



**CITY OF PORTSMOUTH
FISCAL YEAR 2012 (JULY 1, 2012 TO JUNE 30, 2013)
APPLICATION INSTRUCTIONS
HOME INVESTMENT PARTNERSHIPS PROGRAM**

APPLICATION REVIEW, DECISION PROCESS OVERVIEW
AND FY 2012 CALENDAR

Deadline Monday December 19, 2011 by 5:00 p.m.
Please Note: Late Applications will not be accepted.
Separate applications must be submitted for each project.
All other applications are obsolete.

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

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

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

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

Tuesday November 29, 2011, 10:00 am
Neighborhood Facility Recreation Center
900 Elm Ave.

Wednesday November 17, 2010, 5:30 pm
Planning Department
City Hall Building, 4th Floor
801 Crawford St.

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

Completed applications should be returned to:

Mr. Jeffrey Crimer
City of Portsmouth Planning Department
801 Crawford Street, 4th Floor
Portsmouth, VA 23704

Applicants are encouraged to meet with staff prior to submitting an application to discuss the details of the project. If you have questions or to discuss the specifics of your project, call 757-393-8836, ext. 4206 or email crimerj@portsmouthva.gov

Applications are due at the City of Portsmouth Planning Department by Monday December 19, 2011 by 5:00 pm.

- The application review process has three phases:
 - ❖ **Phase One:** A public hearing is held to gather input from the community regarding the allocation of HUD entitlement funding. Applications are initially reviewed for their eligibility under federal program guidelines by the Planning Department. Applications are reviewed by the Selection Committee, which consists of staff from City departments and agencies. Eligible projects are considered according to their contribution to the goals and objectives of the City's approved Consolidated Plan, their ability to help the City meet federal program guidelines, and other local priorities. Organizational capacity, experience, and past performance are also considered.
 - ❖ **Phase Two:** A recommendation that is reflective of both the review and assessment of the Selection Committee is forwarded to the City Council.
 - ❖ **Phase Three:** The Portsmouth City Council holds a public work session and public hearing on the Selection Committee recommendation. The City Council adopts the Annual Action Plan and finalizes the budgets. Upon completion of the process, the City forwards the adopted Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD) for approval.
- Projects considered at the City Council public hearing are limited to those submitted according to the guidelines and timetables outlined in this package. Applicants are strongly encouraged to attend and participate at these public hearings.
- More detailed information describing these and other related citizen participation processes for the Annual Action Plan are found in the City of Portsmouth's approved Citizen Participation Plan. A copy of that Citizen Participation Plan can be obtained from Portsmouth's Planning Department, City Hall, 801 Crawford Street, 4th Floor, Portsmouth, VA 23704, by calling 757-393-8836, ext. 4206.

FY 2012 – 13 Calendar*

Date	Action
Tuesday November 1, 2011	Applications for funding available on line.
Tuesday November 29, 2011	Two identical public hearings to report on progress and identify needs. Distribute applications for funding.
Monday December 19, 2011	Applications for funding due to City.
Friday February 24, 2012	Begin 30 day display for FY 2012 Action Plan.
Tuesday March 27, 2012	Presentation of FY 2012 projects to City Council, 6:00 pm.
Tuesday April 24, 2012	City Council hearing to present and consider FY 2013 Action Plan, 7:00 pm.
Tuesday May 1, 2012	City Council adopts FY 2013 Action Plan.
Tuesday May 15, 2012	Submit FY 2013 Action Plan to HUD for 45-day review.
Sunday July 1, 2012	Begin FY 2012.

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

CDBG Program APPLICATION INSTRUCTIONS

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

This Application is to be used by applicants applying for Community Development Block Grant (CDBG) Program funds for the FY 2012 funding period (July 1, 2011 to June 30, 2012). **You must submit a different application for the HOME Investment Partnerships Program. One CDBG application should be submitted for each project (e.g. operating funds, acquisition, rehabilitation, demolition, childcare and tutorial programs).** A project may have several interrelated activities. In which case, one application is sufficient.

