



The City of Lynchburg, Virginia

CITY HALL, 900 CHURCH STREET, LYNCHBURG, VIRGINIA 24504
(434) 455-3968
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FINANCIAL SERVICES
OFFICE OF THE DIRECTOR

To: City Council

From: Donna Witt, Director of Financial Services

cc: Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
John Hughes, Assistant City Manager

Date: January 17, 2018

Re: January 23, 2018 Finance Committee meeting- CANCELLED

Please be advised the January 23, 2018 Finance Committee meeting is cancelled.

The next Finance Committee meeting is Tuesday, February 27, 2018 at 11:30 a.m.

Thank you.

NO 7:30 P.M. COUNCIL MEETING

A G E N D A

City Council Meeting of January 23, 2018

4:00 P. M.

Work Session Agenda Items

- | | | |
|-----------------------|----|---|
| 4:00 p.m. – 4:10 p.m. | 1. | C-Span Presentation – Ashley Hill |
| 4:10 p.m. – 4:25 p.m. | 2. | Virginia Cooperative Extension Service Annual Report – Kevin Camm |
| 4:25 p.m. – 5:30 p.m. | 3. | From Poverty to Progress Update
A: Report on Poverty Data – Dr. John Abell
B: From Poverty to Progress Report – Bonnie Svrcek and John Hughes |
| 5:30 p.m. – 5:35 p.m. | 4. | Roll Call |
| 5:30 p.m. – | 5. | Consideration of a closed meeting to consider appointments to Council-appointed Boards and Commissions, i.e., the Community Development Advisory Committee, the Historic Preservation Commission and the Lynchburg Regional Airport Commission, and for discussion and consideration of City-owned property located at 405 Cabell Street, pursuant to Section 2.2-3711(A)(1)(3), of the Code of Virginia (1950) as amended. |

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **January 23, 2018**

AGENDA ITEM #: **2**

CONSENT:
ACTION:

REGULAR:
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: **Annual Report of the Virginia Cooperative Extension Service**

KEY ELEMENTS:

☒ Economic Development ☒ Excellent Government ☐ Natural and Built Environment ☐ Safe Community ☒ Vibrant Community

RECOMMENDATION: No action required.

SUMMARY: Kevin Camm with the Virginia Cooperative Extension Service will attend Council's work session to provide an Annual Report.

PRIOR ACTION(S): N/A

FISCAL IMPACT: N/A

CONTACT(S): Bonnie Svrcek, City Manager - 455-3990
Kevin Camm, Virginia Cooperative Extension, (434) 455-3742

ATTACHMENT(S): To be delivered at City Council meeting.

REVIEWED BY: bms

011K

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **January 23, 2018**

AGENDA ITEM #: **3**

CONSENT:
ACTION: **X**

REGULAR:
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: From Poverty to Progress Update

KEY ELEMENTS:

☒ Economic Development ☐ Excellent Government ☐ Natural and Built Environment ☐ Safe Community ☒ Vibrant Community

RECOMMENDATION: Hear a presentation on poverty data, an update on “From Poverty to Progress” and adopt a resolution concerning the use of “Thriving City” as an overarching brand for major City initiatives.

SUMMARY: On November 7, 2017 Council discussed the poverty initiative as a portion of their annual retreat. Council heard information related to the From Poverty to Progress initiative, debated a more community-based narrative, examined the appropriate measures for evaluation, and considered recommendations for entities requesting funding from the \$50,000 poverty reduction allocation.

In that meeting, Council provided guidance to staff as follows:

1. Continue advising on progress of the poverty initiative in Lynchburg though Council Work Session updates.
2. Move away from the “50 households” mantra and focus on raising the median household income and lowering the poverty rate as realistic economic measures based on U.S. Census data.
3. Rebrand the “From Poverty to Progress” label to “Thriving City”.
4. Council approved the carve-out of \$25,000 to be available for projects directly resulting from the action plans of “From Poverty to Progress” workgroups and directed staff to determine the appropriate application and review method for requests of the \$25,000 carve-out through the Community Development Advisory Committee (CDAC).

The report to Council this evening includes poverty data compiled and presented by Dr. John Abell, Professor of Economics at Randolph College, a summary of ongoing From Poverty to Progress efforts from Assistant City Manager John H. Hughes, IV as well as clarification of Council retreat decisions and a hybrid solution to Lynchburg’s poverty initiative from City Manager Bonnie Svrcek.

PRIOR ACTION(S):

September 12, 2017: Council requested periodic updates from staff on the From Poverty to Progress initiative.

September 26, 2017: Council heard a request from the From Poverty to Progress Food Disparity workgroup through the Oasis Group and Community Connections (Kelly Cecil). This group desired funding assistance from the \$50,000 poverty-reduction allocation to aid in a grocery store market survey. Council directed staff to formulate a strategy for reviewing similar requests.

November 7, 2017: Council retreat discussion on poverty reduction.

FISCAL IMPACT: None

CONTACT(S): John H. Hughes, IV, Assistant City Manager, 434-455-3990

ATTACHMENT(S): Poverty Data Update PowerPoint: Dr. John Abell
From Poverty to Progress PowerPoint: John Hughes and Bonnie Svrcek
Community Development Advisory Committee Application Template

APPROVED BY: bms

RESOLUTION:

BE IT RESOLVED that City Council adopts the use of “Thriving City” as an overarching brand to initially include major initiatives such as From Poverty to Progress, Reimagining Community Centers, Downtown 2040 Master Plan, and 2018 Economic Development Work Plan.

Adopted:

Certified:

Clerk of Council

010K

Lynchburg: Updated census data on poverty and other measures.

City Council: January 23, 2018



Poverty



- **Poverty thresholds (2016):**
- **One person: \$12,228/yr**
- **Family of four: \$24,563/yr**

Source: US Census

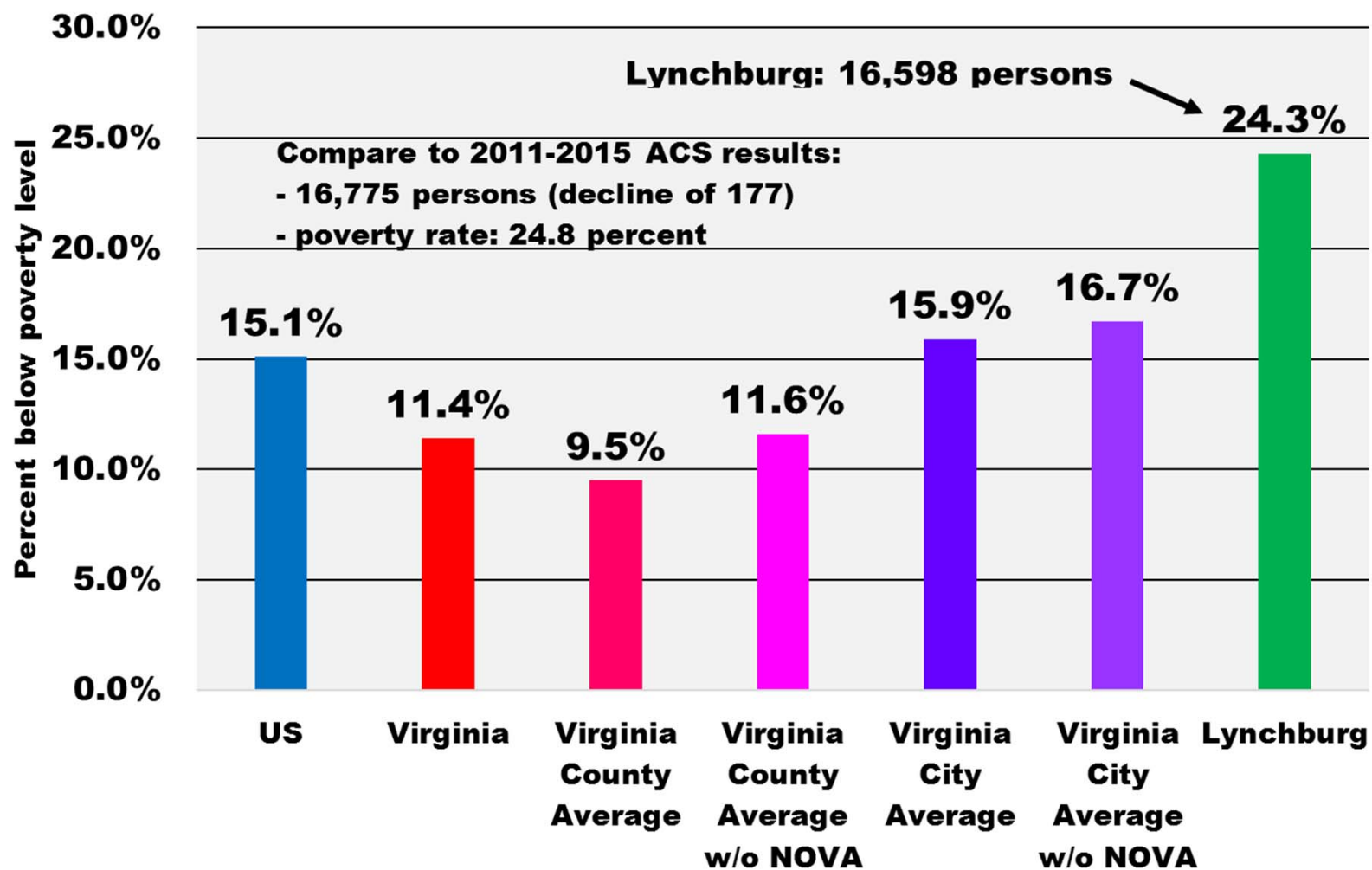
- **Low income is defined to be 200% of the official poverty threshold. For 2016:**
- **One person: \$24,456/yr**
- **Family of four: \$49,126/yr**

Source: Low-Income Working Families: The Growing Economic Gap, by the Working Poor Families Project

- **Lynchburg median household income: \$40,728**

Source: 2012-2016 ACS 5 yr estimates, Table S1901

Poverty Rate (2012 - 2016)



Source: US Census 2012-2016 ACS 5yr estimates Table S1701

Urban core

Define Lynchburg's urban core to consist of census tracts:

4: Daniel's Hill, Rivermont Ave.

5: Downtown (business district)

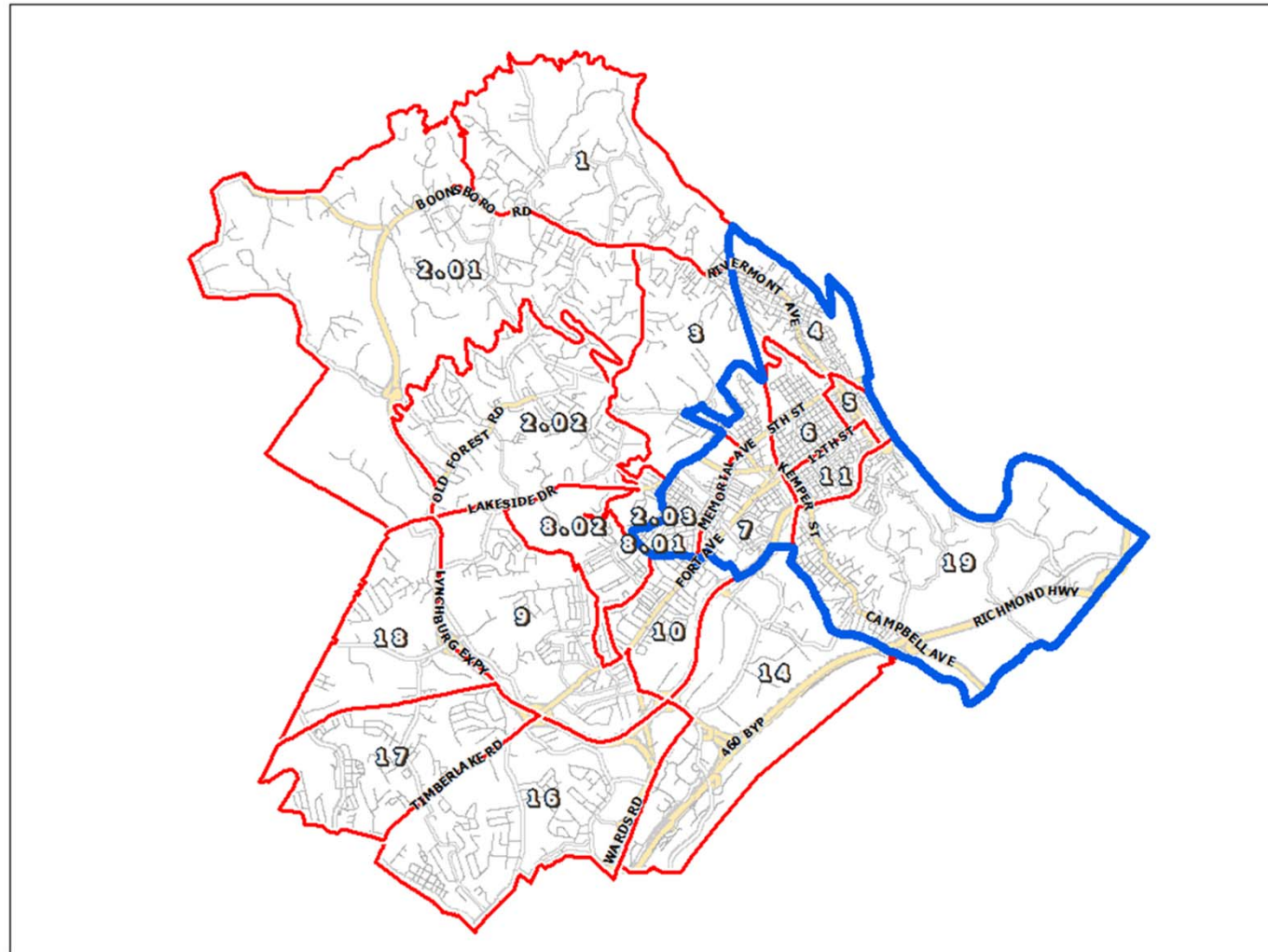
6: College Hill, Tinbridge Hill, Garland Hill

7: Dearington, Fort Ave.

