

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission: <input type="radio"/> Preapplication <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify) _____
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* 3. Date Received: 06/08/2007	4. Applicant Identifier: _____
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5a. Federal Entity Identifier: _____	* 5b. Federal Award Identifier: _____
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State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
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8. APPLICANT INFORMATION:

*** a. Legal Name:** Housing Opportunities Made Equal of Virginia, Inc.

* b. Employer/Taxpayer Identification Number (EIN/TIN): 23-7303018	* c. Organizational DUNS: _____
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d. Address:

*** Street1:** 700 East Franklin Street, Suite 3-A
Street2: _____
*** City:** Richmond
County: _____
*** State:** VA: Virginia
Province: _____
*** Country:** USA: UNITED STATES
*** Zip / Postal Code:** 23219

e. Organizational Unit:

Department Name: Center for Housing Advocacy	Division Name: Tidewater Branch Office
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f. Name and contact information of person to be contacted on matters involving this application:

Prefix: _____ *** First Name:** Lora
Middle Name: _____
*** Last Name:** Ponder
Suffix: _____

Title: Vice President, Programs and Operations

Organizational Affiliation:

*** Telephone Number:** _____ **Fax Number:** 804-354-0690

*** Email:** _____

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9. Type of Applicant 1: Select Applicant Type:

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

US Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.408

CFDA Title:

Fair Housing Initiatives Program

*** 12. Funding Opportunity Number:**

FR-5100-N-24B

*** Title:**

Fair Housing Initiative Program (EOI)

13. Competition Identification Number:

FHIP-24-EOI

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Hampton, Newport News, Norfolk, Portsmouth, Chesapeake, Virginia Beach, Suffolk

*** 15. Descriptive Title of Applicant's Project:**

Hampton Roads Fair Housing Education Project

Attach supporting documents as specified in agency instructions.

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16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

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*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input field]

Attachments

AdditionalCongressionalDistricts
File Name

Mime Type

AdditionalProjectTitle
File Name

Mime Type

**Grant Applications
Detailed Budget**

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2501-0017
(expires 03/31/2005)

* Organization Name: Housing Opportunities Made Equal of Virginia, Inc.

* Project/Activity Name: FHIP- Eduation and Outreach Program

	Functional Categories								
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Inbal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)
a. Personnel (Direct Labor)	65,530.00		25,715.00		4,520.00				
b. Fringe Benefits	16,795.00		6,590.00		390.00				
c. Travel	8,091.00		9,821.00						
d. Equipment (only items > \$5,000 depreciated value)									0.00
e. Supplies (only items < \$5,000 depreciated value)	7,125.00		5,700.00			3,500.00			
f. Contractual	2,459.00		617.00		4,500.00				7,576.00
g. Construction									
1. Administration and Legal Expenses									0.00
2. Land, Structures, Rights-of-Way, Appraisals, etc.									0.00
3. Relocation Expenses and Payments									0.00
4. Architectural and Engineering Fees									0.00
5. Other Architectural and Engineering Fees									0.00
6. Project Inspection Fees									0.00
7. Site Work									0.00
8. Demolition and Removal									0.00
9. Construction									0.00
10. Equipment									0.00
11. Contingencies									0.00
12. Miscellaneous									0.00
h. Other Direct Costs									591,930.00
i. Subtotal of Direct Costs	100,000.00		90,764.00	0.00	9,410.00	3,500.00		0.00	
j. Indirect Costs (% Approved)									
Indirect Cost Rate: [redacted]									
Grand Total (Year 1):									
Grand Total (All Years):									

**Grant Applications
Detailed Budget**

U.S. Department of Housing
and Urban Development

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* Organization Name: Housing Opportunities Made Equal of Virginia, Inc.

* Project/Activity Name: FHIP- Eduation and Outreach Program

Functional Categories									
Year 1: <input type="radio"/> Year 2: <input checked="" type="radio"/> Year 3: <input type="radio"/> All Years: <input type="radio"/>									
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Inbal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)
a. Personnel (Direct Labor)									
b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items < \$5,000 depreciated value)									
f. Contractual									
g. Construction									
1. Administration and Legal Expenses									
2. Land, Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
6. Project Inspection Fees									
7. Site Work									
8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs									
i. Subtotal of Direct Costs									
j. Indirect Costs (% Approved)									
Indirect Cost Rate: <input type="text"/> (%)									
Grand Total (Year <input 163="" 35="" 958="" 973"="" data-label="Page-Footer" type="text" value="2>):</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Grand Total (All Years):</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> </div> <div data-bbox="/> <p>Tracking Number: GRANT00284218</p>									

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* Project/Activity Name: FHIP- Eduation and Outreach Program

Functional Categories									
	Year 1: <input type="radio"/> Year 2: <input type="radio"/> Year 3: <input checked="" type="radio"/> All Years: <input type="radio"/>								
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Tribal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)
a. Personnel (Direct Labor)									
b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items < \$5,000 depreciated value)									
f. Contractual									
g. Construction									
1. Administration and Legal Expenses									
2. Land, Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
6. Project Inspection Fees									
7. Site Work									
8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs									
i. Subtotal of Direct Costs									
j. Indirect Costs (% Approved Indirect Cost Rate: <input type="text"/> %)									
Grand Total (Year <input type="text" value="3"/>):									
Grand Total (All Years):									

**Grant Applications
Detailed Budget**

U.S. Department of Housing
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* Organization Name: Housing Opportunities Made Equal of Virginia, Inc.

* Project/Activity Name: FHIP- Eduation and Outreach Program

Functional Categories									
Year 1: <input type="radio"/> Year 2: <input type="radio"/> Year 3: <input type="radio"/> All Years: <input checked="" type="radio"/>									
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	HUD Share (\$)	Applicant Match (\$)	Other HUD Funds (\$)	Other Fed Share (\$)	State Share (\$)	Local/Inbal Share (\$)	Other Share (\$)	Program Income (\$)	Total (\$)
a. Personnel (Direct Labor)									
b. Fringe Benefits									
c. Travel									
d. Equipment (only items > \$5,000 depreciated value)									
e. Supplies (only items < \$5,000 depreciated value)									
f. Contractual									
g. Construction									
1. Administration and Legal Expenses									
2. Land, Structures, Rights-of-Way, Appraisals, etc.									
3. Relocation Expenses and Payments									
4. Architectural and Engineering Fees									
5. Other Architectural and Engineering Fees									
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8. Demolition and Removal									
9. Construction									
10. Equipment									
11. Contingencies									
12. Miscellaneous									
h. Other Direct Costs									
i. Subtotal of Direct Costs									
j. Indirect Costs (% Approved)									
Indirect Cost Rate: <input type="text"/> (%)									
Grand Total (Year <input checked="" type="checkbox"/> All):									
Grand Total (All Years):									

* Organization Name:

Housing Opportunities Made Equal of Virginia, Inc.

Questionnaire for HUD's Initiative on Removal of Regulatory Barriers

Part A. Local Jurisdictions. Counties Exercising Land Use and Building Regulatory Authority and Other Applicants Applying for Projects Located in such Jurisdictions or Counties [Collectively, Jurisdiction]

	1	2
1. Does your jurisdiction's comprehensive plan (or in the case of a tribe or TDHE, a local Indian Housing Plan) include a "housing element"? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water. If your jurisdiction does not have a local comprehensive plan with a "housing element," please enter no. If no, skip to question # 4.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2. If your jurisdiction has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle income families, for at least the next five years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3. Does your zoning ordinance and map, development and subdivision regulations or other land use controls conform to the jurisdiction's comprehensive plan regarding housing needs by providing: a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the plan? (For purposes of this notice, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.). If the jurisdiction has chosen not to have either zoning, or other development controls that have varying standards based upon districts or zones, the applicant may also enter yes.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4. Does your jurisdiction's zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<p>5. If your jurisdiction has development impact fees, are the fees specified and calculated under local or state statutory criteria? If no, skip to question #7. Alternatively, if your jurisdiction does not have impact fees, you may enter yes.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>6. If yes to question #5, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>7. If your jurisdiction has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>8. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "Smart Codes in Your Community: A Guide to Building Rehabilitation Codes" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>9. Does your jurisdiction use a recent version (i.e. published within the last 5 years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification? In the case of a tribe or TDHE, has a recent version of one of the model building codes as described above been adopted or, alternatively, has the tribe or TDHE adopted a building code that is substantially equivalent to one or more of the recognized model building codes? Alternatively, if a significant technical amendment has been made to the above model codes, can the jurisdiction supply supporting data that the amendments do not negatively impact affordability?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>10. Does your jurisdiction's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes

<p>11. Within the past five years, has a jurisdiction official (i.e., chief executive, mayor, county chairman, city manager, administrator, or a tribally recognized official, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>12. Within the past five years, has the jurisdiction initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the jurisdiction's "HUD Consolidated Plan?" If yes, attach a brief list of these major regulatory reforms. (If you have attachments that are electronic files please scroll to bottom of page 5 and attach. For information that is not in an electronic format use the eFax method. See the General Section Instructions for eFaxing.)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years has your jurisdiction modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Does your jurisdiction give "as-of-right" density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, "as of right" means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has your jurisdiction established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>16. Does your jurisdiction provide for expedited or "fast track" permitting and approvals for all affordable housing projects in your community?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>17. Has your jurisdiction established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time period, results in automatic approval?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>18. Does your jurisdiction allow "accessory apartments" either as: a) a special exception or conditional use in all single-family residential zones or, b) "as of right" in a majority of residential districts otherwise zoned for single-family housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>19. Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>20. Does your jurisdiction require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Total Points:</p>		

Part B. State Agencies and Departments or Other Applicants for Projects Located in Unincorporated Areas or Areas Otherwise Not Covered in Part A

	1	2
1. Does your state, either in its planning and zoning enabling legislation or in any other legislation, require localities regulating development have a comprehensive plan with a "housing element?" If no, skip to question # 4	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
2. Does your state require that a local jurisdiction's comprehensive plan estimate current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate, and middle income families, for at least the next five years?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
3. Does your state's zoning enabling legislation require that a local jurisdiction's zoning ordinance have a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped in these categories, that can permit the building of affordable housing that addresses the needs identified in the comprehensive plan?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
4. Does your state have an agency or office that includes a specific mission to determine whether local governments have policies or procedures that are raising costs or otherwise discouraging affordable housing?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
5. Does your state have a legal or administrative requirement that local governments undertake periodic self-evaluation of regulations and processes to assess their impact upon housing affordability address these barriers to affordability?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
6. Does your state have a technical assistance or education program for local jurisdictions that includes assisting them in identifying regulatory barriers and in recommending strategies to local governments for their removal?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
7. Does your state have specific enabling legislation for local impact fees? If no skip to question #9.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
8. If yes to the question #7, does the state statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus) and a method for fee calculation?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
9. Does your state provide significant financial assistance to local governments for housing, community development and/or transportation that includes funding prioritization or linking funding on the basis of local regulatory barrier removal activities?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes

<p>10. Does your state have a mandatory state-wide building code that a) does not permit local technical amendments and b) uses a recent version (i.e. published within the last five years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification? Alternatively, if the state has made significant technical amendment to the model code, can the state supply supporting data that the amendments do not negatively impact affordability?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>11. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "Smart Codes in Your Community: A Guide to Building Rehabilitation Codes" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>12. Within the past five years has your state made any changes to its own processes or requirements to streamline or consolidate the state's own approval processes involving permits for water or wastewater, environmental review, or other State-administered permits or programs involving housing development? If yes, briefly list these changes.</p> <p>(If you have attachments that are electronic files please scroll to bottom of this page and attach. For information that is not in an electronic format use the eFax method. See the General Section Instructions for eFaxing.)</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>13. Within the past five years, has your state (i.e., Governor, legislature, planning department) directly or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or panels to review state or local rules, regulations, development standards, and processes to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>14. Within the past five years, has the state initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the states' "Consolidated Plan submitted to HUD?" If yes, briefly list these major regulatory reforms.</p> <p>(If you have attachments that are electronic files please scroll to bottom of this page and attach. For information that is not in an electronic format use the eFax method. See the General Section Instructions for eFaxing.)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has the state undertaken any other actions regarding local jurisdiction's regulation of housing development including permitting, land use, building or subdivision regulations, or other related administrative procedures? If yes, briefly list these actions.</p> <p>(If you have attachments that are electronic files please scroll to bottom of this page and attach. For information that is not in an electronic format use the eFax method. See the General Section Instructions for eFaxing.)</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>Total Points:</p>		

Additional Information: [707-HUD_Form_27300_for_7_Localities.pdf](#)

Attachments

single_attachment_datagroup0

File Name

707-HUD_Form_27300_for_7_Localities.pdf

Mime Type

application/pdf

Reducing Regulatory Barriers – Form HUD-27300
Contact Information

Commonwealth of Virginia

William J. Ernst, III,
Virginia Department of Housing and Community Development
804-371-7017

City of Newport News

Randy W. Hildebrandt, City Manager
Tricia Wilson, Development Department
757-926-3793

City of Virginia Beach

Andrew M. Friedman, Director
Department of Housing & Neighborhood Preservation
757-385-5750

City of Hampton

Karla R. Triggie, Neighborhood Development Specialist
757-727-6460

City of Portsmouth

Danny E. Cruce, Executive Director
Portsmouth Redevelopment & Housing Authority
757-399-5261

City of Norfolk

Office of the City Manager
757-664-4000

City of Chesapeake

Anne Odell, Acting City Manager
Brenda G. Willis, Executive Director
Chesapeake Redevelopment & Housing Authority
757-523-0401

Commonwealth of Virginia

Public reporting burden for this collection of information is estimated to average 3 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used for encourage applicants to pursue and promote efforts to remove regulatory barriers to affordable housing. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Questionnaire for HUD's Initiative on Removal of Regulatory Barriers

Part A. Local Jurisdictions. Counties Exercising Land Use and Building Regulatory Authority and Other Applicants Applying for Projects Located in such Jurisdictions or Counties

[Collectively, Jurisdiction]

	1	2
1. Does your jurisdiction's comprehensive plan (or in the case of a tribe or TDHE, a local Indian Housing Plan) include a "housing element? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water. If your jurisdiction does not have a local comprehensive plan with a "housing element," please enter no. If no, skip to question # 4.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2. If your jurisdiction has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle income families, for at least the next five years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3. Does your zoning ordinance and map, development and subdivision regulations or other land use controls conform to the jurisdiction's comprehensive plan regarding housing needs by providing: a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the plan? (For purposes of this notice, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.). If the jurisdiction has chosen not to have either zoning, or other development controls that have varying standards based upon districts or zones, the applicant may also enter yes.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4. Does your jurisdiction's zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Commonwealth of VA

<p>5. If your jurisdiction has development impact fees, are the fees specified and calculated under local or state statutory criteria? If no, skip to question #7. Alternatively, if your jurisdiction does not have impact fees, you may enter yes.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>6. If yes to question #5, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>7. If your jurisdiction has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>8. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "<i>Smart Codes in Your Community: A Guide to Building Rehabilitation Codes</i>" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>9. Does your jurisdiction use a recent version (i.e. published within the last 5 years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification. In the case of a tribe or TDHE, has a recent version of one of the model building codes as described above been adopted or, alternatively, has the tribe or TDHE adopted a building code that is substantially equivalent to one or more of the recognized model building codes?</p> <p>Alternatively, if a significant technical amendment has been made to the above model codes, can the jurisdiction supply supporting data that the amendments do not negatively impact affordability.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>10. Does your jurisdiction's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes

<p>11. Within the past five years, has a jurisdiction official (i.e., chief executive, mayor, county chairman, city manager, administrator, or a tribally recognized official, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>12. Within the past five years, has the jurisdiction initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the jurisdiction's "HUD Consolidated Plan?" If yes, attach a brief list of these major regulatory reforms.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years has your jurisdiction modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Does your jurisdiction give "as-of-right" density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, "as of right" means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has your jurisdiction established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>16. Does your jurisdiction provide for expedited or "fast track" permitting and approvals for all affordable housing projects in your community?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>17. Has your jurisdiction established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time period, results in automatic approval?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>18. Does your jurisdiction allow "accessory apartments" either as: a) a special exception or conditional use in all single-family residential zones or, b) "as of right" in a majority of residential districts otherwise zoned for single-family housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>19. Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>20. Does your jurisdiction require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Total Points:</p>		

Part B. State Agencies and Departments or Other Applicants for Projects Located in Unincorporated Areas or Areas Otherwise Not Covered in Part A

	1	2
1. Does your state, either in its planning and zoning enabling legislation or in any other legislation, require localities regulating development have a comprehensive plan with a "housing element?" If no, skip to question # 4.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
2. Does you state require that a local jurisdiction's comprehensive plan estimate current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate, and middle income families, for at least the next five years?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
3. Does your state's zoning enabling legislation require that a local jurisdiction's zoning ordinance have a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped in these categories, that can permit the building of affordable housing that addresses the needs identified in the comprehensive plan?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
4. Does your state have an agency or office that includes a specific mission to determine whether local governments have policies or procedures that are raising costs or otherwise discouraging affordable housing?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
5. Does your state have a legal or administrative requirement that local governments undertake periodic self-evaluation of regulations and processes to assess their impact upon housing affordability address these barriers to affordability?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
6. Does your state have a technical assistance or education program for local jurisdictions that includes assisting them in identifying regulatory barriers and in recommending strategies to local governments for their removal?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
7. Does your state have specific enabling legislation for local impact fees? If no skip to question #9.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
8. If yes to the question #7, does the state statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (<i>nexus</i>) and a method for fee calculation?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
9. Does your state provide significant financial assistance to local governments for housing, community development and/or transportation that includes funding prioritization or linking funding on the basis of local regulatory barrier removal activities?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes

<p>10. Does your state have a mandatory state-wide building code that a) does not permit local technical amendments and b) uses a recent version (i.e. published within the last five years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification?</p> <p>Alternatively, if the state has made significant technical amendment to the model code, can the state supply supporting data that the amendments do not negatively impact affordability?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>11. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "<i>Smart Codes in Your Community: A Guide to Building Rehabilitation Codes</i>" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>12. Within the past five years has your state made any changes to its own processes or requirements to streamline or consolidate the state's own approval processes involving permits for water or wastewater, environmental review, or other State-administered permits or programs involving housing development. If yes, briefly list these changes. See attached Supplement for a detailed response to this question.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>13. Within the past five years, has your state (i.e., Governor, legislature, planning department) directly or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or panels to review state or local rules, regulations, development standards, and processes to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>14. Within the past five years, has the state initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the states' "Consolidated Plan submitted to HUD?" If yes, briefly list these major regulatory reforms.</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has the state undertaken any other actions regarding local jurisdiction's regulation of housing development including permitting, land use, building or subdivision regulations, or other related administrative procedures? If yes, briefly list these actions. See attached Supplement for a detailed response to this question.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>Total Points:</p>		

State response prepared by: William J. Ernst, III, Virginia Department of Housing and Community Development, [REDACTED]

Supplements to HUD form 27300 (4/04)

Supplement to Question B 12

The state's Sewage Handling and Disposal Regulations (12 VAC 5-610-10 et seq.), which became effective on July 1, 2000, significantly changed existing regulations. The changes increased the level of public health while simultaneously eliminating or modifying unnecessary or cumbersome regulatory requirements. Several of these provisions effectively increased the supply of developable land while allowing safe, yet cost effective alternatives to conventional on-site disposal methods. As adopted, the regulations:

- increased the separation distance to a water table below a drainfield from 2 to 20 inches to 18 or 24 inches;
- increased the separation distance to bedrock below a drainfield from 12 inches to 18 inches;
- encouraged the use of new and innovative onsite wastewater technologies through a provisional approval process;
- increased ground water protection standards for large onsite systems (mass drainfields);
- reduced the installation depth for conventional systems from 18 inches to 6 to 12 inches;
- added provisions making it easier for homeowners to know when to pump their septic tank; and
- made administrative changes designed to revise cumbersome portions of the regulations and make it easier for the public to comply with the regulations (i.e., reduced "red tape").

Other recent legislative actions by the General Assembly addressed the timeliness of state regulatory review processes.

- In 2007, amended §§ 15.2-2259, 15.2-2260, and 15.2-2269 of the Code of Virginia to assure the timely transmission, review and action on subdivision plats required to be reviewed by state agencies and authorities.
- In 2006, amended § 15.2-2260, one of the subdivision ordinance enabling statutes, to require the timely transmission of preliminary subdivision plats to any state agency required to review the document.

Supplement to Question B 15

Several recent actions of the Virginia General Assembly have modified various features of the state's enabling legislation that controls the local land use regulatory process. All references are to the Code of Virginia.

- In 2007, amended §§ 15.2-2316.1 and 15.2-2316.2 to facilitate the use of transferable development rights by permitting voluntary agreements allowing the county to designate eligible receiving areas in the city if the city council has also amended its zoning ordinance to designate the areas eligible to receive density being transferred from sending areas in the county.
- In 2007, amended § 15.2-2305, which enables local affordable dwelling unit (density bonus) ordinances, to include an increase in the density bonus percentage and ratio of affordable units, authorization for local housing trust funds, and the inclusion of certain elevator properties.
- In 2007, amended § 15.2-2298 to allow "high growth" localities to use "Northern Virginia" conditional zoning, which permits proffers addressing needs not generated solely by the rezoning.
- In 2006, added § 15.2-2286.1 to the zoning enabling legislation to replace existing permissive language with mandatory provisions for the clustering of single-family dwellings within a development at an increased density in order to preserve open space without reducing the number of dwellings that would have been permitted under the zoning applicable to the entire land area of the development. The only exceptions from the effect of the law would occur in localities that had already

adopted cluster zoning provisions under previous statutory provisions or in Air Installation Compatible Use Zones (AICUZ). The latter exception addressed specific concerns of the Department of Defense respecting land use adjacent certain naval air installations in Virginia.

- In 2006, amended §§ 15.2-2298 and 15.2-2303.2 to permit more localities to accept cash proffers for off-site road and other transportation improvements include in a local comprehensive plan.
- In 2006, amended § 15.2-2223 and added § 15.2-2222.1 to improve the coordination of local land use and state transportation planning efforts by requiring the State Department of Transportation(VDOT) to review local comprehensive plans or plan amendments prior to their adoption. The law also requires the timely submission of proposed zoning amendments and subdivision plats to the state reviewing agency.
- In 2006, amended §§ 15.2-2223 and 15.2-2224 to require that local comprehensive plans designate the general or approximate location, character, and extent of each road and transportation improvement shown on the plan. The comprehensive plan must include a map showing road and transportation improvements, including their cost, which are sufficient to meet the current and future needs of residents in the locality and in consideration of the current and future needs of the relevant planning district [region].
- In 2006, enacted §§ 15.2-2316.1 and 15.22316.2 enabling localities to provide for the transfer of development rights from one parcel in the locality to another parcel located elsewhere in the locality with the intention of facilitating development in areas prepared to receive it.
- In 2005, amended § 15.2-2286 of the zoning enabling legislation to permit a local zoning administrator to grant a “modification” from zoning ordinance provisions relating to the physical requirements of a lot or parcel as they affect the bulk, density, or height of a building or other structure. The decision of the administrator on whether to grant the modification may be appealed to the local Board of Zoning Appeals and ultimately to the appropriate circuit court.
- In 2005, added § 15.2-2303.3 to the cash proffer provisions to specify the point in the development process where a locality may accept payment of a cash proffer and to prescribe the cost indices that may be used to adjust cash proffer pledges to offset the effects of inflation.
- In 2005, amended § 15.2-2303.2 to make other changes in the provisions for the use of cash proffer payments, requiring their expenditure for related projects within a defined period(7 years after receiving full payment).
- In 2003, amended § 15.2-2259 of the subdivision enabling legislation to clarify the responsibility of local planning commissions or subdivision agents to complete reviews of subdivision plats in a more timely manner while providing more detailed information on any deficiencies identified in the plat and the changes needed to correct them. The changes also provide for expedited court reviews of plat disapprovals.
- In 2002, amended § 15.2-2260 of the subdivision enabling legislation to codify provisions defining the period and circumstances under which a locally approved preliminary subdivision plat would remain valid and establish a statutory definition of “diligent pursuit of approval”, which is the action required to maintain the validity of a previously approved preliminary plat.