Sub-recipient Obligations

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

1. Enter into a Sub-recipient Agreement with the City.
2. Follow all City of Portsmouth and HUD rules and regulations outlined in the Sub-recipient Agreement including federal procurement and hiring procedures and as further outlined in the City of Portsmouth *CDBG and HOME Sub-recipient Compliance Manual* on line at <http://www.portsmouthva.gov/planning/CommPlanDevPrg/>
3. Submit quarterly reports to provide information on progress toward meeting accomplishments/outcomes.
4. Expend funds within the City Fiscal year 2013. In most cases, HUD funds are granted only for the twelve-month period of the program year for which applications are solicited. Extensions of agreements may be considered. Requests for extensions should be submitted to Jeffrey Crimer at the Planning Department at least 60 calendar days prior to the agreement's termination date.
5. Organizations expending \$500,000 or more in federal funds in a year, including, but not limited to, CDBG and/or HOME funds received from the City, are required to undergo an independent audit that conforms to the guidelines of federal OMB Circular A-133. For such organizations, the amount by which the organization's audit costs increase due to complying with this requirement with respect to CDBG and/or HOME funds received from the City may be included as part of the budget in your application. Audits are not required under the federal rules for organizations expending less than \$500,000 in federal funds in a year. Consequently, audit costs for such organizations, may not be included in the CDBG and/or HOME funds requested in your application.
6. Applicants selected to receive CDBG and/or HOME funding must carry insurance coverage appropriate for the nature of the activities to be conducted. Said insurance shall be in the form of a commercial general liability policy, including contractual liability, issued by a company licensed to do business in the Commonwealth of Virginia. Said policy shall have limits of not less than \$2,000,000 per occurrence and \$3,000,000 aggregate covering bodily injury, property damage and personal injury. Premiums will be paid by the Sub-recipient. The policy will be kept in force during the terms of the Agreement. The insurance policy shall contain a provision or a rider that it shall not be canceled or terminated or changed materially without 60 days written notice, or such reasonable notice as it is the policy of Sub-recipient's insurer to provide (said notice

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

7. Funds are available to the Sub-recipient on a reimbursement basis only based on documentation of incurring the expense and payment of the expense. Reimbursements of funds shall be limited to actual costs evidenced by copies of original invoices, time records, and other appropriate documentation and proof of payment identified in the approved itemized project budget. Final reimbursements must be requested not later than **15 calendar days after the expiration date of the agreement.** Please note that the City is under no obligation to honor requests for payments received after these time limits. Costs incurred prior to the effective date or after the expiration date of your agreement with the City cannot be reimbursed without prior authorization from the Program Administrator.

A. Eligibility and Funding Range

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

B. Submission Documentation

The required application format is included. The following format must be used. Do not change the application format. If this format is not used, your proposal may not be accepted. The application is 9 pages and is designed to accommodate specific lengths in response to each question. Narrative boxes have been provided. Documents should be prepared using a 10 pt Arial font. **DO NOT ADJUST THE FORMAT OF THE APPLICATION. DO NOT EXCEED THE SPACE ALLOCATED FOR EACH QUESTION.**

C. Submission Deadline

All applications must be submitted by **Monday, December 19, 2011 by 5:00 p.m.** to the Department of Planning, City Hall, 801 Crawford Street, 4th floor, Portsmouth, VA 23704. This requirement is firm as to place, date, and time. **Each applicant is required to submit one original and 5 unbound, 3-hole punched applications (No staples).**

Mailed applications should be posted in time **to be received** by the date and time at the location above. No emailed or faxed applications will be accepted. If you have questions or require

additional information, please contact Jeffrey Crimer at the Planning Department at 757-393-8836, ext. 4206.

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

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

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

Section II – Project Information: Enter the name and location of the project including the Specific Street Address where funds will be expended. If more than one address, please add all addresses. A map of the City of Portsmouth Census Tracts accompanies this instruction package, as well as a list of low to moderate income areas as designated by the 2000 Census (see Attachment B).

