NORFOLK

CITY OF NORFOLK FISCAL YEAR 2016 APPLICATION INSTRUCTIONS
HUD ENTITLEMENT PROGRAMS

Deadline Wednesday, January 21, 2015 by 12:00 p.m.
Electronic Application Submission at http://norfolkgrants.egnyte.com

Please Note:
1. For FY 2016, the City of Norfolk will be accepting renewal grant applications awarded in FY 2015 for CDBG Only.
2. Support provided through this program is not an entitlement.
3. Award recipients are not guaranteed funding from year to year.
4. Applications received after the deadline will not be accepted.
5. Separate applications must be submitted separately for each project.
6. All other applications are obsolete.
7. Application(s) must speak for themselves.
8. All information is necessary for review to make informed decisions and must be contained in the application.
9. ONLY agencies up to date on all taxes and fees due to the City of Norfolk will be considered for funding.
**** FY 2016 Application(s) Tutorial is provided at http://www.norfolk.gov/index.aspx?NID=476***
**** Application Webinar will be conducted on Monday, January 5, 2015 at 2:00 p.m. If you are unable to participate at this time, a recorded tutorial will be made available.***

- The application review process has three phases:
  - **Phase One**: The first public hearing will be 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 Department of Neighborhood Development, HUD Entitlement Unit staff. Applications are reviewed by a review group which consists of office staff, city departments, various agencies and individuals of civic-minded Norfolk residents appointed to represent their respective communities as well as representatives of organizations who advocate for low income persons.

    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:** The second public hearing will be held to take comments on the funding recommendation for the Annual Plan. This recommendation that is reflective of the review and assessment of the review group and city administration.
  - **Phase Three:** The third public hearing will be held with City Council on the Annual Plan recommendation. The action of City Council adopts the Annual Plan and finalizes the budget. Upon completion of the process, the city forwards the adopted Annual Plan to the U.S. Department of Housing and Urban Development for approval.
- Projects considered during the public hearings are limited to those submitted according to the guidelines and timetables outlined in this package.
- More detailed information describing these and other related citizen participation processes for the Annual Plan are found in Norfolk's current Citizen Participation Plan which can be accessed at the following location:
  http://www.norfolk.gov/Grant/PDFfiles/Citizen_Participation_Plan.pdf

NORFOLK

FY 2016 CALENDAR*
DATES ARE SUBJECT TO CHANGE*

Description	Date
Request for Proposal Release Date	**Monday, December 15, 2014**
FY 2016 Application Tutorial • Program Overview • Application Instructions • Webinar Format	**Monday, January 5, 2015**
1st Public Hearing: Needs Assessment from the community*	**Wednesday, January 14, 2015**
Deadline for Electronic Proposal Submissions	**Wednesday, January 21, 2015, electronic submission into Egnyte**
2nd Public Hearing: Planning Commission's Proposed Use of Funds*	March 2015
Letters of Award/Denial are Distributed	March 2015
3rd Public Hearing: City Council's Proposed Use of Funds Statement*	May 2015
New Fiscal Year Begins	July 1, 2015

Some dates are subject to change. The dates reflected above are estimated. Notices of all public hearings will be published in the Legal Notices section of the Virginian-Pilot and on the Norfolk.gov/grants website.

RENEWAL APPLICATION INSTRUCTIONS

This Application is to be used by applicants applying for Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and the Emergency Solutions Grant (ESG) funds for the FY 2016 funding period (July 1, 2015 to June 30, 2016). ***The city is accepting renewal applications for the CDBG program only***. Organizations are required to submit electronically using Egnyte system. In order to access Egnyte existing user ID's and passwords are still active. If you experience difficulties in uploading your application contact Kathleen Broughton, at 757-664-4749. If you are submitting multiple applications for different programs, you are required to submit a different application. (i.e, HOME and ESG). For example, one application should be submitted for each project (e.g. operating funds, acquisition, and rehabilitation, and demolition, childcare and tutorial programs). A project may have several connected activities, in which case, one application is sufficient. The ESG application includes individual budgets for multiple programs. ESG applicants are encouraged to submit programs with these identified needs that includes the following: rapid re-housing, housing locating services, in-home case management, and employment services. Therefore, one application is sufficient.

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 Norfolk. To be considered for funding, applications must meet the eligibility requirements for the applicable HUD program. For more information on program eligibility, please visit the Department of Neighborhood Development, HUD Entitlement Grants Program webpage at: http://www.norfolk.gov/index.aspx?NID=449

B. Submission Documentation

The application is required to be submitted electronically using Egnyte. The following format must be used. Do not change application format. If this format is not used, your proposal may be discarded for:

a. Community Development Block Grant Program application is 16 pages.
b. HOME Investment Partnership Program application is 17 pages.
c. Emergency Solutions Grant Program application is 28 pages. *(Complete **only** those sections and questions that apply to the agency program(s)).*

Each application is designed to accommodate specific lengths in response to each question. Narrative fields have been provided for data entry. Documents should be prepared using a 10 pt Arial font. **DO NOT ADJUST THE FORMAT OF THE APPLICATION AND DO NOT EXCEED THE SPACE ALLOCATED FOR EACH QUESTION**.

C. Submission Deadline

***All CDBG renewal* applications, HOME and ESG applications along with its supporting documents are required to be submitted electronically by Wednesday, January 21, 2015 by 12:00 p.m. at** http://norfolkgrants.egnyte.com. This electronic submission must be received by the deadline, site

location, date and time to be considered for funding. No application will be accepted after the deadline.

Before application submission, new HOME and ESG applicants are required to call Kathleen Broughton at 757-664-4749 from the Department of Neighborhood Development, HUD Entitlement Unit, to receive access to using Egnyte which will allow applicants to submit application(s) and supporting documents for the FY 2016 HUD entitlement program(s) electronically. Returning CDBG, HOME and ESG applicants should use their existing Egnyte account.

