A group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers; faith-based organizations; governments; businesses; advocates; public housing agencies; school districts; social service providers; mental health agencies; hospitals; universities; affordable housing developers; law enforcement; organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan and provide, as necessary, a system of outreach, engagement and assessment; emergency shelters; rapid re-housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

Homeless The HEARTH Act updated the McKinney Vento definition of homelessness. The new definitions went into effect January 4, 2012. A Homeless individual is defined under four (4) categories for ESG program:

- 1) An individual or family who lacks a fixed, regular, and adequate nighttime residence and who lack a fixed regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she resided;
- 2) An individual or family who will imminently lose their primary nighttime residence;
- 3) Unaccompanied you and families with children and you who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and

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- 4) Individual and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

At Risk of Homeless For an individual or family to qualify as “at risk of homelessness” the individual or family must meet two threshold requirements and must exhibit one or more specific risk factors.

The two thresholds criteria are: 1) the individual or family has income below 30% of median income for the geographic area; and 2) the individual or family has insufficient resources immediately available to attain housing stability.

Risk factors are interpreted as the individual or family does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving into an emergency shelter or another place.

As provided under the statute, the pertinent Risk Factors are as follows:

1. Has moved frequently because of economic reasons (2 or more times during the 60 days immediately preceding the application for homelessness prevention assistance); or
2. Is living in the home of another because of economic hardship; or
3. Has been notified that their right to occupy their current housing or living situation will be terminated (written notification of termination has to be within 21 days after the date of application for assistance); or
4. Lives in a hotel or motel that is not being paid by federal, state or local government programs for low-income individuals or by charitable organizations; or
5. Lives in a severely overcrowded housing (lives in a single-room occupancy or efficiency apartment unit in which more two persons, on average, reside or another type of housing in which there resides more than 1.5 persons per room); or
6. Is exiting an institution (publicly funded institution or system of care, such as a health-care facility, mental health facility, foster care or other youth facility, or correction program or institution); or
7. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.

Chronically Homeless An individual or family who:

1. Is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter;
2. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an and emergency shelter continuously for least 1 year or on at least 4 separate occasions (must be at least 15 days duration) in the last 3 years ; and
3. Has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000(42 U.S.C. 15002), post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of two (2) or more of those conditions.
 - a. Additionally, the statutory definition includes as chronically homeless a person who currently lives or resides in an institutional care facility, including a jail, substance abuse or mental health treatment facility, and has resided there for fewer than 90 days if such person met the other criteria for homeless prior to entering the facility.

Emergency Shelter The definition of emergency shelter has been revised to distinguish this type of shelter from transitional housing. An emergency shelter provides temporary shelter for the homeless, which do not require occupants to sign leases or occupancy agreements. This distinction was necessitated by the McKinney-Vento Act’s explicit distinction between what activities can or cannot be

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funded under the Continuum of Care program and the Rule Housing Stability program. In the final rule, HUD clarified that “Shelter” means “Emergency Shelter” but not “Transitional Housing” for qualifying as homeless under this provision. However, under the definition, any project that received funding in FY 2010 as an emergency shelter may continue to be funded under the ESG program, regardless of whether the project meets the revised definition.

Homeless Management Information System The information system designated by the Continuum of Care to comply with HUD’s data collection, management and reporting standards and used to collect client level data and data on the provision of housing and services to homeless individuals, families, and persons at risk of homelessness.

Rapid Re-Housing Assistance The provision of housing relocation and stabilization services and short and/or medium term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

Youth Youth is defined as less than 25 years of age. By establishing youth as less than 25 years of age, it is HUD’s hope that the programs authorized by the HEARTH Act amendments to the McKinney Vento Act (42 U.S.C. 11301 *et seq*) will be able to adequately and appropriately address the unique needs of transition-aged youth, to include youth exiting foster care systems to become stable in permanent housing.

Long-Term Period The term long-term period is defined in the HEARTH Act to mean 60 days with two moves during that period.

Eligible Program Participants

There are two eligible target populations identified for ESG funds: persons who are still housed but at risk of homelessness and persons who are already homeless. Subrecipient’s are responsible for verifying and documenting the individuals’ risk of homelessness that qualifies them for receiving assistance. HUD requires that Subrecipient’s evaluate and certify the eligibility of program participants at least once every three (3) months for all persons receiving medium-term rental assistance. If a household or individual needs more intensive services or long-term assistance, or is not at risk of homelessness, Subrecipient’s should link them to other appropriate available resources.

To receive financial assistance or services funded by ESG, individuals and families, whether homeless or housed, must at least meet the following minimum criteria:

1. Have at least an initial consultation with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs.
2. The household must be at or below **30 percent** of the Area Median Income (AMI). Income limits are available on HUD’s web site at <http://www.huduser.org/datasets/il.html>. Subrecipient’s should use HUD’s Section 8 income eligibility standards to determine income eligibility for ESG funded assistance.
3. The household must be either homeless or at risk of losing its housing and meet both of the following circumstances: 1) no appropriate subsequent housing options have been identified; and 2) the household lacks the financial resources and support networks needed to obtain immediate housing or remain in existing housing. Applicants must meet the “but for” test, that is, **but for** prevention assistance, the household would continue to remain homeless because they lack the financial resources or support networks to obtain housing and they have not subsequent housing options.

