

City of Hopewell VA

Community Development Block Grant Action Plan

2010-2011

Prepared by: Hopewell Department of Development



I. Introduction

As the lead agency for the City's CDBG program, the City of Hopewell's Department of Development is responsible for preparing the Annual Action Plan. The *2009 Annual Action Plan* describes how the City of Hopewell intends to utilize Community Development Block Grant (CDBG) funds for the 2009 program year, beginning July 1, 2009 and ending June 30, 2010. In adopting this Action Plan the Hopewell City Council has attempted to meet a broad range of needs as established in the Consolidated Plan 2005-2010. These needs are in the areas of: Community Development, Housing, Homeless, Families & Individuals and Non-Homeless Needs. The City is excited about the programs and initiatives outlined in this program year. With the aid of CDBG funding, objectives established by the City's Strategic Plan are becoming a reality.

The City is grateful for all those who participated in the development of the 2009 Action Plan. Partners include, but are not limited to, the following:

- Hopewell Citizens
- Hopewell City Council
- City Manager
- Local non-profit organizations
- Hopewell Recreation & Parks Department
- Hopewell Police Department
- Hopewell Department of Development
- Hopewell Redevelopment & Housing Authority

II. Background

The U.S. Department of Housing and Urban Development requires cities and counties to complete a Consolidated Plan to receive funds for the CDBG program. The Consolidated Plan is completed in five year intervals, and updated thereafter. The *City of Hopewell's Consolidated Plan* for 2005-2010 was completed and approved by HUD in 2005. The Plan adopted a broad range of goals and objectives to address priority needs related to housing and community development, homelessness, homeownership, and youth services. The following is a list of the five (5) major components that are featured in the 2005-2010 Consolidated Plan:

1. A housing market analysis;
 2. An assessment of housing, homelessness, community development, and other related needs;
 3. A description of the priority needs selected by the City;
 4. A strategic plan to address priority needs;
 5. An explanation of how the City of Hopewell will work with its partners in the public, private, and nonprofit sectors to carry out the Strategic Plan;
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This Action Plan will describe the projects and activities planned for the upcoming program year in relation to the Consolidated Plan's strategies, goals, and objectives. The *2009 Annual Action Plan* is the fifth plan covered by the Consolidated Plan for 2005-2010.

III. Action Plan Elements

In accordance with HUD requirements, the *2009 Annual Action Plan* includes the following components:

- Standard Form 424 (SF-424). See Part Three: Standard Forms;
- A description of the resources (Federal, State, local, and private) that are reasonably expected to be available to address the priority needs and specific objectives identified in the *City of Hopewell Consolidated Plan*;
- A description of the activities that the City of Hopewell will undertake during the coming year to address the priority needs and objectives identified in *the City of Hopewell Consolidated Plan*;
- An estimate of the number and type of families that will benefit from the proposed activities, the specific local objective and priority needs;
- A target date for completion;
- A description of the geographic areas of the City (including areas of low -and – moderate income concentration) in which the Department of Development will provide assistance in the coming program year, along with the rationale for the priorities for allocating investments geographically within the City;
- Activities that the Department of Development will take during the coming program year to:
 1. Address emergency shelter and transitional housing needs of homeless individuals and families;
 2. Prevent low-income individuals and families from becoming homeless;
 3. To help the homeless make the transition from transitional housing to permanent housing and independent living;
 4. Address needs of persons who are not homeless.
- Actions proposed for the coming program year to:
 1. Meet the needs of the underserved;
 2. Foster and maintain affordable housing;
 3. Remove barriers to affordable housing;
 4. Evaluate and reduce lead paint hazards;
 5. Reduce the number of poverty- level families;
 6. Develop institutional structure;



7. Enhance coordination between public and private housing and social service agencies;
 8. Foster public housing improvements and resident activities;
- Required certifications;
 - Specific CDBG narratives.

IV. Citizen Participation

In developing the Action Plan the City began with a mass mailing of invitations to local and regional non-profit organizations, Community Housing Development Corporations (CHDO's), Communities of Faith, and other organizations, inviting them to participate in the Action Plan update process. In total, over eighty (80) invitations were mailed.

The mailing was followed by an informational meeting on December 2, 2008 which was published in the local newspaper, mentioned in the initial invitations.

The informational meeting was advertised as an opportunity to introduce the Community Development Block Grant and the Consolidated Plan to participants, to discuss the 2009-2010 application, the Consolidated Plan update process, HUD requirements and federal guidelines, and to disseminate applications and provide technical assistance.

Request for Funding Application Packets were made available and received from November 24, 2008 to January 26, 2009. The CDBG Administrator received several calls and office visits from organizations interested in filing an application. The Development office was happy to assist.

An add advertising the proposed budget and public hearing date was placed in a local newspaper (Hopewell News) for two consecutive weeks. Council appointed a CDBG Committee that reviewed the applications and proposed a budget to City Council. The Council conducted a work session to discuss the proposed budget on April 28, 2009. The City Council public hearing was held on June 9, 2008 to consider comments on the proposed budget.

Several organizations that requested funds were present to speak at the public hearing. Council approved the CDBG budget on June 9, 2009. Copies of the 2009 Action Plan were made available for review and comment from to July 13 to August 12, the required 30 days, at the following locations:

- City of Hopewell Department of Development: 300 North Main Street, Room 321
- Hopewell Redevelopment and Housing Authority: 350 East Poythress Street
- Hopewell Community Center: 100 West City Point Road
- Appomattox Regional Library: 245 East Cawson Street



All meetings took place in the City's Municipal Building, a site that is accessible to persons with disabilities.

V. Objectives of 2009-2010 Action Plan

The Department of Development established several top-level strategies to meet the priority needs described in previous sections. These strategies include:

1. Provide funding to The Salvation Army and the Crisis Assistance Response Emergency Shelter (C.A.R.E.S.) to assist in reducing the frequency and duration of homelessness.
2. Provide infrastructure improvements for street, sidewalk, and flood drainage systems in low- and- moderate income neighborhoods.
3. Increase homeownership opportunities for low- income families.
4. Support efforts to address the needs of special populations, especially at-risk children, battered spouses and children, the elderly and the disabled.
5. Support and promote homeownership education and counseling.

The Department of Development will utilize \$213,051 (09/10 HUD Allocation) of Community Development Block Grant funds on projects for family, youth and elderly programs, homeless shelter and prevention services, fair housing, one-on-one credit and debit counseling, financial literacy and home infrastructure improvements, and program administration and support.

The list of proposed CDBG projects for the 2009 program year is as follows:

VI. Description of Projects:

1. Provide \$4,250 to C.A.R.E.S. to provide emergency shelter for homeless women and children. The target date for completing this activity is May 30, 2010.
2. Provide \$6,000 to Hopewell/Prince George Healthy Families to reduce incidences of child abuse in "at-risk" families. The target date for completing this activity is June 30, 2010.
3. Provide \$5,000 to the Salvation Army to provide emergency rent and utility payments for residents in danger of being evicted or termination of utilities. The target date for completing this activity is June 30, 2010.
4. Provide \$4,377 to Hopewell Respite Care Group Program. The target date for completing this activity is June 30, 2010.
5. Provide \$4,627 to the James House to provide housing assistance to victims of domestic violence. The target date for completing this activity is June 30, 2010.