Electronic applications should be submitted by no later than 12:00 p.m. Wednesday, January 21, 2015. No hard copy or faxed applications will be accepted. ***If you have questions or require additional technical information with regards to your application, please contact Leila LaRock at the Department of Neighborhood Development, HUD Entitlement Unit, at (757) 664-4779.***

If special assistance for the disabled is required, please call the Department of Neighborhood Development, HUD Entitlement Unit, at (757) 664-4080, at least three working days before the application deadline.

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

Section I – Agency Information: Enter the information as it relates to the organization requesting funding including the type of your agency. Also, it is required to include both the Employer Federal I.D. Number and the agency's D-U-N-S Number.

Section II – Project Information: Enter the name and location of the project. A map of the City of Norfolk Census tracts accompanies this instruction package, as well as, a list of low to moderate income areas as designated by the 2000 census.

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.

Section IV – CDBG Eligibility: This section should only be used by applicants **re-applying** for funding under the CDBG program.

- Select the appropriate activity category as defined below:

  ***Public Service*:** Includes, but is not to limited programs concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under 24 CFR 570.207(b)(4)), rental assistance, or recreational needs.

  ***Planning and Administration*:** Limited to costs associated with administration of approved CDBG activities or activities that involve studies or other research aspects.

***Project*:** Housing or infrastructure related activities. These activities may include, but are not limited to those associated with acquisition, demolition, relocation, and rehabilitation.

- ***Population to be Served:*** Select the appropriate population to be served by the proposed program or project. The options include: Youth, Elderly, Special Needs, Homeless, or other.
- ***National Objective:*** Select the appropriate National Objective being met by this program or project. In order for your application to be considered as benefiting low or moderate income persons, an activity must fall into one of the categories listed in this section.

***L/M Area Benefit*:** An activity, the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low and moderate income persons.

***L/M Limited Clientele*:** An activity which benefits a limited clientele, where each person benefited is confirmed to be a low- or moderate-income person. Income verification is required.

***L/M Housing*:** An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate- income households.

***L/M Jobs*:** An activity designed to create or retain **permanent jobs** where at least 51 percent of the jobs, computed on a full time equivalent basis, involve the employment of low- and moderate-income persons.

Slum/Blight: The project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety.

Section IV – HOME Project Type: <u>This section should only be used by applicants *applying* for funding under the HOME Program.</u>

- Select the appropriate activity category as defined below:

Project Type: *Select the appropriate box(s) that* includes: Acquisition, Rehabilitation Only, Acquisition & Rehabilitation, New Construction, Tenant Based Rental Assistance or Other activities.

***Population to be served*:** Select the appropriate box(s) that includes: Homeless, Low-Mod Households, Elderly, Special Needs and Other population to be served.

Project Location: Select the appropriate box(s) that includes: Listed in National Register of Historic Places; Listed in a Local Register of Historic Places; Within a Federal Historic District; In a Qualified Census Tract; In a difficult area to develop; Is the property in the process of rezoning; or Is the property zoned for intended use.

Section IV – ESG Activity Category: This section should only be used by applicants *applying* for funding under the ESG Program. Note: ESG applicants are required to complete the ESG Written Standards checklist form and Section VI to be signed by CoC Chairperson.

- Select the appropriate activity category as defined below:

  Categories: *Select the appropriate box(s) for each application your agency is applying that includes the following options:*

  1. *Street Outreach;*
  2. *Emergency Shelter;*
  3. *Homeless Prevention*
     a. *Tenant Based Rental Assistance*
     b. *Housing Relocation and Stabilization;*
  4. *Rapid Re-Housing*
     a. *Tenant Based Rental Assistance*
     b. *Housing Relocation and Stabilization;*
  5. *Homeless Management Information System (HMIS)*

- **Population to be Served:** Select the appropriate population to be served by the proposed program or project. The options include: Men, Women, Families, Youth (under 25), Children (under 18), Domestic Violence Victims, or Chronic Homeless.

For CDBG, HOME and ESG applications Sections V through VII are to be completed.

Section V – Required Documents Checklist: This section identifies the additional required documentation. Select the appropriate response for each document listed.

Section VI.A. – Required compliance for all applicants serving homeless and homeless programs: The reauthorization of the HEARTH Act will establish an additional level of compliance for homeless service providers. The certification in this section indicates the organization's agreement to comply with any and all criteria that result from the reauthorization and compliance with HMIS participation with your homeless program (CDBG, HOME and ESG).

Section VI.B. – Required Homeless Management Information System (HMIS) Participation for all homeless programs. The certification in this section indicates the organization acceptance to comply using HMIS with your homeless program(s) (CDBG, HOME, and ESG).

Section VII – Alignment with City Priorities: This section requires the applicant to identify how the organization and its program and/or projects align with City Council priorities.

Section VIII – CDBG Programs: Agency Narrative and 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.

Questions	CDBG Program Instructions (Renewal)
1	**Project Need/ Impact.** Describe the project need/ impact for the proposed project will address within the City of Norfolk. Be specific and provide statistics that justify the need for this program. 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.