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Other Selection Criteria would include:

1. Employment History – current and past
2. Transportation – ability to get to work/daycare
3. Household Budget – debt ratios
4. Lease – have lease in applicants name or ability to obtain lease in applicants name

Homelessness Prevention Assistance is to be targeted to individuals and families at the greatest risk of becoming homeless. One question to ask is “Would this individual or family be homeless if they were not assisted with ESG funds?” The assistance must be necessary to avoid eviction or termination of utility services. Consideration should also be given to whether the individual or household will be able to resume payments after the ESG program cannot assist them. Case management services should be provided to assist the individual and family to work toward self-sufficiency.

Rapid Re-Housing Assistance is available for persons who meet HUD’s definition. Individuals and families who meet one of the following criteria, along with the minimum requirements, are eligible under the rapid re-housing portion. The criteria are:

- Sleeping in an emergency shelter;
- Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
- Staying in a hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution;
- Graduating from, or timing out of, a transitional housing program; and
- Victims of domestic violence.

Eligible Activities

ESG grant amounts may be used for one or more of the following activities:

Street Outreach Component

ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unable to access emergency shelter, housing or an appropriate health facility.

The eligible cost and requirements for essential services consist of:

- 1) **Engagement.** The cost of activities to locate, identify and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention and connections with homeless assistance programs and/or mainstream social services and housing programs. These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs (meals, blankets, clothes, toiletries) and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs (emergency shelter, transitional housing, community-based services, permanent supportive housing and rapid re-housing programs).
- 2) **Case Management** The cost of assessing housing and service needs, arranging, coordinating and monitoring the delivery of individualized services to meet the needs of program participants.
- 3) **Emergency Health Services** Eligible cost are for the direct outpatient treatment of medical

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- conditions and are provided by licensed medical professionals operating in community-based settings to include streets, parks and other places where unsheltered homeless are living.
- 4) **Emergency Mental Health Services** Cost for direct outpatient treatment by licensed professionals of mental health conditions, operating in community based settings to include streets, parks and other places where unsheltered homeless are living.
 - 5) **Transportation** Cost of travel by outreach workers, social workers, medical professionals or other service providers are eligible provided that the travel takes place during the provision of serviced eligible under this section. The cost of transporting unsheltered people to emergency shelters or other service facilities are also eligible.
 - 6) **Services for Special Population** ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS so long as the cost of providing these services are eligible under number 1-5.

Emergency Shelter Component

Essential Service

ESG funds may be used to provide essential services to individuals and families who are in and emergency shelter as follows:

Case Management The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of program participants. Component services and activities consist of:

- Using a centralized or coordinated assessment system;
- Conducting the initial evaluation including verifying and documenting eligibility;
- Counseling;
- Developing, securing and coordinating services and obtaining federal, state and local benefits;
- Monitoring and evaluating program participants progress;
- Providing information and referrals to other providers;
- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault and stalking; and
- Developing an individualized housing and service plan including planning a path to permanent housing stability.

Child Care The cost of childcare for program participants including providing meals and snacks and comprehensive and coordinated sets of appropriate developmental activities are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The childcare center must be licensed by the locality.

Educational Services When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language and GED.

Employment Assistance and Job Training The cost of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on the job instruction and services that assist individuals in securing employment, acquiring learning skills. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is also eligible.

Outpatient Health Services Eligible cost are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. ESG funds may be used only for these services to the extent that other appropriate health services are unavailable in the

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community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan.

Legal Services Eligible cost are the hourly fees for legal advice and representation by Attorneys, licensed and in good standing with the bar association in Virginia, regarding matters that interfere with the program participant's ability to obtain and retain housing. Emergency Solutions Grant funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community.

Eligible subject matters are child support, guardianship, paternity, emancipation and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault and stalking, appeal of veterans and public benefit claim denials and the resolution of outstanding criminal warrants. Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings and counseling.

Fees based on the actual service performed are also eligible, but only if the cost would be less than the cost of hourly fees. Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible cost as well as retainer fee arrangements and contingency fee arrangements.

Life Skills Training The cost of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence. Substance abuse use and homelessness are eligible costs. These costs must be necessary to assist the program participant to function independently in the community.

Mental Health Services Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions where other appropriate mental health services are unavailable or inaccessible within the community. Eligible treatment consist of crisis intervention, individual , family or group therapy sessions, the prescriptions of psychotropic medications or explanations about the use and management of medications..

Substance Abuse Treatment Services Eligible substance abuse treatment services are designed to prevent, reduce, eliminate or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. Funds may only be used to the extent that other appropriate substance abuse treatment services are unavailable in the community. Treatment consists of client intake, assessment, and outpatient treatment for up to 30 days. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.