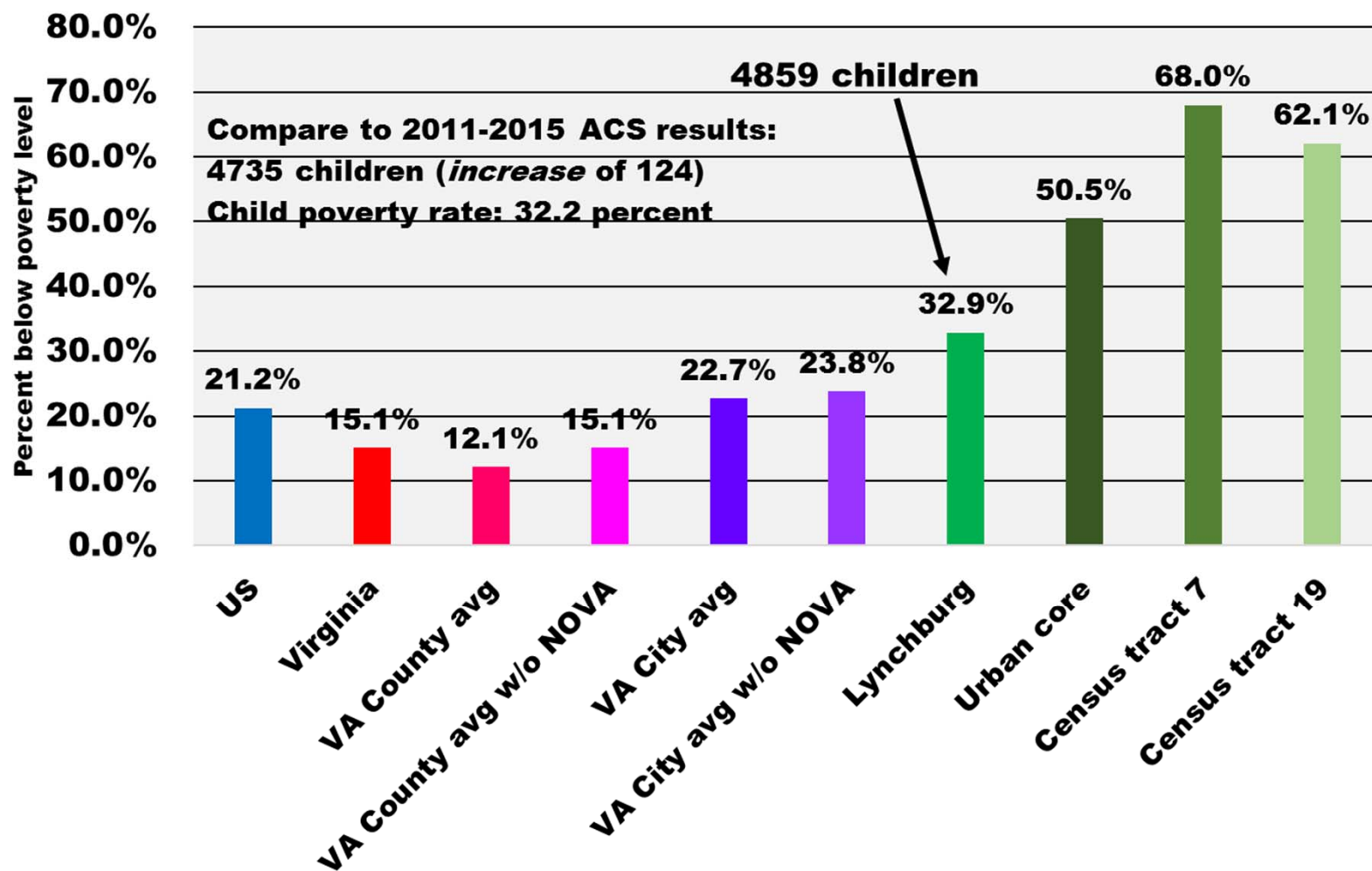
8.01 Westend

11: Diamond Hill

19: White Rock, James Crossing Apts, Winston Ridge

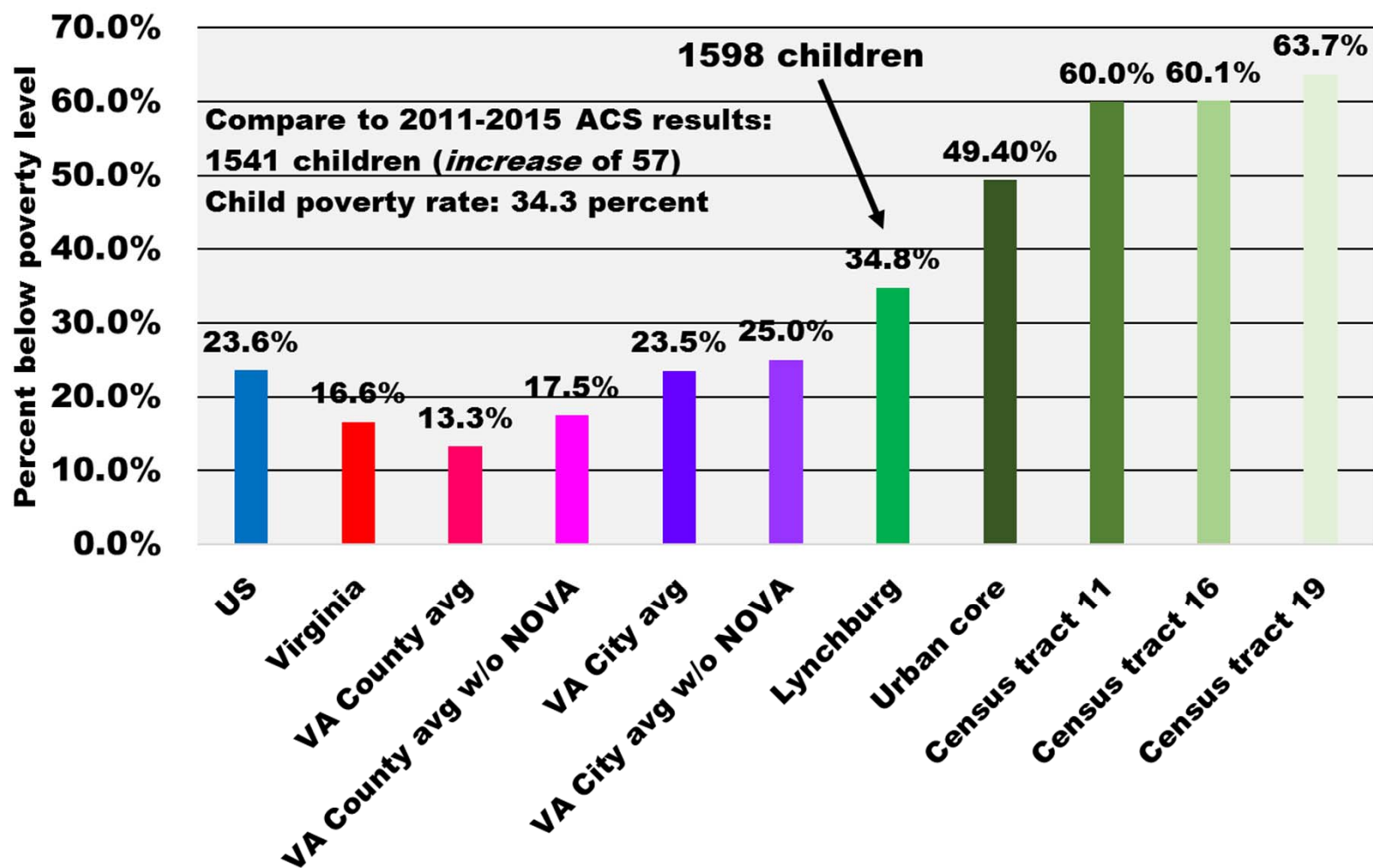


Child poverty: Under age 18 (2012 - 2016)



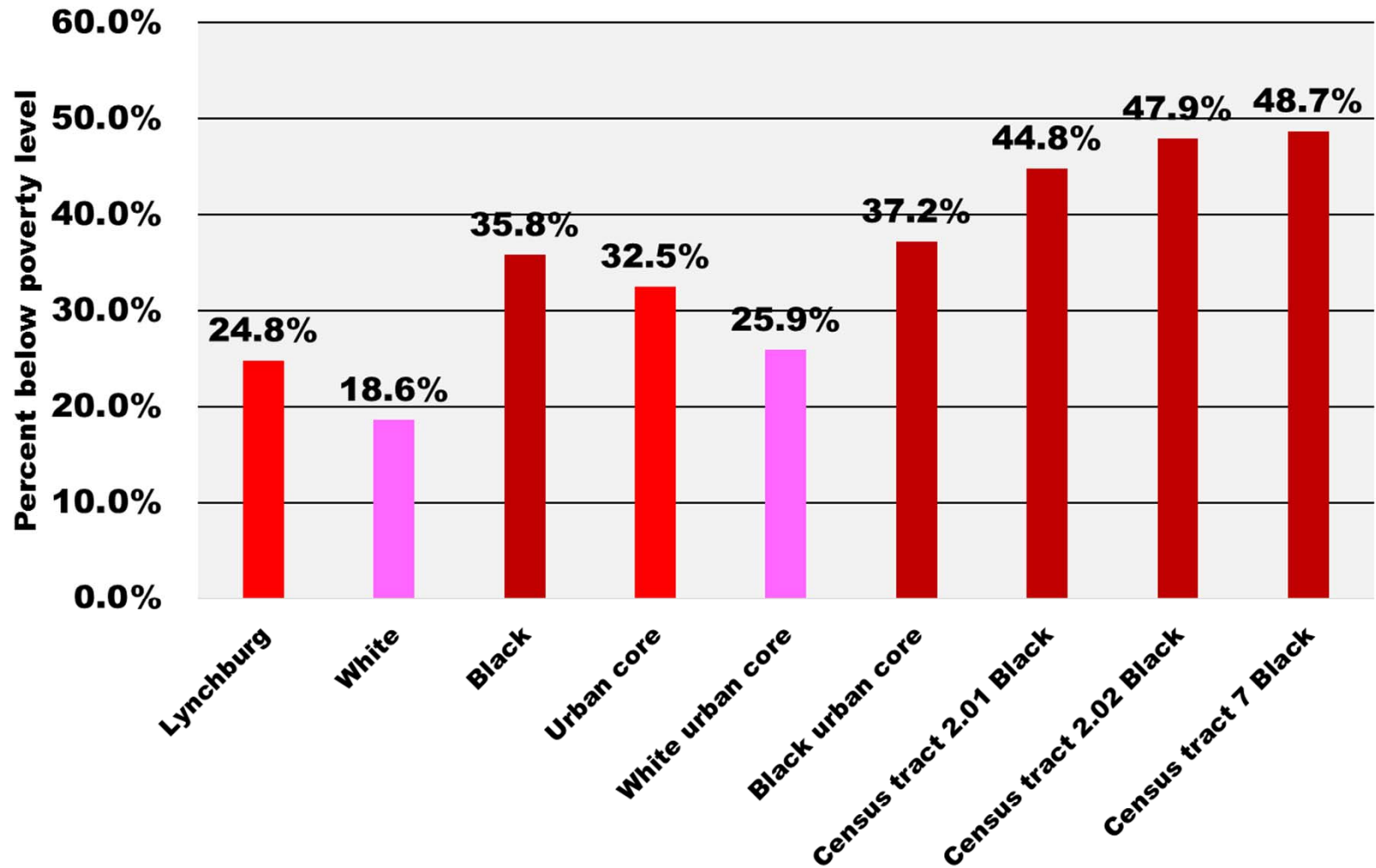
Source: US Census 2012-2016 ACS 5yr estimates Table S1701

Child poverty: Under age 5 (2012 - 2016)



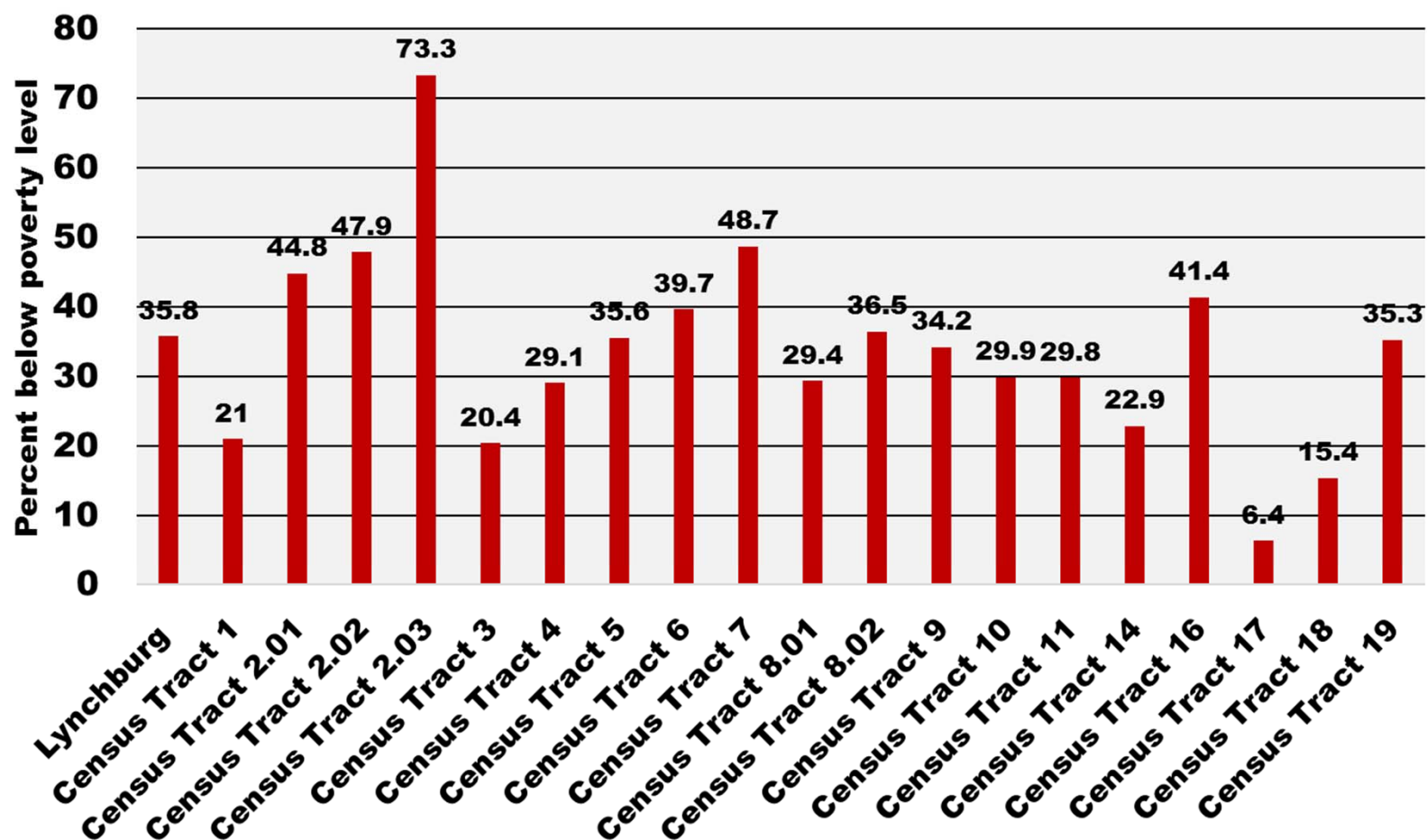
Source: US Census 2012-2016 ACS 5yr estimates Table S1701

Lynchburg: Poverty Rate (2012 - 2016)



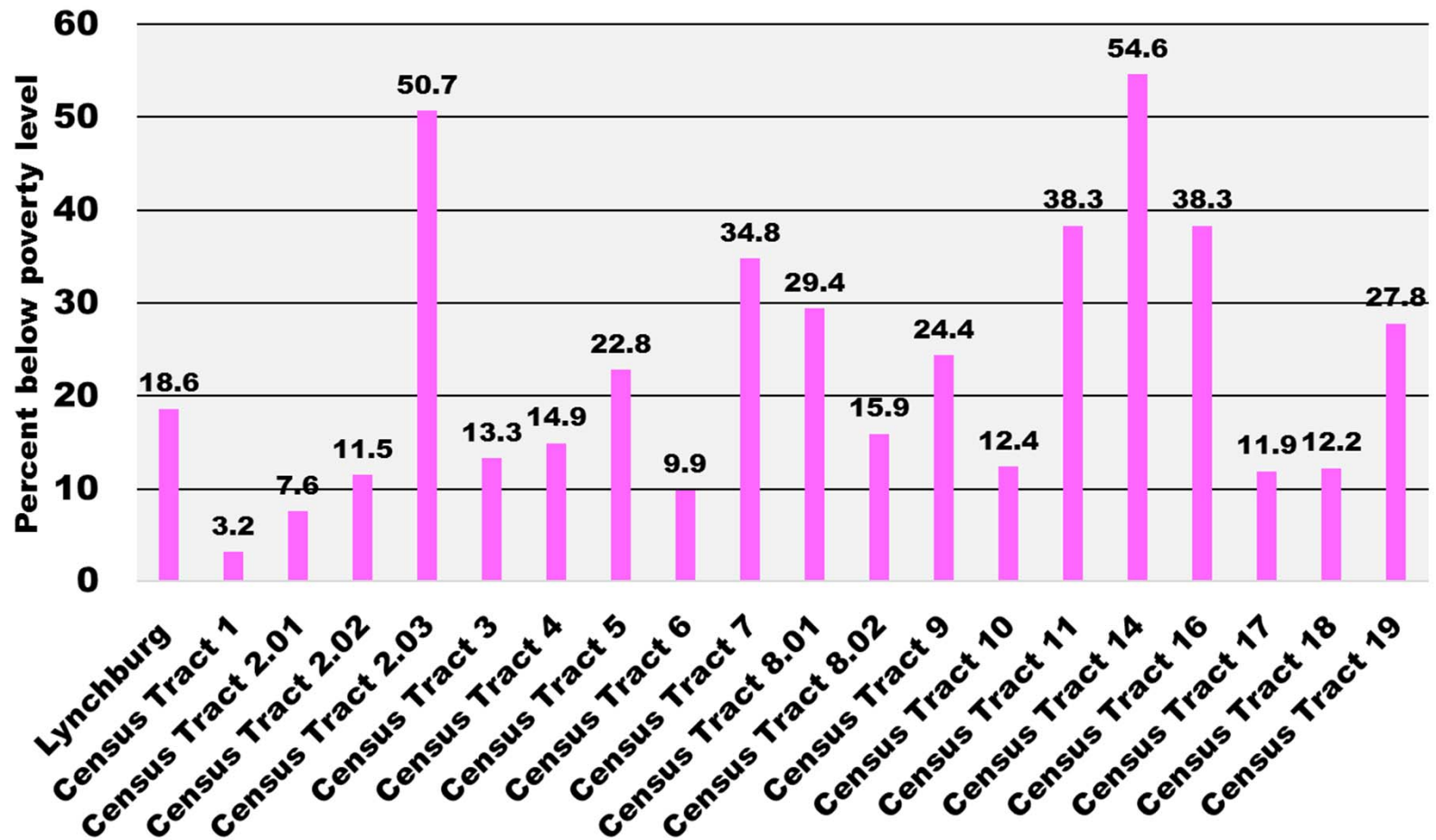
Source: US Census 2012-2016 ACS 5yr estimates Table S1701