Questions	CDBG Program Instructions (Renewal)
2	**Applicant Experience and capacity.** Provide a brief description of the applicant's ability to successfully undertake the proposed project and capacity. Describe your organization's experience in operating Federal programs/projects of a similar nature and identify and justify prior year funds that remain unspent. If none apply, please indicate. Identify other funds being allocated to the project/program (i.e. federal, private, or foundation grants, City of Norfolk funds, etc.).
3	**Fiscal Management.** Describe the agency's fiscal management, including who administers the bookkeeping or accounting services, financial reporting, record keeping, accounting systems, payment procedures, and audits performed. Include the financial oversight by the Board of Directors. Identify and describe any audit findings, liens, investigations, or probation by any oversight agency in the past five years.
4	**Identifying On-going or Multi-Phased Activity.** a. Indicate whether this project is on-going or multi-phased. If yes, include matching funds commitment documentation as indicated in item 11 of the completion checklist. b. Indicate whether Davis Bacon wage rates will apply with the program. c. Provide program/project timeline for the program/project.
5	**Description of Services to be Provided.** Provide a description of services to be provided and who will be providing the services; and how will the agency reach the intended population.
6	**Provide Statistics and Supporting Information.** Summarize any statistical and other supporting information that demonstrates the importance of addressing this need or problem.
7	**Collaboration.** Indicated whether the applicant will partner with other agencies to provide the program/project. If yes, include a list of collaborative partners and their role in the program/project as indicated in item 13 of the completion checklist.
8	**Objective Category.** Choose the objective the program will meet with the following options: Suitable Living Environment, Decent Affordable Housing or Creating Economic Opportunity.
9	**Units of Measure.** Indicate the total number of individuals/ households that are projected to be served. First, select the method used for tracking clients. This will be done by recording data by individual client or for a household. Ideally, if a service is provided to an individual its accomplishments should be tracked using the number of people served. If the service provides housing or housing related assistance, clients should be tracked by the number of households served. Second, indicate the number of **new** clients to be served during the program year: For example, the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500) who will be served, and the number who are low/moderate income. Indicate the number of **returning** clients to be served during the program year: For example, the grant will allow 25 children to participate in preschool – who will be served throughout the entire program year and be recorded on the report as duplicated numbers.
a.	**CDBG Criteria:** Indicate the type of program and specific population to be served.
10	**Explanation of Goals.** Describe how the project addresses the goals your agency selected

Questions	CDBG Program Instructions (Renewal)
	in item 11. Be concise in stating the resources to be dedicated or utilized to meet proposed objectives. Describe how you will reach your target population. Explain how client participation will be documented.
11	**Project Outcomes.** Provide outcomes for each program and application submitted. If you have more than three program outcomes, you may attach a sheet detailing the additional outcomes to the project implementation timeline (item # 17 of the completion checklist).

Section VIII – HOME Programs: Agency Narrative and 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.

Questions	HOME Program Instructions
1	**Program Description.** Provide a brief description of the applicant's ability to successfully undertake the proposed project and capacity. Describe your organization's experience in operating Federal programs/projects of a similar nature and identify and justify prior year funds that remain unspent. If none apply, please indicate. Identify other funds being allocated to the project/program (i.e. federal, private, or foundation grants, City of Norfolk funds, etc.
2	**Project Need/ Impact.** Describe the project need/ impact for the proposed project will address within the City of Norfolk. Be specific and provide statistics that justify the need for this program. 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.
3	**Method of Work to be Performed.** Describe the methods of work to be performed, activities to be undertaken, or the services to be provided and who will be providing those services. Be concise in stating the resources to be dedicated or utilized to meet proposed objectives. Describe how you will reach your target population. Explain how client participation will be documented.
4	**Community Involvement and Impact.** Explain experience with which your organization has served the community in which the project will be located. Describe any support that the project has received from local government, neighborhood groups, or community associations. Attach support documents along with supporting documents submission.
5	**Ability and Experience.** 1) Describe the objective, management structure and staffing for your agency. Explain your agency's experience and ability to implement, administer, and manage affordable housing programs and/or homeless programs. Provide a schedule of facilities that you currently operate that includes location, type of project, and number of person served and length of years in operation. 2) If applicable, provide a schedule of facilities that your agency currently operates. The information should include location, type of project, number of persons to be served, and length of years in operation. 3) Description of your agency's staffing levels and level of expertise. Be specific to the implementation of the program activity including the experience working with the targeted population.
6	**Indentifying and Justifying Unspent Program Funds.** Identify and Justify any prior year funds that remain unspent. If funds remain, justify this funding request for the FY 2016

Questions	HOME Program Instructions
	HOME program.
7	**Accomplishments**. Summarize past performance and accomplishments. Describe and provide past program performance over the past 5 years as it relates to this program.
8	**Fiscal Management.** Describe the agency's fiscal management, including who administers the bookkeeping or accounting services, financial reporting, record keeping, accounting systems, payment procedures, and audits performed. Include the financial oversight by the Board of Directors. Identify and describe any audit findings, liens, investigations, or probation by any oversight agency in the past five years.
9	**Identifying On-Going or Multi-Phased Activity.** Indicate whether this project is on-going or multi-phased. If yes, include matching funds commitment documentation as indicated in item 12 of the completion checklist.
10	**Units of Measure.** Indicate the total number of units that will be developed and/or individuals/ households that are projected to be served. First, select the method used for tracking clients. This will be done by recording data by individual client or for a household. Ideally, if a service is provided to an individual its accomplishments should be tracked using the number of people served. If the service provides housing or housing related assistance, clients should be tracked by the number of households served. Second, indicate the number of **units** to be served during the program year: For example, the grant will allow 25 children to participate in preschool – not 25 children x 5 days x 52 weeks = 6,500) who will be served, and the number who are low/moderate income. Lastly, indicate the percentage of **total** clients to be served during the program year: For example, the grant will allow 25 homeless to participate in TBRA – who will be served throughout the entire program year and be recorded on the report as duplicated numbers.
11	**Accessibility Requirements.** Indicate the total number of units to be set-aside to meet the accessibility requirements and any features of the project that will promote accessibility for people with physical disabilities.
12	**Collaboration.** Indicate whether the applicant will partner with other agencies to provide the program/project. If yes, include a list of collaborative partners and their role in the program/project as indicated in item 13 of the completion checklist.
13	**Objective Category.** Choose the objective the program will meet with the following options: Suitable Living Environment, Decent Affordable Housing or Creating Economic Opportunity.
14.a.	**Program Outcome Objective.** Indicate if the program objective will produce accessible units, affordable units, or sustainability.
14.b.	**Project Outcomes.** • Provide outcomes for each program and application submitted. If you have more than three program outcomes, you may attach a sheet detailing the additional outcomes to the project implementation timeline (item # 17 of the completion checklist). • Provide the FY 2016 project timeline schedule indicating significant milestones with its anticipated completion deadline.

Section VIII. Agency Structure and Program Objectives: This section is designed to provide a description of the agency's fiscal management structure, collaboration with other organizations and objective categories.

