FINANCE COMMITTEE

City Council Committee

Tuesday, September 23, 2025 | 3:00 PM
2nd Floor Training Room- City Hall
900 Church Street
Lynchburg, VA 24504

AGENDA

I. Welcome *Councilmember Marty Misjuns, Chair*

II. General Business

II.1. Submittal of the Fiscal Year 2025 (Program Year 2024) Consolidated Annual Performance Report (CAPER) for the Community Development Block Grant (CDBG) and HOME Program

II.2. FY 2025 Fourth Quarter and FY 2026 First Quarter Adjustments

II.3. Opioid Abatement Authority Direct Distribution Appropriation and VDSS State Funds Appropriation

II.4. FY 2026 VA Department of Criminal Justice Services (DCJS) Operation Ceasefire Grant

II.5. FY 2026 Office of First Responder Wellness Grant Program

II.6. FY 2026 Virginia Department of Emergency Management (VDEM) Next Generation E9-1-1 PSAP Grant

II.7. Performance-based monetary bonuses to Benefit Programs Specialists

II.8. Funding request of $25,000 for the Central Virginia Alliance for Community Living (CVACL)

III. Other Information

III.9. FY 2026 General Fund Reserve for Contingencies Update

III.10. Monthly Revenue Collections Update

IV. Roll Call

V. Next Regular Meeting

V.11. The next Finance Committee meeting is Tuesday, October 28, 2025 at 3 p.m.

Finance Committee
Agenda Item II.1.
Action

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
September 23, 2025	Melva Walker, Grants Manager

AGENDA ITEM # II.1

Submittal of the Fiscal Year 2025 (Program Year 2024) Consolidated Annual Performance Report (CAPER) for the Community Development Block Grant (CDBG) and HOME Program

RECOMMENDATION

This item will appear for a City Council vote on the September 23, 2025, Public Hearing agenda. Approval of the Program Year 2024 (PY 2024) Fiscal Year 2025 (FY 2025) Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) and HOME Program.

SUMMARY

The U.S. Department of Housing and Urban Development (HUD) requires each jurisdiction receiving HUD-administered grants (CDBG and HOME Program) to draft a CAPER and submit it for public review and comment. The CAPER describes the City's progress towards the housing and community development goals established within the 2020-2024 Consolidated Plan and the PY 2024 (FY 2025) Annual Action Plan. This CAPER is for the period of July 1, 2024 through June 30, 2025. With the City Council's approval, the CAPER, including a summary of any public comments, will be submitted to the HUD Richmond Field Office for review to meet compliance regulations for the CDBG and HOME Program. A public notice for the public comment period and public hearing was published in *The News and Advance* on September 5, 2025.

PRIOR ACTION(S)

February 11, 2020: City Council approved the Community Development Block Grant (CDBG) and HOME Program Housing and Non-housing Goals for the Five-year 2020-2024 Consolidated Plan
June 23, 2020: City Council approved the Five-year 2020-2024 Consolidated Plan
July 9, 2024: City Council approved the Program Year 2024 (FY 2025) Annual Action Plan

FISCAL IMPACT

N/A

CONTACT(S)

Melva Walker, Grants Manager

ATTACHMENT(S)

1. Resolution

2. Presentation
3. CAPER PY24FY25

REVIEWED BY

______________________________ Date: September 09, 2025
William Martin, Community Development Director

______________________________ Date: September 11, 2025
Kent White, Assistant City Manager

RESOLUTION:

BE IT RESOLVED that City Council approves the submission of the attached draft Program Year 2024 (FY 2025) Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD) in its final format into HUD's Integrated Disbursement Information System (IDIS).

Adopted:

Certified: ______________________________
Clerk of Council

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM

FISCAL YEAR (FY) 2025 – PROGRAM YEAR (PY) 2024
JULY 1, 2024 – JUNE 30, 2025

September 23, 2025

PURPOSE & ACTION

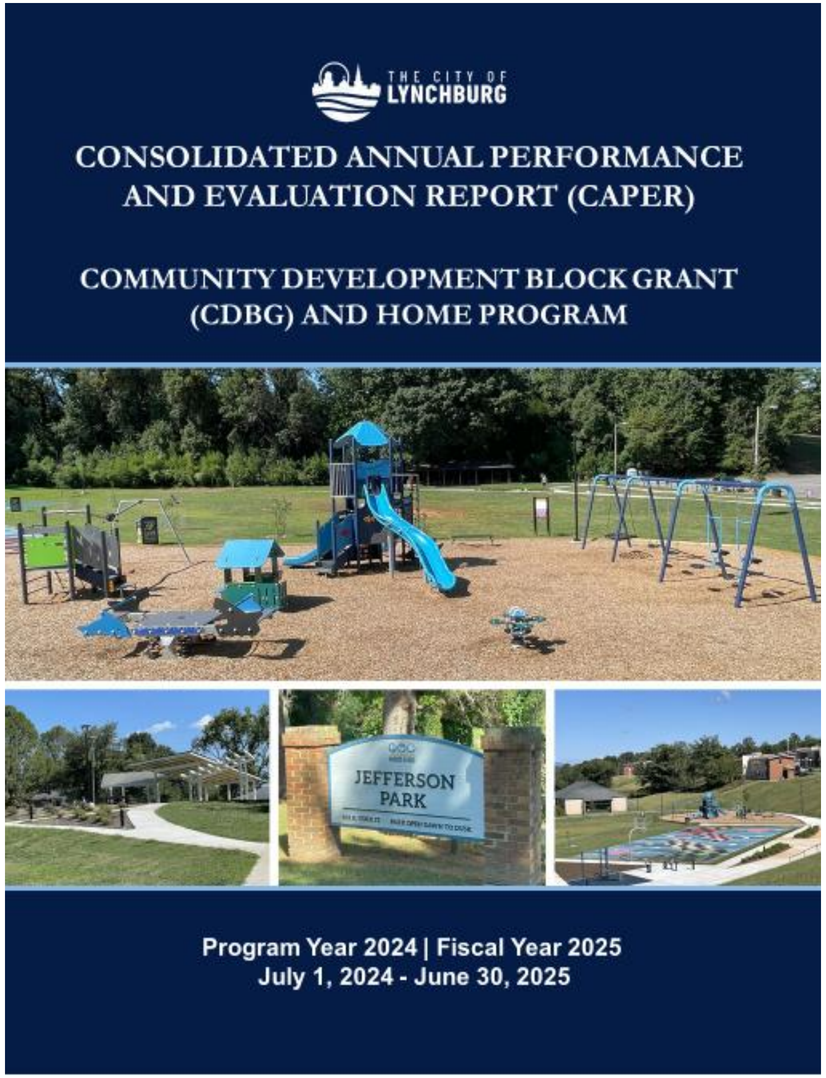
Purpose:

The Consolidated Annual Performance and Evaluation Report (CAPER) provides the accomplishments that have been made by the various Subrecipients and City departments for the Community Development Block Grant (CDBG); HOME Program; and Community Development Block Grant Coronavirus Aid, Relief and Economic Security Act (CARES Act) (CDBG-CV) funds that have been expended in Program Year 2024/ Fiscal Year 2025.