Section III – Project Funding: Enter the amount of funds being requested **and** all other sources of funding being leveraged for this specific program including any from local, state, or private sources. Identify any program income to be generated during the program year. The budget must show the HOME amount requested is the very least amount necessary to close the projects financial gap or make the project economically feasible. All HOME project costs require matching contributions. To be counted as match, a contribution must be made to housing that qualifies as affordable under Section 215 of the National Affordable Housing Act

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

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

Section IV – 5-Year Consolidated Plan 2009 to 2013. Identify consistency with the local priorities as established by the City's adopted 5-Year Consolidated Plan 2009 to 2013. (See Attachment E.).

Section V – Beneficiaries and Collaboration. Identify the number of low income households the project will serve. Also identify if project will primarily serve to benefit persons with special needs. Identify collaborative partners, such as housing counseling agencies, you plan to work with for outreach of the project. Attach proof of commitments for the project.

Section VII – Completion Checklist: This section identifies the additional required documentation. Select the appropriate response for each document listed. *Note: Prior approval from the Planning Department must be obtained before the application deadline in order to use the, “on file,” response. The request can be made via e-mail to crimerj@portsmouthva.gov.*

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

Question	Instructions
1	Describe the problem within the City of Portsmouth that will be addressed by this project. <u>Be specific and provide statistics</u> that justify the need for this program and reference to the 5 Year Consolidated Plan 2009 to 2013 . Identify the population to be served (i.e. homeless, disabled, youth, etc.). Support may also include any priorities identified by City government or citizen groups. All need should be documented.
2	Describe the benefit that will be derived by the City through funding and implementation of your project. Explain thoroughly how this is a solution to the problem identified in 1 above.
3	Provide a concise description regarding use of HOME funds toward implementing the project. The narrative should be specific regarding tasks to be completed.
4	Current status of the project. Is the project underway? If this project is already underway, describe what has been done so far, including the sources and amounts of financial assistance already received. If you are requesting additional funds for a project currently receiving funding from the City, indicate the anticipated date of project completion and estimate any additional financial assistance that must still be secured, including the amount requested by this application, to complete the project.
5	For “development projects” consisting of acquisition, construction, rehabilitation, or related activities, provide the additional information as indicated.
6	100% of HOME funds must assist persons at or below 80% of AMI. Lower income levels apply for some activities. For rental housing or TBRA, additional targeting requirements apply. HOME applications must document how the project will principally benefit low- and moderate-income (L/M) persons. HOME income eligibility must be determined and documented before the assistance is provided.
7	To ensure that HOME investments yield affordable housing over the long-term, HOME imposes rent and occupancy requirements over the lengths of an affordability period. Explain measures that will ensure long-term affordability of the units and describe all provisions made to ensure low income households will occupy the units initially and throughout the life of the program.
8	Provide a precise project work schedule showing projected time frame for the commencement and completion of each stage of the project from design to occupancy. Provide specific dates by month, day, year.
9	Indicate whether this project is on-going or multi-phased. If yes, include matching funds commitment documentation as indicated in item 11 of the Request for Funding application completion checklist.

Question	Instructions
10	Indicate whether this project is on-going or multi-phased. If yes, include matching funds commitment documentation as indicated in item 11 of the Request for Funding application completion checklist.
11	Provide a precise description of your strategies for marketing your program and the target population Identify one HUD National Objective your project/program addresses. All CDBG activities expect those eligible under 570.206 must meet a national objective.
12	Provide outcome measures for each program and application submitted. See Attachment E for an example. If you have more than three program outcomes, you may attach a sheet detailing the additional outcomes to the project implementation timeline (item # 15 of the application form completion checklist). See Attachment E for example.

Section IX – Budget: This section is designed to provide a complete description of associated costs, and resources available for program/project implementation. The approved budget will be included in the Sub-recipient agreement and all reimbursements shall be limited to the categories and amounts as listed in the approved budget. There shall be no deviations from the budgets unless approved by the City CPD Administrator in advance of the use of funds.