Lynchburg: Black poverty rate by census tract (2012 - 2016)



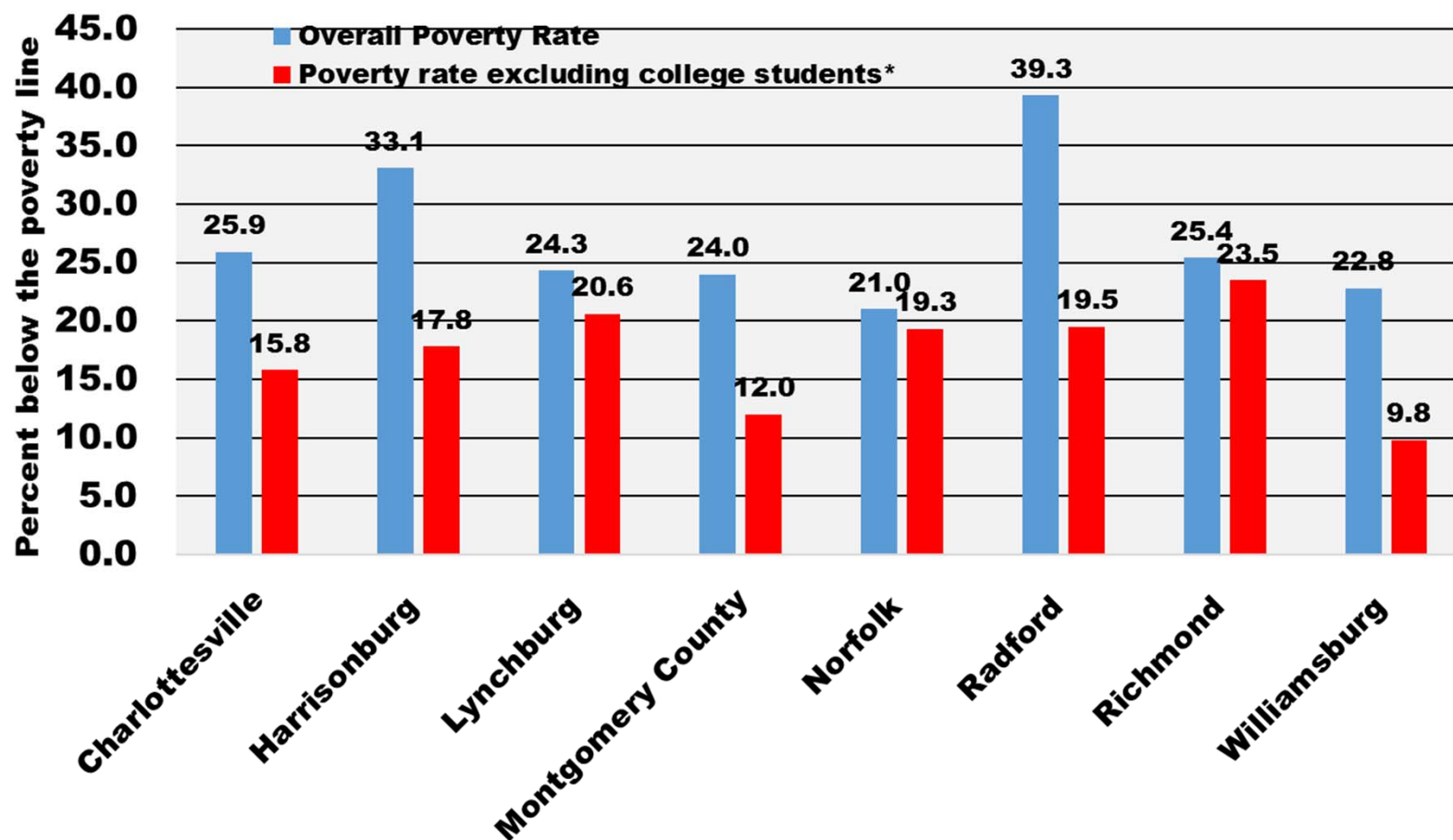
Source: US Census 2012-2016 ACS 5yr estimates Table S1701

Lynchburg: White poverty rate by census tract (2012 - 2016)



Source: US Census 2012-2016 ACS 5yr estimates Table S1701

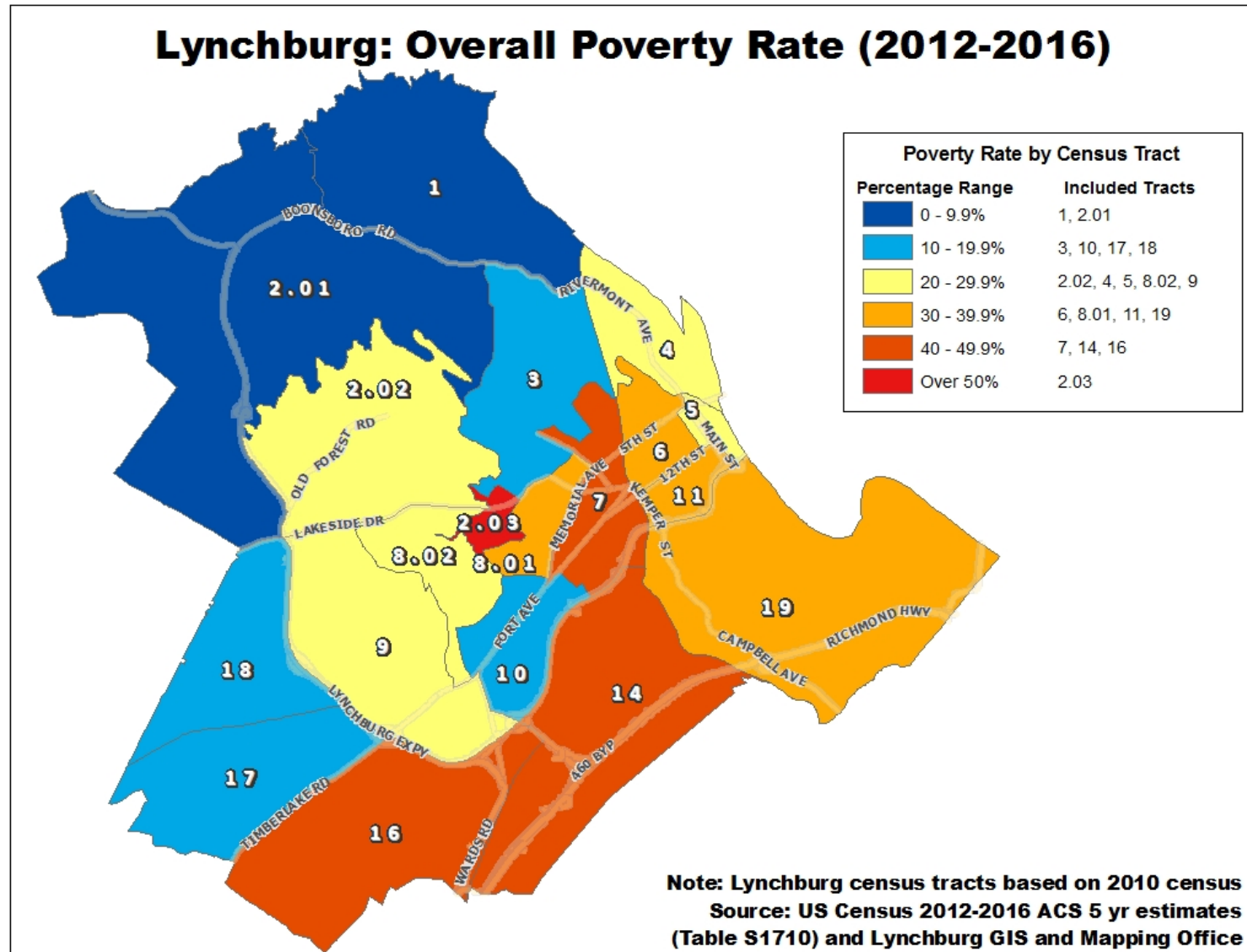
Overall poverty rate vs poverty rate without college students* (2012 - 2016)



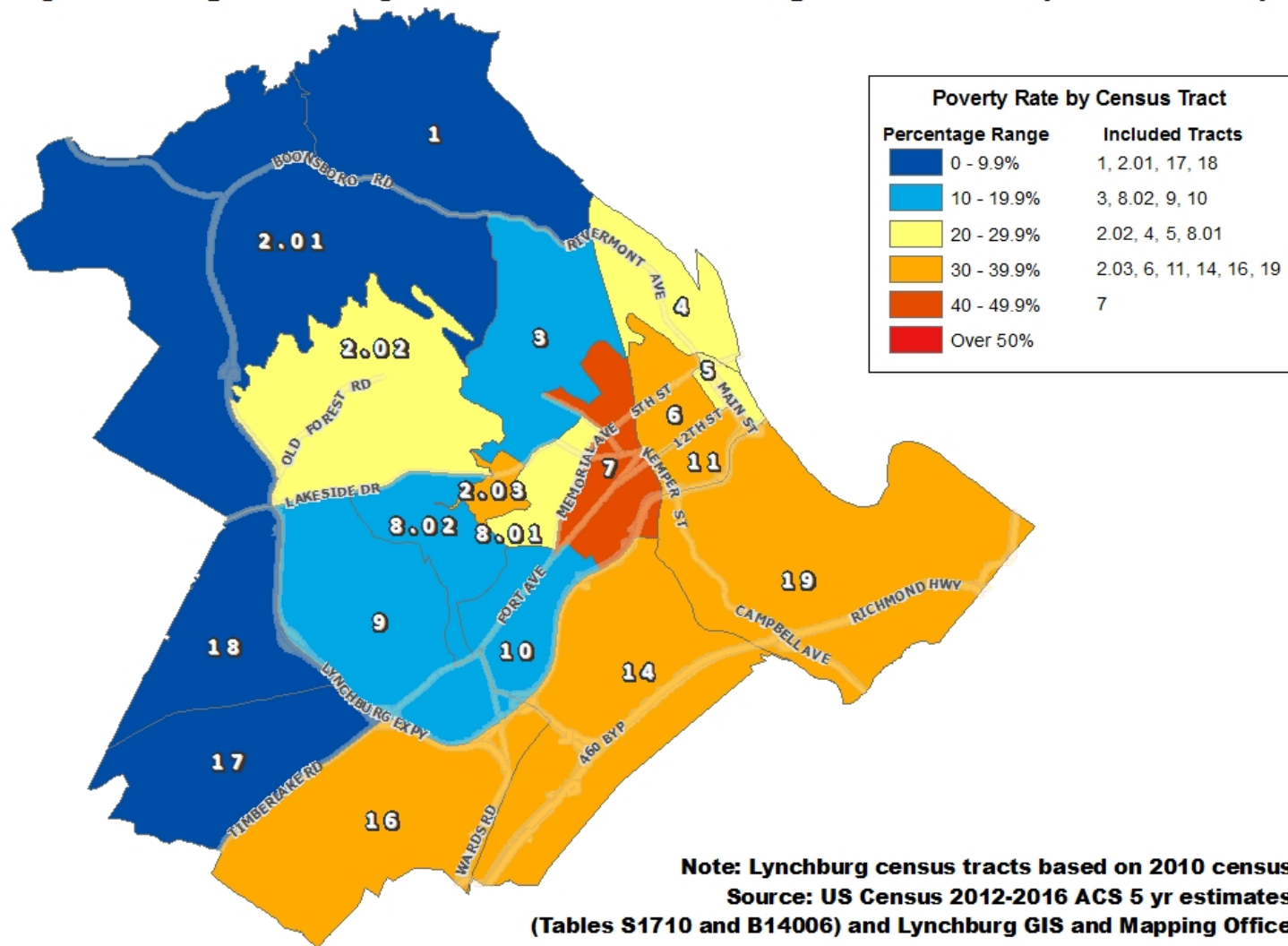
<https://www.census.gov/data/tables/2017/demo/income-poverty/acs5yrs.html>

*Note: Does not exclude off-campus students living with family.

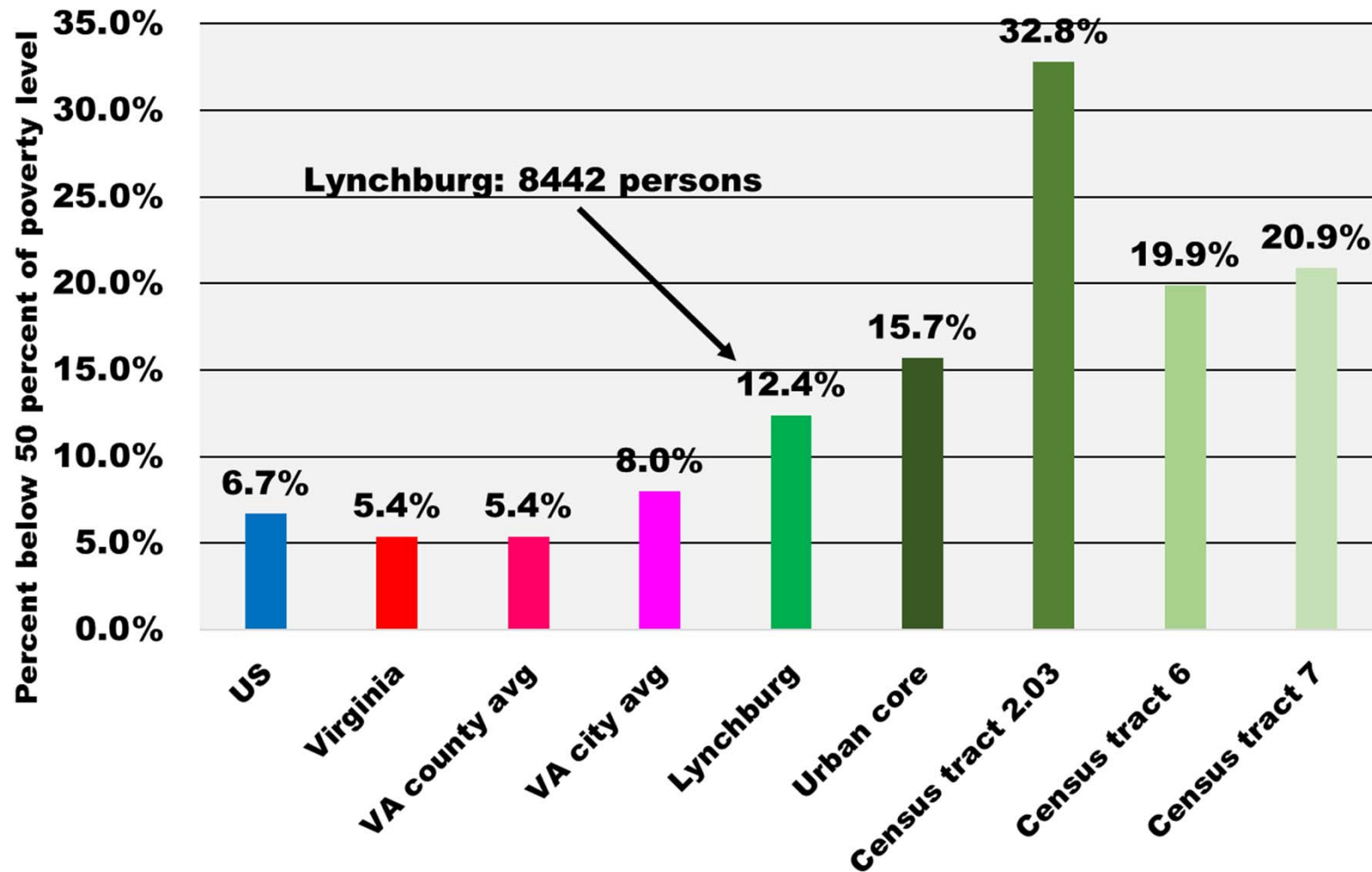
Lynchburg: Overall Poverty Rate (2012-2016)