Transportation Eligible cost consist of transportation cost of a program participant's travel to and from medical care, employment, child care or other eligible essential services facilities. These costs include the following:

- Cost of program participant's travel on public transportation;
- If service worker use their own vehicle, mileage allowances for service worker to visit program participant;
- Cost of purchasing or leasing a vehicle for the County or Subrecipient to which staff transports program participants and/or staff serving program participants and the cost of gas, insurance, taxes and maintenance for the vehicle; and
- Travel cost of County or Subrecipient staff to accompany or assist program participants to use public transportation.

Services for Special Populations ESG funds may be used to provide services for

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homeless youth, victim services and services for people living with HIV/AIDS so long as the cost of providing these services are eligible under categories listed above.

Renovation, Rehabilitation or Conversion of Building for Shelters

Eligible cost includes labor, materials, tools and other cost for renovation (including major rehabilitation of an emergency shelter or conversion of a building into an emergency shelter). The emergency shelter must be owned by a governmental entity or private nonprofit organization.

Examples of allowable rehabilitation projects include, but are not limited to, accumulated deferred maintenance (i.e. replacing flooring), replacement of principle fixtures and components, improvements to increase energy efficiency (i.e. replacing a furnace or air conditioning unit), and structural changes necessary to make the facility accessible for persons with physical disabilities. Rehabilitation projects include deferred repairs for items that are inoperable or broken and in need of replacement prior to the request of the ESG funds. Rehabilitation does not include non-deferred repairs.

Types of rehabilitation projects include:

- a) **Conversion:** a change in the use of a building to an emergency shelter or transitional housing where rehabilitation costs exceed 75% of the value of the building **after** conversion. If selected for funding, the facility would be required to be used as a shelter for the homeless for at least **10 years**.
- b) **Major rehabilitation:** rehabilitation or conversion involving costs in excess of 75% of the value of the building **prior to** the proposed rehabilitation or conversion. If selected for funding, the facility would be required to be used as a shelter for the homeless for at least **10 years**.
- c) **Renovation:** rehabilitation that involves costs of 75% or less of the value of the building **prior to** the proposed rehabilitation. If selected for funding, the facility would be required to be used as a shelter for the homeless for at least **3 years** to 10 years depending upon the type of renovation and the value of the building after completion of renovations.

Operations & Maintenance of Shelter

ESG funds may be used for maintenance, operation, insurance, provision of utilities, and furnishings related to emergency shelter.

Maintenance costs include contract services for copier or security system maintenance, pest control, lawn care, contracted janitorial service, etc.

Operation costs include facility rent, utilities, internet service, and telephone; building maintenance and non-deferred repairs; food for shelter residents; vehicle maintenance, registration, repairs, and fuel; building or equipment insurance; fidelity bond coverage; office and maintenance supplies; contracted security services, staff mileage reimbursement (for travel relating to ESG service delivery), and pre-award travel expenses.

ESG funds may not be used for recruitment or on-going training of staff, mortgage payments for the organization, or depreciation. If a building is owned by the ESG Subrecipient or a subsidiary, rent may not be charged to ESG. Only the allocable share of maintenance, utilities, and insurance may be charged.

Non-deferred repairs are items that break during the contract period, such as:

- a) repairing a window that is broken;
- b) repairs due to water damage; or
- c) repairing a broken furnace or air conditioning unit.

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Furnishings may include beds, mattresses, linens, desks, tables, chairs, etc.

Homelessness Prevention Component

ESG funds may be used to provide housing relocation and stabilization services and short and/or medium term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place. This assistance, referred to as homelessness prevention, may be provided to individuals or families who meet the criteria under the “at risk of homelessness” definition or homeless definition and have an annual income below 30% of median family income for area as determined by HUD.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant’s current permanent housing or move into another permanent housing and achieve stability in the housing.

Rapid Re-housing Assistance Component

ESG funds may be used to provide housing relocation and stabilization services and short and/or medium term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. This housing, referred to as rapid re-housing assistance, may be provided to program participants who live in an emergency shelter or other place described in the homeless definition. The rapid re-housing assistance must be provided in accordance with housing relocation and stabilization services requirements, as well as the short and medium term rental assistance requirements.

Housing Relocation and Stabilization Services

Financial Assistance Costs

ESG funds may be used to pay housing owners, utility companies and other third parties for the following costs:

Rental Application Fees ESG funds may pay for the rental housing application fee that is charged by the owner to the applicant.

Security Deposits ESG funds may pay for a security deposit that is equal to no more than two months’ rent.

Last Month’s Rent If necessary to obtain housing for a program participant, the last month’s rent may be paid from ESG funds to the owner of the housing at the time the owner is paid the security deposit and the first month’s rent. This assistance must not exceed one month’s rent and must be included in calculating the program participant’s total rental assistance, which cannot exceed 24 months during any 3-year period.

Security Deposits ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities.

Utility Payments ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. The assistance may only be provided if the program participant or a member of the same household has an account in his or her name with the utility company or proof of responsibility to make utility payments.