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

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

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

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

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

**Attachment A
City of Portsmouth Income Limits**

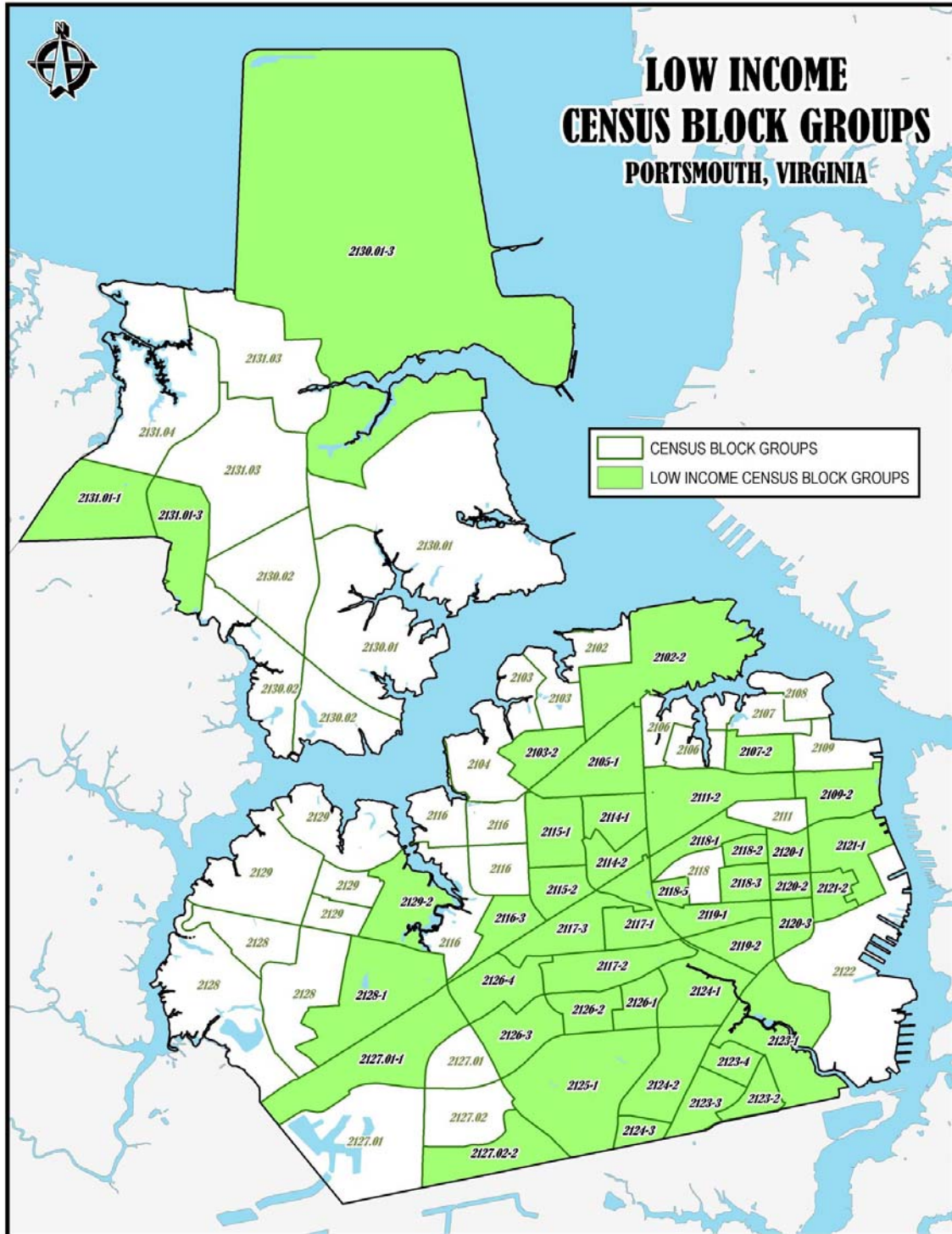
CDBG applications must document how each funded activity will principally benefit low- and moderate-income (L/M) persons. HOME applications must document that all beneficiaries are L/M households. L/M persons/households are those that are at or below 80% of Area Median Income (AMI). AMI for the City of Portsmouth is based on the AMI for the Virginia Beach-Norfolk-Newport News, VA-NC MSA as adjusted for family size. The most recent income limits, effective May 2011, are as follows:

	Household Size							
	1	2	3	4	5	6	7	8
30% of AMI	14,700	16,800	18,900	20,950	22,650	24,350	26,000	27,700
31 to 50% AMI	24,500	28,000	31,500	34,950	37,750	40,550	43,350	46,150
51 to 80% AMI	39,150	44,750	50,350	55,900	60,400	64,850	69,350	73,800

HUD updates the income limits annually and they are available online at <http://www.huduser.org/datasets/il.html>. Applicants are responsible for ensuring that the most up to date income limits are used when documenting L/M benefit.