Lynchburg: Poverty Rate without College Students (2012-2016)

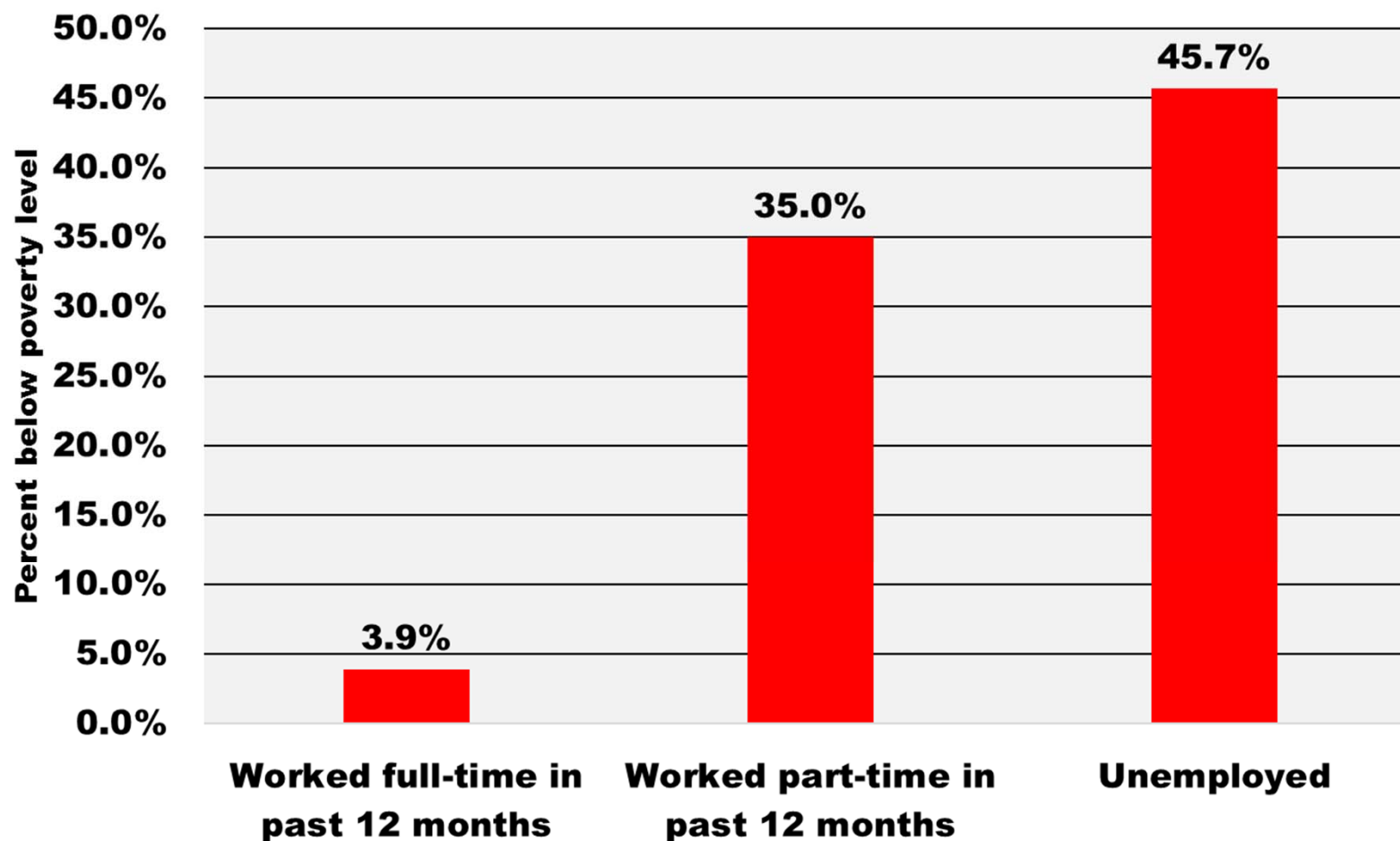


Deep poverty rate (2012 - 2016)



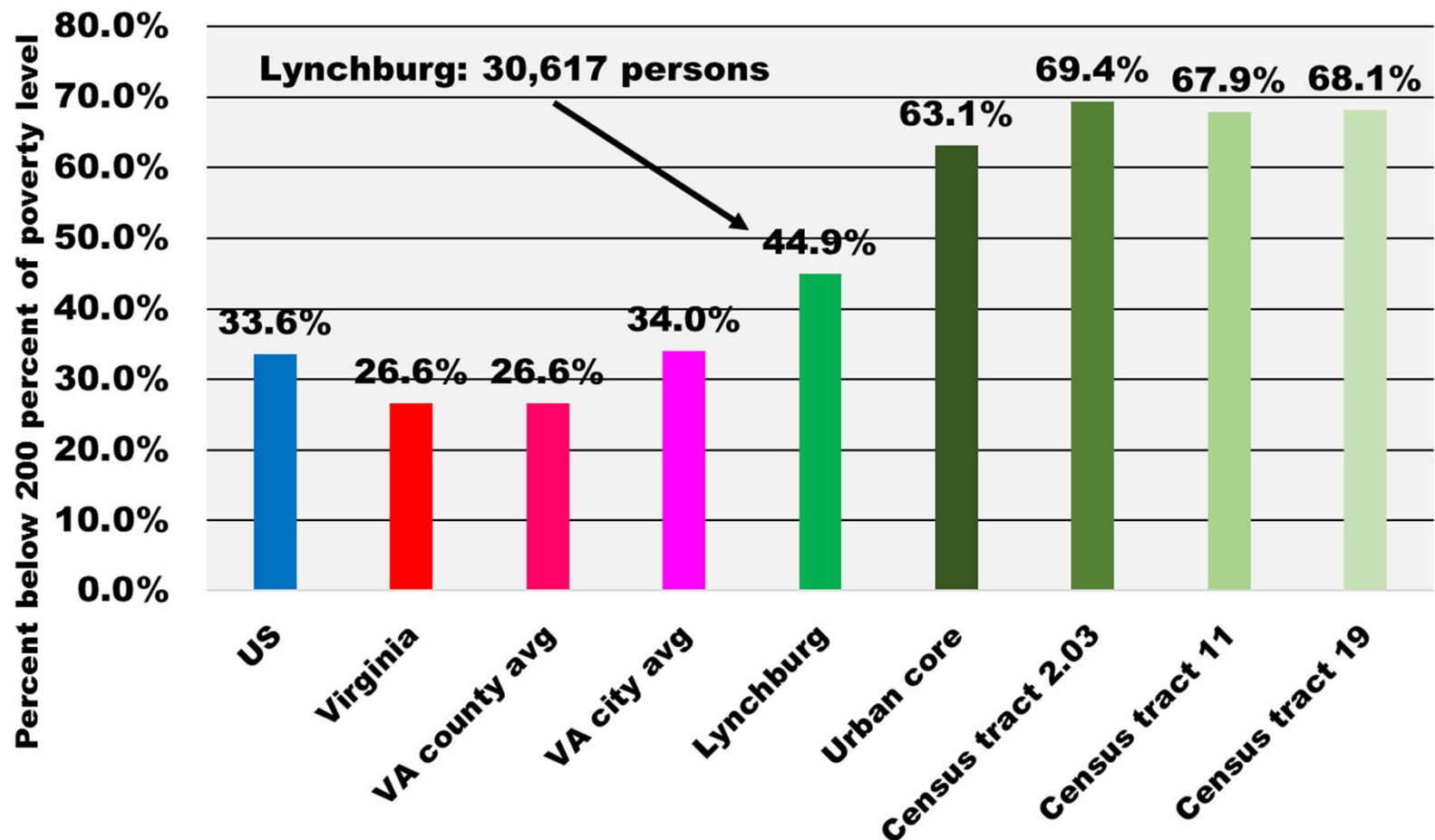
Source: US Census 2012-2016 ACS 5yr estimates Table S1701

Lynchburg: Poverty and employment status (2012 - 2016)



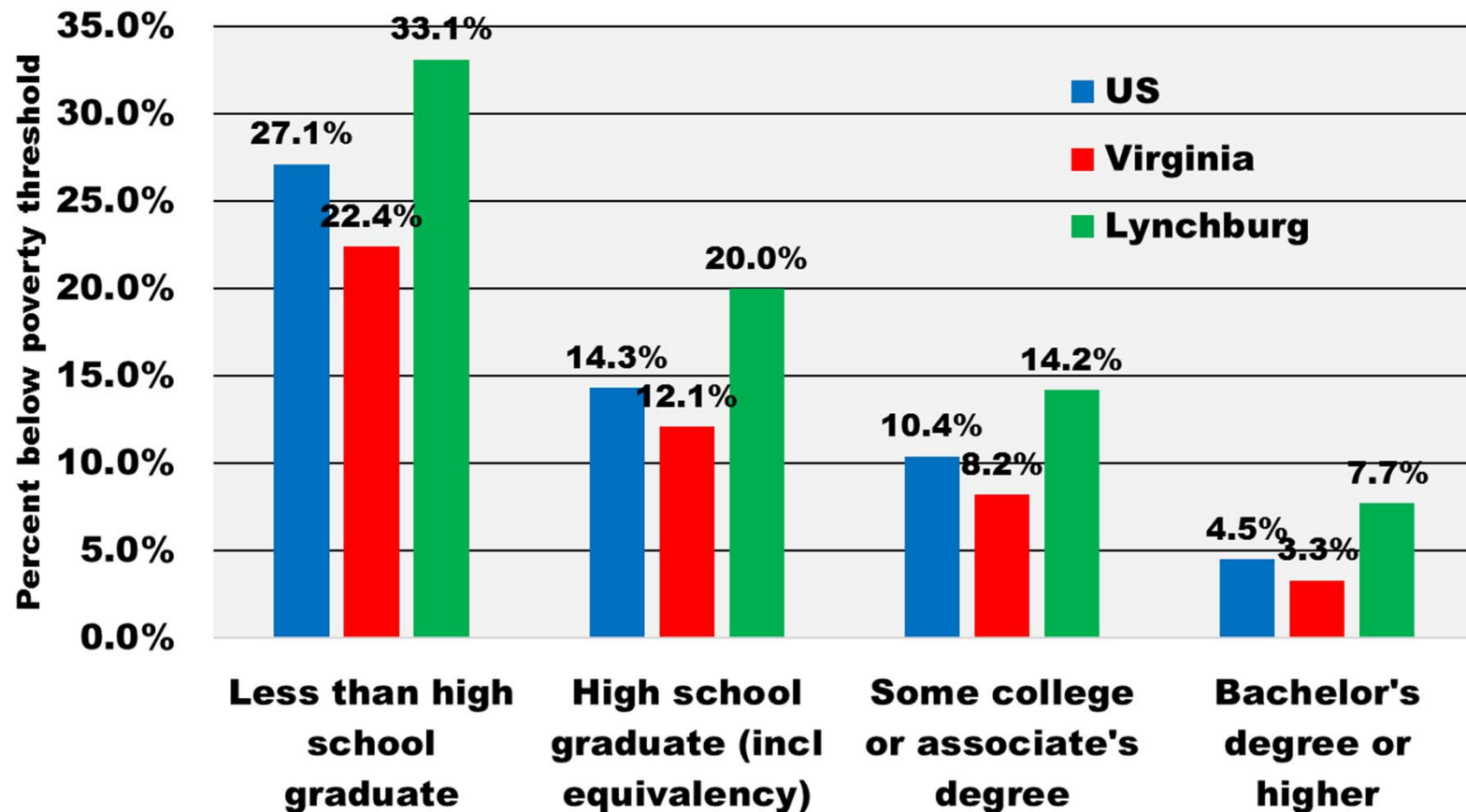
Source: US Census 2012-2016 ACS 5yr estimates Table S1710

Low income: Percent of individuals below 200% of poverty level (2012 - 2016)



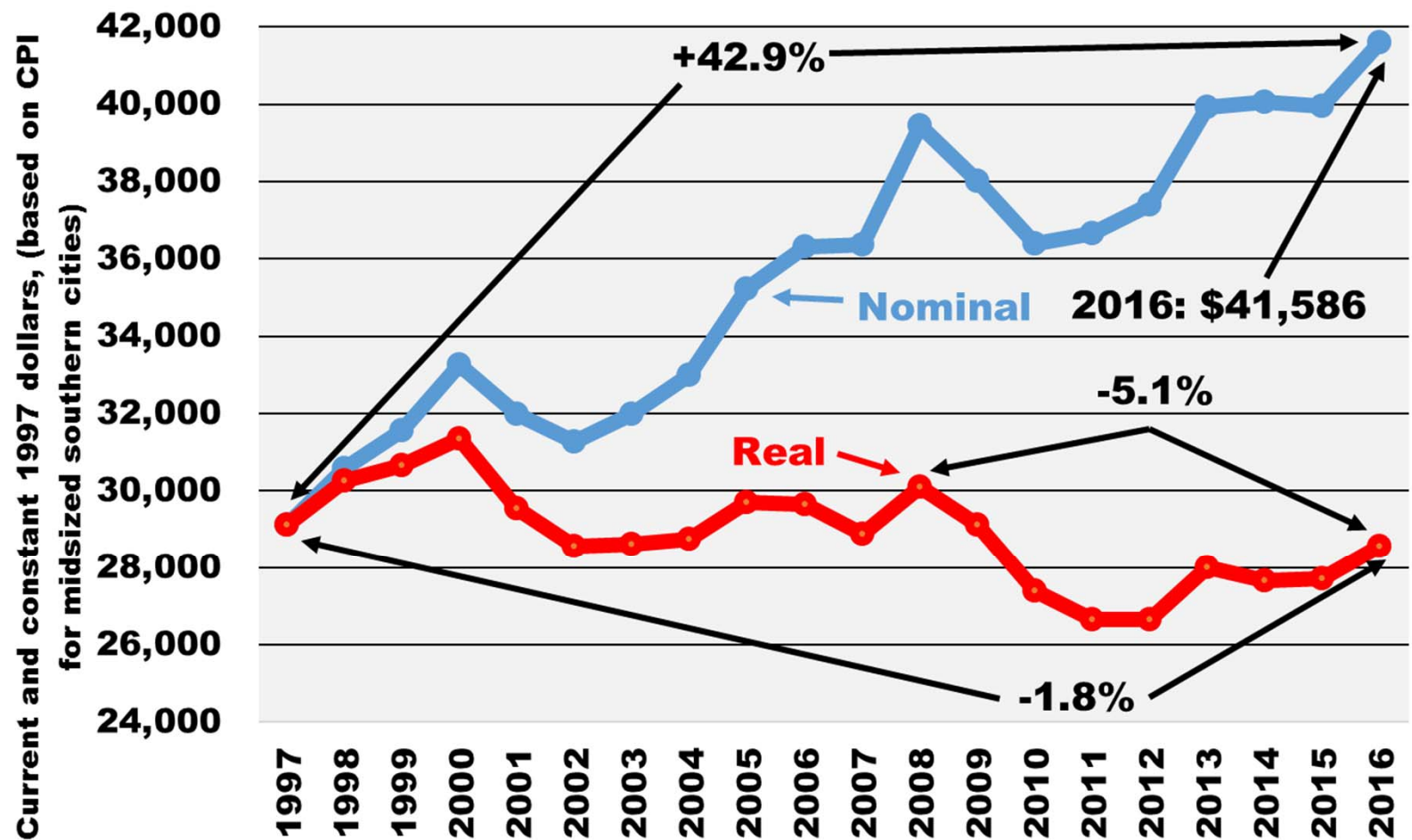
Source: US Census 2012-2016 ACS 5yr estimates Table S1701