Moving Cost ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

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Service Cost

This category includes the provision of housing relocation or stabilization services for homeless individuals or families or individuals or families at risk of homelessness, including housing search, mediation or outreach to property owners, legal services, credit repair, providing security or utility deposits, utility payments, rental assistance for a final month at a location, assistance with moving costs, or other activities that are effective at (A) Stabilizing individuals and families in their current housing; or (B) Quickly moving such individuals and families to other permanent housing.

Housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services may include: tenant counseling, assisting participants to understand leases, securing utilities, making moving arrangements, representative payee services concerning rent and utilities, and mediation and outreach to property owners related to locating or retaining housing.

Regarding legal services to help pay people stay in their homes, such services must be provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues. Legal services related to mortgages are not allowable.

Credit repair includes costs associated with assisting program participants with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues.

Short Term & Medium Term Rental Assistance

This category includes a provision of rental assistance to provide short-term or medium-term housing to homeless individuals or families or individuals or families at risk of homelessness. Such rental assistance may include tenant-based or project-based rental assistance.

In order to assist with rental assistance program participants must have a written lease with the property owner and the Subrecipient and property owner must have a rental assistance agreement.

Short-term rental assistance may not exceed rental costs accrued over a period of three (3) months.

Medium term rental assistance may not exceed actual rental costs accrued over a period of 4 to 24 months. No participant may receive more than 24 months of assistance.

After three (3) months of assistance, a participant must be re-evaluated for eligibility to receive additional months of medium-term rental assistance, for a total of 24 months. HUD encourages Subrecipient's to provide ongoing case management to all program participants in order to transition them to independence, including permanent housing arrangements.

Arrears Rental assistance may be used to pay up to six (6) months of rental arrears for eligible participants including any late fees on those arrears. Such may be paid if the rental payment enables the participant to remain in the housing unit for which the arrears are being paid or to move to another unit. If funds are used to pay arrears, the arrears are included in determining the maximum 24 months of assistance.

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Rent Restrictions Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD. <http://www.huduser.org/portal/datasets/fmr.html>
For purposes of calculating rent, the rent shall equal the sum of the total monthly rent for the unit. If the tenant pays separately for utilities, the monthly allowance for utilities (excluding phone) is established by OHCD Housing Choice Voucher Program and is added to the requested rent to determine if the rent is within the Fair Market Rent. Rental assistance must be in compliance with HUD's standard of "rent reasonableness." Information can be located at:
www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc

Rental Assistance Agreement The Subrecipient can only make payments to owners if they have entered into a Rental Assistance Agreement. The Agreement must:

- Set forth the terms under which rental assistance will be provided;
- Provide that during the term of the Agreement the owner must give the Subrecipient a copy of any notice to program participant to vacate the housing unit or any compliant used under state law to commence an eviction action.
- Subrecipient must make timely payments to the owner and the Agreement must contain the same payment due date, grace period and late payment penalty requirements as the program participant's lease. The Subrecipient is solely responsible for paying late payment penalties that incurs with non-ESG funds.
- Agreement may be terminated under the following conditions:
 - Program participant moves out of the housing unit for which the program participant has a lease;
 - The lease terminates and is not renewed; or
 - The program participant becomes ineligible to receive ESG rental assistance.

Homelessness Management Information System (HMIS) Component

The costs related to data collection and reporting for ESG conducted through the Homeless Management Information Systems (HMIS) are an eligible expense under the ESG program. Reasonable and appropriate costs associated with operating an HMIS for purposes of collecting and reporting data required under ESG and analyzing patterns of use of ESG funds are eligible. Eligible costs include purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training.

HMIS activities that are ineligible include planning and development of HMIS systems, development of new software systems, and replacing local government funding for existing HMIS. Only those Subrecipient's that do not have an HMIS already implemented may use a portion of these funds for HMIS implementation or start-up activities.

Acceptable Documentation

Third party documentation, where it is available, is the preferable documentation of homeless status. The exception to this is for recipients that provide emergency assistance, including emergency shelters that provide a bed for one night, and victim service providers.

Utilizing other forms of already available documentation is acceptable evidence of an individual or family's homeless status. Already available documentation includes certification or other appropriate service transactions recorded in a Homeless Management Information System (HMIS) or other database. This also includes discharge paperwork, to verify a stay in an institution.

Stay in Institution Would include oral statement made by a social worker, case manager, or other appropriate official at an institution documented by the intake worker of housing or service program. Where the intake worker is not able to obtain a written or oral statement from a social worker, case

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manager or other appropriate official at an institution, the intake worker may document his or her due diligence in attempting to obtain a statement from the appropriate official in the case file.

Imminent Loss of Housing Includes not only a court order resulting from an eviction action, or the equivalent notice under state law, but also a formal eviction notice, a Notice to Quit, or a Notice to Terminate, that require the individual or family to leave their residence within 14 days after the date of their application for homeless assistance.