6. Provide \$4,703 to the “Rainbow Summer Enrichment Program”- Department of Recreation and Parks. The target date for completing this activity is October 31, 2010.
7. Provide \$3,000 to the Hopewell Youth Sports League to provide recreational activity to boys and girls in low to moderate income households. The target date for completing this activity is June 30, 2010.
8. Provide \$41,400 for curb and gutter installation along the west side of Cedar Lane between East Broadway and Appomattox Street. The target date for completing this activity is June 30, 2010.
9. Provide \$97,083 to widen the intersection at Dinwiddie and Courthouse Road and to install new road section to Gilbert Street. The target date for completing this activity is June 30, 2010.
10. Provide \$42,610.20 for CDBG Program Administration to include the cost of implementing fair housing initiatives. The target date for the completion of this activity is June 30, 2010.

The following table provides a record of the number and types of programs funded over a nine (9) year period. As the table indicates, numerous funding requests were received for public service projects this year. City Council’s policy has been to spread the funds among service providers to ensure the most people are helped. This year the City received only one request for a housing related project; the demolition of units in Langston Park. This project was not approved for funding.

Project Requests					
	Public Service	Housing	Public Facilities	Administration	Total
2001	5	1	6	1	13
2002	5	1	14	1	21
2003	7	1	9	1	18
2004	8	2	3	1	14
2005	11	1	5	1	18
2006	9	3	10	1	23
2007	8	2	14	1	25
2008	10	4	5	1	20
2009	9	2	5	1	17
Total	72	17	71	9	169

Langston Park. This project was not approved for funding.