America's Affordable Communities Initiative	U.S. Department of Housing and Urban Development	OMB approval no. 2510-0013 (exp. 03/31/2007)
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Public reporting burden for this collection of information is estimated to average 3 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used for encourage applicants to pursue and promote efforts to remove regulatory barriers to affordable housing. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Questionnaire for HUD's Initiative on Removal of Regulatory Barriers

Part A. Local Jurisdictions. Counties Exercising Land Use and Building Regulatory Authority and Other Applicants Applying for Projects Located in such Jurisdictions or Counties [Collectively, Jurisdiction]

	1	2
<p>1. Does your jurisdiction's comprehensive plan (or in the case of a tribe or TDHE, a local Indian Housing Plan) include a "housing element? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water. If your jurisdiction does not have a local comprehensive plan with a "housing element," please enter no. If no, skip to question # 4.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>2. If your jurisdiction has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle income families, for at least the next five years?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>3. Does your zoning ordinance and map, development and subdivision regulations or other land use controls conform to the jurisdiction's comprehensive plan regarding housing needs by providing: a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the plan? (For purposes of this notice, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.). If the jurisdiction has chosen not to have either zoning, or other development controls that have varying standards based upon districts or zones, the applicant may also enter yes.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>4. Does your jurisdiction's zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Form Completed by Planning Dept & Development Dept. for City of Newport News, VA

City of Newport News, VA

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Judith Wilson
 (Development Dept.)
 Form HUD-27300 (4/04)

<p>5. If your jurisdiction has development impact fees, are the fees specified and calculated under local or state statutory criteria? If no, skip to question #7. Alternatively, if your jurisdiction does not have impact fees, you may enter yes.</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>6. If yes to question #5, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation? N/A</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>7. If your jurisdiction has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing? N/A</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>8. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "Smart Codes in Your Community: A Guide to Building Rehabilitation Codes" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>9. Does your jurisdiction use a recent version (i.e. published within the last 5 years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification. In the case of a tribe or TDHE, has a recent version of one of the model building codes as described above been adopted or, alternatively, has the tribe or TDHE adopted a building code that is substantially equivalent to one or more of the recognized model building codes?</p> <p>Alternatively, if a significant technical amendment has been made to the above model codes, can the jurisdiction supply supporting data that the amendments do not negatively impact affordability.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>10. Does your jurisdiction's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

<p>11. Within the past five years, has a jurisdiction official (i.e., chief executive, mayor, county chairman, city manager, administrator, or a tribally recognized official, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>12. Within the past five years, has the jurisdiction initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the jurisdiction's "HUD Consolidated Plan?" If yes, attach a brief list of these major regulatory reforms.</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years has your jurisdiction modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>14. Does your jurisdiction give "as-of-right" density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, "as of right" means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has your jurisdiction established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>16. Does your jurisdiction provide for expedited or "fast track" permitting and approvals for all affordable housing projects in your community?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>17. Has your jurisdiction established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time period, results in automatic approval?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>18. Does your jurisdiction allow "accessory apartments" either as: a) a special exception or conditional use in all single-family residential zones or, b) "as of right" in a majority of residential districts otherwise zoned for single-family housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>19. Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>20. Does your jurisdiction require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>Total Points:</p>		

All N/A

Part B. State Agencies and Departments or Other Applicants for Projects Located in Unincorporated Areas or Areas Otherwise Not Covered in Part A

	1	2
1. Does your state, either in its planning and zoning enabling legislation or in any other legislation, require localities regulating development have a comprehensive plan with a "housing element?" If no, skip to question # 4	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2. Does your state require that a local jurisdiction's comprehensive plan estimate current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate, and middle income families, for at least the next five years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3. Does your state's zoning enabling legislation require that a local jurisdiction's zoning ordinance have a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped in these categories, that can permit the building of affordable housing that addresses the needs identified in the comprehensive plan?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4. Does your state have an agency or office that includes a specific mission to determine whether local governments have policies or procedures that are raising costs or otherwise discouraging affordable housing?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5. Does your state have a legal or administrative requirement that local governments undertake periodic self-evaluation of regulations and processes to assess their impact upon housing affordability address these barriers to affordability?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6. Does your state have a technical assistance or education program for local jurisdictions that includes assisting them in identifying regulatory barriers and in recommending strategies to local governments for their removal?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7. Does your state have specific enabling legislation for local impact fees? If no skip to question #9.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
8. If yes to the question #7, does the state statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (<i>nexus</i>) and a method for fee calculation?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9. Does your state provide significant financial assistance to local governments for housing, community development and/or transportation that includes funding prioritization or linking funding on the basis of local regulatory barrier removal activities?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

ALL N/A

<p>10. Does your state have a mandatory state-wide building code that a) does not permit local technical amendments and b) uses a recent version (i.e. published within the last five years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification?</p> <p>Alternatively, if the state has made significant technical amendment to the model code, can the state supply supporting data that the amendments do not negatively impact affordability?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>11. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "<i>Smart Codes in Your Community: A Guide to Building Rehabilitation Codes</i>" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>12. Within the past five years has your state made any changes to its own processes or requirements to streamline or consolidate the state's own approval processes involving permits for water or wastewater, environmental review, or other State-administered permits or programs involving housing development. If yes, briefly list these changes.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years, has your state (i.e., Governor, legislature, planning department) directly or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or panels to review state or local rules, regulations, development standards, and processes to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Within the past five years, has the state initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the states' "Consolidated Plan submitted to HUD?" If yes, briefly list these major regulatory reforms.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has the state undertaken any other actions regarding local jurisdiction's regulation of housing development including permitting, land use, building or subdivision regulations, or other related administrative procedures? If yes, briefly list these actions.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>Total Points:</p>		

Public reporting burden for this collection of information is estimated to average 3 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used to encourage applicants to pursue and promote efforts to remove regulatory barriers to affordable housing. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Questionnaire for HUD's Initiative on Removal of Regulatory Barriers

Part A. Local Jurisdictions. Counties Exercising Land Use and Building Regulatory Authority and Other Applicants Applying for Projects Located in such Jurisdictions or Counties [Collectively, Jurisdiction]

	1	2
<p>1. Does your jurisdiction's comprehensive plan (or in the case of a tribe or TDHE, a local Indian Housing Plan) include a "housing element? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water. If your jurisdiction does not have a local comprehensive plan with a "housing element," please enter no. If no, skip to question # 4.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>2. If your jurisdiction has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle income families, for at least the next five years?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>3. Does your zoning ordinance and map, development and subdivision regulations or other land use controls conform to the jurisdiction's comprehensive plan regarding housing needs by providing: a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the plan? (For purposes of this notice, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.). If the jurisdiction has chosen not to have either zoning, or other development controls that have varying standards based upon districts or zones, the applicant may also enter yes.</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>4. Does your jurisdiction's zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

City of Virginia Beach, VA

Andrew H. Friedman, Dir.
Dept of Housing & Neighborhood
Preservation

<p>5. If your jurisdiction has development impact fees, are the fees specified and calculated under local or state statutory criteria? If no, skip to question #7. Alternatively, if your jurisdiction does not have impact fees, you may enter yes.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>6. If yes to question #5, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>7. If your jurisdiction has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>8. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "<i>Smart Codes in Your Community: A Guide to Building Rehabilitation Codes</i>" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>9. Does your jurisdiction use a recent version (i.e. published within the last 5 years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification. In the case of a tribe or TDHE, has a recent version of one of the model building codes as described above been adopted or, alternatively, has the tribe or TDHE adopted a building code that is substantially equivalent to one or more of the recognized model building codes?</p> <p>Alternatively, if a significant technical amendment has been made to the above model codes, can the jurisdiction supply supporting data that the amendments do not negatively impact affordability.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>10. Does your jurisdiction's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

<p>11. Within the past five years, has a jurisdiction official (i.e., chief executive, mayor, county chairman, city manager, administrator, or a tribally recognized official, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>12. Within the past five years, has the jurisdiction initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the jurisdiction's "HUD Consolidated Plan?" If yes, attach a brief list of these major regulatory reforms.</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years has your jurisdiction modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Does your jurisdiction give "as-of-right" density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, "as of right" means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has your jurisdiction established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>16. Does your jurisdiction provide for expedited or "fast track" permitting and approvals for all affordable housing projects in your community?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>17. Has your jurisdiction established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time period, results in automatic approval?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>18. Does your jurisdiction allow "accessory apartments" either as: a) a special exception or conditional use in all single-family residential zones or, b) "as of right" in a majority of residential districts otherwise zoned for single-family housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <i>some</i>
<p>19. Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>20. Does your jurisdiction require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>Total Points:</p>		

Part B. State Agencies and Departments or Other Applicants for Projects Located in Unincorporated Areas or Areas Otherwise Not Covered in Part A

	1	2
1. Does your state, either in its planning and zoning enabling legislation or in any other legislation, require localities regulating development have a comprehensive plan with a "housing element?" If no, skip to question # 4	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2. Does you state require that a local jurisdiction's comprehensive plan estimate current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate, and middle income families, for at least the next five years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3. Does your state's zoning enabling legislation require that a local jurisdiction's zoning ordinance have a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped in these categories, that can permit the building of affordable housing that addresses the needs identified in the comprehensive plan?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4. Does your state have an agency or office that includes a specific mission to determine whether local governments have policies or procedures that are raising costs or otherwise discouraging affordable housing?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5. Does your state have a legal or administrative requirement that local governments undertake periodic self-evaluation of regulations and processes to assess their impact upon housing affordability address these barriers to affordability?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6. Does your state have a technical assistance or education program for local jurisdictions that includes assisting them in identifying regulatory barriers and in recommending strategies to local governments for their removal?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7. Does your state have specific enabling legislation for local impact fees? If no skip to question #9.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
8. If yes to the question #7, does the state statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (<i>nexus</i>) and a method for fee calculation?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9. Does your state provide significant financial assistance to local governments for housing, community development and/or transportation that includes funding prioritization or linking funding on the basis of local regulatory barrier removal activities?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

<p>10. Does your state have a mandatory state-wide building code that a) does not permit local technical amendments and b) uses a recent version (i.e. published within the last five years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification?</p> <p>Alternatively, if the state has made significant technical amendment to the model code, can the state supply supporting data that the amendments do not negatively impact affordability?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>11. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through gradated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: <i>"Smart Codes in Your Community: A Guide to Building Rehabilitation Codes"</i> (www.huduser.org/publications/destech/smartcodes.html)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>12. Within the past five years has your state made any changes to its own processes or requirements to streamline or consolidate the state's own approval processes involving permits for water or wastewater, environmental review, or other State-administered permits or programs involving housing development. If yes, briefly list these changes.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years, has your state (i.e., Governor, legislature, planning department) directly or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or panels to review state or local rules, regulations, development standards, and processes to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Within the past five years, has the state initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the states' "Consolidated Plan submitted to HUD?" If yes, briefly list these major regulatory reforms.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has the state undertaken any other actions regarding local jurisdiction's regulation of housing development including permitting, land use, building or subdivision regulations, or other related administrative procedures? If yes, briefly list these actions.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>Total Points:</p>		

America's Affordable Communities Initiative	U.S. Department of Housing and Urban Development	OMB approval no. 2510-0013 (exp. 03/31/2007)
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Public reporting burden for this collection of information is estimated to average 3 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used to encourage applicants to pursue and promote efforts to remove regulatory barriers to affordable housing. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Questionnaire for HUD's Initiative on Removal of Regulatory Barriers

Part A. Local Jurisdictions. Counties Exercising Land Use and Building Regulatory Authority and Other Applicants Applying for Projects Located in such Jurisdictions or Counties [Collectively, Jurisdiction]

	1	2
<p>1. Does your jurisdiction's comprehensive plan (or in the case of a tribe or TDHE, a local Indian Housing Plan) include a "housing element? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water. If your jurisdiction does not have a local comprehensive plan with a "housing element," please enter no. If no, skip to question # 4.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>2. If your jurisdiction has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle income families, for at least the next five years?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>3. Does your zoning ordinance and map, development and subdivision regulations or other land use controls conform to the jurisdiction's comprehensive plan regarding housing needs by providing: a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the plan? (For purposes of this notice, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.). If the jurisdiction has chosen not to have either zoning, or other development controls that have varying standards based upon districts or zones, the applicant may also enter yes.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>4. Does your jurisdiction's zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

City of Hampton, Virginia

<p>5. If your jurisdiction has development impact fees, are the fees specified and calculated under local or state statutory criteria? If no, skip to question #7. Alternatively, if your jurisdiction does not have impact fees, you may enter yes.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>6. If yes to question #5, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>7. If your jurisdiction has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>8. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graded regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "<i>Smart Codes in Your Community: A Guide to Building Rehabilitation Codes</i>" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>9. Does your jurisdiction use a recent version (i.e. published within the last 5 years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification. In the case of a tribe or TDHE, has a recent version of one of the model building codes as described above been adopted or, alternatively, has the tribe or TDHE adopted a building code that is substantially equivalent to one or more of the recognized model building codes?</p> <p>Alternatively, if a significant technical amendment has been made to the above model codes, can the jurisdiction supply supporting data that the amendments do not negatively impact affordability.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>10. Does your jurisdiction's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

<p>11. Within the past five years, has a jurisdiction official (i.e., chief executive, mayor, county chairman, city manager, administrator, or a tribally recognized official, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>12. Within the past five years, has the jurisdiction initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the jurisdiction's "HUD Consolidated Plan?" If yes, attach a brief list of these major regulatory reforms.</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years has your jurisdiction modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Does your jurisdiction give "as-of-right" density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, "as of right" means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has your jurisdiction established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>16. Does your jurisdiction provide for expedited or "fast track" permitting and approvals for all affordable housing projects in your community?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>17. Has your jurisdiction established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time period, results in automatic approval?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>18. Does your jurisdiction allow "accessory apartments" either as: a) a special exception or conditional use in all single-family residential zones or, b) "as of right" in a majority of residential districts otherwise zoned for single-family housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>19. Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>20. Does your jurisdiction require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>Total Points:</p>		

Part B. State Agencies and Departments or Other Applicants for Projects Located in Unincorporated Areas or Areas Otherwise Not Covered in Part A

	1	2
1. Does your state, either in its planning and zoning enabling legislation or in any other legislation, require localities regulating development have a comprehensive plan with a "housing element?" If no, skip to question # 4	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
2. Does your state require that a local jurisdiction's comprehensive plan estimate current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate, and middle income families, for at least the next five years?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
3. Does your state's zoning enabling legislation require that a local jurisdiction's zoning ordinance have a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped in these categories, that can permit the building of affordable housing that addresses the needs identified in the comprehensive plan?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
4. Does your state have an agency or office that includes a specific mission to determine whether local governments have policies or procedures that are raising costs or otherwise discouraging affordable housing?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5. Does your state have a legal or administrative requirement that local governments undertake periodic self-evaluation of regulations and processes to assess their impact upon housing affordability address these barriers to affordability?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6. Does your state have a technical assistance or education program for local jurisdictions that includes assisting them in identifying regulatory barriers and in recommending strategies to local governments for their removal?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7. Does your state have specific enabling legislation for local impact fees? If no skip to question #9.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
8. If yes to the question #7, does the state statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (<i>nexus</i>) and a method for fee calculation?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
9. Does your state provide significant financial assistance to local governments for housing, community development and/or transportation that includes funding prioritization or linking funding on the basis of local regulatory barrier removal activities?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes

<p>10. Does your state have a mandatory state-wide building code that a) does not permit local technical amendments and b) uses a recent version (i.e. published within the last five years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification?</p> <p>Alternatively, if the state has made significant technical amendment to the model code, can the state supply supporting data that the amendments do not negatively impact affordability?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>11. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "<i>Smart Codes in Your Community: A Guide to Building Rehabilitation Codes</i>" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>12. Within the past five years has your state made any changes to its own processes or requirements to streamline or consolidate the state's own approval processes involving permits for water or wastewater, environmental review, or other State-administered permits or programs involving housing development. If yes, briefly list these changes.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years, has your state (i.e., Governor, legislature, planning department) directly or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or panels to review state or local rules, regulations, development standards, and processes to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Within the past five years, has the state initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the states' "Consolidated Plan submitted to HUD?" If yes, briefly list these major regulatory reforms.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has the state undertaken any other actions regarding local jurisdiction's regulation of housing development including permitting, land use, building or subdivision regulations, or other related administrative procedures? If yes, briefly list these actions.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>Total Points:</p>		

America's Affordable Communities Initiative	U.S. Department of Housing and Urban Development	OMB approval no. 2510-0013 (exp. 03/31/2007)
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Public reporting burden for this collection of information is estimated to average 3 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used to encourage applicants to pursue and promote efforts to remove regulatory barriers to affordable housing. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Questionnaire for HUD's Initiative on Removal of Regulatory Barriers

Part A. Local Jurisdictions. Counties Exercising Land Use and Building Regulatory Authority and Other Applicants Applying for Projects Located in such Jurisdictions or Counties [Collectively, Jurisdiction]

	1	2
<p>1. Does your jurisdiction's comprehensive plan (or in the case of a tribe or TDHE, a local Indian Housing Plan) include a "housing element? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water. If your jurisdiction does not have a local comprehensive plan with a "housing element," please enter no. If no, skip to question # 4.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>2. If your jurisdiction has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle income families, for at least the next five years?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>3. Does your zoning ordinance and map, development and subdivision regulations or other land use controls conform to the jurisdiction's comprehensive plan regarding housing needs by providing: a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the plan? (For purposes of this notice, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.). If the jurisdiction has chosen not to have either zoning, or other development controls that have varying standards based upon districts or zones, the applicant may also enter yes.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>4. Does your jurisdiction's zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

City of Portsmouth, VA

<p>5. If your jurisdiction has development impact fees, are the fees specified and calculated under local or state statutory criteria? If no, skip to question #7. Alternatively, if your jurisdiction does not have impact fees, you may enter yes.</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>6. If yes to question #5, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>7. If your jurisdiction has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>8. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "<i>Smart Codes in Your Community: A Guide to Building Rehabilitation Codes</i>" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>9. Does your jurisdiction use a recent version (i.e. published within the last 5 years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification. In the case of a tribe or TDHE, has a recent version of one of the model building codes as described above been adopted or, alternatively, has the tribe or TDHE adopted a building code that is substantially equivalent to one or more of the recognized model building codes?</p> <p>Alternatively, if a significant technical amendment has been made to the above model codes, can the jurisdiction supply supporting data that the amendments do not negatively impact affordability.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>10. Does your jurisdiction's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

<p>11. Within the past five years, has a jurisdiction official (i.e., chief executive, mayor, county chairman, city manager, administrator, or a tribally recognized official, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>12. Within the past five years, has the jurisdiction initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the jurisdiction's "HUD Consolidated Plan?" If yes, attach a brief list of these major regulatory reforms.</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years has your jurisdiction modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>14. Does your jurisdiction give "as-of-right" density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, "as of right" means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has your jurisdiction established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>16. Does your jurisdiction provide for expedited or "fast track" permitting and approvals for all affordable housing projects in your community?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>17. Has your jurisdiction established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time period, results in automatic approval?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>18. Does your jurisdiction allow "accessory apartments" either as: a) a special exception or conditional use in all single-family residential zones or, b) "as of right" in a majority of residential districts otherwise zoned for single-family housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>19. Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>20. Does your jurisdiction require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Total Points:</p>		

Part B. State Agencies and Departments or Other Applicants for Projects Located in Unincorporated Areas or Areas Otherwise Not Covered in Part A

	1	2
1. Does your state, either in its planning and zoning enabling legislation or in any other legislation, require localities regulating development have a comprehensive plan with a "housing element?" If no, skip to question # 4	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2. Does your state require that a local jurisdiction's comprehensive plan estimate current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate, and middle income families, for at least the next five years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3. Does your state's zoning enabling legislation require that a local jurisdiction's zoning ordinance have a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped in these categories, that can permit the building of affordable housing that addresses the needs identified in the comprehensive plan?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4. Does your state have an agency or office that includes a specific mission to determine whether local governments have policies or procedures that are raising costs or otherwise discouraging affordable housing?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5. Does your state have a legal or administrative requirement that local governments undertake periodic self-evaluation of regulations and processes to assess their impact upon housing affordability address these barriers to affordability?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6. Does your state have a technical assistance or education program for local jurisdictions that includes assisting them in identifying regulatory barriers and in recommending strategies to local governments for their removal?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7. Does your state have specific enabling legislation for local impact fees? If no skip to question #9.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
8. If yes to the question #7, does the state statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (<i>nexus</i>) and a method for fee calculation?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9. Does your state provide significant financial assistance to local governments for housing, community development and/or transportation that includes funding prioritization or linking funding on the basis of local regulatory barrier removal activities?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

<p>10. Does your state have a mandatory state-wide building code that a) does not permit local technical amendments and b) uses a recent version (i.e. published within the last five years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification?</p> <p>Alternatively, if the state has made significant technical amendment to the model code, can the state supply supporting data that the amendments do not negatively impact affordability?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>11. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "<i>Smart Codes in Your Community: A Guide to Building Rehabilitation Codes</i>" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>12. Within the past five years has your state made any changes to its own processes or requirements to streamline or consolidate the state's own approval processes involving permits for water or wastewater, environmental review, or other State-administered permits or programs involving housing development. If yes, briefly list these changes.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years, has your state (i.e., Governor, legislature, planning department) directly or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or panels to review state or local rules, regulations, development standards, and processes to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Within the past five years, has the state initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the states' "Consolidated Plan submitted to HUD?" If yes, briefly list these major regulatory reforms.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has the state undertaken any other actions regarding local jurisdiction's regulation of housing development including permitting, land use, building or subdivision regulations, or other related administrative procedures? If yes, briefly list these actions.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>Total Points:</p>		

America's Affordable Communities Initiative City of Norfolk	U.S. Department of Housing and Urban Development	OMB approval no. 2510-0013 (exp. 03/31/2007)
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Public reporting burden for this collection of information is estimated to average 3 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used for encourage applicants to pursue and promote efforts to remove regulatory barriers to affordable housing. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Questionnaire for HUD's Initiative on Removal of Regulatory Barriers

Part A. Local Jurisdictions, Counties Exercising Land Use and Building Regulatory Authority and Other Applicants Applying for Projects Located in such Jurisdictions or Counties [Collectively, Jurisdiction]

	1	2
<p>1. Does your jurisdiction's comprehensive plan (or in the case of a tribe or TDHE, a local Indian Housing Plan) include a "housing element? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water. If your jurisdiction does not have a local comprehensive plan with a "housing element," please enter no. If no, skip to question # 4.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>2. If your jurisdiction has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle income families, for at least the next five years?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>3. Does your zoning ordinance and map, development and subdivision regulations or other land use controls conform to the jurisdiction's comprehensive plan regarding housing needs by providing: a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the plan? (For purposes of this notice, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.). If the jurisdiction has chosen not to have either zoning, or other development controls that have varying standards based upon districts or zones, the applicant may also enter yes.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>4. Does your jurisdiction's zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