Agency Structure and Program Objectives	
1.	**Fiscal Management Structure.** Describe the agency's fiscal management structure.
2.	**Agency Collaboration.**
3.	**Objective Category.** Choose one of the following that best fits your program: • Suitable Living Environment • Decent Affordable Housing • Creating Economic Opportunities
	Outcomes. Choose of the following categories that best fits your program: • Accessibility/ Availability • Affordability • Sustainability/ Livability Promoting Livable/ Viable Communities

Section IX.A. - ESG Programs: Program Description by Program: This section is designed to provide a brief summary of the applicant's project and funding request to be undertaken.

Questions	Section IX ESG Program Instructions
ESG applicants complete those funding categories your agency is applying.	
I.	**Emergency Shelter Facilities.** Complete items 1 through 4.
II.	**Transitional Housing.** Complete items 1 through 5.
III.	**Homeless Prevention.** Complete items 1 through 3.
IV.	**Rapid Re-Housing Programs.** Complete items 1 through 3.
V.	**Street Outreach Program.** Complete item 1.
Total	**Complete the total amount of ESG funds being requested.**

Section IX.B. – ESG Programs: Agency Homeless Narrative and 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.

Questions	Section IX ESG Program Instructions
Street Outreach Program Application (Complete ONLY if this project is to be undertaken)	
1.	**Addressing the Needs of Homeless Persons in the Community.** Describe the project need/ impact for the proposed project will address the needs of homeless persons in the community. Be specific and provide statistics that justify the need for this program. Identify the population to be served.
2.	**Criteria in Determining Eligibility.** Provide a description how your agency will detail the criteria in determining client eligibility to receive assistance.
3.	**Experience and Capacity.** Provide a brief description of the applicant's ability to successfully undertake the proposed project and capacity. Describe your organization's experience in operating Federal programs/projects of a similar nature and identify and justify prior year funds that remain unspent. If none apply, please indicate. Identify other funds being allocated to the project/program (i.e. federal, private, or foundation grants, City of Norfolk funds, etc.).
4.	**Agency's Efforts of Other Local Homeless Service Providers.** Provide a description how your agency will enhance the efforts of other local homeless service providers in the community.

Questions	Section IX ESG Program Instructions
ESG applicants complete those funding categories your agency is applying.	
5.	**Outreach Efforts.** Provide a description how your agency will provide outreach efforts and how your agency plans to reach the appropriate, unsheltered, homeless population for this program.
6.	**Assess Eligible Clients to Determine Need.** Provide a description how your agency plans to assess eligible clients to determine their level of need with this program.
7.	**Collaboration.** Provide a description how your agency plans to connect people with an emergency shelter, housing, and/or official services.
8.	**Program Outcomes.** Provide outcomes based on the main instruction packet for each program and application submitted. If you have more than three program outcomes, you may attach a sheet detailing the additional outcomes to the project implementation timeline (item # 17 of the completion checklist).
Emergency Shelter **(Complete ONLY if project is to be undertaken)**	
1.	**Addressing the Needs of Homeless Persons in the Community.** Describe the project need/ impact for the proposed project will address the needs of homeless persons in the community. Be specific and provide statistics that justify the need for this program. Identify the population to be served.
2.	**Criteria in Determining Eligibility.** Provide a description how your agency will detail the criteria in determining client eligibility to receive assistance.
3.	**Experience and Capacity.** Provide a brief description of the applicant's ability to successfully undertake the proposed project and capacity. Describe your organization's experience in operating Federal programs/projects of a similar nature and identify and justify prior year funds that remain unspent. If none apply, please indicate. Identify other funds being allocated to the project/program (i.e. federal, private, or foundation grants, City of Norfolk funds, etc.).
4.	**Housing Description.** Provide a description of type of emergency housing, shelter facility your agency proposes to operate for this program.
5.	**Essential Services To Be Provided.** Provide a description of essential services to be undertaken using ESG funds for the targeted population.
6.	**Assess Eligible Clients to Determine Need.** Provide a description how your agency plans to assess eligible clients to determine their level of need and their potential to achieve stable housing with this program.
7.	**Level of Assistance Duration.** Provide a description and/or plan how your agency will assess clients in determining the length of time utilizing ESG assistance.
8.	**How the Project Design will Support Opening Doors-Federal Strategic Plan to End Homelessness.** a. Provide the total number of slots/beds proposed. b. Provide the number of slots/beds committed for only chronically homeless persons c. Provide the number of slots/beds committed for only veterans d. Provide the number of slots/beds committed for only families, youth, and/or children. e. Provide the long-term impact how your agency plans to end homelessness in Norfolk.

Questions	Section IX ESG Program Instructions
ESG applicants complete those funding categories your agency is applying.	
9.	**Obtaining Permanent Housing.** Provide a description how your program will assist homeless individuals in obtaining and retaining permanent housing.
10.	**Homeless Persons Involvement.** Program a description how your homeless persons are involved with your facility and/or program.
11.	**Program Outcomes.** Provide outcomes based on the main instruction packet for each program and application submitted. If you have more than three program outcomes, you may attach a sheet detailing the additional outcomes to the project implementation timeline (item # 17 of the completion checklist).
Homeless Prevention Component (Complete ONLY if project is to be undertaken)	
1.	**Addressing the Needs of Homeless Persons in the Community.** Describe the project need/ impact for the proposed project will address the needs of homeless persons in the community. Be specific and provide statistics that justify the need for this program. Identify the population to be served.
2.	**Criteria in Determining Eligibility.** Provide a description how your agency will detail the criteria in determining client eligibility to receive assistance for household income below 30 percent average median income (AMI).
3.	**Experience and Capacity.** Provide a brief description of the applicant's ability to successfully undertake the proposed project and capacity. Describe your organization's experience in operating Federal programs/projects of a similar nature and identify and justify prior year funds that remain unspent. If none apply, please indicate. Identify other funds being allocated to the project/program (i.e. federal, private, or foundation grants, City of Norfolk funds, etc.).
4.	**Agency's Efforts of Other Local Homeless Service Providers.** Provide a description how your agency will enhance the efforts of other local homeless service providers in the community.
5.	**Assess Eligible Clients to Determine Need.** Provide a description how your agency plans to assess eligible clients to determine their level of need and their potential to achieve stable housing with this program.
6.	**Level of Assistance Duration.** Provide a description and/or plan how your agency will assess clients in determining the length of time utilizing ESG assistance.
7.	**Support Opening Doors.** Identify how your agency's project design will support this Federal strategic plan to end homelessness.
a.	**Total Number of Individuals Served.** • Total number of individuals served for Homeless Prevention. • Total number of homeless persons served towards Homeless Prevention. • Total number of veterans served with Homeless Prevention. • Total number of families, youth, and/or children served with Homeless Prevention.
b.	**Long-Term Impact for the Program.** Provide a description of the long-term impact of the program on setting a path to ending homelessness in the City of Norfolk.
8.	**Obtaining Permanent Housing.** Provide a description how your program will assist homeless individuals in obtaining and retaining permanent housing.
9.	**Program Outcomes.** Provide outcomes based on the main instruction packet for each