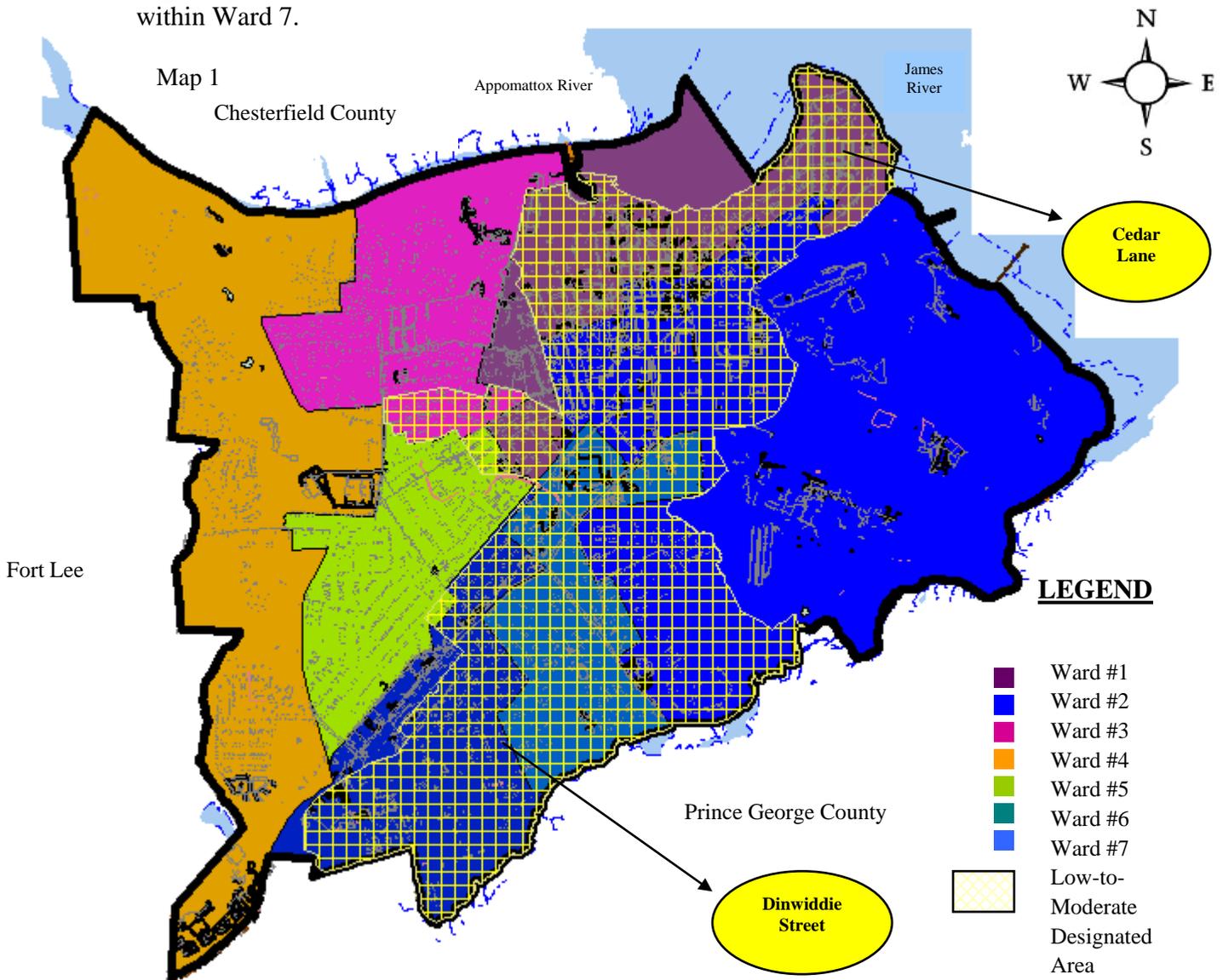
Table 1



VII. Geographic Distribution and Rationale

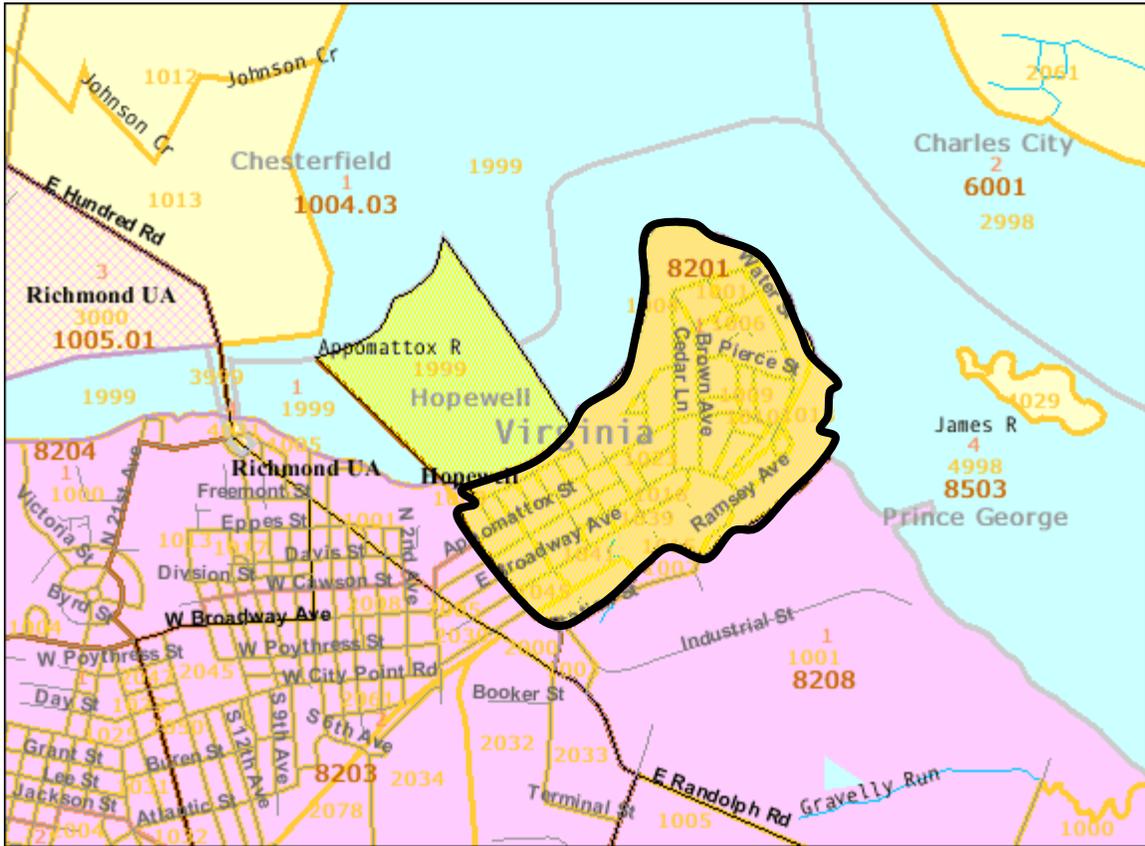
Consolidated Plan regulations require the City to describe the geographic areas of the City (including areas of low-and- moderate-income concentration) in which it will provide assistance in the coming program year. The City must also provide its rationale for its priorities for allocating investment geographically within the City.

The City uses its allocation for low and moderate income persons living within the City or to provide funding for projects only within the HUD defined low-and-moderate income areas. The map below shows the low and moderate income areas within the City. There are two infrastructure project proposed in this year's budget; Cedar Lane and Dinwiddie Street at its intersection with Courthouse Road. Income verification applications and documentation will be utilized for all other projects to determine eligibility of the beneficiaries. Cedar Lane is located within Ward 1. Courthouse Road is within Ward 7.





Cedar Lane it is located in Census 8201 Block Group 1. Based on 2000 Census data the total population of Block Group 1 is 1,595. Over sixty eight percent (68%) of the population is White, twenty seven percent (27%) is African American and four percent (4) is characterized as Some Other Race. The median household income is \$29,265. Map 2 highlights the area designated as Block Group 1 in the 8207 Census Tract.

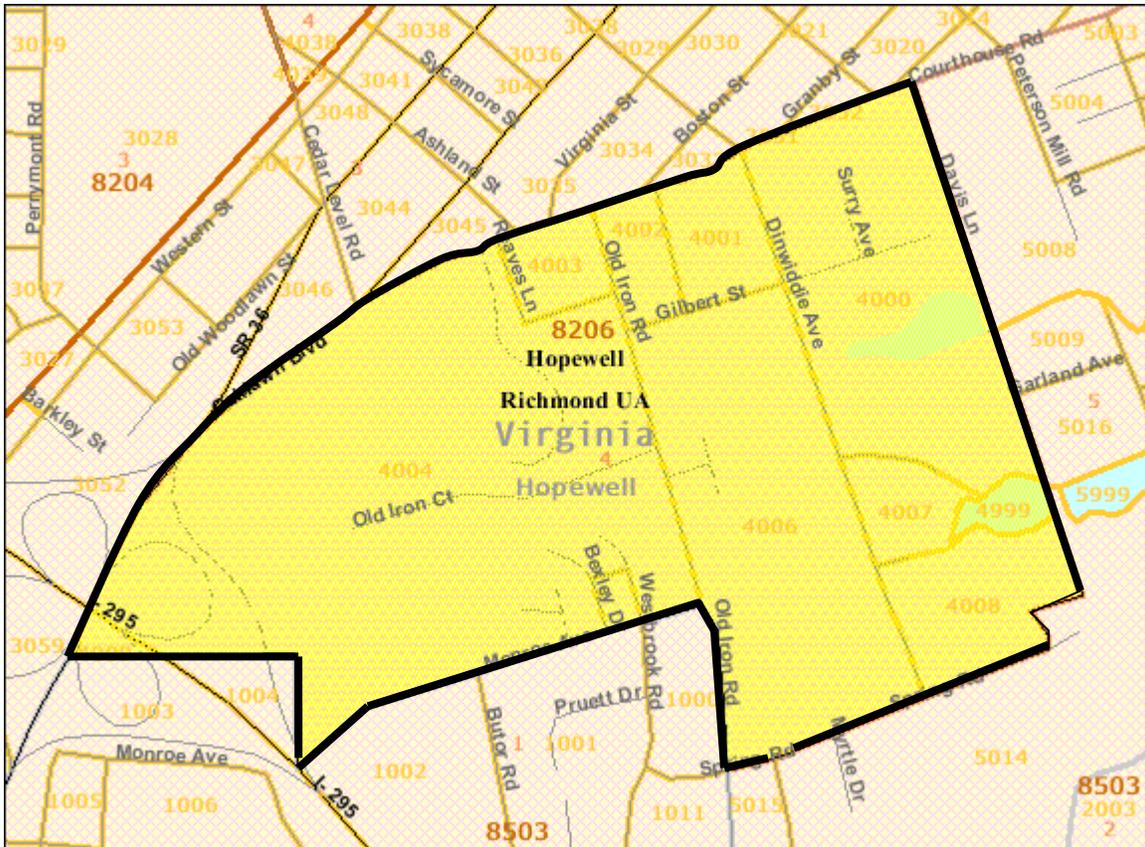


— Census Tract 8207, Block Group 1

Map 2



Dinwiddie Street is located in Census Tract 8206, Block Group 4, shown in Map 3 below. The street project will take place at its intersection with Courthouse Road to Gilbert Street. Based on 2000 Census data the total population of Block Group 1 is 1,447. Forty four percent (44%) of the population is White, forty eight percent (48%) are African American, one percent (1%) is Native American or an Alaskan Native, five percent (5%) is characterized as Two or More Races, and less than one percent is Native Hawaiian or Other Pacific Islander, four percent (4) is characterized as Some Other Race. The median household income is \$17,500. Map 3 highlights the area.