**Poverty and Educational Attainment for
population 25 years and older:
US, Virginia, Lynchburg (2012-16)**



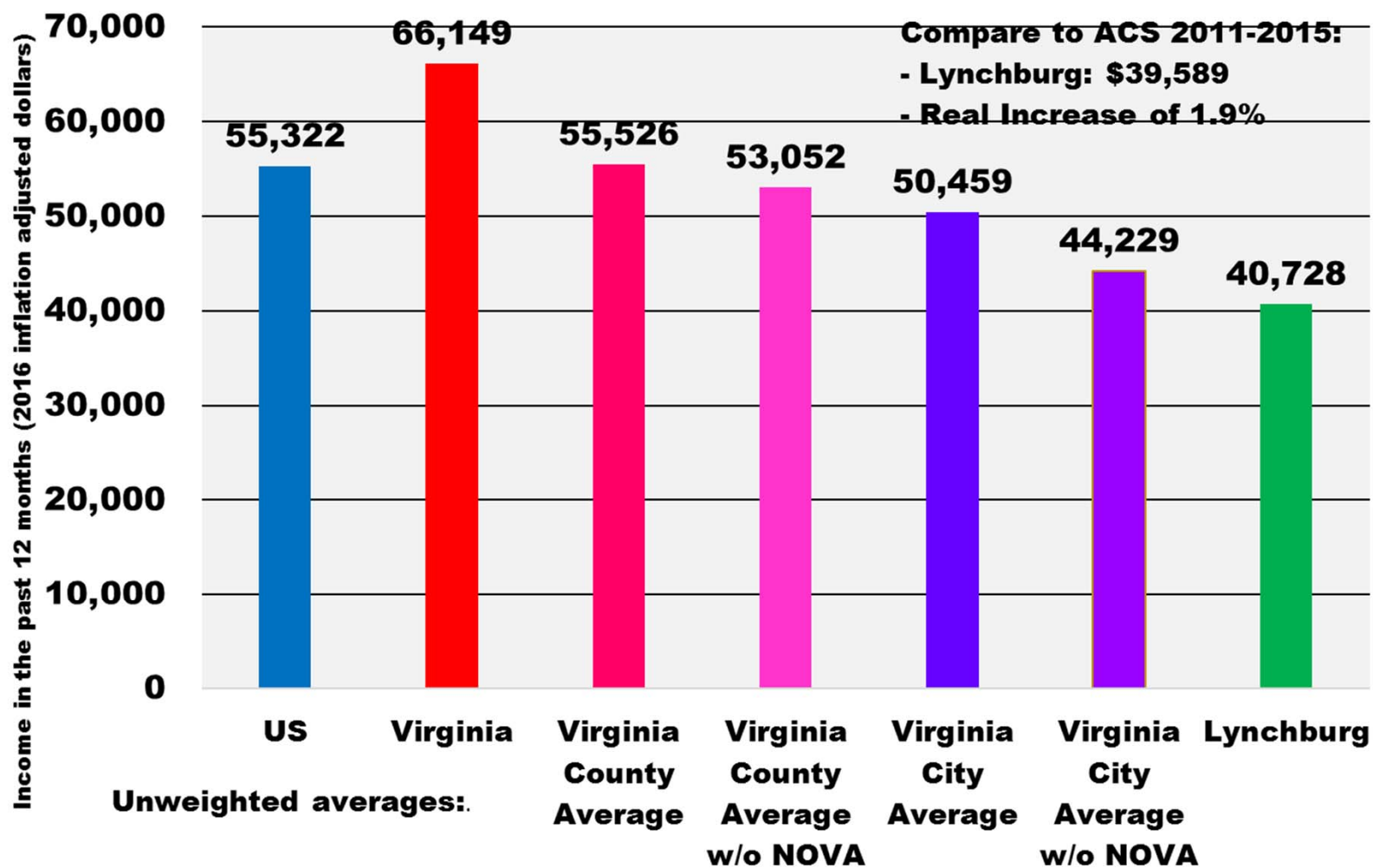
US Census ACS 2012-16 ACS 5 yr estimates Table S1501

Lynchburg median household income: real vs nominal (1997-2016)



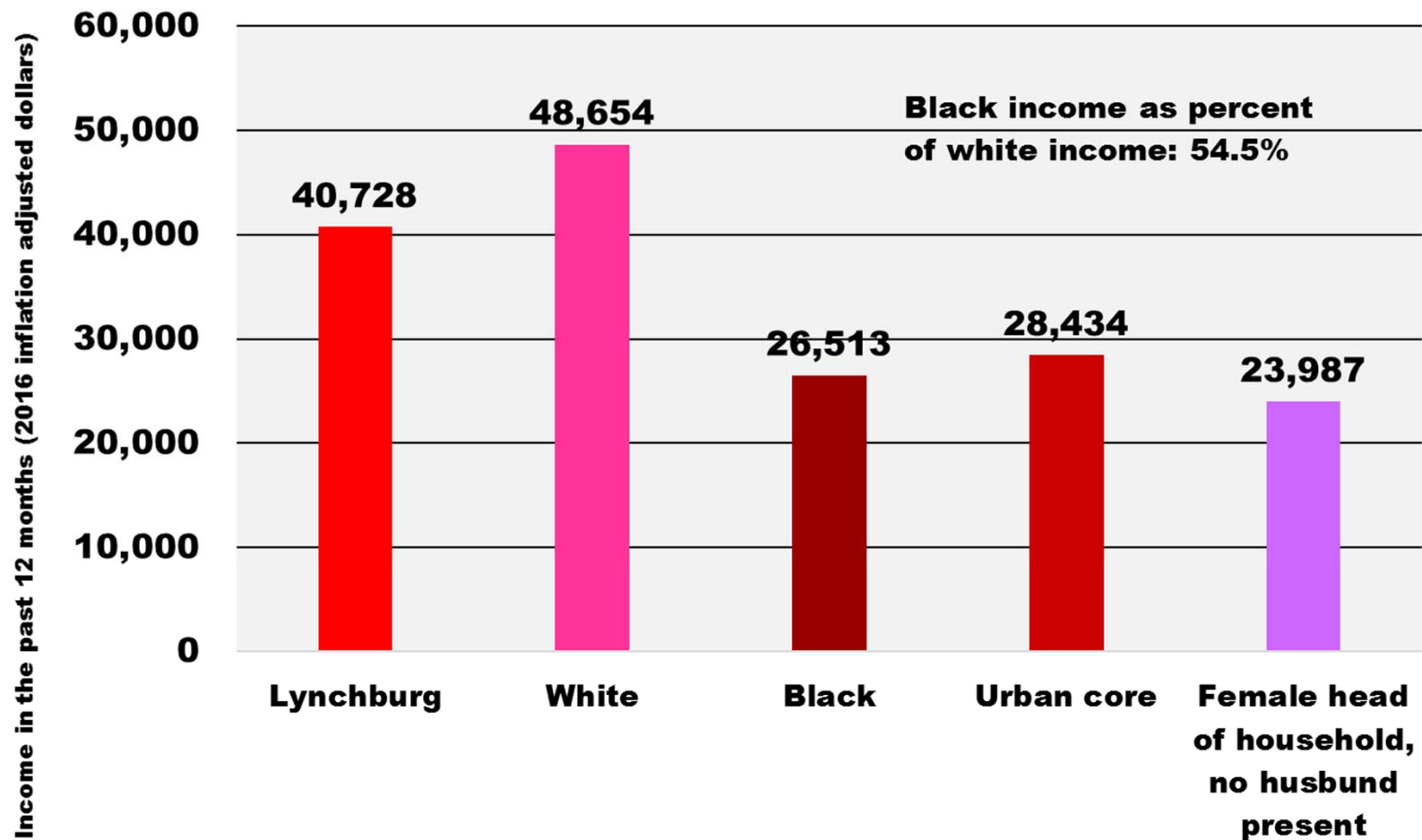
Source: US Census, SAIPE, and BLS CPI data

Median Household Income (2012 - 2016)



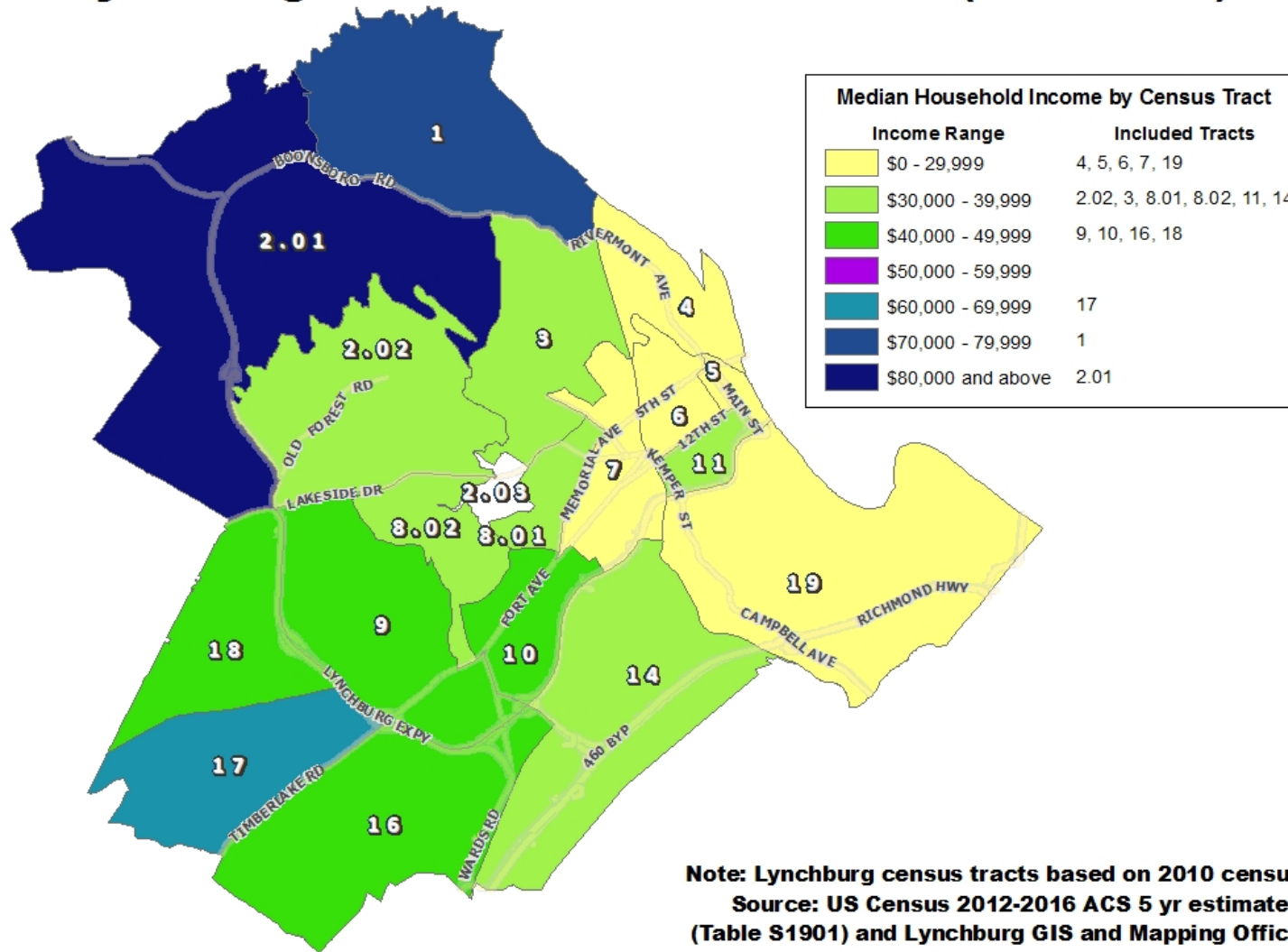
Source: US Census 2012-2016 ACS 5yr estimates Table S1901

Lynchburg: Median household income (2012 - 2016)



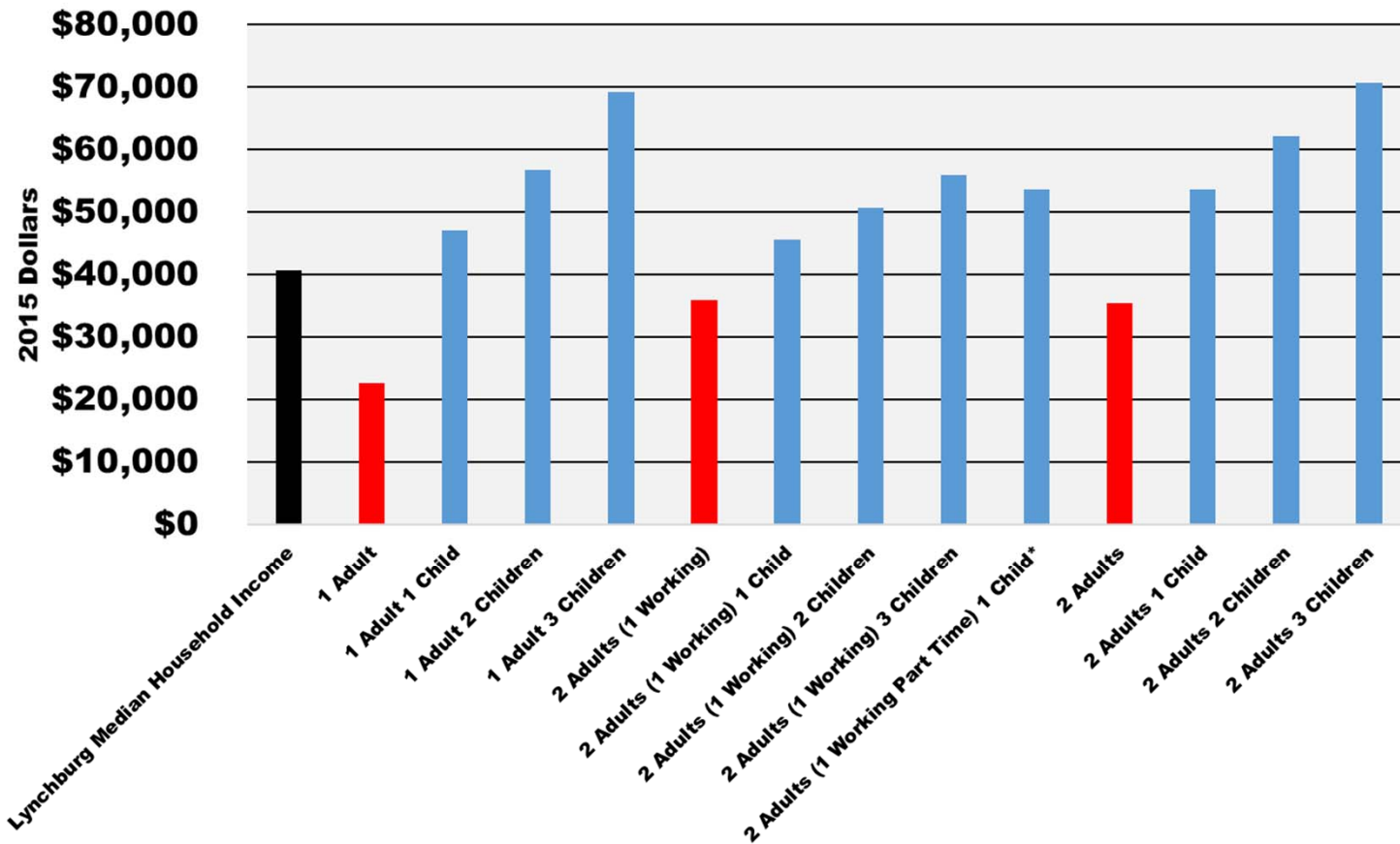
Source: US Census 2012-2016 ACS 5yr estimates Table S1901, S1903

Lynchburg: Median Household Income (2012-2016)