Homeless status of an unaccompanied youth or family with children and youth who qualify for homeless under "other federal statutes." Must be certified by the local nonprofit, state or local governmental entity that administers assistance under the other federal statutes.

Homeless status by providers serving individuals and families fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, and stalking that are not victim service providers The rules impose additional verification requirements for oral statements by individuals or families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, and stalking who are seeking or receiving shelter or services from providers who are not victim service providers. The individual or head of household must certify that he or she has not identified a subsequent residence and lacks the resources or support network, e.g., family, friends, faith-based, or other social networks, needed to obtain housing, and, where the safety of the individual or family would not be jeopardized, the domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions must be verified by a written observation by the intake worker or a written referral from a housing or service provider, social worker, health care provider, law enforcement agency, legal assistance provider, pastoral counselor, or any other organization from whom the individual has sought assistance. The written referral or observation need only include the minimum amount of information to document the individual or family fits this category.

Disability Status 1) written verification from a professional who is licensed by the state to diagnose and treat that condition, that the disability is expected to be long-continuing or of indefinite duration and that the disability substantially impedes the individual's ability to live independently; and 2) written verification from the Social Security Administration, or the receipt of a disability check (e.g. Social Security Disability Insurance check or Veterans Disability Compensation). Where disability is an eligibility requirement, the intake staff recorded observation of disability status as long as the disability is confirmed by the aforementioned evidence within 45 days of the application for assistance.

Other Program Requirements

Confidentiality To ensure the safety and security of ESG project participants fleeing domestic violence situations, ESG recipients are required to develop and implement procedures to guarantee the confidentiality of records concerning project participants. In addition, the address and location of family violence shelter facilities receiving ESG funding may not be publicly disclosed except with the written authorization of the person(s) responsible for the shelter facility's operation. To comply with this requirement, recipient organizations should, for example, keep written records or files pertaining to families under lock and key with only particular personnel granted access to those files.

Termination and Appeals Process The Subrecipient may terminate assistance to a program participant who violates program requirements. Subrecipient's may resume payments to a program participant who was previously terminated. Subrecipient's must develop a formal process that recognizes the rights of individuals receiving assistance to due process of law. In terminating assistance to a program participant, the Subrecipient must at a minimum consist of: (1) written notice to the program participant containing a clear statement of the reasons for termination; (2) a review of the decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person (or a

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subordinate of that person) who made or approved the termination decision; and (3) prompt written notice of the final decision to the program participant.

Program Accessibility The recipient (County) and Subrecipient must operate each existing program or activity receiving federal financial assistance so that the program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. Reasonable accommodations must be provided for persons with disabilities in order to enable program participants with disabilities to have equal opportunity to participate in program or activity. If an activity involves alterations to shelters they may be subject to additional accessibility requirements in accordance with 24 CFR part 8.

Compliance with Fair Housing and Civil Rights Laws Subrecipient's must comply with all applicable fair housing and civil rights requirements in 24 CFR Part 5.105(a).

Conflict of Interest With respect to procurement activities, the Subrecipient must maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. At a minimum, these standards must:

- Require that no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the firm selected for an award:
 - an employee, officer, or agent of the Subrecipient;
 - any member of an employee's, officer's, or agent's immediate family;
 - an employee's, agent's, or officer's partner; or
 - an organization which employs or is about to employ any of the in the preceding section.
- Require that employees, agents, and officers of the Subrecipient neither solicit nor accept gratuities, favors, or anything of value from contractors, or parties to sub agreements. However, Subrecipient's may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
- Provide for disciplinary actions to be applied for any violations of such standards by employees, agents, or officers of the Subrecipient.

With respect to all other assisted activities, the general standard is that no employee, agent, or officer of the Subrecipient, who exercises decision-making responsibility with respect to funds and activities, is allowed to obtain a financial interest in or benefit from activities, or have a financial interest in any contract, subcontract, or agreement regarding those activities or in the proceeds of the activities. Specific provisions include that:

- This requirement applies to any person who is an employee, agent, consultant, officer, or elected or appointed official of the County, a designated public agency, or a Subrecipient, and to their immediate family members, and business partner(s).
- The requirement applies for such persons during their tenure and for a period of 1 year after leaving the County or Subrecipient organization.
- Upon written request, exceptions may be granted by HUD on a case-by-case basis, after consideration of the cumulative effect of various factors and only with: (a) full disclosure of the potential conflict, and (b) a legal opinion of the County attorney that there would be no violation of state or local laws in granting the exception.

Reallocation of Funds If the amount of unused or returned funds is not sufficient to justify the administrative burden of reallocating those funds; the funds may be added to the next fiscal year's allocation.

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Systems Coordination Emergency Solutions Grants recipients (County) must consult with Continuums of Care in allocating funds for eligible activities; developing performance standards, evaluating outcomes of ESG assisted projects and developing funding policies and procedures for the administration and operation of the HMIS.