Questions	Section IX ESG Program Instructions
ESG applicants complete those funding categories your agency is applying.	
	program and application submitted. If you have more than three program outcomes, you may attach a sheet detailing the additional outcomes to the project implementation timeline (item # 17 of the completion checklist).
Rapid Re-Housing Component (Complete ONLY if project is to be undertaken)	
1.	**Addressing the Needs of Homeless Persons in the Community.** Describe the project need/ impact for the proposed project will address the needs of homeless persons in the community. Be specific and provide statistics that justify the need for this program. Identify the population to be served.
2.	**Criteria in Determining Eligibility.** Provide a description how your agency will detail the criteria in determining client eligibility to receive assistance for household income below 30 percent average median income (AMI).
3.	**Experience and Capacity.** Provide a brief description of the applicant's ability to successfully undertake the proposed project and capacity. Describe your organization's experience in operating Federal programs/projects of a similar nature and identify and justify prior year funds that remain unspent. If none apply, please indicate. Identify other funds being allocated to the project/program (i.e. federal, private, or foundation grants, City of Norfolk funds, etc.).
4.	**Agency's Efforts of Other Local Homeless Service Providers.** Provide a description how your agency will enhance the efforts of other local homeless service providers in the community.
5.	**Agency's Plans to Move Homeless Clients from Rapid Re-Housing into Permanent Housing.** Provide a description how your agency plans to move the average client from homelessness directly into permanent housing.
6.	**Assess Eligible Clients to Determine Need.** Provide a description how your agency plans to assess eligible clients to determine their level of need and their potential to achieve stable housing with this program.
7.	**Level of Assistance Duration.** Provide a description and/or plan how your agency will assess clients in determining the length of time utilizing ESG assistance.
8.	**Support Opening Doors.** Identify how your agency's project design will support this Federal strategic plan to end homelessness.
a.	**Total Number of Individuals Served.** • Total number of individuals served for Rapid Re-Housing. • Total number of homeless persons served towards Rapid Re-housing. • Total number of veterans served with Rapid Re-Housing. • Total number of families, youth, and/or children served with Rapid Re-Housing.
b.	**Long-Term Impact for the Program.** Provide a description of the long-term impact of the program on setting a path to ending homelessness in the City of Norfolk.
9.	**Obtaining Permanent Housing.** Provide a description how your program will assist homeless individuals in obtaining and retaining permanent housing.
10.	**Program Outcomes.** Provide outcomes based on the main instruction packet for each program and application submitted. If you have more than three program outcomes, you may attach a sheet detailing the additional outcomes to the project implementation timeline (item # 17 of the completion checklist).

Questions	Section IX ESG Program Instructions
ESG applicants complete those funding categories your agency is applying.	
Homeless Management Information System (Complete ONLY if project is to be undertaken)	
1.	**Addressing the Needs of Homeless Persons in the Community.** Describe the project need/ impact for the proposed project will address the needs of homeless persons in the community. Be specific and provide statistics that justify the need for this program. Identify the population to be served.
2.	**HMIS Utilization.** Describe how your agency will utilize HMIS funding in accordance with the Federal ESG program guidelines for HMIS.
3.	**HMIS Responsibility.** Describe who will be responsible to document client information into HMIS.
4.	**HMIS Documentation.** Describe the level of HMIS use the person will enter information into HMIS.
5.	**Program Outcomes.** Provide outcomes based on the main instruction packet for each program and application submitted. If you have more than three program outcomes, you may attach a sheet detailing the additional outcomes. Refer to Exhibit A.

Section IX.A. – FY 2016 CDBG and HOME Program Budget and X for the ESG program Budget. This section is designed to provide a complete description of associated costs, and resources available for program/project implementation. The budget form is provided as an excel worksheet. As the data is entered, the fields are designed to automatically provide a total of the amounts entered.

Do not modify the format of the budget form. To begin entering data, double click on the table to access the excel worksheet. In the space provided, briefly list each budget item and the requested details.

Please delete the example provided under each category, however, be careful not to delete the formulas which total the expenses. Once the form is completed, scroll to the top of the worksheet and double click on the application document.

Provided below is brief example of acceptable charges under each category.

Category	IX. A. CDBG Program Description
Personnel (CDBG Program)	Costs related to salaries and fringe benefits for program staff and leveraged dollar amounts that will used towards for the CDBG program.
Client Services	Includes, but not limited to office supplies, postage and other supplies directly related to client services and program.
Operating	Includes, but is not limited to, rent, waste removal, utilities, printing, etc.
Project Costs	Cost related to ***ONLY*** construction rehabilitation, off-site expenses, etc.

Category	IX. A. HOME Program Description
Personnel (HOME Program)	Costs related to salaries and fringe benefits for program staff and leveraged dollar amounts that will used towards for the HOME program.
General &	Includes, but not limited to Management fee, Repairs and maintenance, utilities,

Category	IX. A. HOME Program Description
Administrative Expenses	insurance, property tax, other. (Keep in mind that these are examples of line items. Homeless: Tenant Based Rental Assistance
Debt Servicing	Includes, but is not limited to, first deed of Trust, second deed of trust, third deed of trust, other. (Keep in mind that these line items *only* pertain to homeowner residential property programs.
Summary of Resources	Costs associated with the construction to the unit(s) with this project.
Summary of Uses	Sources of funds utilized for this project. (Keep in mind that these line items pertain to developer costs with construction.)