City of Norfolk, VA

<p>5. If your jurisdiction has development impact fees, are the fees specified and calculated under local or state statutory criteria? If no, skip to question #7. Alternatively, if your jurisdiction does not have impact fees, you may enter yes.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>6. If yes to question #5, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>7. If your jurisdiction has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>8. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "Smart Codes in Your Community: A Guide to Building Rehabilitation Codes" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>9. Does your jurisdiction use a recent version (i.e. published within the last 5 years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification. In the case of a tribe or TDHE, has a recent version of one of the model building codes as described above been adopted or, alternatively, has the tribe or TDHE adopted a building code that is substantially equivalent to one or more of the recognized model building codes?</p> <p>Alternatively, if a significant technical amendment has been made to the above model codes, can the jurisdiction supply supporting data that the amendments do not negatively impact affordability.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>10. Does your jurisdiction's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes

11. Within the past five years, has a jurisdiction official (i.e., chief executive, mayor, county chairman, city manager, administrator, or a tribally recognized official, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
12. Within the past five years, has the jurisdiction initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the jurisdiction's "HUD Consolidated Plan?" If yes, attach a brief list of these major regulatory reforms.	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
13. Within the past five years has your jurisdiction modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
14. Does your jurisdiction give "as-of-right" density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, "as of right" means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
15. Has your jurisdiction established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
16. Does your jurisdiction provide for expedited or "fast track" permitting and approvals for all affordable housing projects in your community?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
17. Has your jurisdiction established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time period, results in automatic approval?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
18. Does your jurisdiction allow "accessory apartments" either as: a) a special exception or conditional use in all single-family residential zones or, b) "as of right" in a majority of residential districts otherwise zoned for single-family housing?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
19. Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
20. Does your jurisdiction require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Total Points:		

Part B. State Agencies and Departments or Other Applicants for Projects Located in Unincorporated Areas or Areas Otherwise Not Covered in Part A

	1	2
1. Does your state, either in its planning and zoning enabling legislation or in any other legislation, require localities regulating development have a comprehensive plan with a "housing element?" If no, skip to question # 4	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2. Does your state require that a local jurisdiction's comprehensive plan estimate current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate, and middle income families, for at least the next five years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3. Does your state's zoning enabling legislation require that a local jurisdiction's zoning ordinance have a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped in these categories, that can permit the building of affordable housing that addresses the needs identified in the comprehensive plan?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4. Does your state have an agency or office that includes a specific mission to determine whether local governments have policies or procedures that are raising costs or otherwise discouraging affordable housing?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5. Does your state have a legal or administrative requirement that local governments undertake periodic self-evaluation of regulations and processes to assess their impact upon housing affordability address these barriers to affordability?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6. Does your state have a technical assistance or education program for local jurisdictions that includes assisting them in identifying regulatory barriers and in recommending strategies to local governments for their removal?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7. Does your state have specific enabling legislation for local impact fees? If no skip to question #9.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
8. If yes to the question #7, does the state statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (<i>nexus</i>) and a method for fee calculation?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9. Does your state provide significant financial assistance to local governments for housing, community development and/or transportation that includes funding prioritization or linking funding on the basis of local regulatory barrier removal activities?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

<p>10. Does your state have a mandatory state-wide building code that a) does not permit local technical amendments and b) uses a recent version (i.e. published within the last five years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification?</p> <p>Alternatively, if the state has made significant technical amendment to the model code, can the state supply supporting data that the amendments do not negatively impact affordability?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>11. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graded regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "Smart Codes in Your Community: A Guide to Building Rehabilitation Codes" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>12. Within the past five years has your state made any changes to its own processes or requirements to streamline or consolidate the state's own approval processes involving permits for water or wastewater, environmental review, or other State-administered permits or programs involving housing development. If yes, briefly list these changes.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years, has your state (i.e., Governor, legislature, planning department) directly or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or panels to review state or local rules, regulations, development standards, and processes to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Within the past five years, has the state initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the states' "Consolidated Plan submitted to HUD?" If yes, briefly list these major regulatory reforms.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has the state undertaken any other actions regarding local jurisdiction's regulation of housing development including permitting, land use, building or subdivision regulations, or other related administrative procedures? If yes, briefly list these actions.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>Total Points:</p>		

America's Affordable Communities Initiative	U.S. Department of Housing and Urban Development	OMB approval no. 2510-0013 (exp. 03/31/2007)
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Public reporting burden for this collection of information is estimated to average 3 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used for encourage applicants to pursue and promote efforts to remove regulatory barriers to affordable housing. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Questionnaire for HUD's Initiative on Removal of Regulatory Barriers

Part A. Local Jurisdictions. Counties Exercising Land Use and Building Regulatory Authority and Other Applicants Applying for Projects Located in such Jurisdictions or Counties
[Collectively, Jurisdiction]

	1	2
1. Does your jurisdiction's comprehensive plan (or in the case of a tribe or TDHE, a local Indian Housing Plan) include a "housing element? A local comprehensive plan means the adopted official statement of a legislative body of a local government that sets forth (in words, maps, illustrations, and/or tables) goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction and that includes a unified physical plan for the public development of land and water. If your jurisdiction does not have a local comprehensive plan with a "housing element," please enter no. If no, skip to question # 4.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
2. If your jurisdiction has a comprehensive plan with a housing element, does the plan provide estimates of current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate and middle income families, for at least the next five years?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
3. Does your zoning ordinance and map, development and subdivision regulations or other land use controls conform to the jurisdiction's comprehensive plan regarding housing needs by providing: a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped "as of right" in these categories, that can permit the building of affordable housing addressing the needs identified in the plan? (For purposes of this notice, "as-of-right," as applied to zoning, means uses and development standards that are determined in advance and specifically authorized by the zoning ordinance. The ordinance is largely self-enforcing because little or no discretion occurs in its administration.). If the jurisdiction has chosen not to have either zoning, or other development controls that have varying standards based upon districts or zones, the applicant may also enter yes.	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
4. Does your jurisdiction's zoning ordinance set minimum building size requirements that exceed the local housing or health code or is otherwise not based upon explicit health standards?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

City of Chesapeake Virginia

<p>5. If your jurisdiction has development impact fees, are the fees specified and calculated under local or state statutory criteria? If no, skip to question #7. Alternatively, if your jurisdiction does not have impact fees, you may enter yes.</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>6. If yes to question #5, does the statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (nexus), and a method for fee calculation?</p>	<input type="checkbox"/> No N/A	<input type="checkbox"/> Yes
<p>7. If your jurisdiction has impact or other significant fees, does the jurisdiction provide waivers of these fees for affordable housing?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>8. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through gradated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "Smart Codes in Your Community: A Guide to Building Rehabilitation Codes" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>9. Does your jurisdiction use a recent version (i.e. published within the last 5 years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification. In the case of a tribe or TDHE, has a recent version of one of the model building codes as described above been adopted or, alternatively, has the tribe or TDHE adopted a building code that is substantially equivalent to one or more of the recognized model building codes?</p> <p>Alternatively, if a significant technical amendment has been made to the above model codes, can the jurisdiction supply supporting data that the amendments do not negatively impact affordability.</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>10. Does your jurisdiction's zoning ordinance or land use regulations permit manufactured (HUD-Code) housing "as of right" in all residential districts and zoning classifications in which similar site-built housing is permitted, subject to design, density, building size, foundation requirements, and other similar requirements applicable to other housing that will be deemed realty, irrespective of the method of production?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes

<p>11. Within the past five years, has a jurisdiction official (i.e., chief executive, mayor, county chairman, city manager, administrator, or a tribally recognized official, etc.), the local legislative body, or planning commission, directly, or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or hearings, or has the jurisdiction established a formal ongoing process, to review the rules, regulations, development standards, and processes of the jurisdiction to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>12. Within the past five years, has the jurisdiction initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the jurisdiction's "HUD Consolidated Plan?" If yes, attach a brief list of these major regulatory reforms.</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years has your jurisdiction modified infrastructure standards and/or authorized the use of new infrastructure technologies (e.g. water, sewer, street width) to significantly reduce the cost of housing?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Does your jurisdiction give "as-of-right" density bonuses sufficient to offset the cost of building below market units as an incentive for any market rate residential development that includes a portion of affordable housing? (As applied to density bonuses, "as of right" means a density bonus granted for a fixed percentage or number of additional market rate dwelling units in exchange for the provision of a fixed number or percentage of affordable dwelling units and without the use of discretion in determining the number of additional market rate units.)</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has your jurisdiction established a single, consolidated permit application process for housing development that includes building, zoning, engineering, environmental, and related permits? Alternatively, does your jurisdiction conduct concurrent, not sequential, reviews for all required permits and approvals?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>16. Does your jurisdiction provide for expedited or "fast track" permitting and approvals for all affordable housing projects in your community?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>17. Has your jurisdiction established time limits for government review and approval or disapproval of development permits in which failure to act, after the application is deemed complete, by the government within the designated time period, results in automatic approval?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>18. Does your jurisdiction allow "accessory apartments" either as: a) a special exception or conditional use in all single-family residential zones or, b) "as of right" in a majority of residential districts otherwise zoned for single-family housing?</p>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
<p>19. Does your jurisdiction have an explicit policy that adjusts or waives existing parking requirements for all affordable housing developments?</p>	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
<p>20. Does your jurisdiction require affordable housing projects to undergo public review or special hearings when the project is otherwise in full compliance with the zoning ordinance and other development regulations?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>Total Points:</p>		

Part B. State Agencies and Departments or Other Applicants for Projects Located in Unincorporated Areas or Areas Otherwise Not Covered in Part A

	1	2
1. Does your state, either in its planning and zoning enabling legislation or in any other legislation, require localities regulating development have a comprehensive plan with a "housing element?" If no, skip to question # 4	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2. Does your state require that a local jurisdiction's comprehensive plan estimate current and anticipated housing needs, taking into account the anticipated growth of the region, for existing and future residents, including low, moderate, and middle income families, for at least the next five years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3. Does your state's zoning enabling legislation require that a local jurisdiction's zoning ordinance have a) sufficient land use and density categories (multifamily housing, duplexes, small lot homes and other similar elements); and, b) sufficient land zoned or mapped in these categories, that can permit the building of affordable housing that addresses the needs identified in the comprehensive plan?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4. Does your state have an agency or office that includes a specific mission to determine whether local governments have policies or procedures that are raising costs or otherwise discouraging affordable housing?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5. Does your state have a legal or administrative requirement that local governments undertake periodic self-evaluation of regulations and processes to assess their impact upon housing affordability address these barriers to affordability?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6. Does your state have a technical assistance or education program for local jurisdictions that includes assisting them in identifying regulatory barriers and in recommending strategies to local governments for their removal?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
7. Does your state have specific enabling legislation for local impact fees? If no skip to question #9.	<input type="checkbox"/> No	<input type="checkbox"/> Yes
8. If yes to the question #7, does the state statute provide criteria that sets standards for the allowable type of capital investments that have a direct relationship between the fee and the development (<i>nexus</i>) and a method for fee calculation?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
9. Does your state provide significant financial assistance to local governments for housing, community development and/or transportation that includes funding prioritization or linking funding on the basis of local regulatory barrier removal activities?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

<p>10. Does your state have a mandatory state-wide building code that a) does not permit local technical amendments and b) uses a recent version (i.e. published within the last five years or, if no recent version has been published, the last version published) of one of the nationally recognized model building codes (i.e. the International Code Council (ICC), the Building Officials and Code Administrators International (BOCA), the Southern Building Code Congress International (SBCI), the International Conference of Building Officials (ICBO), the National Fire Protection Association (NFPA)) without significant technical amendment or modification?</p> <p>Alternatively, if the state has made significant technical amendment to the model code, can the state supply supporting data that the amendments do not negatively impact affordability?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>11. Has your jurisdiction adopted specific building code language regarding housing rehabilitation that encourages such rehabilitation through graduated regulatory requirements applicable as different levels of work are performed in existing buildings? Such code language increases regulatory requirements (the additional improvements required as a matter of regulatory policy) in proportion to the extent of rehabilitation that an owner/developer chooses to do on a voluntary basis. For further information see HUD publication: "Smart Codes in Your Community: A Guide to Building Rehabilitation Codes" (www.huduser.org/publications/destech/smartcodes.html)</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>12. Within the past five years has your state made any changes to its own processes or requirements to streamline or consolidate the state's own approval processes involving permits for water or wastewater, environmental review, or other State-administered permits or programs involving housing development. If yes, briefly list these changes.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>13. Within the past five years, has your state (i.e., Governor, legislature, planning department) directly or in partnership with major private or public stakeholders, convened or funded comprehensive studies, commissions, or panels to review state or local rules, regulations, development standards, and processes to assess their impact on the supply of affordable housing?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>14. Within the past five years, has the state initiated major regulatory reforms either as a result of the above study or as a result of information identified in the barrier component of the states' "Consolidated Plan submitted to HUD?" If yes, briefly list these major regulatory reforms.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>15. Has the state undertaken any other actions regarding local jurisdiction's regulation of housing development including permitting, land use, building or subdivision regulations, or other related administrative procedures? If yes, briefly list these actions.</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<p>Total Points:</p>		

Attachments Form

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

- 1) Please attach Attachment 1 4320-Factor_1_-_Capacity_-_Apr_30_2007_final_-_rev_6-1-07.pdf Mime Type: application/pdf
- 2) Please attach Attachment 2 4100-Factor_2.pdf Mime Type: application/pdf
- 3) Please attach Attachment 3 4875-Factor_3_Approach_FINAL.pdf Mime Type: application/pdf
- 4) Please attach Attachment 4 6109-Factor_4-Leveraging_Resources.pdf Mime Type: application/pdf
- 5) Please attach Attachment 5 2364-Budget_Narrative_Workplan.pdf Mime Type: application/pdf
- 6) Please attach Attachment 6 5924-Leveraging_Letters.pdf Mime Type: application/pdf
- 7) Please attach Attachment 7 8266-HUD-96010_revised_FHIP_logic_model.xls Mime Type: application/vnd.ms-excel
- 8) Please attach Attachment 8 1770-Logic_Model_annotations_6-8-07_Final.pdf Mime Type: application/pdf
- 9) Please attach Attachment 9 722-SOW_HOME_of_Virginia.pdf Mime Type: application/pdf
- 10) Please attach Attachment 10 7982-IRS_Verification_of_HOME's_Name_Change_and_501(c)_3_Status.pdf Mime Type: application/pdf
- 11) Please attach Attachment 11 4036-Certification_of_Consistency_with_the_Consolidated_Plan_for_5_localities.pdf Mime Type: application/pdf
- 12) Please attach Attachment 12 5543-Certification_of_Consistency_with_the_RC_EZ_EC-Is_Strategic_Plan.pdf Mime Type: application/pdf
- 13) Please attach Attachment 13 3807-Detailed_Budget_& Attachments.pdf Mime Type: application/pdf
- 14) Please attach Attachment 14 2944-Applicant_Recipient_Disclosure_Update_Report_Part_2.pdf Mime Type: application/pdf
- 15) Please attach Attachment 15 1481-Letters_of_Collaboration_and_Support.pdf Mime Type: application/pdf

**Applicant/Recipient
Disclosure/Update Report**

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011
(exp. 12/31/2006)

Applicant/Recipient Information

* Duns Number: [REDACTED]

* Report Type: INITIAL

1. Applicant/Recipient Name, Address, and Phone (include area code):

* Applicant Name:

Housing Opportunities Made Equal of Virginia, Inc.

* Street1: 700 East Franklin Street, Suite 3-A

Street2:

* City: Richmond

County:

* State: VA: Virginia

* Zip Code: 23219

* Country: USA: UNITED STATES

* Phone: [REDACTED]

2. Social Security Number or Employer ID Number: 23-7303018

* 3. HUD Program Name:

Fair Housing Initiatives Program

* 4. Amount of HUD Assistance Requested/Received: \$ 100,000.00

5. State the name and location (street address, City and State) of the project or activity:

* Project Name: Hampton Roads Fair Housing Education Project

* Street1: 355 Crawford Street, Suite 520

Street2:

* City: Portsmouth

County:

* State: VA: Virginia

* Zip Code: 23704

* Country: USA: UNITED STATES

Part I Threshold Determinations

* 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

Yes No

* 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9

Yes No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form.

However, you must sign the certification at the end of the report.

Form HUD-2880(3/99)

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

Department/State/Local Agency Name:

* Government Agency Name:

Government Agency Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code:

* Country:

* Type of Assistance:

* Amount Requested/Provided: \$

* Expected Uses of the Funds:

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	* Social Security No. or Employee ID No.	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> <input type="text"/> %

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation. I certify that this information is true and complete.

* Signature:
Lorae Ponder

* Date: (mm/dd/yyyy)
06/08/2007

Attachments

AdditionalInfo_attDataGroup0

File Name

Mime Type

AdditionalInfo1_attDataGroup0

File Name

Mime Type

Facsimile Transmittal

U. S. Department of Housing
and Urban Development
Office of Department Grants
Management and Oversight

OMB Approval No. 2525-0118
exp. Date (04/30/2005)

1181342131 - 5482

* Name of of Document Transmitting:

1. Applicant Information:

* Legal Name:

* Address:

* Street1:

Street2:

* City:

County:

* State:

* Zip Code: * Country:

2. Catalog of Federal Domestic Assistance Number:

* Organizational DUNS: CFDA No.:

Title:

Program Component:

3. Facsimile Contact Information:

Department:

Division:

4. Name and telephone number of person to be contacted on matters involving this facsimile.

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Phone Number:

Fax Number:

* 5. Email:

*** 6. What is your Transmittal? (Check one box per fax)**

a. Certification b. Document c. Match/Leverage Letter d. Other

* 7. How many pages (including cover) are being faxed?

Race and Ethnic Data Reporting Form

U.S. Department of Housing and Urban Development
Office of Administration

OMB Approval No. 2535-0113
(exp. 10/31/2006)

* Program Title:

Fair Housing Initiatives Program

Component Name:

Center for Housing Advocacy

Grantee/Recipient Name:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Grantee Reporting Organization:

Housing Opportunities Made Equal of Virginia

Reporting Period * From (mm/dd/yyyy): * To (mm/dd/yyyy):

Racial Categories	* Total Number of Race Responses	* Total Number of Hispanic or Latino Responses	
American Indian or Alaska Native	0	0	
Asian	0	0	
Black or African American	0	0	
Native Hawaiian or Other Pacific Islander	0	0	
White	0	0	
American Indian or Alaska Native and White	0	0	
Asian and White	0	0	
Black or African American and White	0	0	
American Indian or Alaska Native and Black or African American	0	0	
* Other multiple race combinations greater than one percent: [Per the form instructions, write in a description using the lines below]			
Description	Total Other Racial Comb.	% Other Racial Comb.	Total Hispanic or Latino Responses
Balance of individuals reporting more than one race			
Total:	0		0

* If the aggregate count of any reported multiple race combination that is not listed above exceeds 1% of the total population being reported, you should separately indicate the combination. See detailed instructions under "Other multiple race combinations."

Factor One: Capacity of the Applicant and Relevant Organizational Experience

Housing Opportunities Made Equal of Virginia, Inc. (HOME), a Qualified Fair Housing Organization, is one of the pre-eminent fair housing organizations in the country, with a long history of successful – and nationally significant – fair housing enforcement actions. A HUD-approved Comprehensive Housing Counseling Agency, HOME has been providing fair housing education and enforcement and housing counseling services in Virginia for over 35 years. HOME’s mission is to “ensure equal access to housing for all people,” which means a holistic approach to overcoming the barriers that limit housing choice. HOME works to protect existing housing choices through fair housing education and enforcement; to expand housing choices through the creation of systemic change so that everyone has access to neighborhoods with good schools and good jobs; and to provide people with the skills and knowledge they need to take advantage of new housing opportunities.

At the celebration of HOME’s 35th anniversary, the Governor of Virginia recognized the valuable contributions HOME has made for 35 years “fighting for justice, fighting for right; in this community, in this Commonwealth and in this nation.”¹

HOME’s staff is highly qualified and experienced in the provision of a wide range of successful educational and fair housing enforcement activities, HOME’s knowledge of the needs of the community is extensive, and HOME’s ability to establish partnerships and develop effective working relationships is well known. The EOI activities will expand housing opportunities for residents of the seven independent cities² in Hampton Roads: one of the largest metropolitan areas in the country and the home of the largest naval base in the world, with over 250,000 military personnel and their dependents.

¹ The Honorable Timothy M. Kaine, Governor of Virginia, April 26, 2006.

² The Cities of Norfolk, Portsmouth, Chesapeake, Virginia Beach, Suffolk, Hampton, and Newport News.

FACTOR 1: CAPACITY & EXPERIENCE OF THE APPLICANT FHIP- Education and Outreach Initiative
Housing Opportunities Made Equal of Virginia, Inc.

STAFF EXPERTISE: HOME has been providing fair housing services throughout the Commonwealth of Virginia for more than 35 years, has successfully implemented FHIP activities in Hampton Roads in the past, and has now established a branch office in Portsmouth, centrally located in Hampton Roads. The day to day program manager will be the Housing Advocacy Specialist for Outreach & Education in the Tidewater Branch Office. Oversight and leadership of the proposed activities will be provided by the Director of HOME's Center for Housing Advocacy and the Director of Fair Housing Education & Enforcement (a former Virginia Fair Housing Administrator) who are based in Richmond. Additional program support will be provided by the Tidewater Branch Office director, and various Richmond based staff members.

CURRENT STAFF:

- AMANDA HEALY, DIRECTOR OF THE CENTER FOR HOUSING ADVOCACY, will provide overall leadership on the project. [REDACTED] joined HOME's staff as the Housing Advocacy Center Director in [REDACTED], with [REDACTED] of fair housing and housing program experience. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

She will hire and supervise staff and provide general project oversight.

- SUSAN SCOVILL, ESQ., DIRECTOR OF FAIR HOUSING EDUCATION & ENFORCEMENT, has overseen HOME's fair housing education and enforcement since [REDACTED]

FACTOR 1: CAPACITY & EXPERIENCE OF THE APPLICANT FHIP- Education and Outreach Initiative
Housing Opportunities Made Equal of Virginia, Inc.

[REDACTED]

[REDACTED] will provide technical expertise and direction, train staff and testers, provide oversight of the (non-FHIP-funded) audit testing, and participate in implementing outreach activities.

- CONSTANCE CHAMBERLIN, PRESIDENT/CEO, [REDACTED]

[REDACTED]

FACTOR 1: CAPACITY & EXPERIENCE OF THE APPLICANT

FHIP- Education and Outreach Initiative

Housing Opportunities Made Equal of Virginia, Inc.

[REDACTED]

• [REDACTED] DIRECTOR OF FINANCE, [REDACTED]

[REDACTED]

FHIP.

• [REDACTED] DIRECTOR, TIDEWATER BRANCH OFFICE, [REDACTED]

[REDACTED]

FACTOR 1: CAPACITY & EXPERIENCE OF THE APPLICANT FHIP- Education and Outreach Initiative
Housing Opportunities Made Equal of Virginia, Inc.

- [REDACTED] HOUSING ADVOCACY SPECIALIST/ OUTREACH AND EDUCATION, [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

- [REDACTED] HOUSING ADVOCACY SPECIALIST / ENFORCEMENT AND EDUCATION, [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

- [REDACTED] HOUSING ADVOCACY SPECIALIST, [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

FACTOR 1: CAPACITY & EXPERIENCE OF THE APPLICANT FHIP- Education and Outreach Initiative
Housing Opportunities Made Equal of Virginia, Inc.