**Attachment B
Low to Moderate Income Census Tracts (CT) & Block Groups (BG)
Using HUD 2000 Definition**

Neighborhoods (or portion of)	Census Tract Block Group	Percent Low Income
Port Norfolk	CT 2102 BG 2	54.90
Forrest Park	CT 2103 BG 2	70.30
Whispering Oaks, Port Norfolk, London Oaks Apts.	CT 2105	84.30
Park View	CT 2107 BG 2	55.70
Downtown	CT 2109 BG 2	52.90
Crawford Redevelopment Area	CT 2111 BG 2	66.50
Mt. Hermon	CT 2114 BG 1	68.20
Jeffry Wilson	CT 2114 BG 2	95.60
Westhaven Park	CT 2115 BG 1	52.10
Westhaven Park, West Grove, Westminster Village	CT 2115 BG 2	64.20
Kingman Heights	CT 2116 BG 3	57.50
Truxtun, N. Truxtun, Arcadia Heights	CT 2117 BG 1	64.90
Truxtun, Fairville, Maplewood Park, Glendale, Highland Biltmore	CT 2117 BG 2	55.50
Douglass Park	CT 2117 BG 3	68.70
Swanson Homes	CT 2118 BG 1	98.50
Prentis Park	CT 2118 BG 2	68.50
Prentis Park	CT 2118 BG 3	73.90
Dale Homes	CT 2118 BG 5	92.60
Brighton	CT 2119 BG 1	78.80
Brighton	CT 2119 BG 2	68.00
Prentis Place, Harbor Sq.	CT 2120 BG 1	66.50
Prentis Park	CT 2120 BG 2	82.50
Brighton	CT 2120 BG 3	82.90
Portcentre Commerce Park	CT 2121 BG 1	95.10
Southside, Southside Gds.	CT 2121 BG 2	70.60
Cradock, Afton Commons, Afton Village	CT 2123 BG 1	75.90
Cradock, Cradock Colonials	CT 2123 BG 2	55.10
Cradock, Cradock Gardens	CT 2123 BG 3	54.10
Cradock	CT 2123 BG 4	71.40
Highland Park, New Gosport	CT 2124 BG 1	69.10
West Cradock, Deep Creek Village	CT 2124 BG 2	58.90
Bayview Gds.	CT 2124 BG 3	79.10
Garden Homes, S. Loxley Place, Loxley Place, S. Fairview Heights	CT 2125	52.70
Highland Biltmore	CT 2126 BG 1	56.90
Highland Biltmore	CT 2126 BG 2	64.60
Victory Crossing Business Park	CT 2126 BG 3	100.00
Newport	CT 2126 BG 4	84.70
Bonneville Apts., Charlestowne Townhouses	CT 2127.01 BG 1	72.60
Cavalier Manor	CT 2127.02 BG 2	54.10
Collinswood	CT 2128 BG 1	61.50
Century Homes, Simonsdale	CT 2129 BG 2	58.70
Craney Island	CT 2130.01 BG 3	53.10
Churchland West	CT 2131.01 BG 1	65.80
Ebony Heights	CT 2131.01 BG 3	80.90



Attachment C HOME Eligible Activities.

92.205(a)(1) HOME eligible activities. HOME funds may only be used to provide incentives to develop and support affordable permanent or transitional rental housing and homeownership affordability through:

Rehabilitation – rehabilitation of existing housing units or converted buildings for low- to moderate-income households. Rehabilitation must meet Housing Quality Standards. Yes

Home ownership assistance – assistance in the form of down payment assistance, payment of closing costs, and other form of assistance. Yes

New construction - new construction, reconstruction, or rehabilitation of non-luxury housing with suitable amenities, including real property acquisition, site improvements, conversion, demolition, and other expenses, including financing costs, relocation expenses of any displaced persons, families, businesses, or organizations. Yes

Acquisition of real property – purchase of property for the rehabilitation or construction of housing. Yes

Tenant-based rental assistance - including security deposits. Yes

92.208(a) CHDO Operation – activities for CHDO's to cover general programs administration costs for projects that are directly relate funded with HOME funds. CHDO administration includes personnel, supplies, and other related costs. Yes

92.300(a)(1) CHDO eligible activities – housing to be developed, sponsored, or owned by community based development organizations.