Why:

The City's Citizen Participation Plan for the CDBG and HOME Program requires a public hearing be conducted by City Council for approval of the CAPER.

THE CITY OF LYNCHBURG



EXPECTED ACTION

- The Public Comment Period began on September 5th and will conclude at the City Council Public Hearing.

- A Public Hearing will be conducted on September 23rd and a final approval of the CAPER by City Council will be completed for submittal to HUD.

THE CITY OF LYNCHBURG

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM

Program Year 2024 | Fiscal Year 2025
July 1, 2024 - June 30, 2025

DRAFT

Executive Summary

The City receives formula grants from the U.S. Department of Housing and Urban Development("HUD") for housing and community development activities, specifically the Community Development Block Grant (CDBG) and HOME Program. Federal law requires that the CDBG and HOME Program grant funds primarily benefit low-and moderate-income persons in accordance with the following HUD goals:

Provide a suitable living environment
This includes improving the safety and livability of neighborhoods; increasing access to quality facilities and services; reducing the isolation of income groups within areas by de-concentrating housing opportunities and revitalizing deteriorating neighborhoods; restoring and preserving natural and physical features of special value for historic, architectural, or aesthetic reasons; and conserving energy resources.

Provide decent housing
Included within this broad goal are the following: assist homeless persons in obtaining affordable housing; retain the affordable housing stock; increase the availability of permanent housing that is affordable to low- and moderate-income Americans; and increase supportive housing that includes structural features and services to enable persons with special needs to live with dignity.

Expand economic opportunities
These goals encompass creating jobs accessible to low- and very low-income persons; providing access to credit for community development that promotes long-term economic and social viability; and empowering low-income persons in federally assisted and public housing to achieve self- sufficiency.

The City is required by law every five years to prepare a Consolidated Plan to receive federal funds from HUD. The Consolidated Plan combines in one report important information about Lynchburg's demographics and economic activity as well as detailed information on the housing and job needs of its residents. The Plan also includes comments from the public received during public hearings, stakeholder meetings and in writing.

As a recipient of federal funds from HUD, the City is required to publish an annual performance report, Consolidated Annual Performance and Evaluation Report (CAPER), detailing activities that took place during the most recent program year. The purpose of this report is to measure Lynchburg's success in meeting the priority needs, goals, and strategies described in Lynchburg's 2020-2024 Five-Year Consolidated Plan.

This report covers the Fiscal Year (FY) 2025/Program Year (PY) 2024 Annual Action Plan and is for the period from July 1, 2024 through June 30, 2025. * The CAPER is presented in a format that is prescribed by HUD. Data and narratives are entered into a federal database system called the Integrated Disbursement and Information System (IDIS) and the CAPER report is then downloaded into a Word format. The CAPER template in IDIS has a series of prescribed questions that align with the CDBG and

HOME Program Consolidated Plan program regulations. The report you are reviewing is the result of that data entry process and is the prescribed and recommended format by HUD.

Citizen Participation

HUD requires the City to provide the public an opportunity for input. The City will provide an opportunity to comment on the CAPER at a public hearing scheduled before City Council on September 23, 2025 at 7:00 p.m. in the City Council Chambers at City Hall, 900 Church Street, Lynchburg, Virginia. Copies of the draft CAPER is available for public review at the following locations:

- Grants Administration Office, City Hall, Second Floor, 900 Church Street, Lynchburg, Virginia 24504;
- Lynchburg Public Library, 2311 Memorial Avenue, Lynchburg, Virginia;
- Downtown Branch Library, 216 12th Street (former Visitor Center) Lynchburg, VA; and City website at http://www.lynchburgva.gov/grants-administration

For More Information

Contact the Grants Administration Office with any questions about this report or the funded programs/activities.

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*** Fiscal Year (FY) 2025 and/or Program Year (PY) 2024 refer to the City's fiscal year and HUD's program year of July 1, 2024 through June 30, 2025. Fiscal Year (FY) 2024 and/or Program Year (PY) 2023 refer to the City's fiscal year and HUD's program year of July 1, 2023 through June 30, 2024. Fiscal Year (FY) 2023 and/or Program Year (PY) 2022 refer to the City's fiscal year and HUD's program year of July 1, 2022 through June 30, 2023. Fiscal Year (FY) 2022 and/or Program Year (PY) 2021 refer to the City's fiscal year and HUD's program year of July 1, 2021 through June 30, 2022. Fiscal Year (FY) 2021 and/or Program Year (PY) 2020 refer to the City's fiscal year and HUD's program year of July 1, 2020 through June 30, 2021. These references are made throughout the CAPER for Program Years (PY) 2023, 2022, 2021, and 2020, which are the Program Years within the 2020-2024 Five-Year Consolidated Plan.**

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

The primary objective of the CDBG and HOME Program is to continue to develop viable urban communities through decent housing, suitable living environments and expanded economic opportunities for low- and moderate-income persons; the City supports assisting individuals with disabilities, substance abuse or addiction, persons with AIDS, persons that are homeless, and elderly persons.

Within the City's Five-Year Consolidated Plan and Program Year (PY) 2024 Annual Action Plan, the City committed to the overarching goal of undertaking activities that would result in substantial public benefit through the revitalization of depressed areas and in assistance to low and moderate-income residents. These are the central City neighborhoods that surround the downtown business district and are the six contiguous census tracts that comprise the CDBG target area: Census Tracts 4, 5, 6, 7, 11, and 19. Population, demographics, and surveys of the target areas show that these neighborhoods have the highest degree of housing need and are where many of the City's very low and low-to- moderate-income persons reside.

CDBG and HOME funds were allocated City-wide providing persons and/or households with assistance who met the eligibility criteria of the applicable program. These funds were allocated to projects and activities classified as housing (homeownership [down payment assistance],homeownership development, rental housing development and rehabilitation), public facilities improvements (infrastructure), and public services (community and homeless service organizations). The project accomplishments, as well as an analysis of expenditures, are provided throughout the Consolidated Annual Performance and Evaluation Report (CAPER).