[REDACTED]

- [REDACTED] MANAGER OF STRATEGIC COMMUNICATIONS, [REDACTED]

[REDACTED]

- [REDACTED] LENDING PROTECTION COORDINATOR, [REDACTED]

[REDACTED]

- [REDACTED] VICE PRESIDENT FOR PROGRAMS AND OPERATIONS, [REDACTED]

[REDACTED]

- [REDACTED], HOUSING RESEARCH ANALYST, [REDACTED]

[REDACTED]

B. ORGANIZATIONAL EXPERIENCE: HOME is a 501(c) (3) organization formed in 1971 that provides a full range of fair housing investigation and educational services for all protected classes throughout

FACTOR 1: CAPACITY & EXPERIENCE OF THE APPLICANT FHIP- Education and Outreach Initiative
Housing Opportunities Made Equal of Virginia, Inc.

the Commonwealth of Virginia. It is a Qualified Fair Housing Organization that has been successfully formulating and carrying out programs to prevent and eliminate discriminatory housing practices for over 35 years, and is a national leader in successful fair housing enforcement (*Havens Realty Corp. v. Coleman*, 455 US 363 (1982), *US v. Provident United*, *HOME v. Nationwide Insurance* for example). HOME has no affiliates or subsidiaries. HOME received one of HUD's top Best Practices awards in 1999 and 2000, and received the Best Housing Organization Award at the 2006 Governor's Housing Conference in Norfolk from Virginia Governor Tim Kaine. HOME was formally recognized by Virginia's two housing agencies, the Virginia Department of Housing and Community Development and the Virginia Housing Development Authority, for its "comprehensive programs and powerful advocacy which have helped to ensure Virginians equal access to housing for almost three decades". HOME received the Richmond NAACP's civil rights award for its "aggressive approach in ensuring open housing, home ownership and unbiased insurance industry practices." HOME was a founding member of the National Fair Housing Alliance, and successfully completed ten FHIP grants (both enforcement and education and outreach) between 1988 and 2001.

RECENT, RELEVANT AND MEASURABLE EXPERIENCE CONDUCTING PROJECTS SIMILAR IN SCOPE AND COMPLEXITY: This project involves fair housing education and training for housing consumers, government agencies and the housing industry; education and training on financial literacy and predatory lending to vulnerable and targeted populations; a collaborative effort with the military, the FHAP agency, and seven local governments; a public awareness campaign based on the results of (non-FHIP-funded) audit testing to generate public understanding of the barriers to housing access in the community and to change public policy; and an effective process for accepting and referring fair housing complaints generated by the education and outreach campaign. HOME has extensive successful experience in all of these areas.

FACTOR 1: CAPACITY & EXPERIENCE OF THE APPLICANT FHIP- Education and Outreach Initiative
Housing Opportunities Made Equal of Virginia, Inc.

- **FAIR HOUSING EDUCATION AND TRAINING:** During the three year period from October 1, 2003 through September 30, 2006, HOME provided fair housing education and training to 996 potential homebuyers in its homebuyer education programs (information on recognizing discrimination in sales, lending and the provision of homeowners' insurance); to 823 renters in its tenant training programs. It has trained hundreds of industry representatives (exact number not available) in sessions conducted for the Registered Apartment Managers school in Hampton Roads, the Virginia Property Management Coalition, the Virginia Beach CDC and others, and has provided fair housing information to approximately 60,000 families through its Comprehensive Guide to Affordable Housing (5,000 printed annually and an average of 1400+ hits monthly on its website). It has provided fair housing training to local governments in Hopewell, Petersburg, Danville, Richmond and Roanoke.
- **MEDIA CAMPAIGNS & EDUCATION AND TRAINING ON FINANCIAL LITERACY AND PREDATORY LENDING:** During the past three years, HOME has conducted 23 money management and credit recovery classes, reaching 261 consumers, and has educated consumers, local and state governments, the housing industry and other organizations on predatory lending through a broadly-based program of presentations (13 have reached 1023), media campaigns (which reached over 2 million people, plus 10 million more from paid media campaigns), presentations to legislators (most recently in 2006 on predatory servicing to an audience that included 18 members of the Virginia General Assembly and over 150 members of the public); education on predatory lending to and individual counseling through its mortgage default program (1324 individuals).
- **COLLABORATION:** During the past three years HOME has engaged in numerous successful collaborations with governments, other non-profits, and the housing industry. Examples include the development of a coalition to challenge predatory lending (the Virginia Partnership to Encourage Responsible Lending which consists of 15 organizations from the Interfaith Center for Public Policy

to the Better Business Bureau); the incorporation of Catholic Charities into the administration of a counseling and financial assistance program; and the continued implementation of a cooperative program of counseling and down payment assistance with local community development corporations.

- **AUDIT TESTING AND PUBLIC EDUCATION:** During the past three years HOME has conducted race and disability audit testing for the City of Richmond, which was incorporated into the City's Assessment of the Impediments to Fair Housing and which form the basis for various recommendations to combat housing discrimination in the City; and race and disability audit testing in 5 cities for the Virginia FHAP agency, which are being used on the state level to document the need for fair housing enforcement. The results of both audits have been incorporated into HOME's informational materials, and mailed to 3,000 community leaders. HOME has effectively used the publicity of audit results and its long standing relationships with state and local governments to stimulate changes in government policy and structure. For example, audit testing conducted in 14 cities prior to the three year "recent" period, which formed the basis for press conferences and presentations to the Virginia General Assembly, resulted in a change in Virginia law and the creation of a more effective state enforcement process. This change established the Fair Housing Board and provided the FHAP with a dedicated attorney to the Fair Housing Office from the Virginia Attorney General, both of which were accomplished within the past three years.

- **EFFECTIVE COMPLAINT INTAKE PROCESS:** HOME has been conducting fair housing complaint intake, and investigating and filing administrative complaints and lawsuits for more than 35 years. It serves all protected classes, and as the primary fair housing organization serving the Commonwealth of Virginia, it receives more complaints annually than the state FHAP agency, with which it works very closely. Persons contacting HOME who may have experienced a discriminatory housing practice are interviewed by telephone and/or in-person for a full description of the transaction, the

property, and the people involved; HOME's services, the protections and remedies of the fair housing law are explained; options for further action are clearly explained, including immediate referral to the administrative complaint process of HUD and/or the Virginia Fair Housing Office (a FHAP agency), or to a private attorney; complaints are evaluated and an appropriate investigative plan, which may include testing or other investigative techniques, is developed; the results of the investigation are analyzed and explained to the complainant; the complainant receives information about the range of options available, including the filing of administrative complaints or private action. HOME assists persons to file administrative complaints with HUD and the Virginia Fair Housing Office, provides support and guidance during the investigation and conciliation processes, and files companion complaints when appropriate. In the three year period prior to this application HOME received and investigated 340 complaints. During the 3 year period from 1/1/04 to 12/31/06, HOME filed or assisted complainants in filing 29 administrative complaints with Virginia's FHAP agency and HUD. Six of those complaints resulted in successful conciliations; and reasonable cause findings were made in 7 cases. During that same period, HOME successfully litigated 2 cases involving race discrimination, including one against a major homeowners insurance company. The administrative complaints filed primarily involve issues of race, familial status, and disability discrimination, but also include a case involving the use of zoning ordinances that discriminate on the basis of national origin that has been referred by HUD to the Department of Justice for enforcement. In addition, many complaints brought to HOME are resolved as a result of the well established procedures for intake, counseling, and investigation of the complaint and for which enforcement action is not appropriate.

C. PERFORMANCE ON PAST PROJECTS

HOME has not been a FHIP recipient since its last FHIP grant ended in 2001; however, HOME has received and successfully completed ten enforcement or education grants.

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: April 25, 2007

Person to Contact:

HOUSING OPPORTUNITIES MADE
EQUAL OF VIRGINIA INC
C/O ELIZABETH A SCOTT
700 E FRANKLIN ST STE 3A
RICHMOND, VA 23219-2300

Toll Free Telephone Number:

877-829-5500

Employer Identification Number:

23-7303018

Dear Sir or Madam:

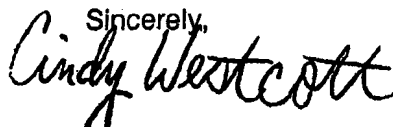
This is in response to the amendment to your organization's Articles of Incorporation filed with the state on June 15, 2006. We have updated our records to reflect the name change from Housing Opportunities Made Equal of Richmond, Inc to Housing Opportunities Made Equal of Virginia, Inc.

Our records indicate that a determination letter was issued in July 1973 that recognized you as exempt from Federal income tax, and reflect that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,


Cindy Westcott
Manager, Exempt Organizations
Determinations

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Housing Opportunities Made Equal, Inc.

Project Name: Tidewater Fair Housing Education and Outreach

Location of the Project: Tidewater Virginia Cities of Chesapeake, Hampton,
Newport News, Norfolk, Portsmouth, and Suffolk

Name of the Federal
Program to which the
applicant is applying: Fair Housing Initiatives Program (FHIP) Education and Outreach

Name of
Certifying Jurisdiction: Commonwealth of Virginia

Certifying Official
of the Jurisdiction
Name: William C. Shelton

Title: Director, Department of Housing and Community Development

Signature: 

Date: 4-16-07

**Certification of Consistency
with the Consolidated Plan**

**U.S. Department of Housing
and Urban Development**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Housing Opportunities Made Equal (HOME)

Project Name: Outreach and Educational Program for Tidewater Office

Location of the Project: Office in Portsmouth, Virginia but will serve
Hampton Roads Region

Name of the Federal Program to which the applicant is applying: HUD Fair Housing Initiatives Program (FHIP)

Name of Certifying Jurisdiction: City of Newport News, VA

Certifying Official of the Jurisdiction Name: Randy W. Hildebrandt

Title: City Manager

Signature: 

Date: 4/26/07

Certification of Consistency with the Consolidated Plan

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Ms. Susan Scovill

Project Name: HOME, INC.

Location of the Project: HOME, INC. - Tidewater Office

Name of the Federal Program to which the applicant is applying: Fair Housing Initiative Program (FHIP)

Name of Certifying Jurisdiction: City of Chesapeake

Certifying Official of the Jurisdiction Name: Ms. Anne Odell

Title: Acting City Manager

Signature: *Anne L Odell*

Date: 4-20-07

**Certification of Consistency
with the Consolidated Plan**

**U.S. Department of Housing
and Urban Development**

SAVE

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Virginia Beach Department of Housing and Neighborhood Pres.

Project Name: Fair Housing Program

Location of the Project: City of Virginia Beach

Name of the Federal Program to which the applicant is applying: Fair Housing Initiatives Program (FHIP)

Name of Certifying Jurisdiction: City of Virginia Beach, Virginia

Certifying Official of the Jurisdiction Name: Andrew M. Friedman

Title: Director

Signature: 

Date: 4/19/07

**Certification of Consistency
with the Consolidated Plan**

**U.S. Department of Housing
and Urban Development**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Housing Opportunities Made Equal (HOME)

Project Name: Fair Housing Outreach and Education

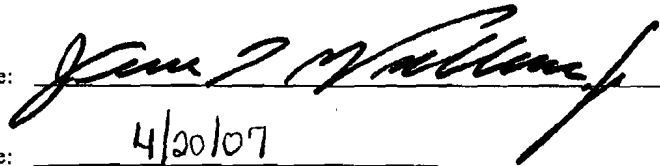
Location of the Project: Tidewater and Peninsula

Name of the Federal Program to which the applicant is applying: Fair Housing Initiatives Program (FHIP)

Name of Certifying Jurisdiction: City of Hampton

Certifying Official of the Jurisdiction Name: Jesse T. Wallace, Jr.

Title: City Manager

Signature: 

Date: 4/20/07

**Certification of
Consistency with
the RC/EZ/EC-IIs
Strategic Plan**

U.S. Department of Housing
and Urban Development

I certify that the proposed activities/projects in this application are consistent with the strategic plan of a federally-designated empowerment zone (EZ), designated by HUD or by the United States Department of Agriculture (USDA), the tax incentive utilization plan for an urban or rural renewal community (RC) designated by HUD, or the strategic plan for an enterprise community (EC-II) designation in round II by USDA.

(Type or clearly print the following information)

Applicant Name HOME of Virginia, Inc.

Name of the Federal
Program to which the
applicant is applying Fair Housing Initiatives Program Grant

Name of RC/EZ/EC-II Norfolk-Portsmouth Urban Round II EZ

I further certify that the proposed activities/projects will be located within the RC/EZ/EC-II identified above and are intended to serve the residents of the designated area. (2 points)

Name of the
Official Authorized
to Certify the RC/EZ/EC-II Danny E. Cruce

Title Executive Director, Portsmouth RHA

Signature 

Date (mm/dd/yyyy) 04/27/2007

Grant Application: Detailed Budget		U.S. Department of Housing and Urban Development				OMB Approval No. 2501-0017 (exp. 01/31/2008)				
		Functional Categories								
		[Year 1:] [Year 2:] [Year 3:] [All Years:]								
Name of Project/Activity:	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	
	HUD Share	Applicant Match	Other HUD Funds	Other Fed Share	State Share	Local/Tribal Share	Other	Program Income	Total	
a. Personnel (Direct Labor)	\$65,530	[REDACTED]	\$25,713		\$4,520				[REDACTED]	
b. Fringe Benefits	\$16,795	[REDACTED]	\$6,590		\$390				[REDACTED]	
c. Travel	\$8,091	[REDACTED]	\$9,821						[REDACTED]	
d. Equipment (only items > \$5,000 depreciated value)									\$0	
e. Supplies (only items w/depreciated Value < \$5,000)	\$7,125	[REDACTED]	\$5,700			[REDACTED]	[REDACTED]		[REDACTED]	
f. Contractual	\$2,459		\$617		\$4,500				\$7,576	
g. Construction									\$0	
1. Administration and legal expenses									\$0	
2. Land, structures, rights-of way, appraisals, etc.									\$0	
3. Relocation expenses and payments									\$0	
4. Architectural and engineering fees									\$0	
5. Other architectural and engineering fees									\$0	
6. Project inspection fees									\$0	
7. Site work									\$0	
8. Demolition and removal									\$0	
9. Construction									\$0	
10. Equipment									\$0	
11. Contingencies									\$0	
12. Miscellaneous									\$0	
h. Other (Direct Costs)		[REDACTED]	\$42,323						\$59,193	
i. Subtotal of Direct Costs	\$100,000	[REDACTED]	\$90,764	\$0	\$9,410	[REDACTED]	[REDACTED]	\$0	[REDACTED]	
j. Indirect Costs									[REDACTED]	
Grand Total (10/1/07-12/31/08)									[REDACTED]	
Grand Total (All Years):									[REDACTED]	

Grant Application Detailed Budget Worksheet

Name and Address of Applicant:	Housing Opportunities Made Equal of Virginia, Inc.
	700 East Franklin Street, Suite 3A
	Richmond, VA 23219
DUNS:	[REDACTED]

Category		Detailed Description of Budget (for full grant period)									
	Estimated Hours	Rate per Hour	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
1. Personnel (Direct Labor)											
Position or Individual											
President & CEO	45										
Vice-President, Programs & Operations	114										
Director, Center for Housing Advocacy	228	\$40.78	\$9,298	\$4,077		\$5,221					
Director, Fair Hsg Education & Enforcement	569	\$38.72	\$22,032	\$14,755		\$7,277					
Director, Tidewater Branch Office	341	\$38.22	\$13,033	\$10,434		\$2,599					
Housing Advocacy Specialist	683	\$17.96	\$12,267	\$12,267							
Housing Advocacy Specialist, Education & Outreach Vacant	1,706	\$17.58	\$29,991	\$23,997		\$5,994					
Housing Advocacy Specialist	228	\$20.27	\$4,622			\$4,622					
Lending Protection Supervisor	60	\$25.34	\$1,520					\$1,520			
Housing Research Analyst	114										
Director of Marketing	114										
Director of Finance	114										
Program Administrator Vacant	68										
Intern Vacant	350							\$3,000			
Total Direct Labor Cost				\$65,530		\$25,713	\$0	\$4,520	\$0	\$0	\$0
2. Fringe Benefits											
	Rate (%)	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Benefits for Full-time Employees: Payroll Taxes, Health, Dental, Life, Long-term Disability, Pension	25.63%			\$16,795		\$6,590		\$390			
Benefits for Part-time Employees: Payroll Taxes	10.75%										
Total Fringe Benefits Cost				\$16,795		\$6,590	\$0	\$390	\$0	\$0	\$0
3. Travel											
3a. Transportation - Local Private Vehicle											
	Mileage	Rate per Mile	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Inter-office Staff Mileage 8 200-mile round trips/mo. x 15 mos.	24,000					\$8,730					
Local Staff Mileage 300 miles/mo. x 15 mos.	4,500	\$0.485	\$2,182	\$1,091		\$1,091					
Tester Mileage 125 tests x 30 miles/test	3,750										
Travel Mileage to & from Norfolk airport, HUD-required training	93	\$0.485	\$45	\$45							
Travel Mileage to & from Richmond airport, HUD-required training	31	\$0.485	\$15	\$15							
Subtotal - Trans - Local Private Vehicle				\$1,151		\$9,821	\$0	\$0	\$0	\$0	\$0

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

3b. Transportation - Airfare (show destination)					Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Trips	Fare	Estimated Cost	HUD Share								
Norfolk - Los Angeles HUD-required training	3	\$408.00	\$1,224	\$1,224							
Richmond - Los Angeles HUD-required training	1	\$408.00	\$408	\$408							
Subtotal - Transportation - Airfare					\$0	\$0	\$0	\$0	\$0	\$0	\$0
3c. Transportation - Other					Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Quantity	Unit Cost	Estimated Cost	HUD Share								
Car Rental HUD-required training	12	\$60.00	\$720	\$720							
Airport Parking 6 days x 4 travelers HUD-required training	24	\$10.00	\$240	\$240							
Hotel Parking 6 days x 2 cars HUD-required training	12	\$25.00	\$300	\$300							
Subtotal - Transportation - Other					\$0	\$0	\$0	\$0	\$0	\$0	\$0
3d. Per Diem or Subsistence (indicate location)					Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Days	Rate per Day	Estimated Cost	HUD Share								
Hotel, Los Angeles, CA Federal Maximum \$110/night (4 staff x 6 days each, HUD-required training)			\$2,640								
Meals & Incidentals First & last Day, 4 staff, HUD-required training	8	\$48.00	\$384	\$384							
Meals & Incidentals, Days 2-5, 4 staff, HUD-required training	16	\$64.00	\$1,024	\$1,024							
Subtotal - Per Diem or Subsistence						\$0	\$0	\$0	\$0	\$0	\$0
Total Travel Cost						\$9,821	\$0	\$0	\$0	\$0	\$0
4. Equipment (Only items over \$5,000 Depreciated v					Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Quantity	Unit Cost	Estimated Cost	HUD Share								
Total Equipment Cost					\$0	\$0	\$0	\$0	\$0	\$0	\$0

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

5. Supplies and Materials (Items under \$5,000 Depreciated Value)

	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
5a. Consumable Supplies											
General Office Supplies \$135/mo. X 15 mos.	15	\$135.00	\$2,025			\$2,025					
Office Postage and Fed Ex \$75/mo. X 15 mos.	15	\$75.00	\$1,125			\$1,125					
Printing, 2-sided English-Spanish Fair Housing Inserts for Utility Bills	350,000			\$4,375							
Printing, Fair Housing Handbook	3,000			\$2,750							
In-Kind Bulk Mailing Costs Portsmouth, Hampton, Chesapeake, Virginia Beach: 205,787 pieces @ .118 each, paid for by local jurisdictions	205,787										
3' x 5' laminated foamcore maps displaying audit results by jurisdiction	20	\$125.00	\$2,500			\$2,500					
Printed invitations and envelopes, fair housing event	100	\$0.50	\$50			\$50					
Document copying fees for review of construction permits	100										
Systran Premium Translator 6.0 translation software	1										
Subtotal - Consumable Supplies				\$7,125		\$5,700	\$0	\$0			\$0
5b. Non-Consumable Materials											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Non-Consumable Materials			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Supplies and Materials Cost				\$7,125		\$5,700	\$0	\$0			\$0
6. Consultants (Type)											
	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Training, Disability Testing & Investigation	3	\$1,500.00	\$4,500					\$4,500			
ASL interpreter for press conferences announcing audit results	2	\$125.00	\$250			\$250					
Interpretation Services, LEP	5	\$500.00	\$2,500	\$2,459		\$41					
Total Consultants Cost			\$7,250	\$2,459	\$0	\$291	\$0	\$4,500	\$0	\$0	\$0
7. Contracts and Sub-Grantees (List individually)											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Liability Insurance, Tidewater Branch Office	1	\$326.00	\$326			\$326					
Total Subcontracts Cost			\$326	\$0	\$0	\$326	\$0	\$0	\$0	\$0	\$0

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

8. Construction Costs

	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
8a. Administrative and legal expenses											
Subtotal - Administrative and legal expenses			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8b. Land, structures, rights-of way, appraisal, etc											
Subtotal - Land, structures, rights-of way, ...			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8c. Relocation expenses and payments											
Subtotal - Relocation expenses and payments			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8d. Architectural and engineering fees											
Subtotal - Architectural and engineering fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8e. Other architectural and engineering fees											
Subtotal - Other architectural and engineering fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Grant Application Detailed Budget Worksheet

	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
8f. Project inspection fees											
Subtotal - Project Inspection fees			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8g. Site work											
Subtotal - Site work			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8h. Demolition and removal											
Subtotal - Demolition and removal			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8i. Construction											
Subtotal - Construction			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8j. Equipment											
Subtotal - Equipment			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8k. Contingencies											
Subtotal - Contingencies			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8l. Miscellaneous											
Subtotal - Miscellaneous			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Construction Costs			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Grant Application Detailed Budget Worksheet

9. Other Direct Costs	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income	
Item												
Contract Services:												
Testing 50 paired rental tests	100											
Testing 25 accessibility tests, 5 with companion	25											
Testing 50 acc/mod telephone tests	50											
Tester Training	2											
A-133 Audit, Tidewater Office (partial cost of total agency audit fee)	1											
Rent, Tidewater office	15	\$1,621.00	\$24,315			\$24,315						
Rent, Richmond office Applicant Match = rent for Richmond-based employees working on this project: 18,394 direct labor x .2381 = \$4,380, or 15 months @ \$292 per month	15											
Equipment Rental Copier	15	\$313.00	\$4,695			\$4,695						
Telephone includes local and LD service, Blackberries	15	\$775.00	\$11,625			\$11,625						
Membership, Chamber of Commerce	1.25	\$150.00	\$188			\$188						
Fair Housing Event:												
Space Rental	1	\$1,500.00	\$1,500			\$1,500						
Food	75											
Disability Tester Training:												
Food 2 meals	15											
Press Conferences:												
Food 2 press conferences w/25 participants each	50											
Meetings with Local Building Officials:												
Food 7 meetings x 10 participants	70											
Meetings with Localities:												
Food 7 meetings x 8 participants	56											
Presentation, Department of Housing & Community Development												
Food Lunch	10											
Presentation, Virginia Housing Development Authority												
Food Lunch	8											
Training, Housing Industry Professionals:												
Food 2 presentations x 25 participants each	50											
Total Other Direct Costs				\$0		\$42,323	\$0	\$0	\$0	\$0	\$0	
Subtotal of Direct Costs				\$100,000		\$90,764	\$0	\$9,410			\$0	
10. Indirect Costs												
Indirect costs for Richmond-based employees working on this project	Type	Rate	Base	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Note: An indirect cost rate has not yet been developed for HOME's Tidewater Branch Office												
Total Indirect Costs					\$0		\$0	\$0	\$0	\$0	\$0	\$0
Total Estimated Costs					\$100,000		\$90,764	\$0	\$9,410			\$0

Applicant/Recipient Disclosure/Update Report
Part II
Other Government Assistance Provided or Requested
Expected Sources and Use of Funds

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested*/ Provided	Leverage Claimed on this Application	Expected Uses of the Funds
Governmental Assistance:				
City of Portsmouth, Virginia Office of Management Services 801 Crawford Street Portsmouth, VA 23704-3822	Federal Funds: CDBG	\$675,000	[REDACTED]	Fair Housing Education and Enforcement
Portsmouth Redevelopment & Housing Authority 801 Water Street, Suite 200 P.O. Box 1098 Portsmouth, VA 23705-1098	In-kind bulk mailing fees	[REDACTED]	[REDACTED]	Bulk mailing for fair housing educational materials; Please note that we are using a lower value than what is reflected in their commitment letter due to their computational errors
City of Hampton, Virginia Hampton Neighborhood Office 22 Lincoln Street Hampton, VA 23669	In-kind bulk mailing fees	[REDACTED]	[REDACTED]	Bulk mailing for fair housing educational materials; Please note that we are using a lower value than what is reflected in their commitment letter due to their computational errors
City of Virginia Beach Department of Housing and Neighborhood Preservation 2424 Courthouse Drive, Bldg 18A Virginia Beach, VA 23456-9083	In-kind bulk mailing fees	[REDACTED]	[REDACTED]	Bulk mailing for fair housing educational materials; Please note that we are using a lower value than what is reflected in their commitment letter due to their computational errors
Chesapeake Redevelopment & Housing Authority 1468 South Military Highway Chesapeake, VA 23320-2604	In-kind bulk mailing fees	[REDACTED]	[REDACTED]	Bulk mailing for fair housing educational materials

Housing Opportunities Made Equal of Virginia, Inc.
700 East Franklin Street, Suite 3A
Richmond, VA 23219

Applicant/Recipient Disclosure/Update Report
 Part II
 Other Government Assistance Provided or Requested
 Expected Sources and Use of Funds

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested*/ Provided	Leverage Claimed on this Application	Expected Uses of the Funds
Commonwealth of Virginia, Department of Professional and Occupational Regulation 3600 West Broad Street Richmond, VA 23230-4917 (FHAP Agency)	State Funds	\$32,000	\$7,500	Intern salary and payroll taxes; Disability testing and investigation training
Hampton Roads Community Housing Resources Board, Inc. C/O Virginia Beach Department of Housing & Neighborhood Preservation Municipal Center, Bldg 18A Virginia Beach, VA 23456	CHRB Fair Housing Funds collected from 7 localities	\$3,500	\$3,500	Printing costs: 2-sided English-Spanish fair housing inserts for utility bills; fair housing handbook
Commonwealth of Virginia, Department of Historic Resources 2801 Kenisngton Avenue Richmond, VA 23221	Discretionary State Grants to Non-state Entities	\$150,000	\$1,910	
Non-Governmental Assistance:				
Virginia Equal Housing Foundation 700 East Franklin Street, Suite 3A Richmond, VA 23219	Private Funds	[REDACTED]	[REDACTED]	
Total Leveraged Resources			[REDACTED]	

Housing Opportunities Made Equal of Virginia, Inc.
 700 East Franklin Street, Suite 3A
 Richmond, VA 23219

City of Newport News

Virginia 23607



Office Of The City Manager

2400 Washington Avenue
(757) 926-8411
Fax (757) 926-3503

April 26, 2007

Constance K. Chamberlin, President
Housing Opportunities Made Equal, Inc.
700 East Franklin Street, Suite 3A
Richmond, VA 23219

Dear Ms. Chamberlin:

I am writing on behalf of the City of Newport News to express support for HOME's regional Fair Housing Education & Outreach application for HUD Fair Housing Initiatives Program (FHIP) Education and Outreach funding. We are excited that HOME proposes to conduct a variety of fair housing education and outreach activities through their Tidewater Branch Office in Portsmouth, Virginia. And, that you have developed a comprehensive strategy to inform people in the Hampton Roads regions about the incidence of discrimination and their fair housing rights and responsibilities. These efforts will significantly impact housing opportunities in our area.