Census Tract 8206, Block Group 4

Map 3



VIII. Beneficiaries of the Proposed Activities

Each organization that applies for funding was asked to give projections of the number of persons, families, or units it will service in a program year. The table below shows the number of beneficiaries for the upcoming program year by activity.

Program Beneficiaries		
FY 2009-2010 Projects	Awarded Program Budget	# of Clients based on requested amount
CARES	\$4,250	10 adults, 8 children, 350 units of shelter services, and 75 units of non shelter services
Hopewell Prince George Healthy Families	6,000	35 people
Hopewell Respite Care Group	4,377	35 people
Rainbow Summer Program	4,703	450 children
The James House	4,627	36 people
Hopewell Youth Sports League	3,000	1,400 children
The Salvation Army	4,000	50 people
Cedar Lane	41,400	
Dinwiddie Street	97,083	
Down Payment and Closing Cost Assistance	10,000	3 families

Table 2

IX. Strategies to Improve Communities in the City of Hopewell: FY 2008-2009

A. Helping the Homeless

Citizens utilize the services of two regional shelters located in Petersburg, a neighboring jurisdiction, the Crisis Assistance Response Emergency Shelter (C.A.R.E.S.) and the Salvation Army Men’s Shelter.

C.A.R.E.S provides emergency shelter to homeless women and children. In addition to shelter, C.A.R.E.S. provides its clients with meals, clothing, educational and job training, life skills and counseling, service referrals, travel assistance, and childcare. It also operates a distribution center providing furniture, food, clothing, and appliances to its homeless clients and the community at large. Once at the shelter, children are able to begin school immediately. C.A.R.E.S continues to broaden its professional staff for counseling, mentorship and referral services to better prepare the family for reentry into society.

The Salvation Army Men’s Shelter continues to operate, but due to the minimum funds received by the City’s CDBG program, no longer request CDBG for shelter services. Instead, the Salvation Army utilizes Hopewell CDBG dollars to help families that are on the brink of becoming homeless by providing emergency rent and utility assistance.



The City proposes to fund C.A.R.E.S. \$4,250 and The Salvation Army \$4,000 this program year. The Department of Development will continue to partner with C.A.R.E.S. and The Salvation Army to employ a Continuum of Care approach to reduce the frequency and duration of homelessness within the City. The Department of Development will continue to partner with C.A.R.E.S. to employ a Continuum of Care approach to reduce the frequency and duration of homelessness.

B. The Continuum of Care

HUD has required a comprehensive community-based Continuum of Care strategy as a common exhibit in McKinney Program Homeless Assistance funding applications since 1996.

The City of Hopewell is a member of the Southside Continuum of Care (CoC) which is comprised of nine (9) localities that make up Planning District 19: Hopewell, Petersburg, Colonial Heights, Prince George, Dinwiddie, Emporia, Greenville, Surry, and Sussex County. Both The Salvation Army and C.A.R.E.S are members of the CoC.

In past years the Urban League of Petersburg and the Salvation Army have partnered to receive SUPER NOFA funds to provide job training and other skills to participants in the Salvation Army two- year transitional housing program. The grant allowed the Army to provide an additional means of transportation for the men to and from job training and job sites. Also, C.A.R.E.S. and the Salvation Army are HMIS users.

C. Special Needs of Persons Who Are Not Homeless

Prevention of Homelessness

The City of Hopewell also considers the *prevention* of homelessness a measure that should be funded. The James House will use their allocation to provide one-time rental payments, rental down payments, and utility payments to families and individuals who are victims of domestic violence. This service helps meet the needs of families who need to get out of their homes but have no other place of shelter. It especially applies to mothers or fathers with children that are too old to enter a shelter such as CARES or the Salvation Army.

Both The Salvation Army and C.A.R.E.S. continue to link their services with other community organizations and programs to provide a coordinated, comprehensive approach to supportive services:

- The Hopewell Food Pantry provides groceries to clients referred by The Salvation Army.
- Central Drug coordinates with The Salvation Army to subsidize prescription drug costs up to \$25 for eligible clients.
- Dominion Virginia Power Energy Share Program coordinates with The Salvation Army to provide financial assistance for heating bills.



- C.A.R.E.S. has formed a partnership with the Petersburg Greyhound Bus Lines to purchase discounted bus tickets for the stranded traveler. The Salvation Army and other organizations provide matching funds toward the purchase price of these discounted tickets.

The City is awarding C.A.R.E.S. \$4,250 and the Salvation Army \$5,000 for their respective programs.

Victims of Domestic Violence

The rise in occurrence and awareness of sexual assault and domestic violence has increased dramatically (Family and Intimate Partner Violence Homicide, Virginia Department of Health 2004). Research suggests that victims of domestic violence often stay in an abusive environment due to lack of financial resources. Providing victims the financial stability and means to leave a violent and abusive environment improves the overall quality of life for the individual and community.

The James House provides cost-free services to individuals who have experienced domestic violence, and/or sexual assault and stalking. In-take forms processed by the James House show that 100% of their clients are from low-to-moderate income families.

This year through CDBG funding, the James House will provide individuals with the financial means to leave a violent home environment, and encourage stability and sustainability with home, utility bills, and basic needs status. This project is called "Shelter from the Storm". The James House is equipped with skills that resolve and prevent child abuse and domestic violence through peer support, one-on-one counseling, safety planning, and community referrals. Individuals who utilize the "Shelter from the Storm" project will receive support, counseling, community referrals, and financial assistance. The City will award the James House with \$4,627 to help persons that are victims of domestic violence and need emergency funding for rent and utilities.

Preventing Child Abuse

Hopewell/Prince George Healthy Families will work to curtail the number of child abuse cases occurring within the City. According to Kids Count in Virginia, a statistical publication published by the Annie Casey Foundation, the City of Hopewell ranked among the highest in the state for child abuse and neglect in 2000.

Healthy Families provides family education, counseling and referral services to promote positive parenting, to encourage health and development of the child, and to prevent child abuse and neglect. Healthy Families works in close collaboration with the John Randolph Foundation to provide the national model upon which this program is built.

All first time mothers that live in the City of Hopewell are screened and assessed using a program model that identifies risk factors for abuse and neglect. If they consent, mothers assessed 'positive' are offered an assessment for further determination for needed referrals and services. Participants are offered in-home visitations which support parents in parent-child interaction, development of the child, education on parenting



skills, and stress reducers. The program is designed for children to be monitored until the age of five (5), if considered necessary.

Four (4) years ago Healthy Families added an additional parenting element to their service. The fathers of screened families will have a Fatherhood Coordinator to interact with and conduct home visitations. The Fatherhood Program and Home-Visitation is designed to encourage self sufficiency, empowerment, provide a safe environment, safety for children, parent-child interaction, produce children ready to enter school, and encourage fathers to be involved with their children.

The Healthy Families model has been empirically demonstrated to effectively reduce juvenile delinquency over time and to reduce child abuse and the staggering costs associated with the maltreatment of children. There have been no cases of child abuse among families enrolled in the Healthy Families program since its establishment in the City.