In Program Year 2019, CDBG-CV funds were allocated to City departments and local non-profits to prevent, prepare for, and respond to COVID-19. The project accomplishments and expenditures for Program Year 2024 are provided within the CAPER.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals

Table 1-Accomplishments-Program Year & Strategic Plan to Date

GOAL	CATEGORY	SOURCE/AMOUNT FUNDING TOTALS FOR THE 2020-2024 Five-Year Consolidated Plan	INDICATOR	UNIT OF MEASURE	EXPECTED 2020-2024	EXPECTED PROGRAM YEAR 2024	ACTUAL PROGRAM YEAR 2024
Increase permanent affordable housing (rental market)	Affordable Housing	HOME: $413,140	Rental units constructed	Household Housing Unit	48	31	31
Increase the Number of Owner-Occupied Units	Affordable Housing	HOME: $413,140	Direct Financial Assistance	Households Assisted	26	10	6
Rehabilitation of Substandard Housing Units	Affordable Housing	HOME: $413,140	Housing Rehabilitation	Household Housing Unit	0	0	1
Improve the City's Public Facilities	Non-Housing Community Development	CDBG: $110,000	Public Facilities Improvement	Public Facilities Improvements	5	1	1
Promote Public Service Activities	Non-homeless Special Needs	CDBG: $42,230	Public service activities other than Low/Moderate Income Housing Benefit	Persons assisted	50	50	47
Promote Public Service Activities	Homeless	CDBG: $65,000	Homelessness Prevention	Persons assisted	900	5,000	2,637
Promote Public Service Activities	Homeless	CDBG: $42,000	Homeless Housing and Services	Persons assisted	45	45	105

***See Narrative regarding accomplishments on pages 5 through 9 and goals not achieved.**

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

This section of the CAPER examines the similarities and differences in the proposed and actual accomplishments of the goals identified in Table 1 within the 2020-2024 Five-Year Consolidated Plan for the Community Development Block Grant (CDBG) and HOME Program. These goals helped to form the priorities identified in the City's Fiscal Year (FY) 2024 Consolidated Annual Action Plan and the strategies to be used or implemented in order to achieve the stated goals. To provide this comparison, City staff has narrated the actual achievements for each program/activity in which funds were expended during the Program Year (PY) 2024/Fiscal Year (FY) 2025, which is the fourth reporting period of the 2020-2024 Five-Year Consolidated Plan.

The Goals within the 2020-2024 Five-Year Consolidated Plan and PY 2024 Annual Action Plan included: increasing the number of owner-occupied housing units; rehabilitation of substandard housing units; improve the City's Infrastructure; improve the City's public facilities; increase permanent affordable housing in the rental market; providing homeless services; and promoting public service activities. Below is an assessment of the use of funds for PY 2023 and the projects underway or completed from prior years' allocations.

Planning and Administration: There was $137,537 in CDBG funds allocated for Planning and Administration for PY 2024, and $152,708.25 was expended with PY 2024 and prior year funding for the administration of the CDBG program. Within the HOME Program, there was $30,000 allocated for administration and $63,354 was expended with PY 2024 and prior year funding. Staff continues to utilize these funds for administration and oversight of the CDBG and HOME Programs.

There was $23,000 in CDBG funds allocated to the Dearington Neighborhood Plan in PY 2019. The funding provided City staff the opportunity to develop a neighborhood plan to address vacant housing and vacant lots, historic landfills, park programming and development, infrastructure needs, and other neighborhood needs as identified in the planning process. This funding was leveraged with other City funding and grants to complete a comprehensive neighborhood plan. The Plan has been completed and a total of $23,000 has been expended for this activity. The Jefferson Park Improvements Project is a project that is included in this plan. In addition, Lynchburg Redevelopment and Housing Authority (LRHA) has completed the strategic plan for the redevelopment of the public housing Dearington Apartments.

In PY 2022, there was $5,879 in CDBG funds allocated to assist with the development of the Diamond Hill Neighborhood Plan. The Diamond Hill Neighborhood Plan was adopted into the City Comprehensive Plan on December 10, 2024. City staff engaged neighborhood stakeholders in the development of the plan -- through workshops, meetings, and events -- for eighteen months. The resulting plan envisions a future for Diamond Hill as an identifiable, serviced, diverse, and connected geographic neighborhood. The plan's recommendations build upon recent public investments in the neighborhood and seek to celebrate the unique neighborhood character while also recognizing areas for improvement. There was $2,750 of CDBG funds expended to complete the Plan in Program Year 2024.

LRHA maintains a CDBG Property Inventory that includes properties acquired with the use of CDBG funds. During PY 2024 there were no properties acquired and none disposed. There are three (3) properties remaining on the CDBG Property Inventory. LRHA staff continues to monitor the disposition of these properties.

Improve the City's Infrastructure: The City has committed CDBG and Capital Improvement funds to a variety of public infrastructure projects in the targeted neighborhood areas and is recognizing considerable private development interest as a result.

The Diamond Hill Neighborhood Plan builds upon recent public investments in the neighborhood – Diamond Hill Neighborhood Center Renewal Project (Fiscal Year 2019), Strong Neighborhood Alliance project (Fiscal Year 2022), and Grace Street Retaining Wall Project (Fiscal Year 2022) – and seeks to celebrate the unique neighborhood character while also recognizing areas for improvement. There were CDBG funds allocated for the Diamond Hill Improvement Project on Pierce Street within the Diamond Hill Neighborhood. This project is being completed in conjunction with the City's combined sewer overflow project on Pierce Street. Once the overflow project has been completed, the CDBG funds allocated for the Diamond Hill Improvement project will provide for the installation of pedestrian and landscaping improvements on Pierce Street. There was $3,937 expended in CDBG funds for the design of these improvements in PY 2024.

The Water Resources Department operates the Combined Sewer Overflow ("CSO") Program, the largest of all the City's capital improvement programs. This program reduces the volume and frequency of overflows from the City's combined sewer system. Thus far, the Program has spent $48 million of local funding (provided by sewer fees); $171 million in State funding (VCWRLF loans); $96 million in federal and state grants; and $19 million in American Recovery and Reinvestment Act (ARRA) stimulus funding. Based on the approved Long-Term Control Plan it is estimated that the remaining cost to complete the program is approximately $91 million. City of Lynchburg has been awarded two grants totaling $50 million from the American Rescue Plan (ARPA) to be used for the CSO Program. Although the Consent Special Order does not specify a completion date, Lynchburg's CSO Program could be complete as soon as December, 2029. Actual completion date will be largely dependent on available funding and project schedules.