HOME has over 35 years of experience in providing fair housing training, technical assistance, outreach and education services. We recognize the need for greater public awareness and education regarding equal housing opportunity and the services to be provided by HOME will be of enormous benefit in ensuring equal access to housing for all persons in our community.

We can make a commitment to distribute fair housing literature to our 13 public housing communities, which includes roughly 2,150 units. We also commit to continuing our support to the Office of Human Affairs (OHA), who staffs our Human Rights Commission and undertakes the majority of the City's fair housing matters. Currently, the City designates \$17,531 in CDBG funds for fair housing and housing related services to OHA. We are pleased to assist in leveraging resources for this proposal.

Constance K. Chamberlin, President

April 26, 2007

Page Two

In addition, this proposal is consistent with the City of Newport News' 2006-2010 Consolidated Plan for Housing and Community Development. I am confident this project will have a positive impact on our communities and add value to our City.

We are pleased to support HOME in carrying out its program, look forward to building on this collaboration, and wish you a positive outcome on your proposal.

Sincerely,



Randy W. Hildebrandt
City Manager

RWH:tfw

F:\LoanProg\Nonprofit Approval Items\Support\lr-HOME2007FHIP grant.doc

CITY OF NEWPORT NEWS
Department of Development

Telefax Transmission Sheet

Date April 27, 2007

Sheet 1 of 9

To Fax # 804-354-0690

Sent By Tricia Wilson

ATTENTION: **Susan Scovill**

SUBJECT: **FHIP Grant Information from Newport News**

MESSAGE: **Attached please find the information we discussed on the phone. You should have the following attached: Certification of Consistency (1page), Letter of Support (2 pages) and Questionnaire on Removal of Regulatory Barriers (5 pages). The RC/EZ/EC Consistency form is not applicable to Newport News, we have no such designated areas. If you have any questions feel free to give me a call 757-926-3793. Thanks for all your hard work on grant!**

If telefax transmission is not received completely, or if there is any problem with this transmittal, **CALL 757: 926-8428 or SEND TELEFAX message to 757: 926-3504.**



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 1ST FIGHTER WING
LANGLEY AIR FORCE BASE VA**

**Ms. Mary Carr-Smith
Chief, Housing Assistance Section
11 Burrell Loop Road
Langley AFB VA 23665**

20 April 2007

**Susan Scovill
Director of Fair Housing Education & Enforcement
Center of Housing Advocacy
Housing Opportunities Made Equal of Virginia, Inc.
700 East Franklin St., Suite 3A
Richmond VA 23219**

Dear Ms. Scovill

Thank you for your interest and cooperation with our housing office programs. We are looking forward to working with your office and expanding the scope of our programs next year.

The Housing Office at Langley AFB is making a commitment to partner with you and host evening workshops for the purpose of teaching our military members valuable information regarding Predatory Lending and Landlord/Tenant Fair Housing awareness. We are making a commitment to host four classes: one Predatory Lending class and one Landlord/Tenant Fair Housing awareness class during the fall or winter of 2007-08. We are planning to repeat the Predatory Lending class in the spring of 2008 and the Landlord/Tenant Fair Housing class in the summer of 2008. We have a conference room that will accommodate approximately 50 people.

We are very excited about the "train-the-trainer" services that you can provide to our Housing/Relocation staff; especially the Landlord/Tenant and Fair Housing training. This will help make our Housing Relocation section more capable and ready to assist our service members.

If you have any additional questions, please contact Starlyn Kelley or myself at 757-764-5489.

Thank you for your assistance.

A handwritten signature in cursive script that reads "Mary Carr-Smith".

**MARY CARR-SMITH
Chief, Housing Assistance Section**

Global Power For America

Factor Two: Need/Distress/Extent of the Problem

"One of the primary impediments to fair housing is the lack of fair housing education and outreach efforts. In order to accelerate the pace of fair housing enforcement, compliance, and acceptance, there must be greater public understanding and awareness of the consumers' rights and the industry's responsibilities. Discrimination is of regional concern and is not limited by municipal boundaries." Hampton Roads Analysis of the Impediments to Fair Housing, 2003.¹

"Additional outreach and education efforts should be made to both housing providers and housing consumers to ensure they are aware of the rights, remedies and obligations under the fair housing laws." Report on the Barriers to African-Americans and People with Disabilities in the Hampton Roads Rental Market, 2001.²

"Navy leadership is very concerned over the serious problem of predatory lending practices and the impact on financial and personal readiness of Sailors and families... We seek your support in encouraging a coalition of leadership in government, the commercial sector, nonprofit agencies and the military services to curtail and constrain predatory lending practices." Vice Admiral John C. Harvey, Jr., Chief of Naval Personnel, to Congress, April 6, 2006.³

"Discrimination sucks." Portsmouth resident, 2005.

1) FAIR HOUSING NEED:

A) GEOGRAPHIC AREA; PROXIMITY AND EXPERIENCE IN THE AREA: HOME is proposing to provide fair housing education and outreach services to the residents of the Norfolk-Virginia Beach-Newport News MSA, which has a population of more than 1.5 million people, including more than 250,000 active and retired military personnel and their families. The activities proposed will serve the seven cities in which 85% of the region's population lives: Norfolk, Portsmouth, Virginia Beach, Chesapeake, Suffolk, Hampton, and Newport News (together known as Hampton Roads), in which are located Naval Station Norfolk, the largest naval base in the world; four other military installations, and the headquarters of the North American Treaty Organization (NATO). As a

¹ Fair Housing Analysis, Hampton Roads, Virginia, Mullin & Lonergan Associates, Inc., December 2003.

² Report on the Barriers Faced by African-Americans and People with Disabilities in the Hampton Roads Rental Market: Hampton, Newport News, Virginia Beach, Norfolk, Portsmouth, Chesapeake, Williamsburg, and Suffolk, 2001, www.phonehome.org/publications

(<http://www.phonehome.org/pdf/Hampton%20Roads%20Combined%20Report%20May%202002.pdf>)

³ Statement of Vice Admiral John C. Harvey Jr. before the Subcommittee on Military Personnel of the Housing Armed Services Committee on Recruiting, Retention, Compensation and End Strength Overview, 6 April 2006, <http://www.house.gov/hasc/schedules/4-6-06StatementHarvey.pdf>

statewide organization, HOME has provided fair housing education and enforcement services as well as mortgage default and predatory lending counseling in the Hampton Roads area for many years. It recently opened a branch office in Portsmouth, readily accessible to all seven cities. HOME receives and investigates fair housing complaints from the Hampton Roads area, and regularly provides fair housing training, technical assistance and education to consumers and the housing industry. Recent venues for such training include the Registered Apartment Managers School (RAM) of the Tidewater Multifamily Housing Council, the Peninsula Association of Realtors, the Virginia Beach Community Development Corporation, the Endependence Center, and InSight Enterprises (the Peninsula Independent Living Center). HOME has made numerous fair housing presentations in Hampton Roads at events sponsored by HUD, the Governor's Housing Conference, the Virginia Association of Realtors, Legal Aid, and the Virginia Association of Housing Counselors. HOME regularly meets with the Hampton Roads Community Housing Resources Board, composed of representatives from the seven cities, industry, disability groups and the Hampton Roads Planning District Commission. HOME also has longstanding relationships with the major media in the area.

(B) POPULATIONS SERVED: HOME is a Qualified Fair Housing Organization and provides fair housing services to members of all protected classes and investigates all forms of housing discrimination from accessibility to zoning issues. Because an audit captures public attention like nothing else, this project will use the publicity from fair housing audits to educate the entire community, including members of all protected classes, about their fair housing rights and responsibilities. In particular, HOME will focus on three specific areas: increasing awareness of the needs of people with disabilities for accessible housing and for reasonable modifications and accommodations; increasing awareness of the barriers faced by African-Americans in their search for housing; and providing fair housing and predatory lending information and financial literacy

skills for members of the armed services and their families. While members of the armed services fall into all protected classes, we feel a particular responsibility for ensuring that those who serve their country are protected from discrimination and victimization.

(C) EVIDENCE OF HOUSING DISCRIMINATION: Hampton Roads, like the rest of Virginia, has a long history of residential segregation and disinvestment in black neighborhoods. Between 1911 and 1913 Norfolk and Portsmouth enacted ordinances establishing separate black and white neighborhoods. When these ordinances were held unconstitutional in 1917, discriminatory real estate practices, racially restrictive covenants, and violence were used to enforce neighborhood segregation.⁴ Although racially restrictive covenants have not been enforceable since 1948, they still show up in deeds. In 2005, an article in the major Hampton Roads newspaper discussed the experience of black homeowners in Portsmouth who discovered that the reluctance of the previous white owners to sell to them was partly based on the existence of a racially restrictive covenant.⁵ The effects of the state's long history of intentional residential segregation are still widely visible. There are seven major cities in the Norfolk/Virginia Beach/Newport News MSA, as well as some smaller independent communities and very rural areas. Minorities are concentrated in the seven cities (91.4% of the minority population of the MSA), and that concentration is increasing. Between 1990 and 2000 the number of African-Americans in the seven cities increased by 19.3%, while the white population decreased by 4.6%. "In largely poor minority neighborhoods...in addition to racial segregation, low income areas experienced continued economic segregation as upwardly mobile blacks left."⁶ Today, 84% of the public housing units in the seven cities are located in census tracts with minority concentrations, and 93% are in census tracts where more than half the households are low income. According to the Fair Housing Analysis, 20% of the census tracts in the seven cities

⁴ Massey and Denton, American Apartheid, p. 42, Harvard University Press, 1993)

⁵ "Racism, in deed: "Restrictive covenants" still exist for older homes:", Christina Nuckols, The Virginian-Pilot, May 9, 2005.

⁶ Information in the following paragraph is taken from the Fair Housing Analysis, Hampton Roads, Virginia, op. cit.

have concentrated minority populations. In three of the cities, more than 30% of the census tracts have concentrated minority populations.⁷

DISCRIMINATION AGAINST AFRICAN-AMERICANS TODAY: In 2001, HOME completed a HUD-funded audit in Hampton Roads that demonstrated a high level of discrimination against African-Americans and people with disabilities. African-Americans received less favorable treatment than whites in their search for rental housing 60% of the time.⁸ Treatment of African-Americans included being told apartments were not available when whites were offered them; being quoted higher prices than whites; and being told that the office was closed or showing up for an appointment to find no one there, while whites had no difficulty speaking with an agent. Particularly disturbing is that all of the audited complexes were professionally managed (and thus presumably better trained than owner/landlords), which means that the audit probably understates the actual level of discrimination. In 2002, a class action lawsuit was filed against the City of Portsmouth, the Industrial Development Authority, the Portsmouth Redevelopment and Housing Authority, and the owners of a low-income housing development⁹ for actions intended "to exclude African-Americans from the City of Portsmouth, and to maintain, perpetuate and exacerbate *de jure* segregation policies and practices of Portsmouth." The lawsuit was settled in 2005, with all parties agreeing as part of the settlement to request (and pay for) HOME to open a branch office in Portsmouth to provide desperately needed fair housing services. Given the clear demonstration that African-Americans are not treated equally in the rental market, there have been remarkably few complaints to the state Fair Housing Office: between July of 2003 and May of 2006, the Virginia Fair Housing Office received only 41 complaints of racial discrimination from the seven cities of the Hampton Roads area. This is a sure sign that people do not understand their rights.

⁷ *Fair Housing Analysis*, op. cit.

⁸ Report on the Barriers Faced by African-Americans and People with Disabilities in the Hampton Roads Rental Market op. cit.

⁹ *Pitt et al v. City of Portsmouth*, Case No. 2:2CV489 (ED Va.), <http://releases.usnewswire.com/GetRelease.asp?id=36945>

PEOPLE WITH DISABILITIES ARE DENIED ACCESSIBLE HOUSING: The same 2001 study that measured the extent of unequal treatment of African-Americans evaluated whether or not multi-family housing built for first occupancy after March of 1991 met the accessibility requirements of the fair housing laws. It did not. Twenty-five of the 26 apartment complexes evaluated (96%) did not fully meet the accessibility requirements; 46% had major deficiencies, such as steps to units that should have been accessible to people with wheelchairs. In 2003, the Hampton Roads Fair Housing Analysis (prepared for the seven cities that are supporting this project) found there was a need for adaptive modifications and accessibility improvements for people with disabilities. According to the 2001 housing needs assessment published by Virginia's two housing agencies¹⁰, disabled people "lack adequate access to affordable accessible housing and to assistance in making needed home modifications." The studies clearly show that people with disabilities do not have access to the housing to which they are entitled, but the state Fair Housing Office received only 33 complaints from people with disabilities from July of 2003 to May 2006. As is the case with African-Americans, people with disabilities in Hampton Roads are not exercising their fair housing rights.

ABUSIVE LENDING PRACTICES LIMIT HOUSING CHOICES AND DAMAGE COMMUNITIES: The implosion of the subprime market has called attention to the impact of high cost and predatory lending on communities, and the target area of this grant – in particular the African-American community - has seen an enormous increase in such loans. In *one* year (2004 to 2005), the number of high-interest conventional loans doubled: 24% of all conventional loans made in 2005 in the Norfolk/Virginia Beach/Newport News MSA were high interest¹¹. African-Americans are much more likely than their white counterparts to have subprime loans. 49.6% of the African-Americans who received a conventional loan in 2005 received a loan with high interest rates – *three times* the percentage of

¹⁰ Analysis of Housing Needs in the Commonwealth, Virginia Department of Housing and Community Development and the Virginia Housing Development Authority, 2001. www.vhda.com/comm/vhdastudy.asp

¹¹ HOME analysis of 2005 Home Mortgage Disclosure Act (HMDA) for Norfolk-Newport News-Virginia Beach, VA-NC MSA, furnished by <http://www.dataplace.org>

whites. High cost refinancing loans also skyrocketed between 2004 and 2005, to a market share of 29%. Again, African-Americans held a disproportionate percentage of the high cost loans: 50% compared to 19% for white recipients.¹² This results in higher housing costs, less money for other essentials such as health care, and an increased vulnerability to foreclosure. Furthermore, the subprime market is where most predatory lending occurs, making it more likely that these African-American borrowers will be exposed to even greater costs and potential loss of equity. In addition, within the past two years Hampton Roads homeowners in trouble have begun coming to HOME for help with a new type of predatory practice: the foreclosure rescue scam, in which the homeowner inadvertently signs their house away in the belief that they are refinancing their mortgage. Not surprisingly, the state housing needs assessment found that there is particular concern in the Hampton Roads area about "discriminatory and predatory lending practices".¹³

PREDATORY LENDING THREATENS THE WELL-BEING AND READINESS OF MILITARY PERSONNEL:

the targeting of enlisted personnel and their families by predatory lenders has risen to a level of major concern by the Department of Defense. On December 19, 2005, the Virginian Pilot (the Hampton Roads newspaper) ran an editorial entitled "Navy needs allies on payday predators," calling on the legislature to clamp down on the predatory lending practices that "snare young enlisted personnel and their families into escalating cycles of debt."¹⁴ "Military consumers, particularly junior enlisted personnel, fall victim to shady business practices, but with the added problem of a direct, negative impact on military readiness."¹⁵

In 2006, the Commander of Naval Operations issued a statement that "A sailor's financial readiness directly impacts unit readiness and the Navy's ability to accomplish its mission. I am concerned

¹² Ibid

¹³ Analysis of Housing Needs in the Commonwealth, Virginia Department of Housing and Community Development and Virginia Housing Development Authority, November 2001, <http://www.vhda.com/comm.vhdastudy.asp>

¹⁴ epilot2.hamptonroads.com/

¹⁵ Legal Assistance for Military Personnel Articles, Summer 2004, Vol. 8, Number 3.
http://www.abanet.org/legalservices/dialogue/04summer/dial_04summerlamp.html

with the number of sailors who are taken advantage of by predatory lending practices,"¹⁶ and the Chief of Naval Personnel called on Congress to take action.¹⁷ Many of the most vulnerable military targets are enlisted personnel, young, minority and low income. These concerns are particularly relevant to Hampton Roads, home of one of the largest American military concentrations in the world. The Department of Defense has been actively involved with HOME in a coalition to protect Virginians against predatory lending practices.

2) URGENCY OF THE NEED:

A) POTENTIAL CONSEQUENCES: This proposal should be funded because one of the largest metropolitan areas in the country, with a long history of segregation and discrimination, has a continued high degree of discrimination, limited knowledge of fair housing rights and responsibilities, and a large and vulnerable military population. The level of discrimination has been well documented. If this proposal is not funded, more people will continue to be treated unfairly in their search for housing, more people with disabilities will be denied the accessible housing to which they are entitled, and more military personnel will fall victim to predatory lending. In other words, business will continue as usual. There is a direct relationship between the identified needs and the project activities, which are carefully designed to reach all three groups that must actively support fair housing if housing discrimination is to be eliminated: consumers, the housing industry, and government officials. The project is not simply a series of unrelated educational initiatives, but a carefully orchestrated and holistic approach to grabbing public attention and using that attention to make inroads in meeting specific fair housing needs. This project will use the results of current audits based on race and disability to generate publicity about the level of discrimination in the community, and "soften the target" so that specific education and training activities will be effective. (HOME's experienced strategic communications manager has a proven track record in

¹⁶ http://www.military.com/MilitaryCareers/Content/0,14556,MPDC_CareerNews_Navy_051006_3,00.html

¹⁷ Statement of Vice Admiral John C. Harvey Jr., op cit

generating major coverage for fair housing activities). While the audits focus on race and disability, members of all protected classes will be encouraged to call HOME if they suspect discrimination – the only way to overcome the documented disparity between the level of discrimination and the number of complaints. Consumers, including Housing Choice Voucher holders, will receive copies of the revised Hampton Roads CHRB Fair Housing Handbook. The handbook will also be posted on HOME's website, which receives about 80,000 hits each month. HOME will appear on the weekly radio show of state Senator Yvonne Miller, with an overwhelmingly African-American audience, and on the Spanish language radio station (Spanish speakers are the largest and most rapidly growing non-English speaking minority in the region). Further publicity to encourage complaints will be generated through the provision of fair housing inserts in the utility bills of more than 200,000 households, which will be printed in both English and Spanish. Four classes on fair housing, financial literacy and predatory lending will be held to help members of the armed forces and their families develop the knowledge and skills that will protect them from abusive lending practices and expand their housing choices. To ensure continued support for military personnel after the project is over, HOME will train Langley Air Force staff to present the classes themselves.

Educating consumers is only one part of the solution. The publicity will also encourage property managers and other housing industry professionals to attend two fair housing training sessions provided by HOME's Director of Fair Housing, a former FHAP administrator, and will generate additional conversations with industry representatives about training needs.

Government officials are the third group that must be involved in a successful effort to address housing discrimination. If there is non-compliance with the accessibility requirements, after the disability press conference HOME will meet individually with local building officials to explain the findings and enlist their support for changing their inspection methodologies, followed by individual meetings with City Managers. Findings of lack of accessibility will also be presented to

officials in the Virginia Department of Housing and Community Development (DHCD), responsible for oversight of the state's building code compliance, along with recommendations for improving its oversight. Because DHCD administers the state's housing programs, including the affirmatively furthering fair housing requirements for non-entitlement communities, other audit results will also be reviewed to encourage them to strengthen their efforts to promote fair housing among their subrecipients. Immediately following the second press conference, while the results of the audits are fresh in everyone's minds, local officials will be invited to a fair housing event designed to enlist their support in addressing the problems revealed in the audits, educate them about the extent and impact of predatory lending in their communities, and help them think about ways to challenge inequities in lending. In addition, if audits reveal problems in Low Income Housing Tax Credit properties, HOME will meet with the Director of Multi-Family Housing for the Virginia Housing Development Authority (VHDA), which administers the tax credit program, to recommend program improvements. Information on multi-family properties that do not comply with the accessibility requirements will be given to HUD for the possible development of Secretary-initiated complaints. HOME will use the results of all the audits to raise awareness on the state level of the need for additional support for fair housing, whether through specific changes to be made in programs administered by state agencies or more funding for education and enforcement. In addition to discussions with DHCD and VHDA, HOME will present the audit results to the Virginia General Assembly, through the Virginia Housing Commission; to the Virginia Fair Housing Office (a FHAP agency) and the Real Estate and Fair Housing Boards; at the Governor's Housing Conference, the annual statewide conference attended by almost 1,000 advocates, industry and government representatives; to the Virginia Association of Realtors; and at the annual meeting of VAHCDO, the Virginia Association of Housing and Community Development Officials.