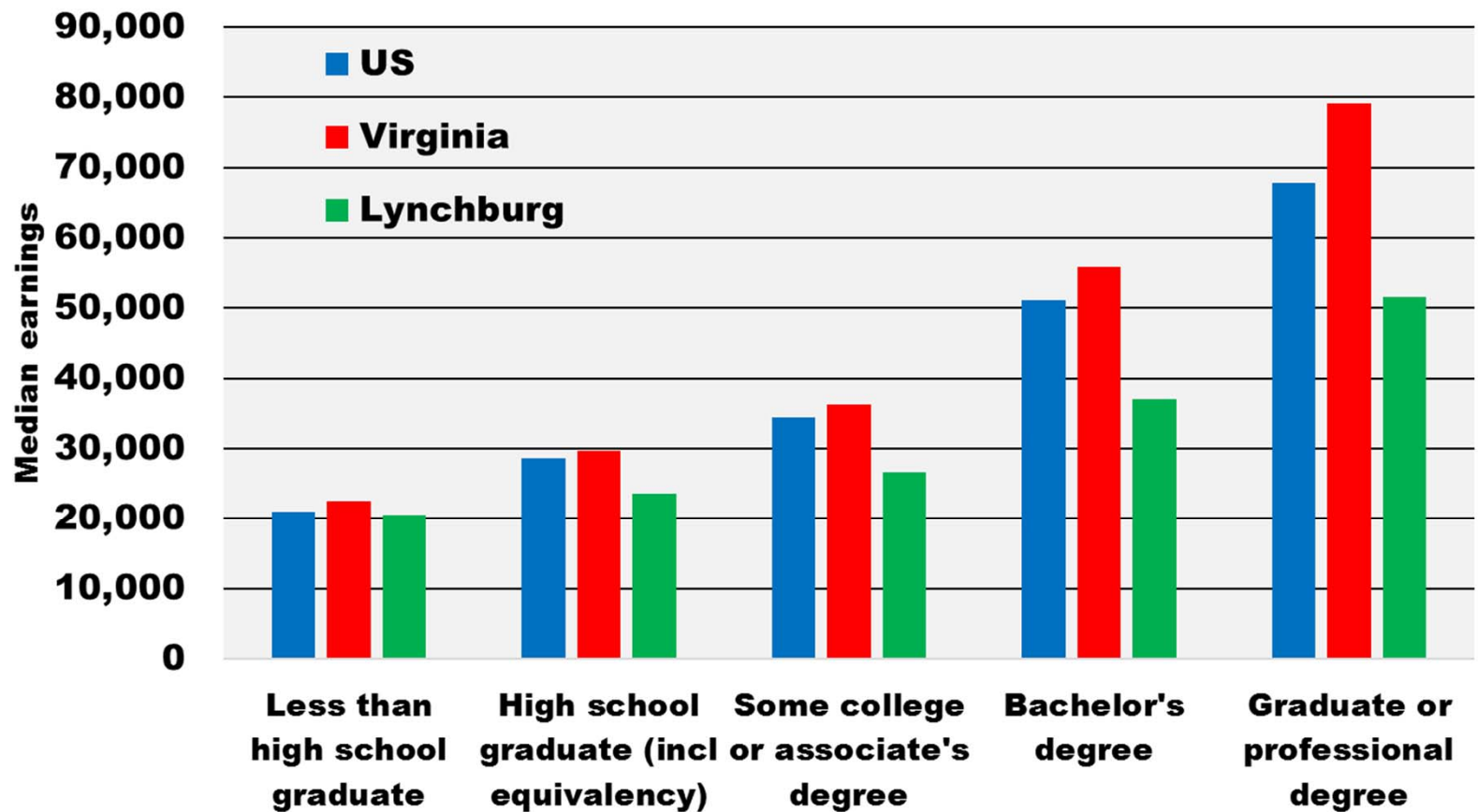
**Lynchburg city:
\$40,728**

Living wage calculation for Lynchburg, VA: Required annual income before taxes



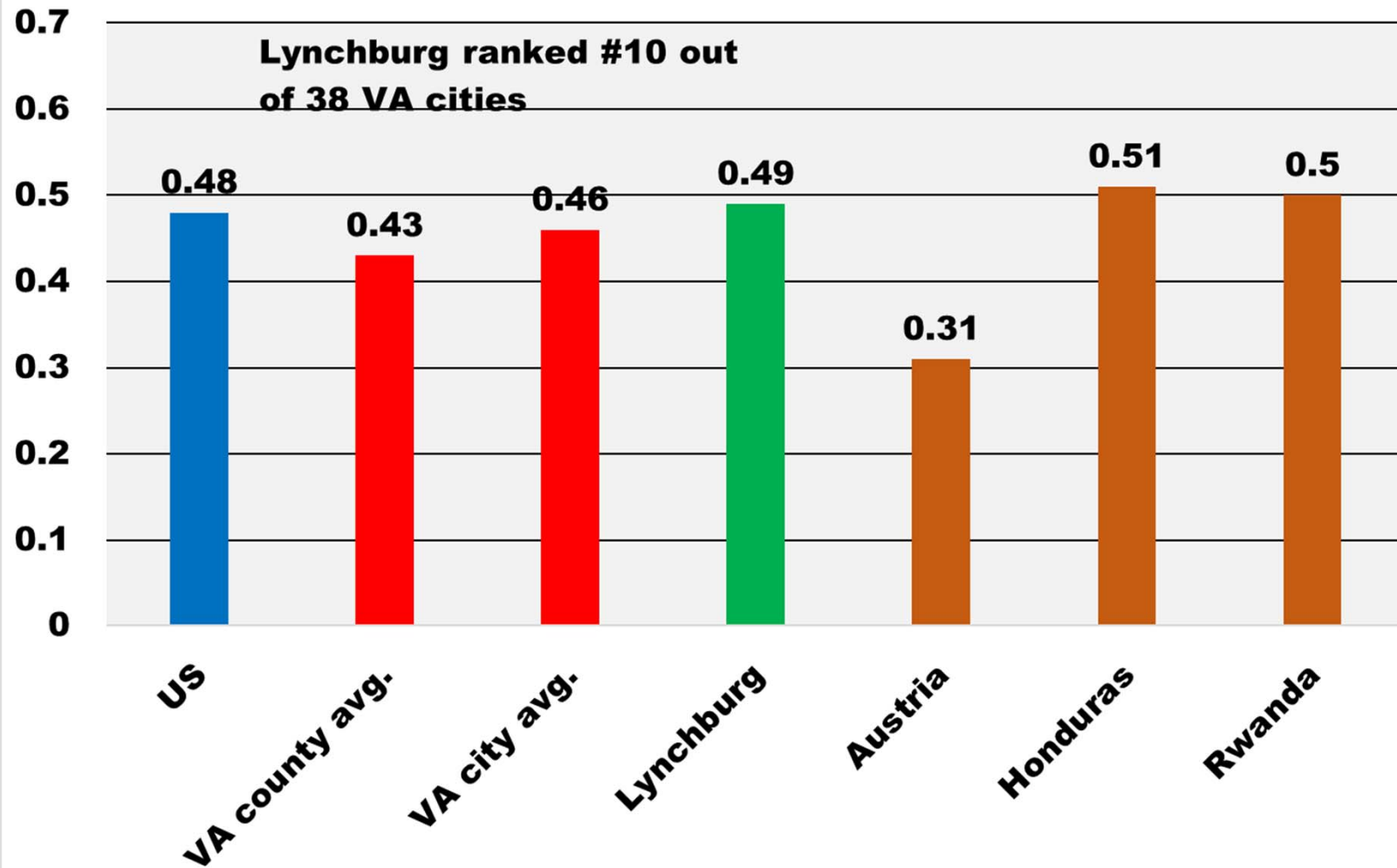
Dr. Amy K Glasmeier MIT <http://livingwage.mit.edu/metros/31340>

Median Earnings and Educational Attainment for population 25 years and older: US, Virginia, Lynchburg (2012 - 2016)



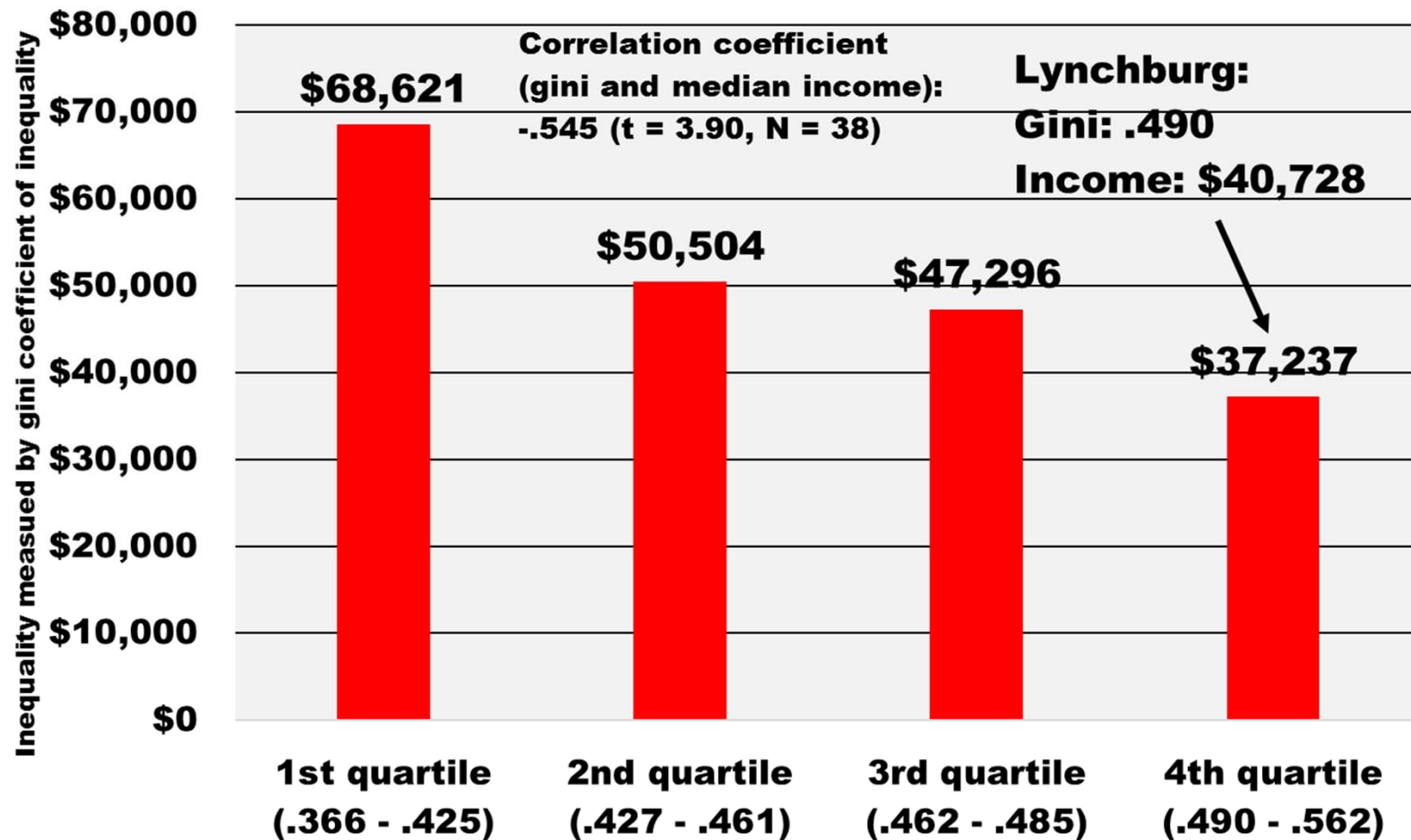
US Census ACS 2012-16 ACS 5 yr estimates Table S1501

Income inequality (Gini Index) (2012 - 2016)

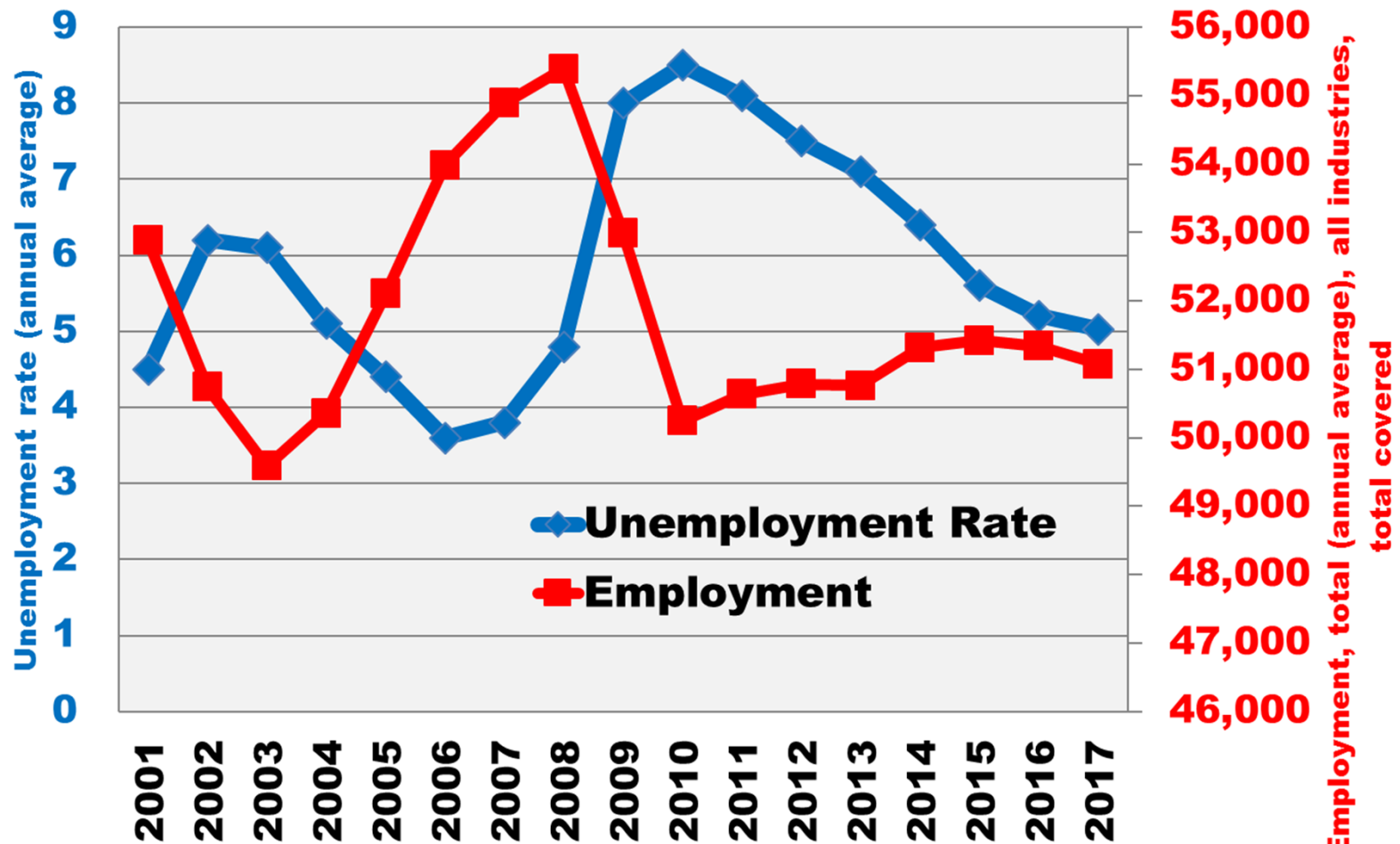


US Census ACS 2012-16 ACS 5 yr estimates Table B19083, UN HDR 2016, Table 3

Virginia median household income (averages) by degree of inequality (gini quartiles) (2012 - 2016)