Other notable Water Resources Department projects that is currently under construction or construction beginning in FY 2026 are the following: 1) Blackwater CSO Tunnel, $104 million 2) Water Service Line Lead and Copper Inventory and Replacement - $11.4M 3) Downtown Area Business Improvements Phase IV - $6.9 million, 4) Richland Hills Sewer Extension - $10.9 million 5) Water Resource Recovery Facility Sludge Holding Tank - $6.1 million 5) College Park Stormwater Improvements - $3.0 million.

Improve the City's Public Facilities: The City has committed CDBG funds to improving and enhancing public facilities in the neighborhoods and city-wide.

In PY 2024 there was $478,105 of CDBG funds allocated for the Diamond Hill Neighborhood Plan – Phase 1 Improvements project (Diamond Hill Schoolyard). The Dunbar Community Schoolyard project is a common-sense and cost-effective solution to increasing access to park space in the neighborhood. A community schoolyard is a safe, green, and inviting campus, open to the public after school and on weekends. By establishing Dunbar campus as a community schoolyard, the shared public space is transformed into a positive place for youth, families, and neighbors. The addition of Dunbar campus as a community schoolyard would result in access to park space within a 10-minute walk of 75% of Diamond Hill Neighborhood residences. The CDBG funds will be used to increase the community park space and improve the school campus by creating safe pedestrian walkways, incorporating seating, investing in low-maintenance landscaping, and enhancing recreational opportunities. In PY 2024 there was $16,374 expended on design for this project.

In PY 2021, there was $512,607 allocated for the Jefferson Park Revitalization Improvements project. During PY 2021, the design for Phase I of the park improvements was completed. Phase I focused on the southeast side of the park, the part that is most accessible to the neighborhood, and included improvements that will have an immediate impact. Design included a new basketball court, stair improvements to the old amphitheater, a small loop trail in the park, neighborhood "patio" with a pavilion on the former tennis court, park lighting, and the required stormwater management. Additionally, a new basketball court with a community-chosen mural on the surface was installed.

During PY 2023, the design for the Court Plaza construction project was completed, sent out to bid, and a contractor was chosen. The following items are planned to be completed: plaza improvements to include shelter, minor furnishings, fencing and lighting; walkway improvements to and around the plaza, main park improvements to include a walking path around the perimeter of the park area, landscaping, stormwater measures, and some lighting; and improvements including new stairs and rails to the amphitheater seating area and cleanup and repair of that space. Construction on the project began in Spring 2024 and was completed in Spring 2025. There was $562,395 expended for this activity in PY 2024.

In PY 2022 the City expended $1,450,693 of CDBG Section 108 loan proceeds for the acquisition of 3413 and 3415 Odd Fellows Road. This City project consisted of land acquisition, design and construction of a modern, state of the art building to meet the current and future law enforcement needs for the City. The main building is three stories tall and is 93,991 square feet in area. The scope of work included the entire site development – stormwater, utility infrastructure, site grading, parking facilities (including a separate rolling asset building), site security, lighting, landscaping, and building construction – foundation and structure to the roof including all systems and finishes necessary to operate the building as a Police Department. The project was completed in February 2025. The Police Department employees have occupied the building and it is now operational. The total project costs were approximately $50 million.

Increase permanent affordable housing in the rental market: The City recognizes the need to increase the availability of affordable housing for renters, especially housing that meets the varied needs of the City's lower-income population. The City continues to support and partner with housing and public service providers to meet the needs of low-to-moderate income persons, homeless persons and families, and persons with disabilities or other special needs.

Rush Homes received $95,000 of PY 2018, $70,000 of PY 2019, $413,140 of PY 2020, $150,000 of PY 2021, and $200,000 of PY 2022 of HOME Program funds for its Community Housing Development Organization (CHDO) rental housing project. Florida Terrace was a new construction, affordable multifamily housing development. The subject property is located at 2117 Florida Avenue directly off of the Campbell Avenue corridor. The construction of this project was completed in Program Year 2023; however, the leasing of the 11 HOME units were completed in Program Year 2024. There are three (3) "low" income and eight (8) "high" HOME units. This project provides 31 additional housing units for special needs persons and low income. In addition, the Florida Terrace Apartments project, located in Census Tract 19, greatly improved the sustainability and appearance of the neighborhood. This project is not only an asset to the neighborhood and the persons it will serve but was an excellent public/private partnership that will benefit the community for many years to come.

The project provides housing and an independent lifestyle for people with disabilities in an accessible residential portion of the City. Affordable housing in urban areas remains a challenge in Central Virginia, especially so for disabled citizens, and the housing units within this project provide updated housing options for City residents in a relatively commercial portion of the City.

Increase the number of owner-occupied units: To the degree that predominance of rental units in a neighborhood is seen as destabilizing, the City wants to provide incentives for qualified persons and low- and moderate-income to consider the benefits of homeownership, especially if it is more cost-effective than renting and if it builds wealth for the individual household. Several programs are supported by the City that incorporates these elements.

Funding for the Greater Lynchburg Habitat for Humanity's (GLHFH) Knott Street Development project subsidized the development costs for nine (9) parcels and homes, all of which will be sold to income-eligible families. There was $270,000 allocated of PY 2020, $208,425 of PY 2021, and $152,865 of PY 2022 HOME Program funds for this project. The development for this project has been completed and included the costs for building the streets, sidewalks, waterline and sewer connections, clearing of trees and other required appurtenances. All of the HOME funds allocated for this project have been expended. Habitat for Humanity began construction of the housing units within this development in PY 2023. In Program Year 2025 there will be $10,000 of HOME Program funds provided to GLHFH to assist with the construction of four (4) of the remaining housing units within this development.

The City increased the number of owner-occupied units by six (6) during PY 2024. The City's partnership with GLHFH provided Homebuyer Homeownership for three (3) units through its Down Payment Assistance project to eligible clients for the purchase of homes constructed at 1511, 1517, and 1519 Knott Street. In PY 2024, $114,304 in HOME Program funds allocated to GLHFH for down payment assistance. During this reporting period, GLHFH expended $57,968 for down payment assistance to the homebuyers. The City's partnership with Lynchburg Community Action Group (Lyn-CAG) provided Homebuyer Homeownership for three (3) units through its First Time Homebuyer Down Payment Assistance project to eligible clients for the purchase of homes at 1 Powhatan Street, 1943 Cleveland Avenue, and 314 Bay Street. In PY 2024, there were $89,304 in HOME Program funds allocated to Lyn-CAG for down payment assistance. During this reporting period, Lyn-CAG expended $34,529 for down payment assistance to the homebuyers.