B) SERVICES PROVIDED BY OTHERS: All of the housing needs assessments of the area have emphasized the need for fair housing education (and enforcement), and the support for this proposal by the localities, the Hampton Roads CHRB, and the state's FHAP agency are further indication of general recognition that these services are not now being provided. One organization provides some fair housing information as part of its homeownership classes, but there was little or no fair housing expertise in the community until HOME opened its office, and no one is providing the type of fair housing education, training and outreach to consumers, the housing industry, or governments that HOME proposes.

C) OTHER SOURCES SUPPORTING THE NEED: *"One of the primary impediments to fair housing is the lack of fair housing education and outreach efforts."* – Hampton Roads Fair Housing Assessment, 2003. Please see the first seven pages of the response to this factor for many more detailed and specific references to sources supporting the need for this project.

3) LINK BETWEEN NEED AND ACTIVITIES: The earlier responses have demonstrated a clear link between need and the proposed activities. African-Americans and people with disabilities face on-going discrimination, and military personnel – and African-Americans in particular, are victimized by predatory lending. This proposal addresses these needs very specifically. Very little was being done in Hampton Roads to promote fair housing before HOME opened its branch office, and certainly nothing approaching the impact of HOME's proposed activities. The proposed activities will leverage HOME's existing presence in the region and its audit activities, and create a powerful synergy that will enhance the ability of HOME's Tidewater Branch Office (in Portsmouth) to challenge housing discrimination in Hampton Roads. It will educate and protect individuals, involve public officials, create a strong public awareness of the problems facing the community, and generate important discussions about potential solutions.

Housing Opportunities Made Equal of Virginia, Inc. is a Qualified Fair Housing Organization and a HUD-approved Comprehensive Housing Counseling Agency that has provided effective fair housing investigation, enforcement, education, and housing counseling services to eliminate barriers to housing choice for 36 years. HOME's mission is "to ensure equal access to housing for all people" and it works to achieve that mission in a holistic way that strongly supports HUD goals and policy priorities. HOME's approach is based on seven Board-adopted stepping stones to housing equality: the elimination of housing discrimination and unfair practices; increasing homeownership; lowering the mortgage default rate; lowering the concentration of poverty; eliminating the racial and ethnic disparities in homeownership rates; reducing segregated housing patterns; and increasing the availability of affordable housing.

SUPPORT OF POLICY PRIORITIES:

PROVIDING INCREASED HOMEOWNERSHIP AND RENTAL OPPORTUNITIES FOR LOW AND MODERATE-INCOME PERSONS, PERSONS WITH DISABILITIES, THE ELDERLY, MINORITIES AND PERSONS WITH LIMITED ENGLISH PROFICIENCY: All of the proposed activities support this priority. They are designed either to eliminate external barriers to housing choice that prevent access to rental or homeownership opportunities or to provide individuals the knowledge and skills they need to take advantage of existing opportunities. The inclusion of subsidized housing in the (non-FHIP-funded) race- and disability-based audits will draw attention to any limitations on access by low- and moderate- income ("LMI") households. Persons with disabilities will have increased access to housing as a result of public attention being called to lack of compliance with accessibility requirements and to refusals to make reasonable accommodations and modifications. Minorities will have increased access to housing through public awareness of the results of the (non-FHIP-funded) race-based audit. The elderly, many of whom rely on subsidized housing and who may have disabilities, will have

increased access to housing through the response to the (non-FHIP-funded) audit of rental (including subsidized) housing. Persons with Limited English Proficiency will have increased housing choices through fair housing information distributed in more than 200,000 utility bills in both English and Spanish (persons of Hispanic origin are the largest minority group after African-Americans and the most rapidly growing group in the region) and through HOME's ability to translate, as needed, written materials to other languages, including but not limited to French, Korean, Laotian, Vietnamese, Chinese, Arabic and Spanish. All of the groups listed above will have increased housing opportunities as a result of the public information campaign, the education of public officials, the training of housing providers, participation in fair housing education sessions that will teach them to insist on their fair housing rights, and any enforcement actions that will follow (outside the scope of this grant) by either HUD or HOME. By protecting individuals' rights and by increasing housing providers' compliance with fair housing laws, we improve rental housing and homeownership opportunities in neighborhoods of choice.

IMPROVING OUR NATION'S COMMUNITIES: One of the greatest threats to our nation's communities today is the targeting of LMI and minority homeowners by predatory lenders; predatory lenders also constitute a great threat to the military communities that make up such a high proportion of the Hampton Roads population. Predatory lending strips the equity from low and moderate income homes in communities that are targets for revitalization and investment. It undoes all of the benefit of investment of local, state and federal resources that are devoted to improving these communities. Communities that are victims of predatory lending are communities in which homeowners do not have the money to make repairs or improvements because their loan costs are so high; the resulting condition of the houses discourages the introduction of private capital. The Fair Housing event for community leaders and policy makers and the two training events for housing providers and professionals will include a discussion about the relationship between predatory lending,

homeownership, and the minority community. Predatory lending will also be discussed in training sessions with military personnel and as part of radio interviews.

ENCOURAGING ACCESSIBLE DESIGN FEATURES: While this is not a construction project, one of its primary goals is to increase housing accessibility. HOME is knowledgeable about the accessibility requirements and the principles of universal design and visitability, and is an experienced and respected advocate for the inclusion of universal design requirements in developments using public funding. (This recommendation has been included in all six of the Assessments of the Impediments to Fair Housing HOME has prepared –Chesterfield County, City of Danville, City of Petersburg, two for the City of Richmond, and City of Roanoke). In collaboration with the Virginia FHAP agency, HOME will co-host and participate in (non-FHIP-funded) training related to disability issues. HOME will conduct a (non-FHIP-funded) disability- and accommodation-based audit. The public awareness campaign following the development of the audit results will focus not only on ensuring compliance with the law and the need to better serve persons with disabilities, but will also promote the use of universal design in publicly funded projects, and by real estate professionals, builders, developers and architects as a way of increasing the marketability of rental and sales properties to an aging population.

PROVIDING FULL AND EQUAL ACCESS TO GRASSROOTS, FAITH-BASED AND OTHER COMMUNITY-BASED ORGANIZATIONS: HOME's Tidewater Branch office has been established as a result of a community decision to support a fair housing organization and an invitation to HOME to open the office. This office qualifies as a "grassroots organization" because it is physically located in the City of Portsmouth, within the community to which housing advocacy services will be provided, and it has fewer than six full-time employees. Further, its efforts are guided by a local advisory council made up of representatives of a wide range of other community, grassroots, and faith-based organizations.

ENDING CHRONIC HOMELESSNESS: HOME provides technical assistance and fair housing training to providers of housing for the homeless. HOME has worked with a provider of Single Room Occupancy housing in Hampton Roads to help that organization challenge a local government (in another part of their service area) that is preventing the construction of new facilities for the homeless. HOME has supported fair housing challenges to local zoning decisions in a variety of localities. Further, HOME works to prevent homelessness through its statewide mortgage default counseling program. The increased public awareness of HOME's services that will result from the project activities will encourage homeless service providers to use HOME as a resource when they encounter barriers to providing housing for their clients. In addition, HOME's Center for Housing Leadership advocates for policy changes on the state and local levels, such as the creation of affordable housing trust funds, to increase support and housing opportunities for the homeless.

REMOVAL OF REGULATORY BARRIERS: HOME will be working with and in jurisdictions that have taken steps to remove regulatory barriers to affordable housing, and has their active support. Documentation has been included for the cities of Portsmouth, Chesapeake, Virginia Beach, Hampton, Norfolk, Newport News, and the Commonwealth of Virginia.

PARTICIPATION IN ENERGYSTAR: As a HUD-approved Comprehensive Housing Counseling Agency, HOME is well aware of the importance of energy-efficient appliances in making housing affordable. EnergyStar information will be included in HOME's Tidewater education sessions and included in the regional fair housing handbook, reaching at least 3000 families, and local building officials in Hampton Roads will be asked to make copies of the information available in the offices in which building permits are issued.

GEOGRAPHIC AREA TO BE SERVED: The activities proposed serve the seven jurisdictions that make up the Hampton Roads region, including the cities of Norfolk, Portsmouth, Virginia Beach, Chesapeake,

Suffolk, Hampton, and Newport News. More than 85% of the region's population lives in these 7 cities, including the majority of the LMI persons in the region, people with disabilities, and minorities.

PERSONS TO BE SERVED: HOME's Tidewater Branch Office will provide fair housing services to members of all protected classes, including those who are homeless. This project focuses on specific activities that increase housing opportunities for minorities, people with disabilities, and members of our armed forces.

SPECIFIC ACTIVITIES:

- HOME will protect military personnel from predatory lending practices and expand their housing choices through the sponsorship, in cooperation with the Family Housing Office at Langley Air Force Base, of at least four anti-predatory lending, fair housing and financial literacy education sessions to 80 military personnel and their families. HOME will teach Langley staff, to enable Langley to provide these same sessions with its own personnel, long after this project is ended.
- HOME will expand housing choices for persons with disabilities through a comprehensive series of activities. First, FHAP and HOME staff will collaborate on: a three day (non-FHIP-funded) training related to disability testing based on methodology developed by HUD and the Urban Institute, to enhance investigative partnership opportunities; the (non-FHIP-funded) identification of audit sites; and the conduct of (non-FHIP- funded) audits for accessibility (25 sites), and for the availability of reasonable accommodations and modifications (50 telephone tests, including phone relay service). (Please note that the aforementioned activities are included in the budget as leverage, but not in the Statement of Work. Although they are related to this project and to the successful public awareness campaign and enforcement activities, they will precede this project, will not be FHIP-funded, and are not direct 'deliverables' to HUD.) Second, HOME will conduct a public

awareness campaign that includes a press conference and press release that addresses the findings of the audits on accessibility, accommodation and modification issues, and promotes consideration and understanding of visitability, universal design, and affordability. The press conference will include an American Sign Language (ASL) interpreter. The public awareness campaign will likely result in additional complaints of discrimination based on disability. HOME will process and investigate any such complaints (not FHIP funded) and, where appropriate, administrative complaints will be filed. Third, specific areas of non-compliance will be addressed through consultation and collaboration with state and local building officials about accessibility evaluation.

- HOME will expand housing choices for African-Americans through a public awareness campaign that includes a press release and press conference (that includes an ASL interpreter) on the results of a (non-FHIP-funded) race-based audit of rental property (50 paired tests); and the mailing of fair housing fact sheets to at least more than 200,000 households with their utility bills. The public awareness campaign will likely result in additional complaints of discrimination based on race. HOME will process and investigate any such complaints as well as follow up on (non-FHIP-funded) testing and, where appropriate, file administrative complaints .
- HOME will expand housing choices for the rapidly growing Hispanic population in the Hampton Roads community through the public awareness campaign that includes interviews on a local Spanish-language radio station and mailing a fact sheet printed in Spanish as well as English to more than 200,000 households;
- HOME will expand housing choices for LEP individuals by utilizing language translation software or hiring language interpreters on an as needed basis. Translation options will include French, Korean, Laotian, Vietnamese, Chinese, Arabic and Spanish.
- HOME will expand housing choices for LMI households that rely on subsidized housing programs through inclusion of subsidized housing in both the race-based and disability-based (non-

FHIP-funded) audits. HOME will notify and confer with appropriate authorities to develop strategies overcome and eliminate discriminatory practices involving federally-assisted housing.

- HOME will enhance the capacity of seven local governments to improve their communities and provide expanded fair housing support to their residents by meeting with executive leadership (by locality), reviewing findings and exploring options for additional efforts to affirmatively further fair housing; by encouraging building officials (by locality) to evaluate building accessibility at the plan review and permitting stage and thus maximize accessibility for people with disabilities; by updating the regional fair housing handbook (including EnergyStar information) and reprinting it for distribution to 3000 housing consumers and providers; and by including the revised handbook on HOME's website which averages 60,000 hits per month (see www.phonehome.org).
- HOME will galvanize support for fair housing through an invitational fair housing event for community leaders on the state of fair housing in the region. The program will include summaries of the (non-FHIP-funded) disability and race-based audit results, fair housing complaint data received by the Tidewater Branch Office of HOME, subprime lending and foreclosure data for the Tidewater area, and maps representing critical demographic and audit information. The program will include a discussion of the impact of discrimination on housing choice (including visitability, affordability and universal design) in the community, and local and regional options for expanding housing choice.
- HOME will elevate the fair housing concerns of the Commonwealth by making a presentation to the Virginia Housing Commission, a division of the Virginia Legislature, on the results of the disability and race audits, providing them with a summary of the current audit results as an update to the presentation to HOME's 2001 audit testing results.
- HOME will expand the understanding of fair housing issues at the state level through a presentation at the Governor's Housing Conference in November of 2008 on the audit results. This conference is attended by state and local government officials, housing developers and providers,

community organizations and advocates from across the Commonwealth. The 2008 conference is likely to be held in Norfolk, Virginia, in the heart of the area to be served by this project.

- HOME will reinforce the impact of the audit findings through presentations to the Virginia Fair Housing Board and the Virginia Real Estate Board (both housed in the Virginia FHAP agency); the Virginia Department of Housing and Community Development (which includes the Virginia Building Code Academy); the Virginia Housing Development Authority; the Virginia Association of Realtors; and the Virginia Association of Housing and Community Development Officials; on the results of the disability and race audits, providing them with a summary of the current audit results and potential 'next steps' to enhance pro-active institutional support for equal housing.
- HOME will expand housing choices for all residents of Hampton Roads by sponsoring, with the Hampton Roads Community Housing Resources Board, two training sessions for 50 representatives of the housing industry including real estate professionals, builders, developers and architects on their fair housing responsibilities and opportunities, including consideration of accessibility features and universal design; and by educating the public through the public awareness campaign based on the results of the audits (2 press releases and 2 press conferences – resulting articles expected to reach the full readership of the Virginian Pilot, the paper with the largest circulation in Hampton Roads, as well as smaller, specialized newspapers), and through radio programs hosted by Virginia State Senator Yvonne Miller, and participation in discussions on the local Spanish-language radio show.
- HOME will protect the fair housing rights of all residents of Hampton Roads by providing complete fair housing intake and complaint investigation services to all protected classes. The education and outreach activities set out in this application will increase public awareness of the support available from HOME's new Tidewater Branch Office in Portsmouth, and the proximity of that service to complainants will allow HOME to work effectively with them to investigate and refer them to HUD and the Virginia FHAP office when appropriate.

- This application is a highly collaborative one, based on the commitments and cooperation of the Virginia Fair Housing Office, local governments in the region, a major military facility, and the links to local community, faith-based and social service organizations (including the local disability rights organization) through participation in HOME's local advisory council. HOME has the fair housing, financial literacy and predatory lending expertise, the program and fiscal management capacity, and the experience working cooperatively with state and local governments, disability groups and lending protection coalitions to effectively and efficiently carry out all of the activities set out in this proposal.

STATEMENT OF WORK: attached.

BUDGET FORM AND INFORMATION: attached.

FINANCIAL MANAGEMENT CAPACITY: HOME has over 36 years of experience in handling its funds in a manner that allows it to accurately track all expenditures and ensure that it is appropriately administering government grants and contracts. HOME has a highly experienced finance staff, including a CPA, to handle its funds (HOME's Director of Finance has conducted federal grants management training, and has on occasion provided mentoring and training to other CDBG and HOME funds recipients at the request of the City of Richmond finance staff and for other fair housing organizations nationally). HOME's budget is developed annually and revised quarterly by the Board of Directors, with a Board Finance Committee providing detailed oversight. It has many different funding sources with more than thirty different cost centers, and uses MAS90, a highly sophisticated fund accounting software program, to manage its accounts. Complete financial statements (budget v. actual) are prepared monthly, and reviewed by the President and the Vice President for Programs and Operations. HOME's accounts are audited annually by an independent auditor, who certifies that HOME is managing its federal funds according to the principles set out in

OMB Circular A- 133. HOME receives consistently clean audits. HOME has a detailed system of formal internal controls (which is much too lengthy to incorporate here, but which includes restrictions that ensure that the receipt and expenditure of all funds are reviewed by more than one person, and that different people prepare and sign checks). Salary payments are based on a bi-weekly timesheet that all employees are required to submit. The system of internal controls is reviewed annually by HOME's auditors. In addition to its independent audit, HOME regularly receives finance audits from its government funding sources, such as HUD, the City of Richmond, and the Commonwealth of Virginia, all of which it passes with flying colors.

**FACTOR 4: Leveraging Resources FHIP-Education and Outreach Initiative
Housing Opportunities Made Equal of Virginia, Inc.**

Factor Four: Leveraging Resources

Please see the attached documentation for leveraged resources totaling [REDACTED] a more than 2 to 1 match, including a commitment letter from our local FHAP agency, the Commonwealth of Virginia's Department of Professional and Occupational Regulation. Several jurisdictions made arithmetic and decimal point errors in the calculation of their local match for bulk mailing costs, all of which we adjusted downwards to the correct number.

[REDACTED] of total project costs are from non-FHIP resources. As such, HOME anticipates receiving the maximum number of points allowed under this rating factor. Please note that a number of our non-FHIP funding sources are supporting multiple activities, of which the Hampton Roads Fair Housing Education Project is one.

BUDGET NARRATIVE WORKPLAN
FHIP Education and Outreach Initiative
Housing Opportunities Made Equal of Virginia, Inc.

This is a budget based on a fifteen-month performance period from October 1, 2007 through December 31, 2008. A narrative explanation for each HUD 424 CBW budget category follows.

Direct Labor Costs

Direct labor rates are based on FY 2007-08 projections for existing staff and vacancies, and we calculate our hourly rates using a 1,820 hour year. Budget permitting, we adjust salaries throughout the year on employee salary anniversary dates by [REDACTED], depending on performance evaluations. HOME's salaries are comparable to those paid by other non-profits in Central Virginia. We periodically review all compensation levels against market rates in order to safeguard our ability to attract and retain competent staff. We are proposing that FHIP pay for [REDACTED] of our total labor costs for this project. Time and cost sharing percentages are as follows:

Position and Individual	% Time In Project over 15 months	Total Hrs. In Project	% Cost FHIP	% Cost Non-FHIP
President & CEO [REDACTED]	2%	45	0%	100%
Vice-President, Programs & Operations [REDACTED]	5%	114	0%	100%
Director, Center for Housing Advocacy [REDACTED]	10%	228	44%	56%
Director, Fair Housing Education & Enforcement [REDACTED]	25%	569	67%	33%
Director, Tidewater Branch Office [REDACTED]	15%	341	80%	20%
Housing Advocacy Specialist [REDACTED]	30%	683	100%	0%
Housing Advocacy Specialist Vacant	75%	1,706	80%	20%
Housing Advocacy Specialist [REDACTED]	10%	228	0%	100%
Lending Protection Supervisor [REDACTED]	3%	60	0%	100%
Housing Research Analyst [REDACTED]	5%	114	0%	100%
Director of Marketing [REDACTED]	5%	114	0%	100%
Director of Finance [REDACTED]	5%	114	0%	100%
Program Administrator Vacant	3%	68	0%	100%
Intern Vacant	100%	350	0%	100%
Total Costs		[REDACTED]	\$65,530	[REDACTED]
Total Project Hours			2,802	[REDACTED]

Fringe Benefits

Fringe benefits are estimated at [REDACTED] of labor costs and include payroll taxes, health, dental, life insurance, long-term disability insurance, and pension plan payments. Historically, our fringe benefit rate fluctuates between [REDACTED] of labor, driven

BUDGET NARRATIVE WORKPLAN
FHIP Education and Outreach Initiative
Housing Opportunities Made Equal of Virginia, Inc.

primarily by changes in the cost of health insurance. Our rates for 2007-08 are not yet finalized.

Transportation – Local Private Vehicle

We use the current IRS authorized travel rate of [REDACTED] per mile to reimburse employees for business use of personal vehicles. Carpooling is encouraged and enforced by office policy. We are proposing that [REDACTED] of the total cost for local travel be budgeted from FHIP funds.

Transportation – Airfare

Airfare for four staff members to attend HUD-required FHIP training has been estimated at \$1,612. The destination is projected to be Los Angeles, California. 100% is proposed as a FHIP expense.

Transportation – Other

The cost for car rental, hotel and airport parking fees for HUD-required training, again estimated to be in Los Angeles, were based on average costs found through an internet search. 100% is proposed as a FHIP expense.

Per Diem or Subsistence

Federal per diem rates for Los Angeles were used in estimating costs for 4 staff members to attend FHIP training. [REDACTED] of the total projected cost is proposed as a FHIP-funded expense.

Additional Information

HUD tells applicants to budget [REDACTED] for HUD-required training. We are providing you with a summary for this amount, since it is not easy to see in the 424 CBW format:

Line Item	FHIP	Non-FHIP
Airport Mileage, Virginia	\$60	
Airport Parking, Virginia	\$240	
Airfare	\$1,632	
Car Rental	\$720	
Hotel	[REDACTED]	
Hotel Parking, Los Angeles	\$300	
Meals & Incidentals	\$1,408	
Total Cost	[REDACTED]	

BUDGET NARRATIVE WORKPLAN
FHIP Education and Outreach Initiative
Housing Opportunities Made Equal of Virginia, Inc.

Consumable Supplies

We are showing a total budget of [REDACTED] for consumable supplies; all but [REDACTED] is non-FHIP funded. General office supplies and postage costs are based on historical averages of [REDACTED] per month per employee times 3 employees over the fifteen month performance period for the project. Printing costs for the English-Spanish Fair Housing utility bill inserts and the Fair Housing Handbook, the only expenses proposed as part of the FHIP budget, were based on competitive quotes from vendors we have used in the past. The in-kind bulk mailing costs are supported by letters from the jurisdictions that agreed to absorb these costs. (Please note that most of the jurisdictions made arithmetic and decimal point errors in calculating bulk mailing costs. We used the correct, lower amounts in determining total in-kind costs.) Laminated foam core maps, event invitations, document copying fees, and translation software costs, all non-FHIP funded, were also based on quotes.

Consultants

Our budget includes [REDACTED] in contract services, only \$2,459 of which is requested from FHIP funds. This amount is for [REDACTED] days of on-site interpretation services at [REDACTED] hour, which is a melded rate for all the languages referenced in Factor 3. ASL interpretation fees are based on historical expenditures. The training cost for disability testing and investigation is based on a quote and is not FHIP funded.

Contracts

Liability insurance costs are based on current year costs plus [REDACTED]. This is not a FHIP expense.

Other Direct Costs

All other direct costs are fully itemized in the 434 CBW and none have been requested as FHIP-funded expenses. Applicant matching funds will pay for all costs associated with conducting the audits which will serve as the basis for the publicity to be generated by this project: rental, accessibility and accommodation/modification testing and tester training. A-133 audit fees, Richmond office rent attributable to Richmond-based employees working on the project, and food costs related to all listed events, meetings, press conferences and presentations will also be paid out of non-FHIP funds. Funds from the City of Portsmouth or HOME fully cover office rent and basic office expenses, equipment lease (copier), telephone expenses, Chamber of Commerce membership, and space rental for our proposed fair housing event.

Indirect Costs

**BUDGET NARRATIVE WORKPLAN
FHIP Education and Outreach Initiative
Housing Opportunities Made Equal of Virginia, Inc.**

Indirect costs related to Richmond office staff working on this project are reflected as applicant match. While we have used an indirect cost rate in Richmond for more than ten years, our Tidewater Branch Office is a relatively new office and does not yet have the diversity of revenue streams to warrant the development of an indirect cost rate. Long term, this office will be self supporting and is sufficiently far removed from Richmond to warrant its own unique rate. Efforts are currently underway to diversify its funding base.