Program administration – use of HOME funds are restricted by maximum funding levels. Contact staff to discuss questions relating to the availability of administration funds.

Attachment D HOME LOW- and MODERATE-INCOME DOCUMENTATION

LOW- AND MODERATE-INCOME BENEFIT DOCUMENTATION

100% of HOME funds must assist persons at or below 80% of AMI. Lower income levels apply for some activities. For rental housing or TBRA, additional targeting requirements apply as follows:

- 90% of the occupants of HOME-assisted rental units and households assisted with HOME TBRA must have incomes at or below 50% of AMI.
- 20% of the units in **each** rental housing project containing **five or more** units must be occupied by tenant families with incomes at or below 50% of AMI.

HOME applications must document how the project will principally benefit low- and moderate-income (L/M) persons. HOME income eligibility must be determined and documented before the assistance is provided.

HUD provides three definitions for determining income as follow:

- Section 8 (Part 5);
- IRS Adjusted Gross Income;
- Census Long Form.

All projects must use the same definition of all households.

Income Basics

- Gross annual income determines eligibility. (Adjusted income used for TBRA).
- Anticipate income for next 12 months.
- Compare income to published low income limits to determine eligibility.
- Income is based on household in residence at time of assistance, not just immediate family

Income Verification

- Verify using source documentation. Income verification is good for 6 months.
- Recertify rental income annually.

Attachment E

5-Year Consolidated Plan 2009 to 2013 Priorities

Priority - Home ownership - Support existing homeowners and increase home ownership of all income ranges including those earning at or below 80% AMI.

For Existing Homeowners

- Provide rehabilitation and maintenance of owner occupied units, adaptive modifications and accessibility improvements in addition to preservation of the City's unique historic houses. This is of benefit to all home owners including those with special needs.
- Support the health and safety of homeowners during rehabilitation and maintenance of housing units through enforcement of HUD regulations 1012 and 1013 on lead-based paint hazards in housing receiving federal assistance to remedy lead hazards and potential contamination.
- Continue to provide tax breaks to increase restoration potentially attracting more middle-income households to settle or remain.

For New Homeowners

- Support programs that attract and assist homebuyers of various ages and income levels.
- Support quality rehabilitation of vacant, foreclosed, and tax delinquent housing units for home ownership.
- Support and encourage quality in-fill housing development that is appropriately scaled and designed in character with the surrounding neighborhood.
- Support the enhancement of neighborhoods through the demolition of blighted structures where rehabilitation is not feasible.
- Transfer of tax-delinquent property for home ownership opportunities. Assist housing developers and other qualified buyers with acquisition of tax delinquent properties for home ownership.
- Promote reuse of vacant buildings for home ownership opportunities targeting for use by all income ranges and the elderly and persons with disabilities.
- Provide affordable housing types as part of mixed-use development (e.g., by allowing housing above retail space).
- Support the creation of affordable ownership housing in market rate developments.
- Prepare households, including public housing residents, for the responsibilities of home ownership with training sessions on credit repair, budgeting, working with a real estate agent, mortgage financing, mortgage products, predatory lending practices, home inspections, avoiding default, and fair housing rights in addition to post closing education to prevent foreclosures in addition to home repair.

Priority - Rental Housing - The City will support activities that provide decent and affordable rental housing.

- Support services and assistance to achieve self-sufficiency with programs that connect support services to rental housing in order to assist low income tenants and persons at-risk of homelessness to become self-sufficient.
- Promote quality rehabilitation and maintenance of existing rental housing by private sector and non-profit programs for low income renters. This is of benefit to all renters including those with special needs.
- Support and encourage quality small scale in-fill housing development that is appropriately scaled and designed in character with the surrounding neighborhood in addition to preservation of the City's unique historic houses.
- Continue to improve the living conditions of the existing public housing developments by meeting their redevelopment, restoration and revitalization needs.
- Promote reuse of vacant buildings for rental housing targeting for use by all income ranges and the elderly and persons with disabilities.