Lynchburg Redevelopment and Housing Authority (LRHA) has acquired the property at 302 Smyth Street to construct a new affordable housing unit. During Program Year 2024 the environmental review record was completed. LRHA plans to construct the new housing unit in Program Year 2025 with HOME Program funds and other financial resources.

Rehabilitate substandard housing units: To achieve the objective of making all housing units safe, decent, and affordable it is necessary to extend assistance to private property owners, particularly low and moderate-income homeowners. This goal also provides the opportunity for the homeowners to have their homes rehabilitated and retain ownership. The City is accomplishing this goal by investing in existing housing stock through renovations and rehabilitation of properties in the target neighborhoods. As a direct result of these improvements, the neighborhoods retain and attract residents thereby positively affecting the stability of the neighborhood and increasing property values. Specific housing characteristics of the target area support the need for rehabilitation and revitalization.

In PY 2022 Lynchburg Redevelopment and Housing Authority (LRHA) was allocated $100,000 in CDBG funds for the LRHA Enhance and Preserve (LEAP) Revitalization Project. This project addresses neighborhood properties in need of renovation and/or rehabilitation to provide affordable housing within the neighborhood. During PY 2023, LRHA acquired the property at 1704 2nd Street for $100,000. The housing unit on this property has been rehabilitated and is rented to a low-to-moderate income household.

During this reporting period, there was one (1) rental unit rehabilitated by private landlords through the Rental Rehabilitation Program at LRHA. The property was located at 212 Amherst Street. In Program Year 2024, $4,411 of CDBG funds were expended for the rental rehabilitation of this property. The landlord successfully rehabilitated the unit at a total cost of $8,823, and the housing unit on this property is now occupied by an eligible, low-to-moderate income household.

Promote Public Service Activities: The Scoutreach program is a partnership between the Boy Scouts of America and Lynchburg Parks and Recreation Department. This program provides programming at the City Neighborhood Centers to offer an opportunity for school-age youth to broaden their experiences inside and beyond the neighborhood setting. The Scouting groups operated at two centers: Yoder and Fairview Heights. The Scoutreach program was allocated $19,160 of PY 2023 CDBG funds. In PY 2024, 47 youth have been served and $5,374 was expended.

Provide Homeless Services: The Coordinated Homeless Intake and Assessment (CHIA) project was allocated $65,000 in Program Year 2024 funds. The City supports efforts to develop, sustain, and coordinate a comprehensive, seamless system of services for homeless citizens in order to move the homeless population toward obtaining permanent housing. Through the CHIA Coordinator, a uniform intake tool has been developed to quickly assess individual and family needs and assure they are diverted from the homeless response system or expeditiously placed in the most appropriate housing program. CHIA diverts households from homelessness, understands the clients' needs and eligibility for existing programs, and identifies the needs through the consistent use of a uniform assessment tool. In Miriam's House, as Lead Agency for the Central Virginia Continuum of Care (CVCoC) employs a full-time Coordinated Entry Specialist (CES) to operate the CHIA hotline during business hours. CHIA assisted 2,637 people (though only 1,826 individuals provided demographic information) and expended $54,706 during Program Year 2024. This activity has greatly enhanced the coordination of housing and services for the homeless. This program is ongoing and CDBG funds have been allocated in PY 2025 for the continuation of this project.

The Lead Agency for the Central Virginia Continuum of Care, Miriam's House, in partnership with the City Department of Human Services, utilized CDBG funds in support of services to assist individuals experiencing a housing crisis that are further complicated by extreme temperatures. The U.S. Department of Housing and Urban Development (HUD) Homeless Management Information Center identified a 322 percent increase in unsheltered homelessness from 2019 to 2023 in Lynchburg. The CVCoC through Miriam's House published a notice to request proposals for the warming shelter in Fall 2024. The Salvation Army applied and were approved by the CVCoC Board to begin providing a warming shelter in January 2025. Through CDBG funding, the Extreme Weather Center served 105 people seeking shelter during the winter season from January 2025 through March 2025. The Extreme Weather Center expended $24,796.09 in CDBG funds during Project Year 2024.

Community Development Block Grant: Coronavirus Aid, Relief and Economic Security Act (CARES ACT) (CDBG-CV) Rounds 1 and 3 Program Funds

In Program Year (PY) 2019 (Fiscal Years [FYs] 2020 and 2021) the City received special allocations of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the *Coronavirus Aid, Relief, and Economic Security Act (CARES Act)*, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis. Lynchburg's allocation totaled $809,630. The first round of funding was $420,487 and Round 3 funding was in the amount of $389,143.

Utilizing the CDBG application process and the guidelines from HUD for eligible projects/activities, City staff solicited and accepted applications for the CDBG-CV funds. These projects/activities will benefit the citizens of Lynchburg that have been or will be affected by COVID-19.

In accordance with the CDBG Citizen Participation Plan's "In the Event of an Emergency" section, the public comment period was reduced to five (5) days and public hearings were conducted on May 26, 2020 and April 13, 2021. City Council resolutions were approved on June 9, 2020 and April 27, 2021.

For receipt of these funds, in accordance with HUD regulations; the City submitted two "Substantial Amendments" to its FY 2020 and 2021 (PY 2019) CDBG Annual Action Plans to HUD. These Amendments included the projects/activities that were approved by City Council and would prevent, prepare for, and respond to the Coronavirus (COVID-19).

Safe at Home Emergency Assistance (Interfaith Outreach) - $74,171.62 (Rounds 1 and 3)
Interfaith Outreach's Safe at Home Emergency Assistance aided households with verified financial needs due to COVID-19 in the form of delinquent mortgage assistance payments, delinquent rent assistance payments, and delinquent utility payments made directly to the vendors. Loss of shelter, power, and water posed an immediate threat to the health and welfare of the Lynchburg community.

PY 2024 Accomplishments
During this program year Interfaith Outreach expended $31,374 and provided rental assistance to 18 households.

Community Development Block Grant-Coronavirus Aid, Relief and Economic Security Act (CARES ACT) (CDBG-CV) Round 3 Program Funds ($389,143)

Below are summaries of these project/activities for local nonprofits and City departments and the program accomplishments for Program Year 2024 for Round 3 of the CDBG-CV funds.

City Administration (Grants Administration) - $18,448
Funding will be utilized for personnel and operating costs associated with managing and monitoring the CDBG-CV projects.

PY 2024 Accomplishments
During this reporting period, there was $5,590.38 expended for personnel and operating costs for the oversight and administration of the CDBG-CV projects from this activity.