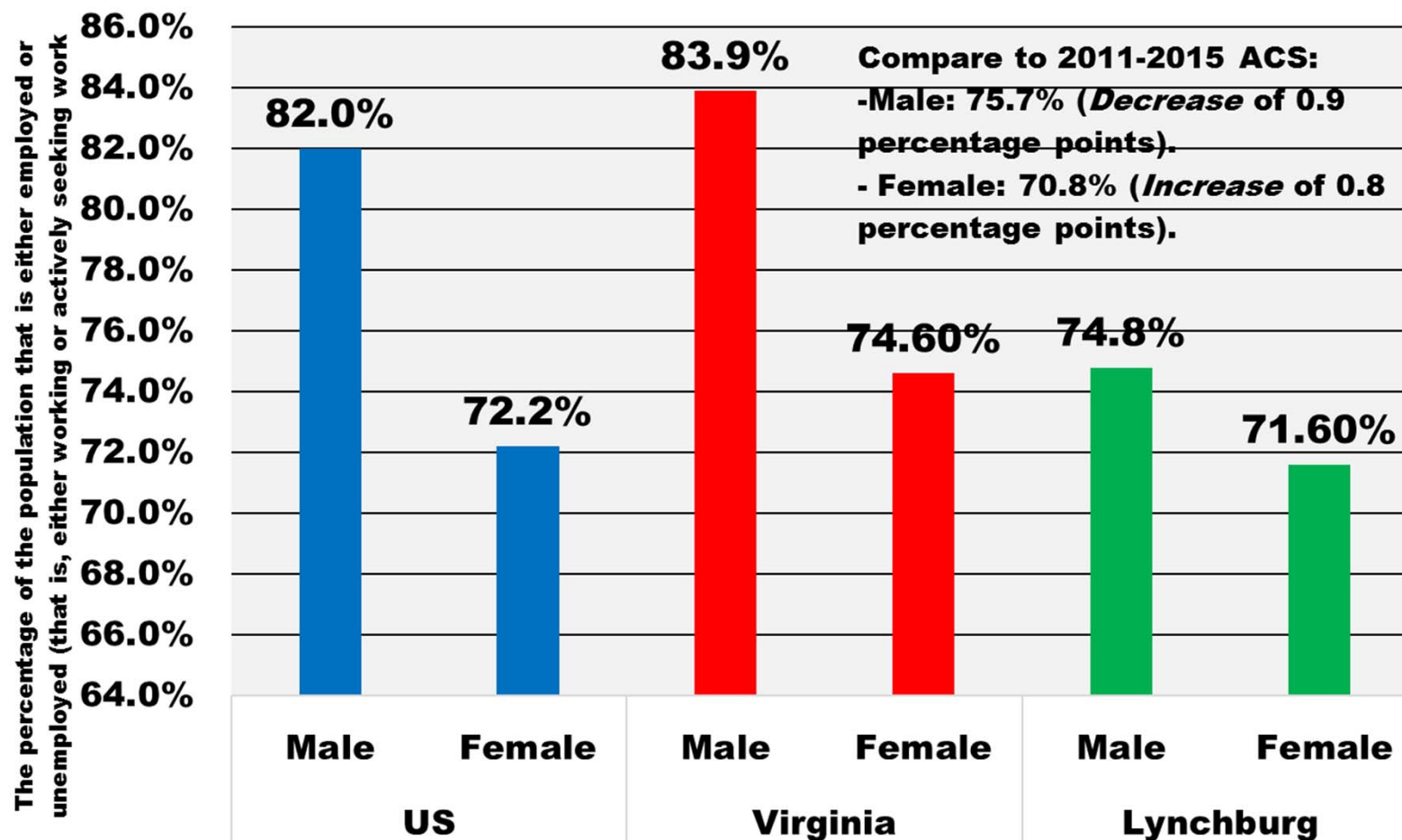


Lynchburg: Unemployment rate and employment (2001 - 2017*)



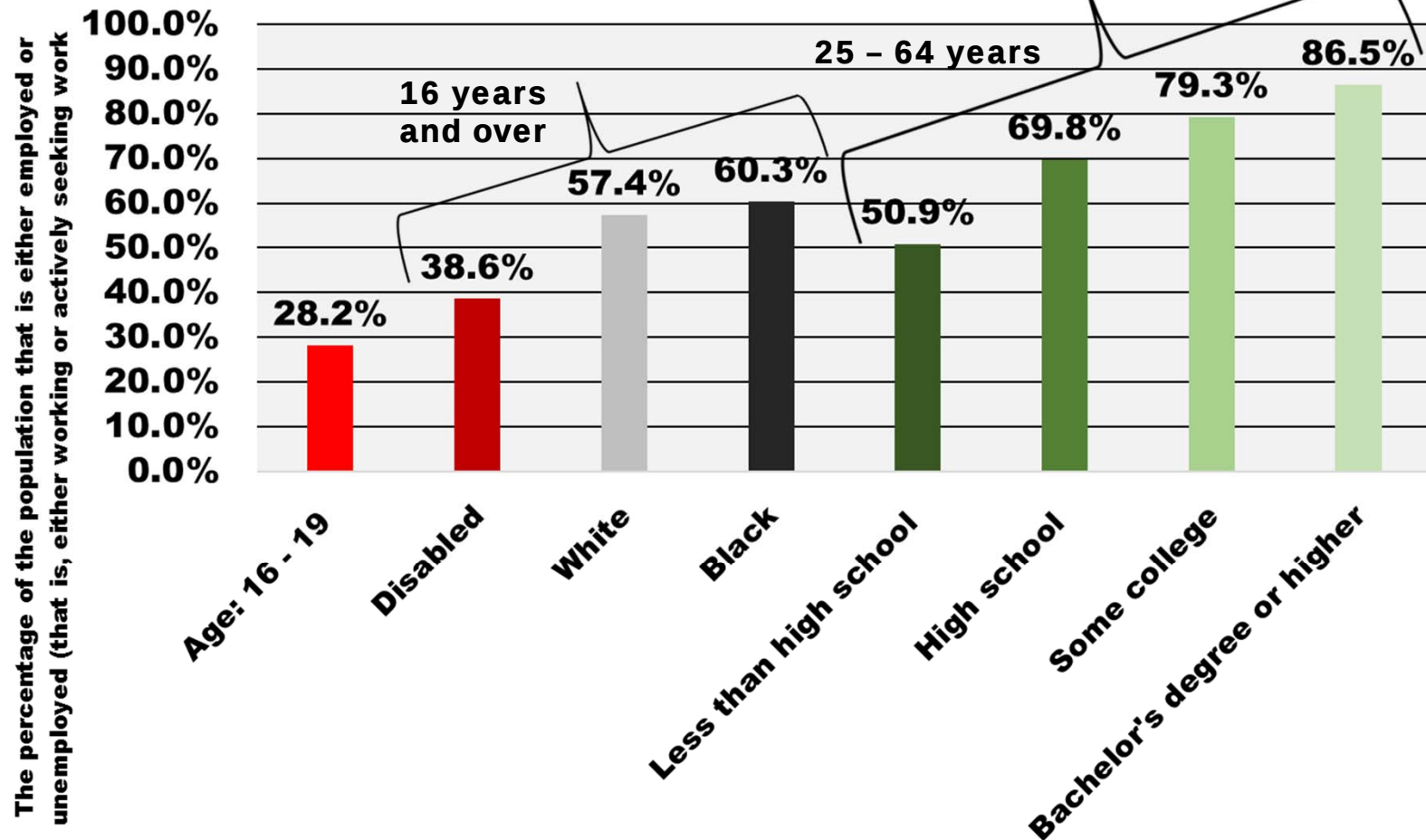
Source: BLS Local Area Unemployment Statistics, BLS QCEW State and County Map

Labor force participation rate (age 20-64) (2012 - 2016)



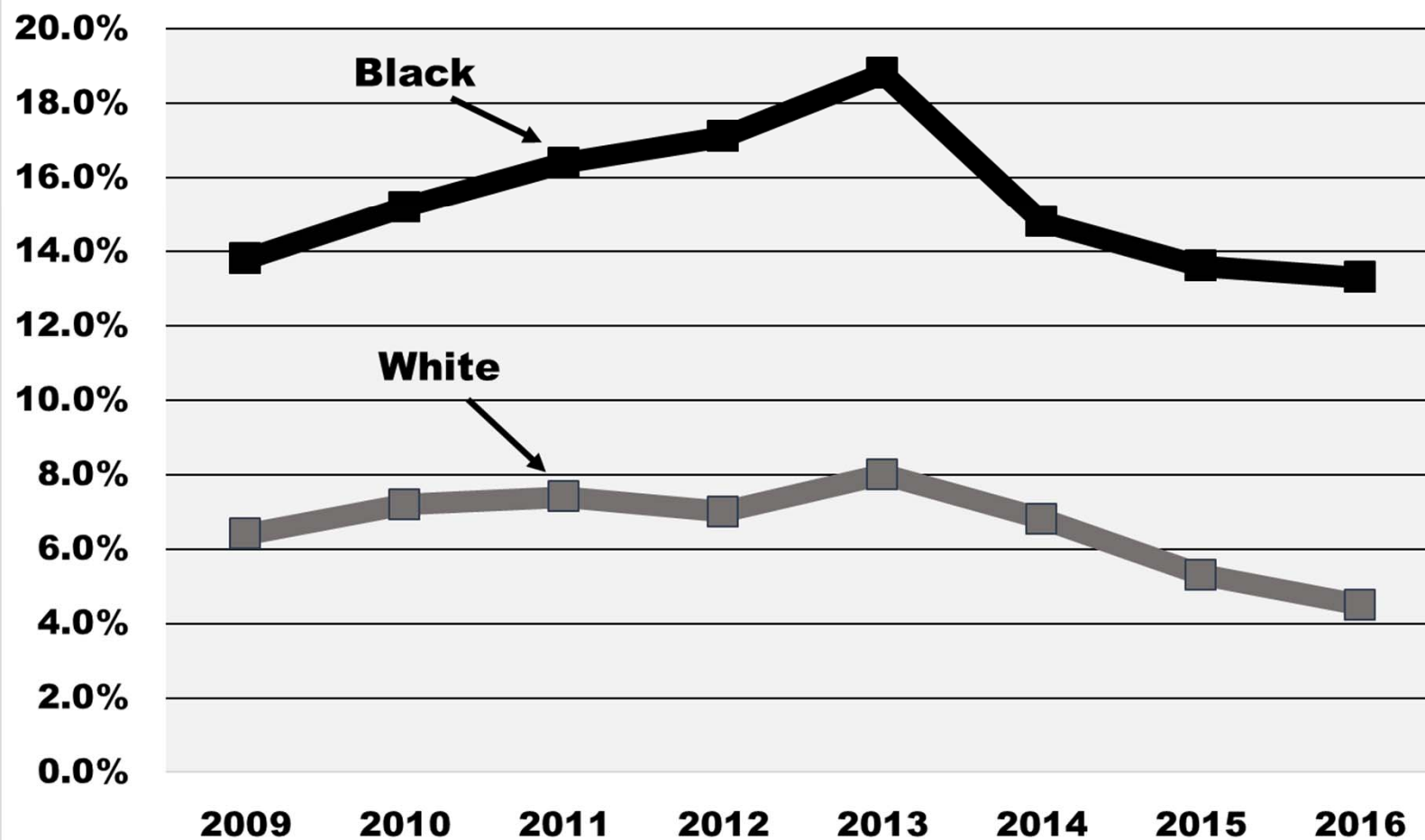
Source: US Census ACS 5-yr estimates 2012-2016 Table S2301

Lynchburg: Labor force participation rate (2012 - 2016)



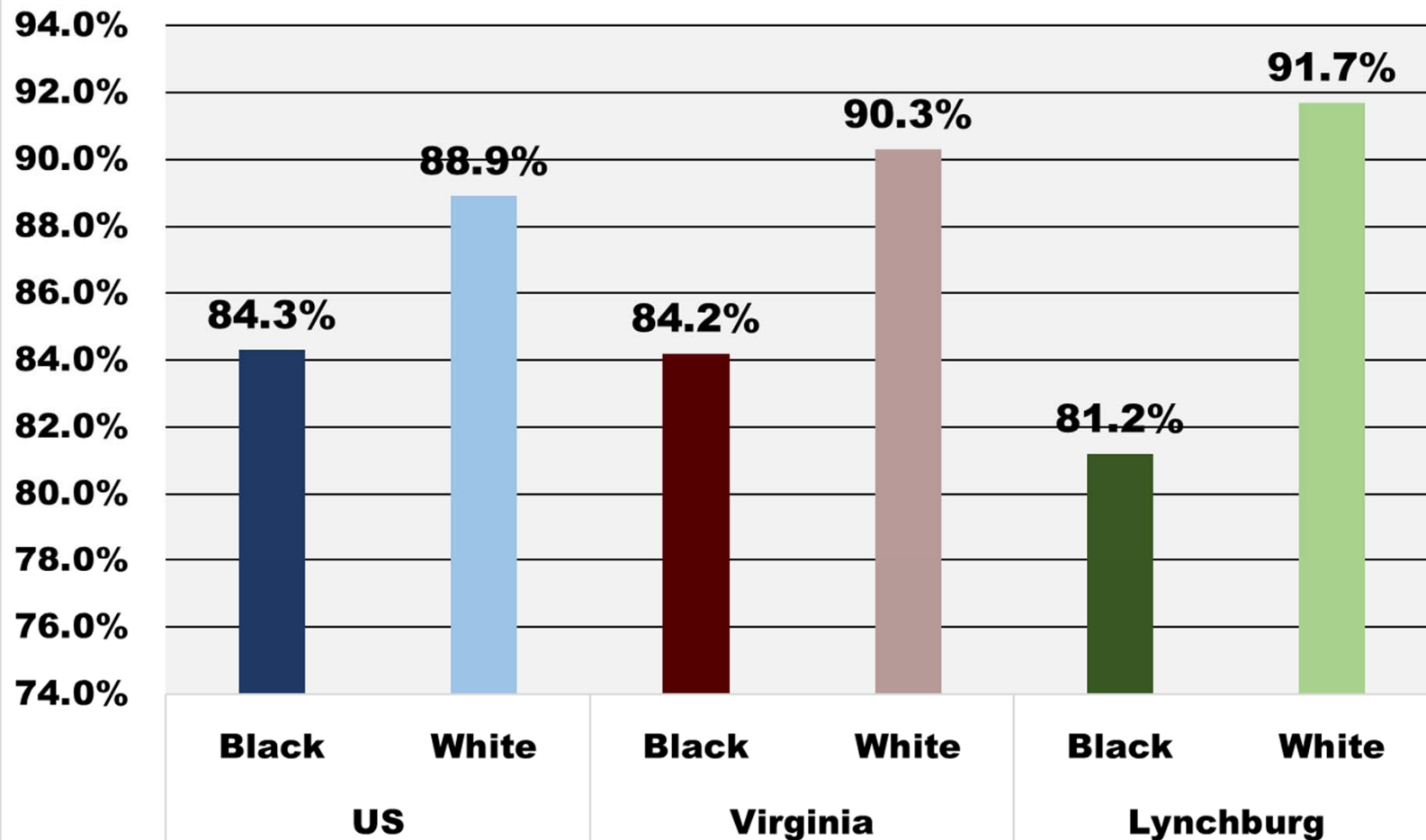
Source: US Census ACS 5-yr estimates 2012-2016 Table S2301

Lynchburg: unemployment rate by race (2009 - 2016)



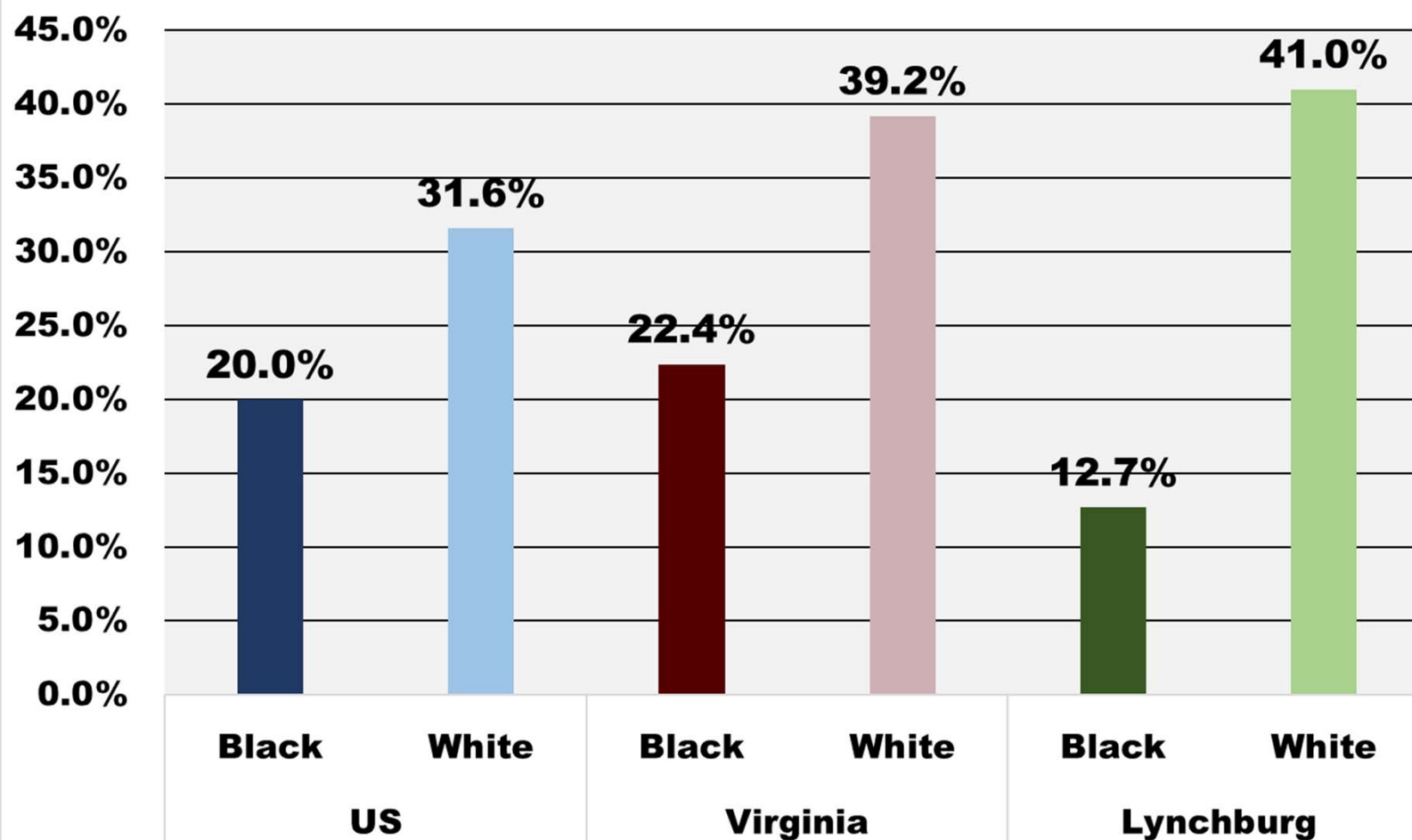
Source: US Census ACS 5-yr estimates 2012-2016 Table S2301