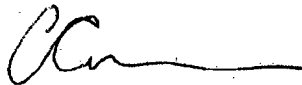
VEHF

Virginia Equal Housing Foundation, 700 E. Franklin St., Suite 3A, Richmond, Virginia 23219

April 30, 2007

To Whom It May Concern:

The Virginia Equal Housing Foundation contributes more than [REDACTED] to HOME each year for fair housing education and enforcement activities. We have not yet adopted our budget for fiscal 2007-2008, but anticipate a similar commitment in the coming year, of which [REDACTED] will be devoted to HOME's Hampton Roads Fair Housing Education Project.



Constance K. Chamberlin
President



COMMONWEALTH of VIRGINIA
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

JAY W. DeBOER
 DIRECTOR

DAVID B. ASHE
 CHIEF DEPUTY

3600 West Broad Street, Richmond, Virginia 23230-4917
 Telephone: (804) 367-8500 TDD: (804) 367-9753
<http://www.dpor.virginia.gov>

DEPUTY DIRECTORS:

KAREN W. O'NEAL
 Licensing & Regulation

NICK A. CHRISTNER
 Compliance & Investigations

STEVEN L. ARTHUR
 Administration & Finance

April 26, 2007

Constance K. Chamberlin
 President and CEO
 Housing Opportunities Made Equal of Virginia, Inc.
 700 East Franklin St., Suite 3A
 Richmond, Virginia 23219

Re: Training and Compliance Partnership Initiative

Dear Ms. Chamberlin:

The following is a summary of the proposed partnership initiative that we intend to negotiate between the Department of Professional and Occupational Regulation (DPOR) and Housing Opportunities Made Equal (HOME) of Virginia, Inc. to obtain training and audit compliance with applicable fair housing laws. The proposed work products and details are identified as follows:

Training:

- ◆ 2 days of training for HOME staff and volunteers on disability testing.
- ◆ 1 day of training for HOME staff and Fair Housing Office staff on investigating fair housing complaints related to the design and construction of new multifamily units, and complaints related to reasonable accommodations and modifications.
- ◆ Training to be conducted by a recognized expert in fair housing, disability, and design & construction.
- ◆ Completion of all training by August 2007.
- ◆ Estimated cost to not exceed \$4500.

Document & Site Review:

- ◆ Review of building permits and certificates of occupancy in four areas of the Commonwealth: Richmond and surrounding counties, Petersburg/Tri-cities area, Fredericksburg, and Hampton Roads. Included in the review will be identification of owners of record, architects, engineers, builders, and other principles; whether the property received any federal financial assistance, and the current status of construction and occupancy.

- ◆ Completion of research by mid-September 2007.
- ◆ Estimated cost to not exceed [REDACTED]

Preliminary Report:

- ◆ A preliminary report providing raw data and initial levels of analysis will be developed and shared.
- ◆ Delivery by mid-October 2007.
- ◆ Estimated cost to not exceed [REDACTED]

Consultation:

- ◆ HOME will review the report findings with DPOR and offer initial recommendations of appropriate next steps, which may include letters to builders, developers, architects and/or onsite compliance reviews.

On-Site Compliance Review:

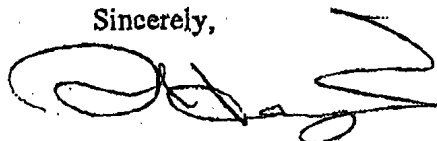
- ◆ HOME will conduct on-site visits in the form of up to 20 onsite compliance reviews. (tests, not to exceed 20 @ [REDACTED] each)
- ◆ Completion of field research by April 2008.
- ◆ Estimated cost to not exceed [REDACTED]

Final Summary Report and Recommendations:

- ◆ HOME will provide a final summary report of findings and recommendations for an appropriate public awareness and enforcement plan.
- ◆ Delivery of report and plan by July 2008.
- ◆ Estimated cost to not exceed [REDACTED]

If you have questions or concerns regarding any of the above specifics, please feel free to contact me at [REDACTED] or via email at [REDACTED]. Thank you for your interest in this partnership initiative and we look forward to pursuing this with you and your staff.

Sincerely,



Lizbeth T. Hayes
Fair Housing Director

HAMPTON ROADS COMMUNITY HOUSING RESOURCES BOARD, INC.
c/o Virginia Beach Department of Housing and Neighborhood Preservation
Municipal Center, Building 18A
Virginia Beach, Virginia 23456
757-385-5754; Fax 757-385-5766; TDD 757-385-5794

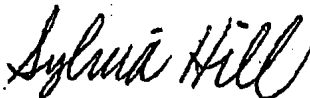
April 28, 2007

Re: Fair Housing Initiatives Grant Application for Education and Outreach by
Housing Opportunities Made Equal of Virginia, Inc. (HOME)

To Whom It May Concern:

The Hampton Roads Community Housing Resources Board, Inc. (HRCHRB) will provide [REDACTED] support of the activities identified in the application for HUD Fair Housing Education and Outreach funds. These funds consist of contributions from our seven member cities and are intended to be used in support of fair housing activities.

Sincerely,



Sylvia Hill
President

City of Virginia Beach, City of Norfolk, City of Portsmouth, City of Suffolk, City of
Newport News, City of Hampton, City of Chesapeake



CRHA
CHESAPEAKE, VIRGINIA

April 19, 2007

Constance K. Chamberlin, President
Housing Opportunities Made Equal, Inc.
700 East Franklin Street, Suite 3A
Richmond, VA 23219

Dear Ms. Chamberlin:

I am writing on behalf of Chesapeake Redevelopment and Housing Authority to express support for HOME's regional Fair Housing Education & Outreach application for HUD Fair Housing Initiatives Program (FHIP) Education and Outreach funding. We are excited that HOME proposes to conduct a variety of fair housing education and outreach activities through their Tidewater Branch Office in Portsmouth, Virginia, as a part of a comprehensive strategy to inform people in the Hampton Roads regions about the incidence of discrimination and their fair housing rights and responsibilities. These efforts will significantly impact housing opportunities in our area.

HOME has over 35 years of experience in providing fair housing training, technical assistance, outreach and education services. We recognize the need for greater public awareness and education regarding equal housing opportunity and the services to be provided by HOME, will be of enormous benefit in ensuring equal access to housing for all persons in our community.

We can make a firm commitment to distribute fair housing literature to our 467 public housing program residents. We also commit to including a fair housing flyer to residents of our affordable housing developments containing 179 units, our adult community consisting of 522 residents and 1,799 to our Housing Choice Voucher and landlord participants. The value of this distribution (using the conservative bulk mailing rate of [REDACTED] cents) is [REDACTED]. We are pleased to assist in leveraging resources for this proposal.

In addition, this proposal is consistent with the City of Chesapeake's FY 2007 Consolidated Plan for Housing and Community Development. I am confident this project will have a positive impact on our communities and add value to our City.

We are pleased to support HOME in carrying out its program. We look forward to building on this collaboration, and wish you a positive outcome on your proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Brenda G. Willis", is written over a horizontal line. The signature is fluid and cursive.

Brenda G. Willis
Executive Director

CHESAPEAKE REDEVELOPMENT & HOUSING AUTHORITY

1468 S. Military Highway • Chesapeake, Virginia 23320-2804 • P.O. Box 1304 • Chesapeake, Virginia 23327-1304
Phone (757) 523-0401 • Fax (757) 523-1601 • TDD (For Hearing Impaired) (757) 523-1316 • www.crhava.org



City of Virginia Beach

VBgov.com

DEPARTMENT OF HOUSING AND
NEIGHBORHOOD PRESERVATION
(757) 385-5750
FAX (757) 385-5766
TDD (757) 385-5794
CODE ENFORCEMENT DIVISION
(757) 385-4421

MUNICIPAL CENTER
BUILDING 18A
2424 COURTHOUSE DRIVE
VIRGINIA BEACH, VIRGINIA 23456-9083
vbgov.com/dept/housing

April 20, 2007

Constance K. Chamberlin, President
Housing Opportunities Made Equal, Inc.
700 East Franklin Street, Suite 3A
Richmond, VA 23219

Dear Ms. Chamberlin:

I am writing on behalf of the City of Virginia Beach Department of Housing and Neighborhood Preservation to express support for HOME's regional Fair Housing Education & Outreach application for HUD Fair Housing Initiatives Program (FHIP) Education and Outreach funding. We are excited that HOME proposes to conduct a variety of fair housing education and outreach activities through their Tidewater Branch Office in Portsmouth, Virginia, as a part of a comprehensive strategy to inform people in the Hampton Roads regions about the incidence of discrimination and their fair housing rights and responsibilities. These efforts will significantly impact housing opportunities in our area.

HOME has over 35 years of experience in providing fair housing training, technical assistance, outreach and education services. We recognize the need for greater public awareness and education regarding equal housing opportunity and the services to be provided by HOME will be of enormous benefit in ensuring equal access to housing for all persons in our community.

We can make a firm commitment to distribute fair housing literature to 1,600 Section 8 residents and 470 Section 8 landlords. We also commit to including a fair housing flyer to 135,000 residents in their utility bills. The value of this distribution (using the conservative bulk mailing rate of 11.8 cents) is \$16,457.46. We are pleased to assist in leveraging resources for this proposal.

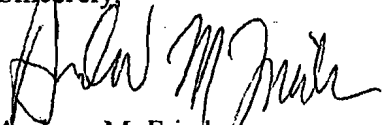
In addition, this proposal is consistent with the City of Virginia Beach's Consolidated Strategy and Plan for Housing and Community Development for fiscal year 2007/2008. I

HOME, Inc.
FHIP Support Letter
Page 2 of 2

am confident this project will have a positive impact on our communities and add value to our City.

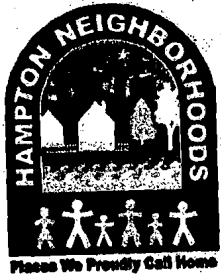
We are pleased to support HOME in carrying out its program, look forward to building on this collaboration, and wish you a positive outcome on your proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew M. Friedman". The signature is written in a cursive style with a large initial "A".

Andrew M. Friedman
Director

sh



**HAMPTON
NEIGHBORHOOD
OFFICE**

22 Lincoln Street ■ Hampton, VA 23669
PHONE (757) 727-6460
FAX (757) 727-6074
EMAIL: neighbor@hampton.gov
www.hampton.gov/neighborhoods



April 24, 2007

Constance K. Chamberlin, President
Housing Opportunities Made Equal, Inc.
700 East Franklin Street, Suite 3A
Richmond, VA 23219

Dear Ms. Chamberlin:

I am writing on behalf of the City of Hampton to express support for HOME's regional Fair Housing Education & Outreach application for HUD Fair Housing Initiatives Program (FHIP) Education and Outreach funding. We are excited that HOME proposes to conduct a variety of fair housing education and outreach activities through their Tidewater Branch Office in Portsmouth, Virginia, as a part of a comprehensive strategy to inform people in the Hampton Roads regions about the incidence of discrimination and their fair housing rights and responsibilities. These efforts will significantly impact housing opportunities in our area.

HOME has over 35 years of experience in providing fair housing training, technical assistance, outreach and education services. We recognize the need for greater public awareness and education regarding equal housing opportunity and the services to be provided by HOME will be of enormous benefit in ensuring equal access to housing for all persons in our community.

We can make a firm commitment to distribute fair housing literature to 550 public housing program residents. We also commit to including a fair housing flyer to 48,000 residents in their utility bills. The value of this distribution (using the conservative bulk mailing rate of [REDACTED] cents) is [REDACTED]. We are pleased to assist in leveraging resources for this proposal. To celebrate Fair Housing Month this year, April 2007 was proclaimed as Fair Housing Month at the March City Council Meeting and we sponsored a *Fair Housing It's the Law Workshop*, where over forty tenants, landlords, realtors, and interested citizens attended.

In addition, this proposal is consistent with the City of Hampton's 2006-2007 Consolidated Plan for Housing and Community Development. I am confident this project will have a positive impact on our communities and add value to our City.

We are pleased to support HOME in carrying out its program, look forward to building on this collaboration, and wish you a positive outcome on your proposal.

Sincerely,

Karla R. Triggie
Neighborhood Development Specialist

PORTSMOUTH

REDEVELOPMENT & HOUSING AUTHORITY

COMMISSIONERS

Joe B. Fleming, *Chairman*
William H. Kline, Jr., *Vice Chairman*
Michael J. Blachman
Gladys Cross
Ernest F. Hardee
Junius H. Williams, Jr.
Terry K. Morrison

EXECUTIVE DIRECTOR

Danny E. Cruce

April 20, 2007

Constance K. Chamberlin, President
Housing Opportunities Made Equal, Inc.
700 East Franklin Street, Suite 3A
Richmond, VA 23219

Dear Ms. Chamberlin:

I am writing on behalf of the Portsmouth Redevelopment & Housing Authority to express support for HOME's regional Fair Housing Education & Outreach application for HUD Fair Housing Initiatives Program (FHIP) Education and Outreach funding. We are excited that HOME proposes to conduct a variety of fair housing education and outreach activities through their Tidewater Branch Office in Portsmouth, Virginia, as a part of a comprehensive strategy to inform people in the Hampton Roads regions about the incidence of discrimination and their fair housing rights and responsibilities. These efforts will significantly impact housing opportunities in our area.

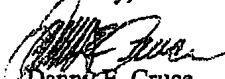
HOME has over 35 years of experience in providing fair housing training, technical assistance, outreach and education services. We recognize the need for greater public awareness and education regarding equal housing opportunity and the services to be provided by HOME will be of enormous benefit in ensuring equal access to housing for all persons in our community.

We can make a firm commitment to distribute fair housing literature to 1200 public housing households. We also commit to including a fair housing flyer to 16,000 residents in their utility bills. The in-kind value of this distribution (using the conservative bulk mailing rate of 11.8 cents) is \$18,880.00. We are pleased to assist in leveraging resources for this proposal.

In addition, this proposal is consistent with the City of Portsmouth's 2005-2009 Consolidated Plan for Housing and Community Development. I am confident this project will have a positive impact on our communities and add value to our City.

We are pleased to support HOME in carrying out its program, look forward to building on this collaboration, and wish you a positive outcome on your proposal.

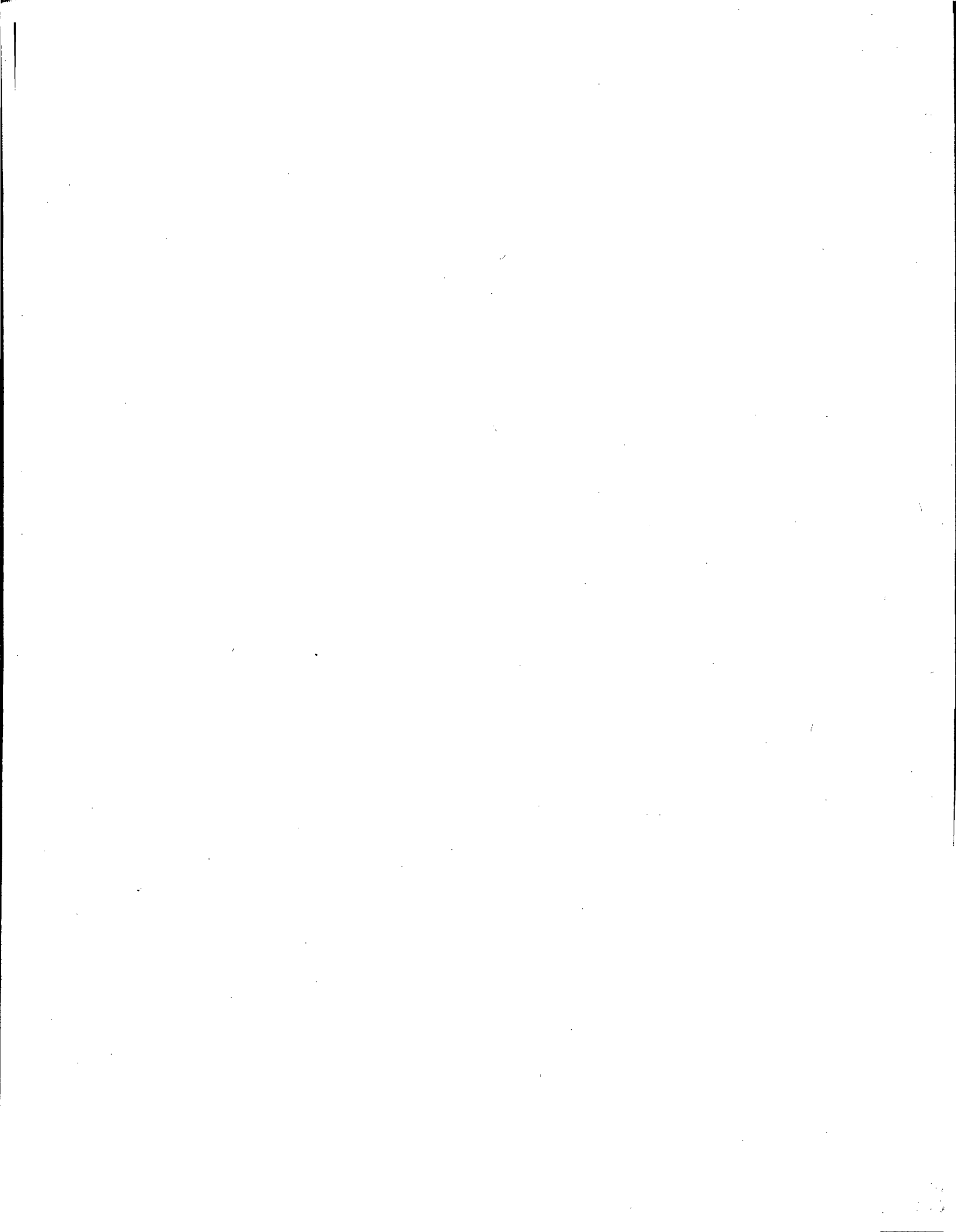
Sincerely,



Danny E. Cruce

Executive Director

"We're Making Our City More Inviting Than Ever."



**HOUSING OPPORTUNITIES MADE EQUAL, OF RICHMOND, INC.
PURCHASE OF SERVICES AGREEMENT**

This Purchase of Services Agreement is made in accordance with the settlement agreement dated September, 2004, in the matter of *Pitt, et al. v. City of Portsmouth, et al.* This Agreement, made this 11th day of January, 2006 by and between the "City of Portsmouth" (hereinafter referred to as the "City") and Housing Opportunities Made Equal, of Richmond, Inc. (hereinafter referred to as "HOME") provides that in consideration of \$675,000 of funds, payable over a three year period at \$225,000 per year as set forth below, HOME agrees to undertake services as set forth herein:

I. SCOPE OF SERVICES

1. HOME will open and maintain a branch office/fair housing center located in the City of Portsmouth; conduct all necessary planning and development activities to establish the office including but not limited to hiring staff; renting or otherwise acquiring office space; and purchasing office furniture and equipment for the office. The activities and services provided at the Portsmouth office shall include, but not be limited to, the following:
 - a. Fair housing assistance, including fair housing counseling and technical assistance, complaint intake, investigation, and referral activities;
 - b. Education and outreach, including development and conduct of fair housing and fair housing-related education, training, and outreach activities;
 - c. Fair housing research, including fair housing studies, audits, and surveys;
 - d. Technical assistance and education on fair housing matters to housing providers, real estate professionals, the City and other government agencies, community organizations, and other service agencies and providers.
2. Attachment A, Schedule of Activities, provides an estimated timeline of HOME activities in the first year.

II. TARGET DATES

The activities covered by this agreement shall take place during a three year period beginning between October 1, 2005 and no later than December 31, 2005 and ending December 31, 2008.

III. CONTRACT PERIOD & SCHEDULE OF ACTIVITIES

HOME's services shall commence upon receipt of the first payment by the City and proceed in accordance with the attached Schedule of Activities, Attachment A. This agreement shall remain in effect until December 31, 2008. Pre-contract activities and expenses shall be included as costs under this agreement.

IV. PAYMENT & COMPENSATION

The City will pay HOME in accordance with the terms of the settlement agreement entered into in the matter of Pitt, et al. v City of Portsmouth, et al. This is a purchase of services contract and payment to HOME shall be made in advance as follows:

Payment 1	\$225,000	between October 1, 2005 and December 31, 2005
Payment 2	\$225,000	no later than December 2006
Payment 3	\$225,000	no later than December 2007

HOME shall notify the City in writing of all authorized personnel who shall be authorized to file requests for payment pursuant to this Agreement.

Unspent funds from any year shall be carried over to the subsequent year, and from year to year.

V. USE OF FUNDS

HOME shall use all funds provided under this agreement to establish and operate the Fair Housing Center in Portsmouth, a branch office of HOME. Funds will not be used for political, sectarian, religious, or lobbying activities.

VI. ASSIGNMENT

Without written consent of the parties, this Agreement is not assignable by either party, either in whole or in part.

VII. ALTERATION

No alteration or variation in the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

VIII. GENERAL TERMS AND CONDITIONS

1. HOME agrees to submit program status reports to the City on a quarterly basis.
2. HOME agrees to keep all necessary financial and program books and records, in connection with the operations and services performed under this Agreement, and shall document all transactions so that all expenditures may be properly audited. All financial transactions will be handled according to Generally Accepted Accounting Procedures. HOME agrees to obtain an audit conducted in accordance with OMB Circular A-133.
3. HOME hereby severally warrants that all project records, books, papers and documents will be retained for a period of not less than five (5) years after the expiration of this Agreement.
5. HOME agrees to obtain all necessary permits for intended improvements or activities.
6. HOME agrees to ensure that necessary flood insurance is obtained if the project is located in a flood hazard area and the nature of the project requires such insurance.
7. HOME agrees to affirmatively further fair housing in its Portsmouth activities.
8. The undersigned person signing as an officer on behalf of HOME, a party to this Agreement, hereby severally warrants and represents that said person has authority to enter into this Agreement on behalf of HOME and to bind the same to this Agreement, and, further that HOME has authority to enter into this Agreement and that there are no restrictions or prohibitions contained in any article of incorporation or by law against entering into this Agreement.
9. The City shall not be responsible or liable for any debts, actions, obligations, omissions, acts of negligence, or liabilities committed or incurred by HOME, its staff or clientele.
10. HOME shall not be responsible or liable for any debts, actions, obligations, omissions, acts of negligence, or liabilities committed or incurred by the City or its staff.
11. HOME hereby certifies that, in the implementation of projects funded by this Agreement and in all of its other operations, it will comply with all requirements of Section 504 of the Rehabilitation Act of 1973 (29 USC 794) (and the implementing regulations at 24 CFR 8), the Americans with Disabilities Act of

1990 (PL 101-336), and all state and local laws requiring physical and program accessibility to people with disabilities, and agrees to defend, hold harmless, and indemnify the City from and against any and all liability for any noncompliance on the part of HOME.

IX. OTHER PROVISIONS

1. Equal Employment Opportunity.

The following provisions (1) and (2) are applicable to all contracts and subcontracts; provisions (3) through (7) are applicable to all non-exempt construction contracts and subcontracts which exceed \$10,000:

During the performance of this contract, HOME agrees as follows:

- a. HOME shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, age, handicap, disability, sexual orientation, ancestry, national origin, mental status, familial status, or any other basis prohibited by applicable law. HOME shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, age, handicap, disability, sexual orientation, ancestry, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. HOME agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. HOME will, in all solicitations or advertisements for employees placed by or on behalf of HOME, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, age, handicap, disability, sexual orientation, ancestry, national origin, marital status, or any other basis prohibited by applicable law.
- c. HOME will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of HOME's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

- d. HOME will comply with all provisions of Executive Order 11246, Equal Employment Opportunity, of September 24, 1965, as amended by Executive Orders 11375 and 12086, copies of which are on file and available at the City, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e. HOME will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by HUD and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

2. Equal Opportunity in Participation.

Under the terms of Section 109 of the Housing and Community Development Act of 1974, and in conformance with City policy and all requirements imposed by or pursuant to the Regulations of HUD (24 CFR Part 570.601 and 570.602) issued pursuant to Section 109, no person in the United States shall on the ground of race, color, creed, religion, sex, age, handicap, disability, sexual orientation, ancestry, national origin, marital status, familial status, or any other basis prohibited by applicable law, be excluded or denied participation in or be subjected to discrimination under, any program or activity.