Centralized or Coordinated Assessment Emergency Solutions Grants recipients (County) and Subrecipient's are to use a centralized or coordinated system to initially assess the eligibility and needs of each individual and family who seeks homeless assistance or homelessness prevention assistance. This centralized or coordinated assessment system will be developed and implemented by the Continuum of Care in accordance with minimum requirements to be established by HUD. HUD is currently developing its minimum requirements for these systems and will present these requirements for public review and comment in the upcoming proposed rule for Continuum of Care program. Currently ESG recipients or Subrecipient's are not required to use a centralized or coordinated assessment system until the Continuum of Care program final rule has been published.

Shelter and Housing Habitability Standards The revised habitability standards incorporate lead-based paint remediation and disclosure requirements. All shelters must meet the minimum habitability standards adopted from the SHP regulations. Shelters renovated with ESG funds are also required to meet state or local government safety and sanitation standards including emergency efficient appliances and materials. If ESG funds are used to help program participants remain in or move into permanent housing, that housing must meet habitability standards. See ESG Housing Habitability Standards Inspection Checklist.

Subrecipient's who provide rental assistance with ESG funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Units should be inspected on an annual basis and upon a change of tenancy. The minimum ESG Housing Habitability Standards Inspection Checklist must be completed.

Coordination with Continuum of Care (CoC) Planning Efforts Subrecipient's must coordinate with the local CoC to ensure that ESG activities are aligned with the CoC's strategies for preventing homelessness and ending homelessness. The impact of persons receiving ESG assistance will ultimately be reported by CoCs through required point-in-time counts and through other data collected by HUD.

Consultation with Homeless Participates The Continuum of Care must provide for participation of not less than 1 homeless individual or former homeless individual on the board of directors or other equivalent policymaking entity, to the extent that such entity considers and makes policies and decisions regarding any facility services, or other assistance of the recipient assisted under this part. The Secretary may grant waivers if the Continuum of Care is unable to meet the requirement under the preceding sentence if they agrees to otherwise consult with homeless or formerly homeless individuals in considering and making such policies and decisions. Participation of homeless or formerly homeless persons in a policy-making or operations function can pose a challenge for ESG-funded program administrators.

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Ineligible Activities

Rehabilitation activities funded through ESG cannot increase the square footage of the structure involved and must occur within the existing structure. (Refer to Section 504 of the Rehabilitation Act of 1973, as amended, as provided in 24 CFR 8.23 (1) or (b).)

ESG funds shall not be utilized acquisition of real property; new construction; addition of square footage, property clearance or demolition; support inherently religious activities such as worship, religious instruction, or proselytization; or to rehabilitate or repair buildings such as sanctuaries, chapels, and other rooms that a congregation uses as its principal place of worship.

ESG funds shall not be used for recruitment or on-going training of staff, depreciation, advertisement, entertainment, conferences, or retreat, public relations, advertising, bad debts/late fees, or mortgage payments of the Subrecipient organization.

Match Requirement

ESG Subrecipient's must match their award amount with **an equal amount** or greater amount of resources other than ESG funds. Therefore, ESGP applicant organizations must demonstrate access to resources that may be used as match **after** the date of the grant award. Matching funds used for this ESG project may not be used to match any other project or grant. Supportive Housing Program and Community Development Block Grants from the U.S. Housing and Urban Development Department may be used as match sources. Match resources must be documented and may include:

- 1) **Donated Supplies:** Donated goods such as clothing, furniture, equipment, etc. Include the source and an estimated value for all donated goods.
- 2) **Cash Donations or Grants:** Private donations or grants from foundations, nonprofits, or local, state, and federal sources. A single grant may serve as the required match.
- 3) **Value of Donated Building:** The fair market value of a donated building in the year that it is donated. The building must be proposed for ESG related activities and must not currently be in use for these activities. The verification should state when the building was donated and for what purpose, the current use of the building, and how long the building has been used for its current purpose. A licensed real estate salesperson, broker or licensed appraiser may be used to determine the fair market value of the property.
- 4) **Rent or Lease:** Rent paid for space currently used to provide services to the homeless must *include the source of funds used to pay rent*. The fair market rent or lease value of a building owned by or space that is donated (rent-free) to the organization is also an acceptable match resource. To document fair market value a letter from a licensed real estate salesperson, broker or licensed appraiser that specifies the location of building, square footage, value per square foot, and total lease or rent value based on 12-month occupancy.
- 5) **Salaries:** Any staff salary paid with general operating funds or grant funds (CDBG, United Way, etc.). The position(s) used as match must be involved in ESG related activities and the hours utilized for match must be for hours worked for ESG related activities. For each position, include the title, annual salary, percentage of time dedicated to ESG activities, source of funds and the dollar amount proposed as match.
- 6) **Volunteers:** Time and services contributed by volunteers, with a value not to exceed \$5 per hour. [Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.]

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Environmental Review

Rehabilitation Projects Only

The 1988 McKinney Amendment Act revised the environmental review procedures for assistance under Title IV of the Act, including ESG, by making applicable the provisions of, and regulations and procedures under section 104(g) of the Housing and Community Development Act of 1974 (42 U.S.C. Sec. 5304 (f)). The regulations are codified at 24 CFR Part 58. Also, see 24 CFR 576.57e (Release of Funds), and 24 CFR 35 (Lead Based Paint Hazard Reduction).