The Department of Development will provide \$6,000 in CDBG funds to the Hopewell/Prince George Healthy Families to support their efforts within the community.

Children in Low-to-Moderate Income Families

By providing CDBG funds to the Rainbow Summer Enrichment Program, and the Youth Sports League the City of Hopewell will continue to help financially disadvantaged youth enjoy educational, recreational and cultural programs throughout the year.

The Youth Sports League is sponsored by Hopewell Recreation and Parks. The league consists of baseball, softball, basketball and fall and spring soccer for kids ages 4-17 year of age. The program currently has 1,450 participants. In the past program sponsors have noticed over seventy (70) percent of the participants are from single family households and receive government assistance or their child is on free or reduced lunch through the public school system. This project will enable youth from low income families that could not pay registration cost to participate in the Sports League. Eligibility will be based on household size and income. This project received an allocation of \$3,000.

The Rainbow Summer Enrichment Program includes recreational activities and enhancement of the SOL morning program offered in Hopewell schools. It supports work completed in the previous academic year and in some cases may increase understanding of concepts that will be learned in the upcoming year. The program also offers recreational activities that some children may not have access to under normal circumstances. This year the program will add a new program that teaches children basic kayaking skills. The classes will be held along the two (2) rivers that abut the City, the Appomattox and the James River.

The program works in partnership with businesses in the community to offer free or subsidized services. Such businesses include the local bowling alley, Oaklawn Bowl, Fort Lee's Museum, Washington's School of Karate, Michael Grant's Karate, the Robert E. Lee Boy Scout Council and the Girl Scout Council. Free meals are provided through



the United States Food Administration (USDA) program. The City will award the Rainbow Summer Program \$4,703 to provide recreational, cultural and educational activities for children from low and very low income children.

Senior Citizens

Twenty-nine (29) percent of the City's population is comprised of persons who are fifty (50) years of age and older. This percentage will continue to grow as baby boomers are moving toward retirement and people are living longer lives than in years past. A large proportion of these seniors will be living on fixed incomes and will need assistance in areas of home repair, health needs, and nourishment (food/water).

This year, one organization applied for CDBG funds for programs designed to help Hopewell's senior community. The Hopewell Respite Care Group Program is a community service program that meets the overwhelming needs of caregivers/partners of aged, infirmed and/or individuals with disabilities that reside at home or alone, the opportunity for respite relief and support. The intention of this service is to delay or prevent premature institutionalization of frail older and/or disable adults and to aide in preventing burnout of caregivers.

D. Fostering and Maintaining Affordable Housing

The Consolidated Plan examined the provision of affordable housing, public housing, or other assisted housing needs by focusing on improving the safety and livability of the City's neighborhoods through owner-occupied residential rehabilitation for low-income and elderly persons.

As identified in the Consolidated Plan, a top priority for the City of Hopewell is to stabilize its deteriorating neighborhoods and improve the overall condition of its housing stock. The physical condition of housing affects the quality of community living including the ability to attract businesses. The City is using a comprehensive approach to fulfill these housing priorities which is outlined in the following section.

Neighborhood Revitalization

For the past two years the City has awarded \$84,000 towards emergency repair projects for owner occupied single family dwellings. A total of ten (10) homes have received emergency repairs. Unfortunately, the City did not receive an application from a Community Housing Development Organization this application cycle. Therefore, the City will utilize CDBG funds for public infrastructure projects.



E. Infrastructure Improvements within the HUD designated Low/Moderate Income Area

This program year the City is proposing the funding of two street improvement projects; Cedar Level Road and Dinwiddie Street.

The Cedar Lane project will provide curb and gutter along the west side of Cedar Lane between East Broadway and Appomattox Street. This portion of Cedar Lane is the only area on this street that does not have curb and gutter. The addition of curb and gutter will decrease water runoff and erosion that is occurring in this area. The total cost of this project is \$41,400.

The Dinwiddie Street project will begin from its intersection with Courthouse Road and end at Gilbert Street. This project will widen the intersection and increase the turning radius by 35 foot. It will also add new road section with curb and gutter, sidewalks on one side of the street with drive way aprons at each established driveway. The total cost of this project is \$120,000; \$97,083 budgeted in 2009 and the remaining \$22,197 of unprogrammed funds.

F. Overcome Impediments to Fair Housing Choice

In May of 2005 the City began implementing the strategies to overcome fair housing impediments as recommended in the 2003 Fair Housing Impediments Study. The City in partnership with Housing Opportunities Made Equal outlined a series of educational workshops that were held over the course of several months.

The City has contracted with Bay Area Economics to complete the Impediments to Fair Housing Study. The City contracted with Housing Opportunities Made Equal and held seminars on fair housing during the 2008 year. We will continue to hold seminars for citizens, employees and real estate agents/agencies. The City will provide advertisement about fair housing to City residents through the media. The City will provide posters, mailers in utility bills, newspaper announcements and local cable television announcements. As directed, English and Spanish versions will be available.

G. Evaluating and Reducing Lead-Based Paint Hazards

HUD regulations require that the Action Plan examine lead-based paint hazards and develop a strategy for reducing these hazards.

The City of Hopewell's strategy is to continue its collaboration with the Health Department and the Hopewell Redevelopment and Housing Authority to dispense information to at-risk residents warning them of the hazards posed by housing-related lead-based paint, especially for low-income families and children. Unfortunately, free lead based testing for children is no longer offered in the City of Hopewell.

Funding from the Center of Disease Control (CDC) for Lead Paint programs has drastically declined, forcing cutbacks in the services provided in the health district. Funding shortages has resulted in free lead- base testing for children being offered only



in the City of Petersburg because of the City's high concentration of elevated lead levels (venous blood level greater than 10 micrograms per deciliter). In the City of Hopewell, it is now the responsibility of the primary care physician to test for and educate a patient and family about the dangers of lead paint exposure.

The Hopewell Health Department is part of the larger Crater Health District, composed of five (5) neighboring health departments: Dinwiddie, Greensville/Emporia, Prince George, Surry, and Petersburg (headquarters). In some instances case management services are provided by the Petersburg Health Department (headquarters of Crater Health District) for children with elevated lead levels as reported by their primary care physician. Through the Lead Track Report, a statewide tracking database for lead paint exposure, the Petersburg headquarters learns of lead paint cases in Hopewell and may have a nurse visit the child and family to educate them on the dangers of lead base paint for children ages (5) and up. Children under the age of five (5) are eligible for services through *Women, Infants, and Children* (WIC).

The Housing Authority continues to ensure that lead-based hazards are eliminated in public housing. The entire public housing inventory has been tested per HUD requirements. Based on these results all lead based paint was either abated or encapsulated. This involved an expensive and expansive process that was completed in the mid- 1990's. Hopewell's entire rental market is potentially Section 8. Rentals are inspected before entry into the program and all exposed surfaces must be in tact (no peeling/chipped paint). Written information is shared with landlords and participants both landlords and participants must initial a form verifying that they have been made aware.