Category	ESG Program Description
Personnel and Client Services (ESG programs)	ESG Applicants: The budget is categorized by the activity proposed. If you organization is applying for Homeless Prevention, utilize the Homeless Prevention budget, Street Outreach, utilize the Street Outreach budget, etc. If you have any questions, please contact the Department of Neighborhood Development, HUD Entitlement Unit, for additional guidance capturing budget items at 664-4080.

Section IX.B. – FY 2016 CDBG and HOME Program Budget and Section X.B. for the ESG program Budget.

CDBG and HOME Program: After the budget form, provide personnel involvement, calculate CDBG costs per household served and a leveraged funds descriptions budget explanation for use of program funds in the designated area.

1. **Personnel Involvement for CDBG and HOME Programs:** Provide personnel titles with status, time devoted to the program, if the position is new or exiting, and a brief summary of the program responsibilities.

2. **Calculate total costs per household and individuals.** Take the total of program costs provided your program budget divided by the number of households and individuals to be served.

3. **Leveraged funds and/or Matching funds description:**

    a. Provide a description of leveraged funds that will be utilized for the CDBG Program.

    b. Provide a description of matching funds that will be utilized for the HOME Program and the ESG Program. (Under the HOME program, 25% match is required; and under the ESG program, 100% match is required with no exceptions.)

4. **Cost Reasonableness.** Provide a narrative justifying the reasonableness of the application requested amount.

HOME and ESG Program: After the budget form, briefly describe the organization's matching sources towards the HOME and ESG program that is a federal requirement. Under the HOME Program,

Section X.C., 12.5% match requirement is required. Under ESG Program, Section X.B., dollar-for-dollar match requirement is required.

Section X.: for CDBG and HOME and Section XI for ESG Programs: Results of Prior Year Projects. Each applicant has three individual pages to report, if applicable. The applicant who received prior year funds will be required to provide a description for prior year funded programs with their outcomes. Check the appropriate funding year and funding source. Indicate the outcomes achieved and explain if any outcomes were not achieved with the funds awarded.

CDBG, HOME and ESG Program Outcomes **Exhibit A.**

CDBG, HOME & ESG Program Outcomes to Achieve	
Public Facilities & Infrastructure	
Number of persons assisted with	• New access to a facility • Improved access to a facility • Access to facilities that are no longer substandard
Number of households assisted with	• New access to a facility • Improved access to a facility • New access to a facility that is no longer substandard
Public Services	
Number of persons assisted with	• New (or continuing) access to a service • Improved (or continuing) access to a service • New access to a service that is no longer substandard
Number of household assisted with	• New (or continuing) access to a service • Improved (or continuing) access to a service • New access to a service that is no longer substandard
Economic Development	
Total number of businesses assisted	
Or total number of businesses assisted	• New businesses assisted • Existing businesses assisted • Number of business façade/ buildings rehabilitated • Assisted businesses that provide a good or service to a service area/ neighborhood / community
Total number of jobs created	
Of total number of jobs created, number with employer-sponsored health care benefits	
Types of jobs created (e.g., professional, technicians, sales, etc.)	
Number of persons unemployed prior to taking jobs	
Total number of job retained	
Of total number of jobs retained, number with employer-sponsored health care benefits	
Types of jobs retained (e.g., professional, technicians, sales, etc.)	
Number of acres of brownfields remediated	
Rehabilitation of Rental Housing	

CDBG, HOME & ESG Program Outcomes to Achieve	
Total number of low- and moderate-income housing units	
Total number of slum/blight and urgent needs units	
Of total number of units, number that were	• Made accessible to persons with disabilities • Qualified as Energy Star • Brought from substandard to standard condition • Created through conversion of nonresidential to residential buildings • Brought to lead-safety compliance • affordable
Of affordable units	• Number subsidized by another federal, state, or local program • Number of occupied by elderly • Number of years of affordability • Average number of years of affordability per unit • Number designated for persons with HIV/AIDS (and the number of these for the chronically homeless) • Number of permanent housing units for homeless persons and families (and the number of these for the chronically homeless)
Construction of Rental Housing	
Total number of low- and moderate-income housing units	
Total number of slum/ blight and urgent needs units	
Of total number of units, number that were	• Made accessible to persons with disabilities • Qualified as Energy Star • Affordable
Of affordable unit	• Number subsidized with project-based rental assistance by another federal, state, or local program • Number of occupied by elderly • Number of years of affordability • Average number of years of affordability per unit • Number designated for persons with HIV/AIDS (and the number of these for the chronically homeless) • Number of permanent housing units for homeless persons and families (and the number of these for the chronically homeless)
Owner-Occupied Housing Rehabilitation	
Total number of low- and moderate-income housing units	
Total number of slum/blight and urgent needs units	
Of total number of units, number that were	• Occupied by elderly • Brought from substandard to standard condition • Qualified as Energy Star • Brought to lead-safety compliance • Made accessible to persons with disabilities