No funds may be obligated or expended for rehabilitation activities until the project has been environmentally cleared. Prince William County government assumes the environmental responsibilities, and will be responsible for providing a release of funds in accordance with the requirements of 24 CFR Part 58. Funds may be obligated or expended only after the Request for Release of Funds and Certification of Compliance with Environmental Regulations at 24 CFR Part 58 have been approved in writing.

If the structure proposed for Rehabilitation activities was built prior to 1978, the risk of the presence of lead-based paint according to the guidelines contained in 24 CFR 35 "Requirements for Notification, Evaluation and Reduction of Lead-Based paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance" must be followed. The HUD website includes helpful information, including a certification for lead-based paint risk assessment (www.hud.gov/lead/ click on "Training" in left hand column).

Financial Documentation

If an organization spends more than \$500,000 in *federal or state funds* during its fiscal year they must have a single audit conducted for that year. The threshold for expenditure of *federal or state funds* was increased from \$300,000 to \$500,000 for organizations with fiscal years ending after December 31, 2003. If a single audit is required for an organization, a portion of the audit cost may be included in the ESG budget. An applicant organization that *does not exceed* the \$500,000 federal or state fund expenditure threshold is exempt from the single audit requirements. In this case, audit costs may **not** be included in the ESG budget.

An organization must include its most recent complete audit report and if applicable, management letters as part of the financial documentation before contracts are executed. If organization is not required to have a single audit performed, end-of-the-year financial statements (balance sheet, income statement, and statement of cash flow) are required.

Contracts and Reporting

Projections of outputs and outcomes will be incorporated into contracts as performance measures. Applicant organizations must have a computer and access to the Internet. ESG monthly reporting will be electronic via the Internet. Organizations must have a computer on-site with the capability to transmit monthly financial and programmatic reports and receive electronic transmissions. Specific information on the format and due dates of required reports will be provided within contracts to Subrecipient's. Subrecipient's must submit reports monthly, by the due date specified in the contract.

Subrecipient's are also required to report client-level data in a Homeless Management Information Systems (HMIS) and must have an agreement with the local HMIS Administrator for reporting. Domestic Violence providers must report in a comparable database. The Office of Housing and Community Development (OHCD) reserves the right to enter into direct agreement with the HMIS Administrators to provide OHCD with required data. OHCD may terminate the contract with a Subrecipient if any Subrecipient, including partners in a collaborative effort, is not complying with the requirements of the

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contract and HUD requirements related to ESG.

ESG Housing Habitability Standards Inspection Checklist

The standards for housing unit inspections under Emergency Solutions Grant (ESG) are the housing habitability standards. These standards apply only when a program participant is receiving financial assistance and moving into a new (different) unit. Inspections must be conducted upon initial occupancy and then on an annual basis for the term of ESG assistance.

The habitability standards are from the Housing Quality Standards (HQS) used for other HUD programs. HQS inspections standards do not require a certified inspector complete the inspection. As such, ESG program staff can conduct the inspections, using a form such as this one to document compliance.

Element

1. **Structure and materials:** The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and to protect the residents from hazards.
2. **Access:** The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
3. **Space and security:** Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.
4. **Interior air quality:** Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
5. **Water Supply:** The water supply must be free from contamination.
6. **Sanitary Facilities:** Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
7. **Thermal environment:** The housing must have adequate heating and/or cooling facilities in proper operating condition.
8. **Illumination and electricity:** The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
9. **Food preparation and refuse disposal:** All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
10. **Sanitary condition:** The housing and any equipment must be maintained in sanitary condition.
11. **Fire safety:** Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.

CERTIFICATION STATEMENT

I certify that I have evaluated the property located at the address and find the following:

Property meets all of the above standards and is approved.

Property does not meet all of the above Standards and is not approved.

Case

-

Signature:

Name: _

Address: _

Evaluator's

Date: _

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FY18 CDBG/HOME and ESG Projects