- Provide affordable housing types as part of mixed-use development (e.g., by allowing housing above retail space).
- Assist developers using the Low Income Tax Credit Program particularly those that have mixed income occupancy.

For All Households

- Support fair housing education and training. Continue to promote and support fair housing education and training to housing providers, providers of housing related services, and the general public to increase compliance with fair housing laws.
- Educate landlords and tenants on their roles and responsibilities and promote partnerships to maintain rental properties as well as the health and safety of tenants.
- Continue to emphasize strategic housing code enforcement.
- Develop procedures to ensure the maintenance and upkeep of vacant properties to the benefit of neighborhood and housing stability.
- Encourage new housing suitable to a mix of income groups that is developed consistent with design standards reflecting the neighborhood context.
- Target capital investments by the City to support private reinvestment in transitional and redeveloping neighborhoods.
- Support efforts of organizations to maintain and improve neighborhood quality.
- Regain a sense of historic identity and sense of place in revitalization/redevelopment activities for redevelopment neighborhoods.
- Link programming of public infrastructure improvements to an overall plan and priorities for neighborhood improvement.

Outcomes of implementation of the housing strategy are as follows.

- Number of successful homebuyers assisted after 3 years (not foreclosed after 3 years).
- Increased rate of home ownership either City-wide or in targeted areas based on the US Census.
- Improved health and safety due to reduction of blighting influences.
- Wait list reductions.
- Decreased overcrowding of units.
- Private dollars leveraged.
- Increased stable neighborhoods.

Priority - Economic Development

Continue with efforts to retain and attract economic enterprises that provide a diverse employment base, improve income, expand the City's tax base and fiscal strength, and support linkages between economic development and housing, community development, and social service needs.

- Promote economic programs that enable existing retail, commercial, and industrial businesses to remain and expand in the City.
- Promote job creation within the community as well as entrepreneurial initiatives, small business expansion, and training for jobs that offer upward mobility.
- Facilitate business start-ups.
- Continue to develop regionally unique portals of entry that attract visitors to the City.
- Invest in physical improvements linked to an overall plan that makes the City more attractive to businesses including development-ready sites and buildings, infrastructure systems, and urban design improvements.
- Focus economic development activities in key geographic areas including the Downtown Waterfront, Downtown Portsmouth, Midtown Portsmouth, Central Portsmouth, George Washington Corridor, Western Portsmouth, and the Working Waterfront.

Priority - Community Needs

The City will create sound and safe neighborhoods by working with involved citizens to provide appropriate public and human services through a comprehensive, high quality, cost effective network of support services.

- Support Services – promote services that connect support services to low income residents to become self-sufficient.
- Promote programs that develop recreational, educational, and other programs for at-risk youth as a key to preparing children to succeed as adults.
- Promote programs that provide comprehensive support services to the elderly that will help them remain independent.
- Promote good health and preventative services in support of self-sufficiency.
- Enhance workforce training and employment opportunities.
- Provide programs that pursue a comprehensive approach to public safety.

The City will continue to improve its public facilities and provide other amenities, such as sidewalks and drainage improvements in support of neighborhood improvement and stabilization.

- Sustain community revitalization through removal of blight.
- Coordinate public infrastructure improvements with neighborhood revitalization and economic development activities.
- Link programming of public infrastructure improvements to an overall plan and priorities for neighborhood improvement or economic development.
- Support efforts of organizations to maintain and improve neighborhood quality.
- Regain a sense of historic identity and sense of place in revitalization/redevelopment activities for redevelopment neighborhoods.
- Improve recreational facilities and programs where feasible and promote new facilities where appropriate to serve the community.
- Maintain and improve public infrastructure, including sidewalks and drainage, to enhance livability for existing residents and encourage reinvestment.
- Support bicycle, pedestrian, and other transportation improvements as identified in the City's multi-modal transportation plan, which seeks to reduce vehicle trips through the City and promote alternate forms of transportation.
- Support development and maintenance of facilities that provide services for low income persons.