Specific (not exclusive) Discriminatory Actions Prohibited:

HOME may not directly or through contractual or other arrangements, on the ground of race, color, creed, religion, sexual orientation, ancestry, national origin, marital status, familial status, age, handicap, disability, sex or any other basis prohibited by applicable law:

- a. Deny any facilities, services, financial aid, or other benefits provided under the program or activity.
- b. Provide any facilities, services, financial aid, or other benefits which are different, or are provided in a different form from that provided to others under the program or activity.
- c. Subject to segregated or separate treatment in any facility, or in any matter or process related to receipt of any service or benefit under the program or activity.

- d. Restrict in any way access to, or the enjoyment of any advantage or privilege enjoyed by others in connection with facilities, services, financial aid or other benefits under the program or activity.
 - e. Treat an individual differently from others in determining whether the individual satisfies any admission, enrollment, eligibility, membership, or other requirement or condition which the individual must meet in order to be provided any facilities, services, or other benefit provided under the program or activity.
 - f. Deny any person with the legal right to work an opportunity to participate in a program or activity as an employee.
3. Business and Employment Opportunities for Lower Income Residents, Women-Owned Business Enterprises, and Minority-Owned Business Enterprises.

HOME will conform with the rules and regulations set forth under Section 3 of the Housing and Urban Development Act of 1968, (12 USC 1701 u), as amended, and the HUD regulations issued pursuant thereto at 24 CFR Part 135. This Act requires that, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area, and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by, persons residing in the area of the project. In all solicitations for bids, the contractor must, before signing the contract, provide a preliminary statement of the work force needs and plans for possible training and employment of lower income persons. When a Sub-recipient utilizes the bidding procedure to let a bid, the invitation or solicitation for bids shall advise prospective contractors of the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, and the clause shall be inserted as a component part of any contract or subcontract.

If HOME solicits or requests an invitation for bids, every effort feasible will be made to contact minority-owned and women-owned business enterprises for a response to the solicitation or invitation for bidders.

4. Nondiscrimination in Federally-Assisted Programs.

HOME will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352, 42 USC 2000d et seq.) and the Fair Housing Act (42 USC 3601-20). In accordance with City policy and Title VI of the Civil Rights Act of 1964 (PL 88-352), in the sale, lease or other transfer of land acquired, leased or improved with assistance provided under this Agreement, the deed or lease for such transfer shall contain a covenant prohibiting discrimination upon the basis of race, color, creed, religion,

sex, handicap, disability, sexual orientation, ancestry, national origin, marital status, or familial status, in the sale, lease or rental, or in the use or occupancy of such land or any improvements erected or to be erected thereon. The Sub-recipient will comply with Title VIII of the Civil Rights Act of 1968 (PL90-284) as amended and will administer all programs and activities related to housing and community development in a manner to affirmatively further fair housing.

5. Provision of the Hatch Act.

Neither HOME's program nor the funds provided therefore, nor the personnel employed in the administration of the program shall be in any way or to any extent engaged in the conduct of political activities in contravention of Chapter 15 of Title 5, United States Code.

6. Lobbying Restrictions.

HOME certifies that, to the best of its knowledge and belief, 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 any 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.

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 it will require that the language of this paragraph 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.

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, United States 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.

X. RECORDS

All records pertaining to this agreement and the services performed pursuant to it shall be retained for a period of five (5) years after the expiration date of the agreement. The City shall have access to those financial records which are directly pertinent to this contract during the duration of this agreement and the five year retention period.

XI. REPORTS

During the period of this agreement, HOME shall make quarterly reports to the City which set forth a description of HOME activities in the Portsmouth office during that quarter. Reports will be submitted to the Office of Management Services for the City within 20 business days after the end of each quarter. All documents submitted to the City in such reports shall be subject to disclosure under the Virginia Freedom of Information Act.

XII. ADDITIONAL REQUIREMENTS

This agreement shall be subject to the following requirements applicable to grants funded by Community Development Block Grants:

1. HOME shall carry out activities in compliance with all Federal laws and regulations set forth in Subpart K 24 CFR 600-614 with the exception of 24 CFR 604.
2. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) supplemented in Department of Labor Regulations (29 CFR Part 3), where applicable.
3. Compliance with applicable reporting requirements contained in 24 CFR 570.506.
4. Compliance with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135.
5. Access by federal or state agencies or any of their duly authorized representatives to any books, documents, papers, and records of the Sub-recipient which are directly pertinent to the specific contract for the purpose of making audit examinations, excerpts and transcriptions.

XIII. CONFLICT AND DISCLOSURE OF PERSONAL INTEREST

HOME hereby severally warrants that it will establish and adopt safeguards to prohibit

members, officers, and employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties. Further, no member, officer, or employee of HOME who exercises any functions or responsibility with respect to the program during his or her tenure or for one year thereafter, shall have any financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, either for themselves or those with whom they have family or business ties, for work to be performed in connection with the program assisted under this Agreement.

Every officer, director, or employee of HOME shall disclose in writing to the City prior to any transaction being entered into by the Sub-recipient with any other corporation, firm, association, or entity if such person has a personal interest in such corporation, firm, association, or entity.

1. Applicability. (1) In the procurement of supplies, equipment, construction, and services by the Subrecipient, the conflict of interest provisions in 24 CFR 85.36 and OMB Circular A-110, respectively, shall apply; (2) In all cases not governed by 24 CFR 85.36 and OMB Circular A-110, the provisions of this Section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the Sub-recipient, or to individuals, businesses or other private entities under eligible activities which authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to 570.202, or grants, loans and other assistance to businesses, individuals and other private entities pursuant to 570.203, 570.204 or 570.455).
2. Directors, officers and employees of the Sub-recipient shall comply with all requirements of State and Local Government Conflicts of Interest Act, Va. Code 2.2-3100, et seq. ("Conflicts of Interest Act"), as amended. Conflicts prohibited. Except for the use of CDBG funds to pay salaries and other related administrative or personnel costs, the general rule is that no persons described in paragraph (D) of this Section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain from a financial interest or benefit from a CDBG assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

For purposes of this Section, subject to amendments to the Conflicts of Interest Act, the following definitions shall apply:

"Personal interest" is defined as a personal and financial benefit or liability

accruing to an officer or employee or to a member of his/her immediate family. Such interest shall exist by reason of :

- a. ownership in a business if the ownership interest exceeds three percent of the total equity of the business;
- b. annual income that exceeds, or may reasonably be anticipated to exceed \$10,000 from ownership in real or personal property or a business;
- c. salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business that exceeds, or may reasonably be anticipated to exceed, \$10,000 annually;
- d. ownership of real or personal property if the interest exceeds \$10,000 in value and excluding ownership in a business, income, salary, other compensation, fringe benefits or benefits from the use of property; or
- e. personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business.

“Immediate family” means:

- (i) a spouse and
- (ii) any other person residing in the same household as the officer or employee, who is a dependent of the officer or employee or of whom the officer or employee is a dependent.

“Dependent” means a son, daughter, father, mother, brother, sister, or other person, whether or not related by blood or marriage, if such person receives from the officer or employee, or provides to the officer or employee, more than one-half of his/her financial support.

“Personal interest in a transaction” means a personal interest of an officer or employee in any matter considered by his/her agency. Such personal interest exists when an officer or employee or a member of his/her immediate family has a personal interest in property or a business, or represents any individual or business and such property, business or represented individual or business:

- (i) is the subject of the transaction or

- (ii) may realize a reasonably foreseeable direct or indirect benefit or detriment as a result of the action of the agency considering the transaction.
- 3. When procuring personal and real property or goods and services under this agreement, no employee, officer or agent of the City, or HOME shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any one of the following has a financial or other interest in the firm selected for award: an employee, officer or agent, or any member of his or her immediate family, or his or her partner, or an organization which employs, or is about to employ, any of the foregoing. HOME officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. To the extent permitted by state and local law or regulations, penalties, sanctions, or other disciplinary actions may be taken as deemed appropriate for violations of such standards by HOME's officers, employees, or agents, or prohibitions relative to real, apparent, or potential conflicts of interest.
- 4. Persons covered. The conflict of interest provisions of this Section apply to any person who is an employee, officer, or elected official or appointed official of the City, or of any designated public agencies, the Sub-recipient or other Contractors, which are receiving funds under the Act.
- 5. Exceptions: threshold requirements. Upon the written request of the City, HUD may grant an exception to the provisions of this Section on a case by case basis if it determines that such an exception will serve to further the purpose of the Act and the effective and efficient administration of the City's programs.

XIV. INDEMNIFICATION

HOME agrees to indemnify and hold harmless the City, its officers, agents and employees against and from all liability, claims, damages and costs, including attorney's fees of every kind and nature, and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the performance of work under this agreement.

XV. INSURANCE AND BONDING

HOME shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the

grants.

HOME shall obtain liability insurance from a company licensed to do business in the State of Virginia, countersigned by an authorized agent in Virginia, to cover injury to or death of one or more persons in HOME's performance of this agreement. HOME shall provide a certificate of insurance in which the City shall be an additional named insured. All liability insurance policies shall be kept in force during the term of the agreement. Types of liability insurance policies required and their limits of coverage are as follows:

- Auto liability, including Owned, Non-Owned, and Hired Car Coverage:
Bodily Injury/Property Damage - \$1,000,000 each occurrence

- Comprehensive General Liability (CGL):
Bodily Injury - \$1,000,000 each occurrence
Property Damage \$1,000,000 each occurrence
Aggregate total \$2,000,000 per occurrence

The CGL policy shall include: Personal Injury, and Broad Form Damage coverage.

- Workers Compensation – statutory coverage.

HOME shall comply with the bonding and insurance requirements of Attachment B of OMB circular A-110, Bonding and Insurance.

XVI. NO THIRD PARTY BENEFICIARIES

Neither this agreement or any provision hereof nor any Schedule, attachment, exhibit, certificate or other instrument delivered pursuant hereto, nor any agreement to be entered into pursuant hereto or any provision hereof, is intended to create any right, claim or remedy in favor of any person or entity, other than the parties hereto and their respective successors and permitted assigns and any other parties indemnified under Article XIV.

XVII. AUDITS AND INSPECTIONS

The HOME agrees to be audited at its expense in accordance with 24 CFR 85.26 for all programs in which Community Development Block Grant or other federal funds are used. Three copies of such audit reports are to be furnished to the City's Department of Finance within (90) days of the close of the HOME's fiscal year.

The audit must comply in all respects with the generally accepted government auditing standards of the American Institute of Certified Public Accountants, and the standards for financial and compliance audits contained in the Standards for Audit of Governmental

Organizations, programs, activities and functions issued by the U.S. General Accounting Office.

XVIII. GOVERNING LAW

This agreement shall be governed by the laws of the United States of America and of the Commonwealth of Virginia. Any disputes concerning interpretation or performance under this agreement shall be litigated only in the ~~Circuit~~ Courts serving the City of Portsmouth, Virginia.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 6th day of March, 2006.

City of Portsmouth, Virginia

By: [Signature] /S/
City Manager

Housing Opportunities Made Equal
By: [Signature] /S/
Constance Chamberlin, President

Housing Opportunities Made Equal
By: [Redacted Signature] /S/
[Redacted] Director of Fair Housing

Approved as to substance
By: [Signature]
Director of Development CPD Administrator

Approved as to form and legal sufficiency.

By: [Signature]
Assistant City Attorney

CONTRACT CERTIFICATION

FORMAT AND SPECIFICATIONS

I have reviewed the attached contract and hereby certify it is correct as to format and specifications.

John T. Good
Purchasing

3/2/06

Date

John T. Good
Risk Management

3/2/06

Date

PROGRAM CONTENT

I have reviewed the attached contract and hereby certify it is correct as to program content.

Robin L. Herbert
Department Head or Authorized
Designee

1/26/06

Date

LEGAL CONTENT AND FORM

I have reviewed the attached contract and hereby certify it is correct as to legal content and form.

Marcy Cherry
City Attorney or Deputy/Assistant

1/27/06

Date

FINANCIAL CERTIFICATION

I hereby certify that the money required for this Agreement is in the City Treasury to the credit of the fund from which it is to be drawn and not appropriated for any other purpose.

Account No:

Amount:

Contract No:

Vendor Code:

Business Lic No:

[REDACTED]
\$225,000

N/A

[REDACTED]
N/A

[Signature]
Chief Financial Officer

3/2/06

Date

Logic Model – Annotations

1. Outreach and information: This activity reflects the review, revision, and reprinting of 3000 copies of the Fair Housing Handbook of the HRCHRB. Each city will distribute between 200-300 of the handbooks to housing consumers and providers, including residents of public housing and Housing Choice Voucher applicants. Records of distribution will be obtained from the disseminating cities. HOME will keep records of the handbooks it distributes.
2. Community Meetings/Workshops: This activity includes 2 workshops on landlord-tenant and fair housing issues (20 participants each; total 40 persons attending) for the housing office of the Langley Air Force in Hampton Roads. The outcome of these workshops is that people will better understand their housing rights and will be measured through the use of evaluation questionnaires.
3. Predatory Lending training/education: This activity includes 2 workshops on financial literacy and avoiding predatory lending practices (20 participants each; total 40 persons attending) for the housing offices of Langley Air Force in Hampton Roads. The outcome of the workshops is that participants will demonstrate a better understanding of predatory lending and financial management and will be measured through the use of evaluation questionnaires.
4. Fact Sheets: The fact sheets are fair housing flyers that will include basic fair housing information in English and Spanish. The cities of Virginia Beach, Portsmouth, and Hampton have agreed to insert the flyers into utility bills to all their residents – enabling 201,500 people to receive fair housing information – and Chesapeake will distribute 2500 to public housing residents, HCV holders and landlords, and other residents of affordable housing. Distribution will be verified through the records of the city utility departments. We anticipate a potential increase in complaints.
5. Press Releases: This program activity represents initial activity of the public awareness campaign and publicized the results of audit tests to be conducted outside the scope of and prior to this grant period. Audit testing will include 50 paired race tests of the rental market; 50 telephone tests regarding modifications and accommodations; and 25 tests of accessibility compliance of covered multi-family housing. The audit results will be the subject of press releases and a press conference.
6. Outreach/education to/for local government: This activity represents meetings with the building officials of the 7 Hampton Roads jurisdictions to discuss the results of the accessibility audit conducted outside the scope of this grant, and will increase awareness of both the level of discrimination in the community and the protections of fair housing laws.
7. Outreach/education to/for local government: This activity represents meetings with the City Managers of each of the 7 Hampton Roads jurisdictions to discuss the results of the disability and race audit, and will increase awareness of both the level of discrimination in the community and the protections of fair housing laws.

8. **Community meetings/workshops:** This item represents the Fair Housing event to be held for 75 invited Hampton Roads community leaders with a presentation on the state of housing in the region and a review of the disability and race audit results. Registration and attendance records will be maintained.
9. **Train the Trainer:** This activity includes training for a designated staff member of the Housing Office at Langley Air Force Base on fair housing, landlord-tenant, anti-predatory lending, and financial literacy education to enable them to provide on-going sessions to their military personnel and families after the session provided under this grant.
10. **Outreach/education to/for local government:** This activity includes the fair housing seminars to be held jointly with the HRCHRB for housing providers, developers, and real estate professionals, and building officials. Two seminars will be held; one on the Peninsula, the other in South Hampton Roads, with an anticipated attendance of 25 persons at each seminar. The content of the seminar will be developed, in part, based on the results of the audit testing, and will be submitted to the Virginia Fair Housing Board for continuing education credit. Attendance records will be maintained.
11. **Fair Housing activities:** This program activity represents public awareness campaign presentations to various agencies and organizations on the audit results that will increase awareness of the level of discrimination in the community and the protections of fair housing laws, as well as need for increased awareness of and response to discriminatory housing practices. Presentations will be made to the Housing Commission, at the Governor's Housing Conference, and for various state housing agencies (including the Virginia Housing Development Authority, Virginia Department of Housing & Community Development, the Department of Professional & Occupational Regulation – the Virginia FHAP agency and its Fair Housing and Real Estate boards), the Virginia Association of Realtors, and the Virginia Association of Housing & Community Development Officials.

**Hampton Roads Fair Housing Education Project
 15-month
 ADMINISTRATIVE TASKS**

ACTIVITIES	TASKS	SUBMITTED BY	SUBMITTED TO
1. Assign Staff to Project: Pres/CEO, DCHA, DFHEE, DTBO, HAS-Ed, HAS-Ef	Name of persons assigned, job descriptions, resumes, and number of hours to be spent on project.	30 days or if changes occur	GTR/GTM
2. Complete HUD-27061 Race and Ethnic Data Reporting Form	Submit Disclosure Statements	45 days	GTR/GTM
4. Complete HUD-28807 Disclosure Statements for staff, contractors and subcontractors	Name, date of hire and resume of person hired	1st Quarter	GTR/GTM
5. Complete SF-269 Financial Status Report and Written Quarterly Status Reports on All Activities	Submit SF-269A and Copy of Written Report	Quarterly	GTR/GTM
6. Complete Voucher for Payment	Submit payment request to LOCCS	Per payment schedule in agreement; 45 days and at end of grant	GTR/GTM
7. Complete Listing of Current or Pending Grants/Contracts/Other Financial Agreements	Submit Listing for Recipient and any contractors	45 Days and at the end of Grant Term	GTR/GTM
8. Appropriate staff attend HUD mandatory sponsored or approved training.	Name of staff members attending; name, sponsor, and location of training.	Quarterly (to be determined)	GTR/GTM

ACTIVITIES	TASKS	SUBMITTED BY	SUBMITTED TO
9. Prepare and Submit Draft of Final Report, including HUD 96010	Submit Draft of report. Report eLogic Model Reporting short- and intermediate-term outputs as contained and approved in the eLogic Model submitted and approved in grant agreement. Report and eLogic Model will identify results and benefits to date of the work accomplished under the FHIP award. In addition, the eLogic Model will include an attachment that addresses the management questions applicable to work program.	One month before end of grant term.	GTR/GTM
10. Complete Final Report and Provide Copies of All Final Products Not Previously Submitted.	Submit a copy of the Final Report, including a final Logic Model with all outputs and outcomes identified, and management questions responded to. Submit all Final Products not previously submitted to GTR and GTM.	Within 90 days after end of grant term	GTR/GTM
11. Submit 2 copies of Final Report and all final program products produced under the Grant (with diskette, where feasible) to HUD.	Submit detailed description of items submitted to GTR and GTM.	Within 90 days after end of grant term	GTR/GTM

KEY PERSONNEL

President/CEO – Constance K. Chamberlin
 Vice-President for Programs and Operations – [REDACTED]
 Director of the Center for Housing Advocacy – [REDACTED]
 Director of Fair Housing Education and Enforcement – [REDACTED]
 Director, Tidewater Branch Office – [REDACTED]
 Housing Advocacy Specialist-Tidewater Branch Office – to be hired
 Housing Advocacy Specialist-Tidewater Branch Office – [REDACTED]
 Housing Advocacy Specialist -Richmond – [REDACTED]

PROGRAM TASKS

ACTIVITIES	TASKS	SUBMITTED BY	SUBMITTED TO
1. Contact HUD and/or other information sources to obtain any appropriate materials prior to development of new materials	List of materials requested	30 days	GTR/GTM
2. Review/refine referral process to refer potential victims to HUD, DOJ, a state or local agency, or a private attorney	Copy of Referral Process.	30 days	GTR/GTM
3. Revise content for the Hampton Roads Community Housing Resources Board (HRCHRB) Fair Housing Handbook, including Energy Star information.	Submit text to HUD for review	90 days	GTR/GTM
4. Conduct 2 (of 4) workshops for military personnel and their families, one on Landlord-Tenant and Fair Housing; one on Financial Literacy and Avoiding Predatory Lending; for 20 participants each.	Submit location, date, attendance list and evaluation for session	30 days	GTR/GTM
5. Prepare fair housing flyer in English and Spanish as insert in utility mailings by Portsmouth, Hampton, and Virginia Beach and for distribution by Chesapeake to public housing residents, Housing Choice Voucher holders and landlords, and other affordable housing project residents.	Submit text to HUD for review	1 st Quarter	GTR/GTM
6. Distribution of fair housing flyers (over 200,000) in utility bills by Portsmouth, Virginia Beach, and Hampton; and by Chesapeake to 2500 public housing residents, Housing Choice Voucher holders and landlords, and other affordable housing project residents.	Submit copy of flyer and confirmation of distribution	2 nd Quarter	GTR/GTM
7. Reprint 3000 revised Fair Housing Handbooks and provide to HRCHRB and localities for distribution; include handbook on HOME's website.	Submit copy of final handbook	2 nd Quarter	GTR/GTM
8. Provide translation services (including ASL) as needed to accommodate LEP & deaf populations.	Provide summary of services	Quarterly	GTR/GTM
9. Participate in radio shows hosted by Senator Yvonne Miller and on the Spanish-language radio station	Submit dates of shows	Quarterly	GTR/GTM

ACTIVITIES	TASKS	SUBMITTED BY	SUBMITTED TO
10. Issue press release and hold press conference on disability audit results	Submit copies of press release and resulting articles	3 rd Quarter	GTR/GTM
11. Issue press release and hold press conference on race-rental audit results (1 month later)	Submit copies of press release and resulting articles	3 rd Quarter	GTR/GTM
12. Meet with building officials in each of the 7 HR jurisdictions to discuss the accessibility audit results	Submit location, date, attendees	3 rd Quarter	GTR/GTM
13. Meet with City Managers in each of the 7 HR jurisdictions to discuss the results of the disability and race audits.	Submit location, date, attendees	3 rd Quarter	GTR/GTM
14. Organize and conduct Fair Housing event for 75 invited community leaders with presentation on the state of housing in the region and a review of the disability and race audit results.	Submit location, date, attendance list and evaluation for session	3 rd Quarter	GTR/GTM
15. Conduct 2 (of 4) workshops for military personnel and their families, one on Landlord-Tenant and Fair Housing; one on Financial Literacy and Avoiding Predatory Lending; for 30 participants each.	Submit location, date, attendance list and evaluation for session	3 rd Quarter	GTR/GTM
16. Provide Fair Housing Act accessibility standard information and Energy Star information to at least 7 area building code departments and developers.	Submit copies of materials distributed and list of contacts made	Quarterly	GTR/GTM
17. Make presentation to Housing Commission of the Virginia General Assembly on audit results	Submit date and copy of presentation and list of attendees	4 th Quarter (fall 08)	GTR/GTM
18. Present findings of the audit results to VHDA, DHCD, DPOR (including REB & FHB), VAR, & VAHCDO	Submit date and copy of presentation and list of attendees	4 th Quarter (fall 08)	GTR/GTM
19. Make presentation on the audit results at the Governor's Housing Conference in November of 2008.	Submit date and copy of presentation	5 th Quarter (Nov 2008)	GTR/GTM

ACTIVITIES	TASKS	SUBMITTED BY	SUBMITTED TO
20. Provide "train the trainer" session for designated staff member from Langley Air Force Base on fair housing, anti-predatory lending, and financial literacy education sessions to enable them to provide on-going sessions to their military personnel and families.	Submit date, copy of training materials, and identify attendee/s.	5 th Quarter	GTR/GTM
21. Conduct 2 fair housing seminars (1 on Peninsula; 1 in South Hampton Roads) for housing providers, builders, architects, building officials, jointly sponsored with HRCHRC. 25 attendees each.	Submit locations, dates, attendance lists and evaluations for sessions	5 th Quarter	GTR/GTM