Percent high school graduate or higher (2012 - 2016)



Source: US Census 5 yr estimates 2012-2016 Table S1501

Percent bachelor's degree or higher (2012 - 2016)



Source: US Census 5 yr estimates 2012-2016 Table S1501

Poverty rates 2012 - 2016

	Overall	w/o College students	White	Black	Under 18	Under 5	Deep Poverty	Low Income
Lynchburg	24.3	19.9	18.6	35.8	32.9	34.8	12.4	44.9
Tract 1	5	4.1	3.2	21	7.6	30.3	1.5	23.0
Tract 2.01	8.6	7.0	7.6	44.8	6.9	17.1	4.4	13.4
Tract 2.02	24.5	26.2	11.5	47.9	38.8	12.2	13.6	52.1
Tract 2.03	56.2	39.6	50.7	73.3	60.4	0	32.8	69.4
Tract 3	16.4	11.7	13.3	20.4	14.7	36	8.4	48.8
Tract 4	24.7	21.1	14.9	29.1	37.7	41.9	6.3	59.5
Tract 5	24.2	22.6	22.8	35.6	6.7	0	13.6	45.3
Tract 6	32.9	31.7	9.9	39.7	35.7	56.9	19.9	63.7
Tract 7	41.9	41.9	34.8	48.7	68	31.9	20.9	63.6
Tract 8.01	30.1	28.0	29.4	29.4	42.1	14.7	14.5	57.4
Tract 8.02	20.6	14.6	15.9	36.5	12.8	25	6.2	46.2
Tract 9	27.3	16.2	24.4	34.2	23.5	34.2	17.1	45.4
Tract 10	15.9	14.7	12.4	29.9	22.3	4.3	3.8	38.3
Tract 11	31.8	30.5	38.3	29.8	39.8	60	11.7	67.9
Tract 14	48.7	30.0	54.6	22.9	0	0	34.3	51.6
Tract 16	40.5	30.7	38.3	41.4	56.8	60.1	20.7	49.8
Tract 17	11.8	4.6	11.9	6.4	0	0	8.4	23.1
Tract 18	12.3	6.6	12.2	15.4	0	0	5.8	30.9
Tract 19	32	30.1	27.8	35.3	62.1	63.7	16.7	68.1

Gini and median household income ranked by gini quartiles:						
First quartile	Gini	Median income		Third Quartile	Gini	Median income
Manassas Park	0.366	\$75,027		Franklin	0.462	\$38,333
Manassas	0.39	\$74,371		Winchester	0.462	\$46,466
Waynesboro	0.391	\$45,097		Roanoke	0.464	\$39,201
Fairfax	0.402	\$104,065		Falls Church	0.469	\$115,244
Chesapeake	0.405	\$69,978		Bristol	0.469	\$35,801
Poquoson	0.407	\$84,643		Harrisonburg	0.47	\$40,494
Virginia Beach	0.415	\$67,719		Fredericksburg	0.475	\$53,980
Colonial Heights	0.418	\$49,639		Petersburg	0.48	\$32,169
Portsmouth	0.425	\$47,050		Norton	0.485	\$26,000
AVG	0.402	\$68,621		Norfolk	0.485	\$45,268
				AVG	0.472	\$47,296
Second quartile	Gini	Median income		Fourth Quartile	Gini	Median income
Suffolk	0.427	\$65,435		Lynchburg	0.49	\$40,728
Hampton	0.429	\$49,890		Danville	0.493	\$33,721
Newport News	0.432	\$50,089		Charlottesville	0.513	\$50,727
Buena Vista	0.443	\$29,109		Martinsville	0.515	\$31,719
Salem	0.446	\$52,351		Lexington	0.519	\$34,464
Alexandria	0.446	\$89,200		Williamsburg	0.528	\$50,091
Hopewell	0.446	\$40,814		Galax	0.534	\$31,110
Covington	0.453	\$34,703		Emporia	0.537	\$27,169
Staunton	0.461	\$42,948		Richmond	0.543	\$41,187
AVG	0.443	\$50,504		Radford	0.562	\$31,457
				AVG	0.523	\$37,237



FROM POVERTY TO PROGRESS

Quarterly Report | January 23, 2018

Council Retreat



- Focus is the reduction of Lynchburg's poverty rate and an increase in median household Income
- Eliminated "50 households" mantra
- Carved out \$25,000 of the \$50,000 poverty reduction allocation for associated From Poverty to Progress workgroup action plans

A CONCEPTUAL APPROACH TO ADDRESS POVERTY IN LYNCHBURG

GOAL Facilitate moving, willing & able, hopeful and motivated persons **OUT OF POVERTY**



FROM POVERTY TO PROGRESS

- INTERVENTION
- PREVENTION
- COMMUNITY ENGAGEMENT

INTERVENTION



- Increased beds in Crisis Stabilization and Detox units.
- Nurse Practitioner hired in all Horizon locations
- Housing Navigator position open (LRHA)
- Re-Entry Council and From Poverty to Progress workgroup collaboration
- GLTC survey (report in April 2018)
- Collaborative database research (Dr. J. Salmon)

PREVENTION



- Supporting work of “Lynchburg Together”
- Enhancing Pre-K programs and promoting school literacy
- Awareness and expansion of summer feeding programs in partnership with City Schools and the Blue Ridge Area Food Bank
- SAMSHA grant to provide services to homeless youth and young adults (Horizon)

COMMUNITY ENGAGEMENT



- Community Conversation on Poverty
- Project to assist renters with housekeeping, cooking and laundry
- Discussion with United Way on 2-1-1 support
- Updating City web pages
- Dialogue with stakeholders
- Faith-based organization focus

Funding Allocation



- \$25,000 of the \$50,000 allocated by Council for the From Poverty to Progress Initiative
- Application handled through the Community Development Advisory Committee (CDAC)
- Available online
- \$5,000 maximum request
- Associated with the Action Items of the City's poverty initiative

Additional Information



- Community Access Network open
- Getting Ahead In a Just-Gettin'-By World classes scheduled for February 1, 2018
- Greater awareness in the community about poverty and willingness to help
- Workforce Navigators hired through TANF Grant

Poverty to Progress Workgroup Action Items



CHILDCARE

- Create a map to display childcare programs and locations to identify current areas of scarcity and development.
- Distribute surveys requesting input from local employers about their childcare concerns for employees, with an objective of gathering information about the challenges and barriers to employment in the community.

Poverty to Progress Workgroup Action Items



EDUCATION

Support the work of Lynchburg Together, a community group formed to support our City schools.

- Identify and connect community resources to the school division to create alternatives to suspension for identified students.
- Expand opportunities for Lynchburg's youth to be better connected to a significant other within their family and/or to become connected to a positive adult role model outside of the family who will help them create a plan for achieving success.
- Ensure that when needed parents/guardians are recipients of coordinated wrap-around services that promote a family's economic, social, educational, and mental health needs.
- Utilize community/college/faith-based assets in Lynchburg to create an informed tutor and mentor program for our students throughout their K-12 continuum. Work with schools/colleges/community groups to train volunteers/tutors/mentors and embed them with teachers to participate in each child's success plan. Identify all available resources/programs and ensure that they coordinated.

Poverty to Progress Workgroup Action Items



EDUCATION

Improve kindergarten readiness by increasing access to quality Pre-K programs and promoting preschool literacy

- Create directory of Pre-K programs in Lynchburg, including cost, the number of openings, program features, quality metrics
- Partner with Reach Out and Read to achieve full, robust city-wide participation in this evidence-based program that promotes reading to preschoolers.
- Think creatively about broad alternatives to city-funded preschool, including lobbying State Legislature for funding to support universal Pre-K. Identify and connect community resources to the school division to create alternatives to suspension for identified students.

Poverty to Progress Workgroup Action Items



FOOD DISPARITY

- Community support and outreach for the Oasis Project.
- Volunteer recruitment and organizational collaboration to strengthen food security for the elderly.
- Increasing awareness of and expanding summer feeding programs through partnerships with Lynchburg City Schools (LCS) nutrition program and Blue Ridge Area Food Bank (BRAFB).

Poverty to Progress Workgroup Action Items



HEALTH & MENTAL HEALTH

- Improve access to services.
- More effective communication across all areas of the community about the needs and issues regarding health and mental health.

Poverty to Progress Workgroup Action Items



HOUSING

- Establish a Housing Navigator Position
 - Recommend that the position of Housing Navigator be established and housed at the Lynchburg Redevelopment and Housing Authority.
 - Position would be responsible for working with clients to assist in understanding housing resources that are available.
 - Provide outreach to the community, landlords and other property owners.
 - Provide a one-stop shop for clients.
- Conduct a study to identify factors that impact housing needs specific to our community and, to reflect the current status of housing (rentals) market.
 - Data is critical to enhancing the understanding of what is happening in our community in regards to housing needs and identifying current resources and future needs.
 - Data elements to include in this study should be the following; income rent burden, quality of affordable housing, how economic development effects housing.
 - Engage the Virginia Housing & Development (VDHA) as possible fiscal agent.

Poverty to Progress Workgroup Action Items



LEGAL SYSTEM

- Increase public awareness of rights and resources to help individuals avoid entering the legal system.
- Assist inmates with re-entry.

Poverty to Progress Workgroup Action Items



POVERTY 101

- Increase community dialogue and education
- Directory of resources
- Research innovative programs and/or data collection

Poverty to Progress Workgroup Action Items



TRANSPORTATION

- Conduct surveys among the community concerning transportation issues.
- Develop collaborative databases to connect and coordinate existing services.
 - Link Up – an interactive database to assist in gathering information and connecting individuals to available resources
 - Move Up – a ridesharing app to be available community wide

Poverty to Progress Workgroup Action Items



WORKFORCE DEVELOPMENT

- Utilize and coordinate existing resources to a comprehensive "Employment Ready" training program.
 - Basic computer skills
 - Interviewing skills (including résumé development)
 - Basic financial literacy
 - "Employment Etiquette" (attendance, appearance, accountability)
- Establish "Second Chance" employment program.
 - Partnership development with employers and municipalities
 - Mentorship assignments

Glancing Back: November 2017 Retreat



- Clarifying Council Decisions
 - Change “From Poverty to Progress” to “Thriving City”
 - Change success measure from “Facilitate moving 50 households out poverty” to “decrease in poverty rate and increase the median household income” based on U.S. Census and American Community Survey.

Hybrid Solution to Branding “From Poverty to Progress”



Downtown 2040

Economic Development Work Plan

Poverty to Progress

Reimagining Community Centers

Next Steps



- Timeline for Action Item Implementation
- Strengthening the existing 211 Information System rather than creating a new structure and backbone
- Another meeting at Glass?



INTRODUCTION

Welcome to the City of Lynchburg's Poverty Reduction Funding Request Application associated with the From Poverty to Progress initiative. One of the major goals of the From Poverty to Progress initiative is to help families move out of poverty by providing assistance and guidance. This is a massive community undertaking and City Council realizes that it will take everyone's assistance to achieve. City Council members realize that this must be a community effort and cannot be achieved by government alone.

Therefore, City Council is accepting applications for financial assistance to From Poverty to Progress Workgroups. Applications will be reviewed and considered by the Community Development Advisory Committee (CDAC) according to the stated guidelines for the applications. Applications will be available beginning **Wednesday, January 10, and must be submitted prior to the deadline of Wednesday, January 31, at 5:00 p.m.** There may be more requests than funding availability; therefore, not all applicants will be awarded funding. Similarly, recommendations for funding may be for an award amount less than that requested by the applicant. CDAC will make recommendations to City Council. City Council will ultimately award the funds to the applicants.

This application provides the potential for financial assistance to support From Poverty to Progress addressing poverty/community development needs. As workgroups develop innovative projects that reflect the actions that can be taken to move someone out of poverty, this program may provide financial support. As each workgroup prepares its application, they are strongly encouraged to engage all members of the workgroup.

Current Funding Levels

The City of Lynchburg has \$25,000 available to award to workgroups to assist in meeting the action plans of the From Poverty to Progress Initiative.

Application Submittal Overview

Eligible Applicants/Criteria for From Poverty to Progress Initiative Funds – Fiscal Year 2018

1. Workgroups within the From Poverty to Progress initiative
2. No grant award will exceed \$5,000
3. Grant funding must be spent within 12-months of award by City
4. City of Lynchburg will serve as Fiscal Agent and provide project administration

Application Process:

Applications should be limited to five (5) pages, typed and page numbered (example: Page 1 of 7).

All applications must be received by the City's Grants Administration Office no later than 5:00 PM on Wednesday, January 31, 2018.

IF AT ANYTIME DURING THE COMPILATION AND PREPARATION OF THE GRANT APPLICATION ANYONE HAS QUESTIONS REGARDING THE CONTENTS AND/OR REQUIREMENTS ON THIS APPLICATION, PLEASE CONTACT JOHN HUGHES, IV, ASSISTANT CITY MANAGER, AT (434) 455-3986 OR MELVA WALKER, GRANTS MANAGER, AT (434) 455-3916 OR EMAIL AT: john.hughes@lynchburgva.gov OR melva.walker@lynchburgva.gov

Mailing Address

City of Lynchburg
Grants Administration Office
ATTN: Grants Manager
900 Church Street
Lynchburg, VA 24504

Office Location

City Hall
900 Church Street
City Hall, Community Development Department
Second Floor
Lynchburg, VA 24504
434-455-3913

E-Mail

john.hughes@lynchburgva.gov

melva.walker@lynchburgva.gov

I. APPLICANT INFORMATION

1. **Amount of Funds Requested:** \$ _____

2. **Workgroup Information:**

Check the designated workgroup associated with your project

☐ Child Care ☐ Education ☐ Food Disparity ☐ Health & Mental Health ☐ Housing ☐ Legal
☐ Poverty 101 ☐ Transportation ☐ Workforce Development

Facilitator/Representative Name: _____

Identified Action Item: _____

Project Name: _____

Project Contact Person: _____

Mailing Address: _____

Phone: _____ **Email:** _____

Name of Application Preparer: _____

II. PROJECT INFORMATION

Project/Program Name: _____

Total Project/Program Cost: _____

Amount of Funding Requested: _____

Provide a concise description of proposed project or program for which you are requesting From Poverty to Progress Initiative funds. Include the clients to be served and how services will be provided as a result of this funding.

1. What is the expected outcome to be achieved with receipt of these funds?

2. What will be the measure of success?

3. What activities will need to take place to achieve goal/success?

4. What is the proposed timeline to complete the project?

5. List all participants who will be involved with the project and their tasks.
6. Are any other organizations or individuals addressing this action item in the Lynchburg community?

IV. BUDGET ITEMS

Complete the table below for the project/initiative for which you are requesting funds.

Cost Elements	Cost (\$)	Quantity/Unit of Measure	Subtotal (\$)
Total			

V. INDIVIDUAL/ORGANIZATIONAL CAPACITY
--

Provide the name and title of the individual(s) responsible for the oversight and management of this project/program.

Representative Signature

Date