H. Reducing the Number of Poverty Level Facilities

HUD regulations require that the Consolidated Plan contain an "Anti-Poverty Strategy." Each Annual Action Plan must also describe the City's proposed actions for the coming program year to reduce the number of poverty level families. Hopewell's strategy is to promote services and activities that support and enhance the quality of life in the community. The Department of Development coordinates with the Hopewell Redevelopment and Housing Authority and Hopewell Social Services who provide referrals for financial assistance and for emergency housing for those threatened with homelessness.

The Department of Development funds several programs that promote individual and family self-sufficiency. For example, the Department funds the James House, Salvation Army Emergency Assistance Program, Rainbow Summer Program educational and recreational activities for low-income families. The services also provide limited childcare so that financially challenged persons may work or attend job training. As another example, funds are provided to assist with rent or utility payments of low-income families therefore allowing these participants to spend their income on activities such as education and job searches instead of for the aforementioned essentials. Funding



of these projects and activities helps to support the City's efforts to move low-income persons to economic self-sufficiency and reduce the number of families in poverty.

I. Developing Institutional Structure

The Department of Development continues to be responsible for the planning and implementation of the City's housing, economic and community development strategies. Since 2007 the composition of the Department has changed dramatically. The Engineering Staff once within the Department of Development was relocated to the Department of Public Works. The offices of the engineering staff have not changed so they continue to be easily accessible for consultation for infrastructure projects.

The Department of Development has a Director of Development, a City Planner, Zoning Officer, an administrative assistant, and GIS Coordinator. In July 2007 the City hired a Grants Coordinator, however, this person was terminated in September 2007. The City Planner is responsible for the CDBG program.

The City Planner works to ensure collaboration, coordination, and communication with public and nonprofit sectors to improve the City's communities with the use of the Community Development Block Grant. Communication with private entities in relation to rehabilitation and revitalization is a function of the City Administration. After talks and a contract have been executed on this level, the CDBG can be included as a supplement to private funding.

The City Planner works closely with the Director of Development, the City Planner, the City's Finance Director, City Attorney and the City Engineer. The Director of Development helps the City Planner understand the mind of City Council, specifically their vision for the community and how CDBG can help move this vision along.

The Finance Director is authorized to approve IDIS draw downs after the Housing & Grants Coordinator has verified that criterion has been met concerning low and moderate income ratios and documentation of payment.

The City Attorney is utilized primarily during the drafting of sub-recipient agreements. The Attorney reviews all agreements and approves them to form and legal sufficiency.

The City Planner works closely with the City Engineer in the administration and financial aspects of infrastructure improvement and street improvement projects that utilize CDBG funds. In instances when the City Engineer receives citizen or intergovernmental requests for improvements the requests are forwarded to the Coordinator for verification of CDBG status.

The Department of Development will continue to coordinate activities among departmental employees and other City staff when needed to properly implement CDBG programs.



J. Public Housing and Resident Initiative

As required by the Quality Housing and Work Responsibility Act of 1998, the Department of Development is coordinating the *City of Hopewell's Consolidated Plan* and the *2009 Action Plan* with the Hopewell Redevelopment and Housing Authority (HRHA). Development of the Consolidated Plan included consultation with HRHA staff.

HRHA provides housing services to nearly 800 low-income families through Section 8 housing assistance and low-income public housing. The Authority owns and administers approximately 496 units of public housing and administers approximately 248 Section 8 Housing Choice vouchers/certificates.

The City of Hopewell will continue working with HRHA to continue to provide safe, decent and sanitary housing to low-income residents and to implement educational, empowerment, and homeownership initiatives. These are the goals and objectives in the Authority's strategic plan, which are consistent with the goals and objectives of City of Hopewell's Consolidated Plan.

K. Other Assisted Housing

The Department of Development continues its partnership with the Housing Authority to provide shelter, disseminate information and provide assisted housing alternatives to this population. Additionally, there are two (2) full-service nursing homes in Hopewell: Hopewell Health Care Center and the John Randolph Nursing Home. The Department of Social Services provides supportive services referrals and the Department of Recreation and Parks provides transportation and social activities in an effort to improve the quality of life for these City's residents. The Department of Development consults with all of these agencies as part of its consolidated planning process.

L. Enhance Coordination between Public and Private Housing and Social Services Agencies

The Annual Action Plan must also describe the City's proposed actions for the coming program year to enhance coordination between public and private housing and social services agencies. In the Consolidated Plan's strategic plan, the Department of Development examined gaps in the institutional structure and developed actions specifically to enhance communication and coordination. The following are actions between public and private housing and social service agencies:

1. Begin informational meetings with the Director of City's Social Services Department to help coordinate efforts within the community.
2. As staffing and funding allow, continue to work with the City's Public Information Officer to communicate and market housing and community-development opportunities via the City Currents, a quarterly newsletter designed to keep citizens, business partners, and other community stakeholders informed and involved.



3. Provide other information pieces and outreach to the press concerning housing and community development issues.
4. Work with other organizations to provide educational seminars on issues such as lead-based paint hazards, historic tax credit programs, and redeveloping targeted or blighted neighborhoods to create and maintain home ownership opportunities.

During the 08-09 year the City concentrated on implementing areas 2-4. The City Planner has monitored the availability of fair housing brochures and discrimination in the Social Services Department. Many social service workers were trained in fair housing also. The City Planner can work harder to nurture this relationship. The City will work to coordinate all of the activities above this program year.

M. Overcome Barriers to Affordable Housing

The Annual Action Plan must also describe the City’s proposed actions for the coming program year to overcome barriers to affordable housing.

The City will provide \$15,000 in down payment and closing cost assistance for first time homebuyers. The maximum amount that can be allocated to each family is \$5,000. Oftentimes families in low to moderate income families cannot afford a large lump sum payment for down payment or closing cost assistance. This effort will help overcome this barrier to affordable housing.

N. Consolidated Plan Objectives & Implementation

The tables on the next pages show the City’s Consolidated Plan objectives and the projected number of units to be served each year during the Consolidated Plan timeline. It also shows the number of units that will be served this program year and the amount of funding for each project.