Emergency Housing Assistance (Lynchburg Community Action Group (Lyn-CAG) - $75,000
The COVID-19 Emergency Housing Assistance Program will assist clients, whose income was impacted by the pandemic, with up to three (3) months of past due rent or mortgage payments. Through this program it is Lyn-CAG's goal to keep households housed, which will prevent exposure to congregate settings (shelter) where the likelihood of contracting the virus is higher. Through this program Lyn-CAG is preparing for increased needs to address the lasting impacts of the virus and unemployment. This program is a direct response to the coronavirus and efforts to alleviate its impact. As the loom of ending moratoriums and forbearance approaches the security of a home is in jeopardy. This could result in an eviction or foreclosure which places a household in danger of contracting the virus. Lyn-CAG's Emergency Housing Assistance Program aims to prevent both evictions and foreclosures due to the pandemic.

PY 2024 Accomplishments
During this reporting period, Lynchburg Community Action Group (Lyn-CAG) assisted two (2) household by providing mortgage, rental and utility assistance to a client affected by COVID-19. Lyn-CAG expended $5,213 for this activity.

CR-10- Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG	HOME
White	816	7
Black or African American	1,036	10
Asian	0	0
American Indian or American Native	20	0
Native Hawaiian or Other Pacific Islander	0	0
American Indian or Alaska Native and White	15	0
Asian and White	0	0
Black or African-American and White	37	0
American Indian or Alaska Native and Black or African American	0	0
Total	**1953**	**17**
Hispanic	75	0
Not Hispanic	1878	17

Table 1- Table of assistance to racial and ethnic populations by source of funds

Narrative

The Table above provides a total racial and ethnic summary of the number of **households** served with the CDBG and HOME Program funds.

CDBG funds assisted a total of 1,953 households. Through its Coordinated Homeless Intake and Access (CHIA) program, Miriam's House assisted 787 white households, 969 black or African American households, zero (0) Asian households, 19 American Indian or American Native households, zero (0) Native Hawaiian or other Pacific Islander households, and 74 Hispanic households. Additionally, CHIA assisted the following multiple race categories: 14 American Indian or American Native and white households; zero (0) Asian and white households; 37 black or African American and white households; and zero (0) American Indian or American Native and black or African American households. Through the private landlord housing rental rehabilitations, LRHA assisted one (1) black or African American households. Through its Extreme Weather Center project, Miriam's House assisted 20 white households, 27 black or African American households, one (1) American Indian or American Native and white households, and one (1) Hispanic households. Through its Scoutreach program, Boy Scouts of America assisted 9 (nine) white households and 38 black or African American households.

HOME Program funds assisted a total of 37 households. Rush Homes assisted a total of 31 households (11 HOME units) through the Florida Terrace Rental Housing Project; of the 11 households who were assisted with HOME units, six (6) white households and five (5) black or African-American households were assisted. Greater Lynchburg Habitat for Humanity (GLHFH) assisted three (3) black or African American households through the Homebuyer Down Assistance project. Lynchburg Community Action

Group (Lyn-CAG) assisted one (1) white household and two (2) black or African-American households through the First Time Homebuyer Down Payment Assistance project.

CR-15- Resources and Investments 91.520(a)

Identify the resources made available

Sources of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	$722,642	$ 866,761.89
HOME	HOME	$308,608	$182,608.70

Table 2-Resources Made Available

Narrative

In Program Year (PY) 2024/Fiscal Year (FY) 2025, the City received $722,622 in CDBG entitlement funds and $302,774 in HOME Program entitlement funds. Along with these entitlement funds, reprogrammed prior year funds of $20 for CDBG were allocated to eligible projects, and in reprogrammed funds of $5,834 for the HOME Program. The total amount of CDBG and HOME funds the City allocated for projects and activities in PY 2024 was $1,031,250. This represented a total of $722,642 in CDBG and $308,608 in HOME Program dollars.

In Program Year 2024, 97.31% ($694,852.71) of the CDBG funds were expended on activities that benefited Low-to-Moderate (LMI) persons within the City. With this amount the City was above the minimum threshold of 70% set in Section 24 Code of Federal Regulations (CFR) 570.901(a).

There was 19.86% ($152,708.25) of Lynchburg's CDBG allocation and prior years' funding expended on Planning and Administration, which was under the maximum of 20% allowed according to Section 24 CFR 570.206(g).

There was 10.75% ($63,328.57) of Lynchburg's CDBG allocation and prior years' funding expended for Public Service activities; therefore, the City was under the maximum of 15% mandated by Section 24 CFR 570.201(e).

In FY 2025, there was $866,761.89 of CDBG entitlement funds and $182,608.70 of HOME Program funds expended for projects, and activities. Narratives for the various projects and activities during PY 2024 have been included in the Goals and Outcomes Section of the CAPER (see pages 5-9).

In Program Year 2024/Fiscal Year (FY) 2025, there was $106,311.46 of Coronavirus Aid, Relief and Economic Security Act (CARES Act) (CDBG-CV) Program Funds available to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). City staff and various subrecipients expended $42,176.95 on activities related to COVID-19.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CENSUS TRACTS 4,5,6,7,11 and 19 (CDBG)	55	81	Public improvements, housing services, and public service,
Citywide (HOME)	45	19	Homebuyer, rental housing development

Table 3—Identify the geographic distribution and location of investments

Narrative

The City invested 81% of CDBG project funds for PY 2024 (FY 25) in the Census Tracts 4, 5, 6,7,11 and 19 for Diamond Hill Improvement Project. The City invested 19% of CDBG funds in services Citywide for the Centralized Homeless Intake services to assist those in need of homelessness prevention. All of the HOME Program funds were allocated for housing related projects (i.e. homeowner, rental housing, and homebuyer assistance).

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The utilization of CDBG, HOME Program, and other federal grant funds has had a substantial impact on the City's ability to leverage other resources to redevelop economically distressed neighborhoods and provide renewed opportunities for our residents.

The City, through the Office of Economic Development & Tourism (OEDT) and the Economic Development Authority (EDA), offers various programs and incentives, to leverage public investment to address the needs of our community. The section below provides a summary of this leverage from the EDA, and local, state and federal resources:

- The City's two Enterprise Zones, coupled with expanded small business financing continue to produce substantial results. In 2024, investments in commercial real estate included Real Property Improvement Grants totaling **$1,017,249.60** leveraged private commercial property investments of more than **$14,652,980** in Zone 2 and **$3,083,262** in Enterprise Zone 46. Enterprise Zone 2 was approved by the Governor's office for another 5 years, beginning on January 1, 2024.