Prince William County

Number	Project	CDBG with PI	CDBG Carry-Over	HOME with PI	Persons Served	HH Served	HUD Code and Code Title
1	Virginia Cooperative Extension Comprehensive Housing Counseling (County)	\$ 52,080			115		05U Housing Counseling
2	Dawson Beach Transitional Housing Property Management (\$136,000 + \$30,000 PI)	\$ 166,000			27		03T Operating Cost of Homeless/AIDS Patient Program
3	Dawson Beach Transitional Housing Case Management Client Services	\$ 35,000			27		03T Operating Cost of Homeless/AIDS Patient Program
4	ADA Renovations for OHCD Reception/Admin		\$ 500,000				03 Other Public Facilities/Improvements
5	Transportation for Homeless	\$ 15,000			35		05E Transportation Services
6	County Rehab Administration	\$ 220,000					14H Rehab: Administration
7	Neighborhood Housing Rehab Program \$871,176 Rehab + \$230,100 PI + \$296,439	\$ 1,101,276	\$ 296,439			16	14A Rehabilitation: Single Unit Residential
		\$ 1,589,356	\$ 796,439				
8	INSIGHT, Inc. Acquisition	\$ 225,000	\$ 225,000			1	01 Acquisition Real Property
9	Streetlight Community Outreach	\$ 40,000	\$ 40,000		25		05 Public Services (General)
		\$ 265,000	\$ 265,000				
10	General Management, Oversight, Coordination of CPD Programs	\$ 216,648					21A General Program Administration
11	Homeownership Assistance Program Policy & Admin.	\$ 91,000					21A General Program Administration
12	Fair Housing Testing	\$ 30,000					21D Fair Housing Activities subject to 20% cap
13	Community Development Block Grant (CDBG) Administration	\$ 110,357					21A General Program Administration
		\$ 448,005					
14	Community Housing Development Organizations (CHDO)			\$ 99,208		1	14B Construction of Housing
15	First-Time Homebuyer Program (FTHB) \$441,296 + \$200,000 PI +439,079 Carry-Over)			\$ 1,080,375		6	13 Direct Homeownership Assistance
16	HOME Administration 10% of Allocation (\$661,384)			\$ 66,138			19A Funding of Admin/Planning Costs of PJ
	Subtotal	\$ 2,302,361	\$ 1,061,439	\$ 1,245,721	229	24	

Manassas City

17	Virginia Cooperative Extension Comprehensive Housing Counseling (City)	\$ 8,055			25		05U Housing Counseling
18	Neighborhood Housing Rehab Program	\$ 134,890				2	14A Rehabilitation: Single Unit Residential
		\$ 142,945					
19	First-Time Homebuyer Program (HOME)			\$ 39,568		1	13 Direct Homeownership Assistance
	Subtotal	\$ 142,945	\$ -	\$ 39,568	25	3	

Manassas Park

20	Neighborhood Housing Rehab Program	\$ 54,820				1	14A Rehabilitation: Single Unit Residential
		\$ 54,820					
21	First-Time Homebuyer Program (HOME)			\$ 15,174		1	13 Direct Homeownership Assistance
	Subtotal	\$ 54,820		\$ 15,174		2	
	TOTAL	\$ 2,500,126	\$ 1,061,439	\$ 1,300,463	254	29	

22	ACTS Emergency Shelter	\$ 18,147			180		
23	PWC OHCD Dawson Beach Transitional Housing	\$ 13,611			27		
24	PWC DSS Winter Shelter & Hilda Barg Homless Prevention Center	\$ 39,319			519		
25	NVFS SERVE Shelter	\$ 45,368			307		
26	Raid Re-Housing Pool (ACT Shelter and NVFS SERVE Shelter)	\$ 58,074			74		
27	Homeless Management Information System (HMIS)	\$ 5,000					
28	Administration 7.5% of FY18 ESG	\$ 14,556					
		\$ 194,075			1,107	0	

6/19/2017



OPEN COMMENT PERIOD & NOTICE OF AVAILABILITY OF DRAFT

PRINCE WILLIAM AREA

(Prince William County; Cities of Manassas and Manassas Park)

CONSOLIDATED HOUSING AND COMMUNITY DEVELOPMENT ANNUAL ACTION PLAN FEDERAL FISCAL YEAR 2017 (FY2018)

All citizens and interested parties of the Prince William Area are hereby notified that **effective March 15, 2017**, the draft plan is available for public review and comments. Copies of the plan are available for public viewing at regional libraries and County/City government centers. To request a copy of the draft Consolidated Housing and Community Development Annual Action Plan for Fiscal Year 2018, call 703-792-7531 or visit our website at www.pwcgov.org/housing

Informational briefing of the plan will take place on:

Thursday, March 23, 2017

8:30 AM

**Dr. A. J. Ferlazzo Building
Locust Shade Conference Room
15941 Donald Curtis Drive
Woodbridge, VA**

Thursday April 5, 2017

4:00 PM

**Sudley North Government Center
Suite 102, Conference Room D
8033 Ashton Avenue,
Manassas, VA**

The draft plan documents housing and non-housing needs, outlines available resources and presents a one-year plan for using Federal funds for fiscal year 2018. According to the National Affordable Housing Act of 1990, as amended, communities which receive Federal housing funds must submit this multi-year plan to the U.S. Department of Housing and Urban Development (HUD).

Citizens and other interested parties are urged to attend the informational meetings and/or submit written comments, by no later than **midnight, April 14, 2017**.

For more information concerning any of the above, or to make arrangements for anyone with special needs, please call Kim Lawson at (703) 792-7531, or TTY: (703) 792-4364 (for speech/hearing impaired). Written comments should be directed to:

PWC Office of Housing and Community Development

Attn: Joan S. Duckett, Community Planning & Development Division Chief

15941 Donald Curtis Drive, Suite 112

Woodbridge, Virginia 22191-4291

jduckett@pwcgov.org