Type of Project	Program Year		
	2009	# of Services projected for 2009 Action Plan	2009 CDBG Funding Request
Owner Occupied Housing Needs			
Acquire land with a developer/CHDO to construct owner occupied units	1	0	\$0
Owner-Occupied Repairs/Rehab	3	0	\$0
Homeownership Assistance	3	3	\$15,000
Residential Historic Preservation for low-to-moderate income households.	3	0	\$0
Renter Occupied Housing Needs			
Rehabilitation: Improve the condition of rental units for LMI households	4	0	\$0
Homelessness Needs			
Homeless Support Services: Provide emergency shelter to individual men and provide administrative cost to shelter	10	0	\$0
Homeless Support Services: Provide emergency shelter to women & their children	12	18	\$4,250
Emergency Utility Payments	40	50	\$5,000
Public Human Services			
Youth Services: Provide educational, recreational and cultural programs for low to moderate income children during school year and summer	400	1,850	\$7,703



Public Human Services Continued	2009	# of Services projected for 2009 Action Plan	2009 CDBG Funding Request
Family Services: Support initiatives that improve relationships in families with at risk children	100	35	\$6,000
Intervention/Prevention of Domestic Violence/Sexual Abuse	72	36	\$4,627
Senior Services	50	35	\$4,377
Services for the Disabled	5	35	\$4,377
Crime Awareness	5	0	\$0
Public Facility Needs			
Streets/Sidewalks/Drainage	2	2 facility	\$161,40
Parks & Recreational Facilities	0	0	\$0
Economic Development			
Economic Initiatives: Non-residential Historic Preservation	1	0	\$0
Economic Initiatives: Support Enterprise Zone	1	0	\$0
Economic Initiatives: Support Revitalization of HUD designated LMI in the downtown area/streetscape	0	0	\$0
Slum Blight Removal	0	0	
Administration			
Salary, Fair Housing , Office Equipment/Supplies/ Training	1	1	\$42,610.20

Table 4

O. Performance Measurement System

The United States Department of Housing & Urban Development (HUD) has developed a performance measurement system to be utilized by all localities receiving CPD funds. This system will enable HUD to collect information on the outcomes of activities funded with Community Planning and Development (CPD) formula grant assistance, and to aggregate that information at the national, state and local level. The outcome performance measurement system has three overarching objectives: (1) Creating



Suitable Living Environments, (2) Providing Decent Affordable Housing. And (3) Creating Economic Opportunities. There are also three outcomes under each objective: (1) viability/Accessibility, (2) Affordability, and (3) sustainability. The program is set up that the three objectives, each having three possible outcomes, will produce nine possible outcome/objective statements within which to categorize grant activities.

All activities funded by City of Hopewell CDBG funds must meet at least one of these objectives and outcomes. HUD has offered a definition and example for each objective and outcome.

Objectives

Suitable Living Environment:

In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

Decent Affordable Housing:

The activities that typically would be found under this objective are designed to cover the wide range of housing possible under HOME, CDBG, HOPWA or ESG. This objective focused on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort (such as would be captured above under Suitable Living Environment).

Creating Economic Opportunities:

This objective applies to the type of activities related to economic development, commercial revitalization, or job creation.

Outcomes

The outcomes are defined as follows:

Availability/Accessibility:

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

Affordability:

This outcome category applies to activities that provide affordability in a variety of ways in the lives of low-and-moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation and day care.



Sustainability/Promoting Livable or Viable Communities:

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

The projects for this program year all meet the performance measurement objectives. It is also anticipated that all activities will meet one or more of the performance measurement objectives. Each activity’s objective(s) and proposed outcome(s) are provided in the table below.

Name of Project	Objectives			Outcomes		
	Suitable Living Environment	Decent Affordable Housing	Creating Economic Opportunities	Availability & Accessibility	Affordability	Sustainability: Promoting Livable or Viable Communities
C.A.R.E.S.	X			X	X	
Hopewell/Prince George Healthy Families	X			X		
The James House	X	X		X	X	
The Youth Sports League	X			X	X	
Hopewell Respite Care Program	X			X	X	
Rainbow Summer Program	X			X		
The Salvation Army	X	X			X	
Cedar Road	X			X		X
Dinwiddie Street	X			X		X
Down Payment and Closing Cost Assistance					X	

Table 5

P. Housing and Community Development Resources

The CDBG entitlement amount for FY 08 for the City of Hopewell is \$213,051. The City is also requesting the reprogramming of \$37,197 be approved this year. Funds will provide down payment and closing cost assistance and public infrastructure.



Q. Funding Sources

Entitlement Grant (includes reallocated funds)	
Program	Amount
CDBG	\$ 213,051
CDBG Program Income	\$ 0
Total	\$ 213,051
HOME	\$ 0
HOME Program Income	\$ 0
Total	\$ 0
Total Funding Sources	\$ 213,051

The Department of Development will not receive program income from prior years (not previously programmed or reported), nor does it anticipate any reprogramming of prior year funds. Current funding levels continue to be insufficient to solve the many problems faced by low-income citizens.

The City of Hopewell anticipates that the following Federal, State, local, and private resources will remain available over the 5-year planning period to address priority strategies:

Federal Resources

Funds from HUD and any other Federal sources are available to address the Consolidated Plan’s priority needs, such as grants and other revenues that may be available to provide funding to the City of Hopewell or other organizations within the City.

- a. Section 108 Loan Guarantee (Section 108): Through Section 108, HUD guarantees notes issued by units of general local government. These funds finance economic revitalization and development activities that include housing and rehabilitation of privately owned buildings for residential purposes; expansion of for-profit businesses; financing and rehabilitation of low-income and public housing; acquisition, construction, or rehabilitation of neighborhood and community facilities; site improvement on community-owned land leased to a developer for a commercial or industrial development project; site development; purchase of land or buildings for economic development; and infrastructure development that includes street reconstruction and/or sewer system repairs.
- b. Community Services Block Grant (CSBG): This program can fund activities to implement anti-poverty activities such as housing counseling, emergency assistance and other supportive services.
- c. Brownfields Economic Development Initiative (BEDI) Grants: BEDI grants target Economic Development Initiative funds to brownfields projects. BEDI grants are made to local governments for use in supporting brownfield redevelopment activities and projects financed in whole or in part with Section 108 Loan Guarantees.



- d. Economic Development Initiative (EDI): The Economic Development Initiative provides grants to be used in tandem with Section 108 guaranteed loans for economic revitalization projects. These grants will enhance the viability of such projects (through interest rate subsidies and debt service/operating reserves) and increase the likelihood that the Section 108 loans can be repaid from project revenue.
- e. Federal Historic Preservation Tax Incentives: Federal Historic Preservation Tax Incentives are available for buildings listed in the *National Register of Historic Places* or located in certain historic districts that are substantially rehabilitated for income-producing purposes according to standards set by the Secretary of the Interior.
- f. New Markets Tax Credit: This credit is expected to spur the investment of \$15 billion in new private capital into new markets. By making an investment in an eligible "Community Development Entity" (CDE), individual and corporate investors can receive a tax credit worth more than 30 percent of the amount invested over the life of the credit. Eligible CDEs include for-profit community-development financial institutions, for-profit subsidiaries of community development corporations, the U.S. Small Business Administration, licensed New Markets Venture Capital companies, and specialized small business investment companies.
- g. Public Works and Development Facilities Program: Grants are provided to help distressed communities attract new industries, encourage business expansion, diversify local economies, and generate long-term, private-sector jobs. Projects funded include water and sewer facilities primarily serving industry and commerce, access roads to industrial parks or sites, port improvements, and business incubator facilities. A proposed project must be located within or provide a substantial direct benefit to an area in severe economic distress, that is, one that is experiencing high unemployment, low per capita income, or sudden economic changes such as those caused by a military base closure.
- h. Technology Opportunity Program: This program provides matching grants to nonprofit organizations such as schools, libraries, hospitals, public safety entities, and State and local governments. Grant fund projects that improve the quality of, and the public's access to, education, healthcare, public safety, and other community-based services. The grants are used to purchase computer equipment and software, train staff and users, and provide connections to the Internet. Funds also support evaluation and dissemination of project findings.
- i. Home Repair Loan Program (Section 504): The Home Repair Loan Program is available to low-income and elderly people who prefer to stay in their current homes, though they cannot afford repairs.
- j. Housing Preservation Grant Program: This program also makes available funds to repair housing. Non-profits receive grants and they in turn make funds available to homeowners that cannot afford to make needed repairs.