- The Local Redevelopment Program provides an investment overlay district that includes existing Enterprise Zone boundaries. Designed to support small business real property investments and expand real estate tax receipts for the city, the grant has been effective in incentivizing public-private partnerships and private investments. **$141,250** was awarded to support 13 local businesses through the Local Redevelopment Program, creating **189** new jobs and leveraging **$8,404,661** million in capital investments across the City.

- In 2024, The City began the process of reviewing and updating the comprehensive plan, a 20 year vision document that will help to guide and shape the development and growth trajectory of the City in the coming decades. Public meetings were held and public comment collated; the plan is now in the drafting and review process.

- The City Real Estate Rehabilitation Program encourages the renovation of older structures and helps to revitalize commercial neighborhoods. In 2024, 45 properties in the City Enterprise Zones are currently participating in the program, resulting in just over $47,067,150 million in improvements to the City's tax base.

- The Economic Development Authority of the City (EDA) received a $500,000 Assessment and Planning Grant award from USEPA in the Fall of 2022 to perform environmental site assessments, cleanup, and redevelopment planning, among other efforts toward redevelopment of Brownfields in the City. In Calendar Year 2024 Lynchburg EDA spent approximately $184,283 of the current EPA Assessment and Planning Grant. To date, the City has received more than $1.2 Million in Brownfields Assessment, and Cleanup and Redevelopment Planning Grants from EPA. To date, the City has received more than $315,000 in Brownfields Assessment, and Cleanup and Redevelopment Planning VBAF Grants from VEDP/DEQ.

- On January 16, 2023, the City was awarded $261,750 towards site development for "Sites A & B" in the Ivy Creek Innovation Park, which are currently owned by the Economic Development Authority of the City. In addressing the low inventory of business-ready sites within the City and region, the City reviewed all sites owned publicly or by the Economic Development Authority, and determined these two sites to be the most viable and "prospect ready," as these sites are within an existing, vibrant industrial park. Now that that project has been completed, we have applied for additional funding to further develop this site, with the goal of bringing it to 'pad-ready' (Tier 5).

- During the last year, the City completed various administrative activities, including past and ongoing programmatic reporting, expansion and review of brownfields inventory, and selection of sites for the investment of the grant funds. Projects including completing a Phase I and Phase II Environmental Site Assessment (ESA) and beginning a remediation plan for 2307 Bedford Avenue, a former drycleaner's that will now be a mixed-use development. GO Virginia also awarded the Economic Development Authority of the City a $190,000 grant for site development at the Airport Commerce Park. The project funding will advance the Airport Commerce Park site from a Virginia Business ready Sites Program characterization of Tier 2 to a Tier 3 (Tier 5 being pad ready).

- The City's Brownfields Program helps attract new development and business to the city. The grant funds are deployed and leveraged throughout the community to maximize investments from others. The Brownfields grant program has spurred public and private investment in our community, including the newly repurposed building at 1217 Church Street. In October 2021, the building was purchased, and development began on 29 residential units and a 1,650-square-foot commercial space. Following a total capital investment of approximately $5 million combined with state & federal tax credits, White Star Flats opened in May of 2023 and is currently 50% leased.

- In October 2021, the Office of Economic Development and Tourism also launched the LYH Jobs Portal, in partnership with Chmura and Jobs EQ. One of only a handful in the country, this jobs portal collates job postings from over 900 websites, enabling job seekers to have a 'one stop shop' for all of their job seeking needs. The portal also provides employers with an easy website to reference for job seekers, and the Office of Economic Development and Tourism assists them in posting their jobs with the local Virginia Career Works and Virginia Workforce Connection. This tool continues to assist local businesses and job seekers alike. In 2023, the Office of Economic Development and Tourism continued partnering with other City departments to get this tool into the hands of more citizens, and currently have active programs with the Library system, Human Services and our Parks and Rec departments.

- In FY 2025, finalized commercial building permits totaled more than $121,240,437 in real property investment in the City. Of the licensed businesses in the City, 50% have been in business 10 years or more. Downtown revitalization continues with 7 new businesses in FY 2025.

- The Launch LYH program, started in January of 2023, provided funding to seven (7) new businesses that opened in 2023. The program was renewed in 2024 and provided funding for five (5) additional new businesses in downtown LYH. The City began construction on Riverfront Park in downtown Lynchburg as a concert, festival and park venue with an amphitheater, restrooms and a playground.

- The Water Resources Department operates the Combined Sewer Overflow (“CSO”) Program, the largest of all the City’s capital improvement programs. This program reduces the volume and frequency of overflows from the City’s combined sewer system. Thus far, the Program has spent $48 million of local funding (provided by sewer fees); $171 million in State funding Virginia Clean Water Revolving Loan Fund (VCWRLF) loans; $77 million in federal and state grants; and $19 million in American Recovery and Reinvestment Act (ARRA) stimulus funding. Based on the approved Long-Term Control Plan it is estimated that the remaining cost to complete the program is approximately $125 million. The City has been awarded two grants totaling $50 million from the American Rescue Plan (ARPA) to be used for the CSO Program. Although the Consent Special Order does not specify a completion date, Lynchburg’s CSO Program could be complete as soon as December, 2028. Actual completion date will be largely dependent on available funding and project schedules. Other notable Water Resources Department projects that is currently under construction or construction beginning in FY 2025 are the following: 1) Blackwater CSO Tunnel, $104 million 2) Downtown Area Business Improvements Phase IV - $5.3 million, 3) Richland Hills Sewer Extension - $6.3 million 4) Golf Park CSO - $3.8 million 5) College Park Stormwater Improvements - $2.2 million.

- The City’s Division of Social Services provides: Child Care Services, Prevention Services, Employment Services, Services to Adults, Energy Assistance Program, Supplemental Nutrition Assistance Program (SNAP), Medicaid, Temporary Assistance for Needy Families (TANF), Virginia Initiative for Education and Work (VIEW), Protective Services to Children, and Foster Care/Adoption.

- The City’s Department of Community Development operates and enforces the Virginia Maintenance Code of the Uniform Statewide Building Code (USBC), in which the Rental Inspections Program is operated. This program provides protection for citizens and neighborhoods by ensuring sub-standard living conditions are reduced in order to produce thriving, attractive, safe neighborhoods and enhance citizen’s quality of life. In PY 2024, there were 162 rental inspections and 1,219 housing inspections conducted.

- Numerous non-profit subrecipients and community partners used resources, both public and private to complement the investments from the entitlement allocations.

HOME Match

The HOME program specifically requires that participating jurisdictions (PJs) provide match funds in amounts equal to no less than 25% of the total HOME funds drawn down from the jurisdiction's HOME program account for project costs. Allowable reductions are made for PJs that experience fiscal distress or major disasters in accordance with the Stafford Act.