CDBG, HOME & ESG Program Outcomes to Achieve	
Development of Homeowner Housing	
Total number of low- and moderate-income housing units	
Total number of slum/blight and urgent needs units	
Of total number of units, number that were	• Made accessible to persons with disabilities • Qualified as Energy Star • Occupied by households previously in subsidized housing • Affordable • Years of affordability • Average number of years of affordability per unit
Of affordable units	• Number occupied by elderly • Number designated for persons with HIV/AIDS (and the number of these for the chronically homeless) • Number of permanent housing units for homeless persons and families (and the number of these for the chronically homeless)
Homebuyer Assistance	
Total households assisted	
Of total households assisted	• Number of first-time homebuyers (and the number of these that received housing counseling • Number of households receiving down payment / closing costs assistance
Housing Subsidies	
Total number of households	
Of total number of households	• Number of households receiving short-term rental assistance (less than or equal to 3 months) • Number of households assisted that were previously homeless (and the number of these that were chronically homeless households)
Shelter for Homeless Persons	
Number of beds created in overnight shelter/ other emergency housing	
Number of homeless persons given overnight shelter	
Number of individuals returned to homelessness within 24 months	
Number of individuals who increased income from employment Number of individuals who maintained housing after program exit	
Day Center	
Number of persons assisted that received	• Increase income from employment • Increase income from other sources • Increase participants obtaining mainstream resources
Homeless Prevention/ Rapid Re-Housing	
Number of persons assisted that received	• Emergency financial assistance to prevent homelessness • Emergency legal assistance to prevent homelessness

CDBG, HOME & ESG Program Outcomes to Achieve	
	• Maintained permanent housing after program exit
Homeless Prevention & Rapid Re-Housing Outcomes	
	• Annual number of households served • Number of households that maintained permanent housing for 3 months after program exit • Number of individuals that maintained permanent housing for 3 months after program exit • Number of households that maintained permanent housing for 6 months after program exit • Number of individuals that maintained permanent housing for 6 months after program exit • Average cost per client receiving one-time only financial assistance • Average cost per household served
Street Outreach	
Un-Sheltered Clients	• Number of unsheltered clients entering Emergency Shelter • Number of unsheltered clients entering transitional shelter • Number of unsheltered clients entering permanent housing
Street Outreach Outcome	• % number of clients assessed who are successfully placed in housing • Number of case management services for the unsheltered persons reached • Reduction in the number of unsheltered homeless persons in CoC • Reduction in the average length of time of the persons homeless episodes in the CoC area • % of clients assessed who were able to receive food stamp assistance
Homeless Management Information System (HMIS)	
HMIS Monitoring of Users	• How many HMIS findings recorded • Total number of HMIS users • Any citations for any HMIS deficiencies or violations in reporting period
HMIS reporting information	• Total received rental assistance • Total received security deposits • Total received utility deposits/ arrearages • Total received mediation assistance • Total received identification assistance • Total received in shelter/hotel at exit

In measuring performance measure outcome for homeless programs consider these in your program:

Discharge to Stable Housing in less than 30 days: It is the goal to reduce the average length of stay in shelters to less than 30 days; the system should re-house as many clients as possible within a rapid time frame.
Adults with Employment at Exit: For all Transitional Housing and Permanent Housing programs, success is measured as at least 20 percent of program participants exiting the program with employment income. Employment income at exit is currently being benchmarked for emergency shelter programs.
Moving from Transitional Housing to Permanent Housing: For all Transitional Housing programs, success is for at least 65 percent of program participants to exit the program into Permanent Housing options.
Staying in Permanent Supportive Housing for over six months: For all Permanent Supportive Housing programs, success is for at least 77 percent of program participants to remain in the program for at least 6 months.

NORFOLK

Exhibit B

PERFORMANCE OUTCOME MEASURES

Organization Name: **XYZ, Inc.**

Program Name: **Transitional Housing Program Example**

Provided below are sample outcomes for a CDBG, HOME and ESG program. Please use this format with the applicants' project and outcome outcomes to be achieved. Each program may include 2 or more achievable outcomes. If you have any questions, please do not hesitate to contact our office at 664-4080.

FY 2016 MEASUREABLE OUTCOME FORMAT

The U. S. Department of Housing and Urban Development (HUD) is instituting performance measures to gather information to determine the effectiveness of programs funded with CDBG, HOME and ESG. Information obtained on the local level will be reported to HUD which will enable HUD to describe performance results at the National Level. HUD's outcome performance measurement system has three objectives and three outcomes which are listed below.

1. Select one of the following that best fits your project objective:

☐ Suitable living environment
☐ Decent affordable housing
☐ Creating economic opportunity

2. Select at least one of the following that describes the outcome your project will achieve:

(NOTE: Outcomes show how programs benefit a community or people served.)

☐ Availability/Accessibility (Applies to activities that make services, infrastructure, housing, shelter, or employment opportunities available or accessible to low income persons by improving or providing new services, etc.)

☐ Affordability (This applies to making an activity more affordable for low income persons.)

☐ Sustainability (Using ESG resources in a targeted area to help make that area more viable or livable.)

3. Please provide a brief explanation on how the above objectives and outcomes were established and selected.

Sample Emergency Solutions Grant Program Outcome

Shelter Program – 20 percent is currently being benchmarked for emergency shelter programs

Common Outcome 1:	**Adults gain employment at program exit.**
Indicator:	Success is measured as at least 20 percent of program participants exiting the program with employment income.
Target:	25/125 clients will increase income within 3 months of program entry.

Data Source:	Check stubs.
Data Collection Method:	Clients must submit proof of income 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 percent 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:	Success is measured by how many clients completed the program.
Indicator:	The number of individuals who completed the program successfully.
Target:	15/24 clients completed the program successfully.
Data Source:	Periodic testing.
Data Collection Method:	Case managers will conduct random screenings on clients during the program.

With Section X – CDBG Program, Section XI – HOME Program, and Section XII – ESG Program Provide a description of your agency's sustainability plans.