Priority – Administration and Planning

The City will continue to effectively administer HUD entitlement programs while reviewing and improving its planning and administrative capacity in order to make the best possible use of its services and resources.

- Provide day to day administration of the entitlement program ensuring timeliness, compliance with regulations, technical assistance to sub-recipients, leveraging resources, conducting outreach and education, and monitoring.
- Continue to target CDBG, HOME, and other funds in order to obtain a maximum impact community wide and in targeted neighborhoods.
- Strengthen the Consolidated Planning process to support efficient and effective use of CDBG, HOME, and other funds.
- Develop strategies for neighborhoods that *Destination 2025* identifies as in need of redevelopment or in transition.
- Support strengthening of neighborhood groups by providing technical assistance in creating neighborhood plans that address their specific needs.
- Facilitate coordination of services between service providers, government agencies, and the community to improve economic vitality, and provide cost effective service.

Outcomes of implementation of the non-housing community development strategy are as follows.

- Timely management of CDBG program.
- Technical assistance provided.

- Percentage of low income households served within the benefit area.
- Number of persons served and achieving resolution of needs.

Priority - Persons with Special Needs - Continue to support safe, decent, and affordable housing opportunities and necessary support services for special needs populations including the elderly, persons with disabilities, and the homeless.

For Elderly Households:

- Programs to assist elderly homeowners with home rehabilitation and adaptation.
- Expand the number of affordable housing units with supportive services.
- Provide supportive services for the elderly so they can live in their own communities.

For Persons with Disabilities

- Continue to provide affordable accessible housing and the adaptation of existing homes.
- Provide supportive services for the disabled so they can live on their own in the community.

Priority - At-risk of Homelessness - Continue to support safe, decent, and affordable housing opportunities and necessary support services for the homeless.

- Support the Continuum of Care developed by Portsmouth Homeless Action Consortium (PHAC) with programs that reduce homelessness and that enable the homeless to move to permanent housing.
- Provide assistance to homeless service providers who are implementing the CoC.
- Address the City's commitment to supporting the regional plan to expand housing for the homeless and at-risk of homelessness.
- Ensure services continue to be available, accessible, and responsive in a coordinated manner.
- Support initiatives that prevent homelessness and assist persons in the early stages of homelessness in association with service agencies.

Outcomes of implementation of the non-homeless special needs and at-risk of homelessness strategy are as follows.

- Wait list reductions.
- Reduced overcrowding of housing units.
- Participants will remain in permanent housing for at least one year.
- Participants will develop skills to support their ability to maintain permanent housing.
- Private dollars leveraged.

Attachment F Example of Outcome Measures

Organization Name: XYZ, Inc.

Program Name: Transitional Housing Program Example

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

FY 2011 MEASUREABLE OUTCOME FORMAT

Common Outcome 1:	Increased income per client.
Indicator:	Compare income at entry and after 3 months in program.
Target:	75% of clients will increase income within 3 months of program entry.
Data Source:	Check stubs.
Data Collection Method:	Clients must submit funds to case manager within 5 days of receiving checks; case managers report to director on a quarterly basis.
Common Outcome 2:	Increased employment
Indicator:	The number of residents employed at entry compared with the number employed after 90 days in the program.
Target:	75% of clients will be employed within 90 days of entering program.
Data Source:	Employers (paycheck, correspondence)
Data Collection Method:	Case managers verify employment through paycheck or contact with supervisor.
Common Outcome 3:	Increased time clean from drugs and alcohol.
Indicator:	The number of months clean for each client and average for all clients.
Target:	87% of clients in recovery will increase their clean time.
Data Source:	Drug and alcohol tests.
Data Collection Method:	Case managers will conduct random drug and alcohol tests on all clients.
Common Outcome 4:	Obtain permanent housing.
Indicator:	The number of clients moving from XYZ to permanent housing.
Target:	61.5% of those leaving XYZ will move into permanent housing when leaving the program.
Data Source:	Leases or other housing agreements.
Data Collection Method:	Case managers will document living arrangements when clients leave XYZ.