- k. Head Start/Early Head Start: This program awards grants to local public and private nonprofit and for-profit agencies for comprehensive child development services for children and families. Intended primarily for low-income families, the program fosters the development of children and enables them to deal more effectively with both their present environment and later responsibilities in school and community life.

Local Public Resources

Local funds have also been used to address the Consolidated Plan's priority needs.

City of Hopewell General Funds: These funds support organizations that provide housing and/or supportive services to area residents including low-income families and persons. The City of Hopewell provides approximately \$1,000,000 annually to local outside agencies from general fund resources. Several organizations receive these funds:

- John Randolph Foundation
- Historic Hopewell Foundation
- Southside Virginia Legal Aid Services
- District 19 Mental Health
- Appomattox Regional Library
- Tim Reid Scholarship Foundation
- Hooray for Hopewell
- Health Department
- Arts & Humanities Grant – HHF
- John Tyler Community College
- Richard Bland College
- Tax-Relief Elderly
- Virginia Historical Society
- Regional Med Flight
- Two for Life- DMV
- State/Local Hospitalization
- Heritage Gardens
- South Centre Corridors
- Petersburg Symphony
- Virginia State University



Private Resources

Funds from private sources are also available to address the Consolidated Plan's priority needs from partners such as private lenders, nonprofit organizations, and citizens.

The John Randolph Foundation is a private organization that provides grants to other non-profit organizations within the community that focus on a broad range of issues such as safe housing, access to health care, enrichment programs for "at risk" youth, equipment for fire and emergency services, senior health programs and many other diverse community initiatives. Grants awarded for program year 09-10 had not been announced at the time of this publication. However, in past years the Foundation has given to the following organizations:

- Big Brothers/ Big Sisters Inc.
- Boys & Girls Clubs of Hopewell
- Central Virginia Health Services
- Southside Programs for Adult Continuing Education
- Tri-Cities Habitat for Humanity
- Hopewell Prince George Healthy Families
- The Salvation Army
- United Way

Community Reinvestment Act Programs: These special programs promoted by local financial institutions are designed to assist low and moderate-income buyers and/or target low and moderate-income neighborhoods.

United Way: The United Way provides funding to local social services organizations, many of which are involved in housing or supportive services.

Private Contributions: Many nonprofit organizations rely heavily on private contributions. In addition to cash, contributions may include donated labor and materials.

R. Monitoring

The Department of Development undertakes grant monitoring to ensure the success of Consolidated Plan and Annual Action Plan projects and activities. This section describes how the Department of Development monitors all projects funded by the Community Development Block Grant (CDBG) program.

As the lead agency for the City of Hopewell, the Department of Development is continually honing its standards and procedures to monitor the performance and effectiveness of housing and community development activities. The Housing & Grants



Coordinator monitors all CDBG sub-recipient contracts. A sub-recipient is an organization receiving CDBG funds from the Department of Development.

S. The Project Monitoring Process

All CDBG projects are assigned to the Housing & Grants Coordinator who monitors and reports on the progress of each project. When the Department of Development awards a grant, the Housing & Grants Coordinator develops an individual monitoring schedule for each sub-recipient that includes the following items:

- Desk monitoring
- Quarterly performance reports
- Annual on-site reviews

These three items combine to provide a clear and timely picture of each sub-recipient's progress.

Monitoring of the Department of Development's sub-recipient partners is not just a regulatory process or a fact-finding mission. Rather, it involves effective communication and cooperative, problem-solving relationships between the department and its sub-recipients. Project monitoring involves:

1. Service and support, not command and control: The goal of the Department of Development is to create a leadership style focused on providing service and management support.
2. Continuous improvement: The Department of Development views monitoring as an opportunity to provide ongoing technical assistance and support to help its sub-recipient partners reach their goals, reach Consolidated Plan goals, and improve service.
3. Improved communication: Open and consistent communication is vital for the Department's sub-recipient partners to understand what must be achieved through service and support to the community as well as meeting the following primary goals:
 - Ensure consistency with primary objective—not less than 70 percent of CDBG funds used during the program year must be for activities that benefit low- and moderate-income persons.
 - Ensure each activity meets the criteria for one or more of the three broad national objectives.
 - Comply with all other regulatory eligibility requirements for each activity.
 - Comply with the Consolidated Plan regulations regarding displacement.
 - Comply with all other applicable laws and program requirements.
 - Ensure production and accountability.



- Evaluate organizational and project performance.
4. Success through:
- Pre-award screening, risk assessment, and orientation.
 - Strong written agreements.
 - Performance standards and program objectives.
 - Defined monitoring visits for each sub-recipient partner: quarterly, semi-annually, and/or annually.



Certifications

Listed below are 11 separate certifications that the Department of Development must include in the Annual Action Plan. Part Three – Application and Certifications of this plan contain the certifications listed below.

1. Affirmatively Further Fair Housing
2. Anti-displacement and Relocation Plan
3. Drug-free Workplace
4. Anti-lobbying
5. Authority of Jurisdiction
6. Consistency with Plan
7. Section 3 of the Housing and Urban Development Act of 1968
8. Community Development Block Grant Certifications (multiple)
9. HOME Program Certifications (not applicable, since the City does not receive these funds)
10. Emergency Shelter Grant Certifications (not applicable, since the City does not receive these funds)
11. Housing Opportunities for Persons with AIDS Certifications (not applicable, since the City does not receive these funds)

Citizen Participation and Community Development Plan certifications are included in the CDBG certification requirements. The acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, are included in the Anti-displacement and Relocation Plan certification

Certifications

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan – The City of Hopewell will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implement regulations at 49 CFR 24; and the City has in effect and is following a residential displacement and relocation assistance plan required under Section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace – The City of Hopewell will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraphs 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

City Manager
Title

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;
2. Overall Benefit. The aggregate use of CDBG funds including Section 108 Guaranteed Loans during program year(s) 2008, 2009, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may

be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR §570.608.

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

City Manager

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the

change(s), if it previously identified the workplaces in question (see paragraph three).

6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

City of Hopewell
300 N. Main Street
Hopewell, VA 23860

Check x if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantee's attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii)

temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub-recipients or subcontractors in covered workplaces).