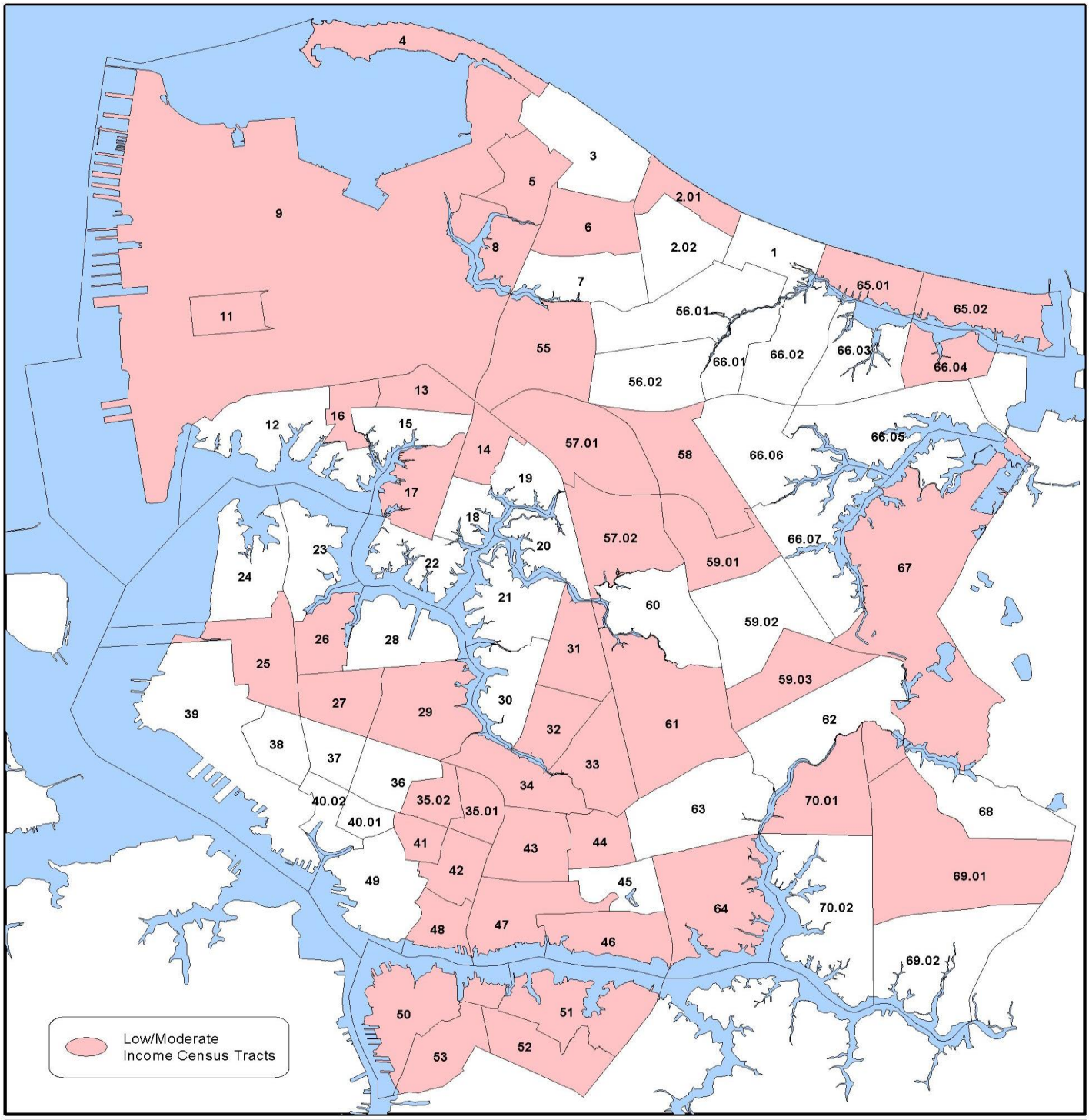
Section XI – CDBG Program, Section XII – HOME Program, and Section XIII – ESG Program Statement of Applicant: This statement outlines key conditions relative to the submission of the application. It must be signed by a person with appropriate authority and attached to the application.

NORFOLK

Exhibit C

Low to Moderate Income Census Tracts
Using HUD 2000 Definition

Census Tract	Name	Census Tract	Name
2.01.	OCEAN VIEW	43	BRAMBLETON (NORTH), MOTEN
4	WILLOUGBY	44	ROBERTS VILLAGE/ BOWLING GREEN
5	PAMLICO	46	CHESTERFIELD HEIGHTS
6	OCEANAIR, BAYVIEW	47	BRAMBLETON (SOUTH), NSU
8	MERRIMAC PARK, COMMODORE PARK	48	TIDEWATER GARDENS
9	NAVAL BASE	50	BERKLEY (NORTH)
11	GLENWOOD PARK	51	CAMPOSTELLA HEIGHTS
13	SUSSEX	52	DIGGS TOWN, OAKLEAF FOREST
14	WARDS CORNER	53	BERKLEY (SOUTH)
16	TITUSTOWN	55	MONTICELLO VILLAGE
17	TALBOT PARK	57.01	SOUTHERN SHOPPING CENTER
25	LAMBERT'S POINT, ODU	57.02	SEWELLS GARDENS
26	NORTH COLLEY	58	ROSEMONT, OAKWOOD
27	PARK PLACE (WEST)	59.01	WELLINGTON OAKS, NORVIEW
29	PARK PLACE (EAST)	59.03	FOX HALL, COMMERCE PLACE
31	FAIRMONT PARK	61	ESTABROOK, COLEMAN PLACE
32	SHOOP PARK AREA	64	INGLESIDE, NORFOLK SQUARE
33	BALLENTINE PLACE	65.01	EAST OCEAN VIEW (WEST)
34	LINDENWOOD, VILLA HEIGHTS	65.02	EAST OCEAN VIEW (EAST BEACH)
35.01	HUNTERSVILLE (EAST)	66.04	SHORE DRIVE, CAMELLIA GARDENS
35.02	HUNTERSVILLE (WEST)	67	AIRPORT, LAKE WRIGHT
41	YOUNG TERRACE, CHURCH STREET	69.01	JANAF, MILITARY CIRCLE
42	CALVERT SQUARE, CHURCH STREET	70.01	CROWN POINT, RABY ROAD



LOW/MODERATE INCOME CENSUS TRACTS

Using 2000 HUD Definition

City of Norfolk

1 0 1 2 Miles

N

Map is for graphic purposes only.

Base data obtained by the GIS Team from aerial photography, with selected revisions by the Division of Surveys, Department of Public Works. Income data obtained from Department of Housing and Urban Development, 2000.

Map prepared by Department of Planning and Community Development, April 2004.

Note: Map is labeled with census tract numbers.