Fiscal distress can be categorized by the following criteria: 1) the family poverty rate is 125% or more of the national poverty rate; and 2) the per-capita income is less than 75% of the national average. When a PJ meets one of these distress criteria, it is determined to be in fiscal distress average and thereby receives a 50% reduction of its match requirement. If a local jurisdiction satisfies both of the distress criteria, it is determined to be in severe fiscal distress and receives a 100% reduction of its match requirement. The City meets the criteria to be classified as severely distressed and has been determined to be in fiscal distress and received the 100% reduction of its match requirement for PY 2023.

HUD calculates the match liability according to the most recent completed Federal fiscal year. A total of $90,495.76 of HOME funds were disbursed from October 1, 2023 to September 30, 2024 (Federal Fiscal Year), of which $60,273.23 would have been subject to the match requirement; however, due to the fiscal distress determination the Match Liability Amount for the City was $0.

The HOME Program Match Liability Report (PR33) from the Integrated Disbursement and Information System (IDIS) for PY 2024 indicates that the City had no Match Liability for Program Year 2024. While the City had no match liability during this reporting period, the City accrued $626,980 in additional match credit from Greater Lynchburg Habitat for Humanity (GLHFH) through the HOME-assisted housing units constructed by GLHFH. There was no publicly owned land or property located within the jurisdiction that was used to address the needs identified in the Plan.

The City began PY 2024 with $4,800,975 in excess match carried over from prior years. As stated above, during PY 2024, the City accrued $626,980 in additional match credit from Greater Lynchburg Habitat for Humanity (GLHFH) from the construction of four (4) HOME-assisted units. This match was accrued through volunteer labor and construction material costs.

As depicted in the chart below, a balance of $5,427,955 in excess match is available to be carried over to PY 2025 and remains available for future years.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	4,800,975
2. Match contributed during current Federal fiscal year	626,980
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	5,427,955
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	5,427,955

Table 1 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	**Date of Contribution**	**Cash (non-Federal sources)**	**Foregone Taxes, Fees, Charges**	**Appraised Land/Real Property**	**Required Infrastructure**	**Site Preparation, Construction Materials, Donated labor**	**Bond Financing**	**Total Match**
1511 Knott Street	08/24/2024	0	0	0	0	175,421	0	175,421
1519 Knott Street	11/23/2024	0	0	0	0	161,539	0	161,539
1517 Knott Street	09/28/2024	0	0	0	0	176,411	0	176,411
1500 Knott Street	03/26/2025	0	0	0	0	113,609	0	113,609

Table 2 – Match Contribution for the Federal Fiscal Year

HOME—Program Income

As the Table below indicates, there was no program income receipted for the HOME Program during PY 2024.

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period $	**Amount received during reporting period $**	**Total amount expended during reporting period $**	**Amount expended for TBRA $**	**Balance on hand at end of reporting period $**
0	0	0	0	0

Table 3 – Program Income

Minority Business Enterprise (MBE)/Women-owned Business Enterprise (WBE) Report

There were no construction contracts issued during PY 2024 within the HOME Program.

CR-20- Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely-low income, low-income, moderate-income, and middle-income persons served.

This section includes an evaluation of the City's progress in meeting its specific goals of providing affordable housing, including the number and types of families served by income level and the number of homeless, non-homeless persons assisted. HUD funding received for HOME is used to provide a range of housing for a wide variety of low-to-moderate income populations throughout the City. The CDBG program does not fund affordable housing development projects. However, the City's CDBG program did fund rental rehabilitations through Lynchburg Redevelopment and Housing Authority's (LRHA) Rental Rehabilitation Program. Projects funded with CDBG funds are mainly to serve the low and moderate- income persons in the targeted census tracts. HOME Program funds are allocated to affordable housing projects Citywide and within the targeted census tracts.

In PY 2024, Tables 10 and 11 below list the goals and actual number of persons and households served by the CDBG and HOME Program for each type of population.

	One-Year Goal	Actual
Number of Homeless persons to be assisted through CDBG activities (Coordinated Homeless Intake and Access)	5,000	2637
Number of Special-needs persons to be provided affordable housing units (Florida Terrace Apartments)	31	31
Total	**5,031**	**2,668**

Table 10—Number of Persons Assisted

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units (Down payment assistance)	10	6
Number of households supported through Rehab of Existing Units (Rental Rehabilitation)	0	1
Number of households supported through Acquisition of Existing Units	0	0
Total	**8**	**7**

Table 11—Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals

Number of homeless to be provided assistance: There were 2,637 individuals were served through CHIA Hotline. This did not meet the anticipated goal for number of homeless persons to be provided assistance however, Miriam's House did adjust the way in which they reported call numbers in order to more accurately reflect the calls they received which were related to housing instability resulting in lower numbers reported overall.

Number of Non-Homeless persons assisted through CDBG activities: Goal achieved.

Number of special-needs to be provided affordable housing units (number of persons served): There was a goal in the Annual Action Plan for this reporting period to provide additional special needs affordable housing. Within the 2020-2024 Five-Year Consolidated Plan, there is an overall goal of increasing rental housing units for special needs persons by 31 housing units. (NOTE: Rush Homes had to revise the design of this new rental development housing project.) Rush Homes completed the construction of the Florida Terrace project and developed the 31 apartment units of which all have been occupied. e units provide housing for persons with and without disabilities, all with low incomes. At least 25 percent of tenants have disabilities. There is a set aside of seven (7) units for Permanent Supportive Housing (persons who are exiting homelessness who also have disabilities). This goal has been achieved.

Number of households supported through Rental Assistance:

There is no rental assistance project within the CDBG and HOME Program.

Number of persons supported through the production of new units: This goal was not attained in PY 2024. There were three (3) households assisted through direct homebuyer assistance through Greater Lynchburg Habitat for Humanity (GLHFH). GLHFH's Knott Street development infrastructure has been completed. These infrastructure funds were used to subsidize development costs for nine (9) parcels and homes, all of which will be sold to Habitat-qualified families. This goal will be attained once the homes are constructed in the Knott Street Development. In addition, there were three (3) households assisted through direct homebuyer assistance through the Lynchburg Community Action Group (Lyn-CAG). These projects are ongoing.

Number of persons supported through rehabilitation of existing units:

During PY 2024, there was no set goal for rental rehabilitation; however, Lynchburg Redevelopment and Housing Authority's (LRHA) Rental Rehabilitation program supported one (1) households through rental property rehabilitation bay private landlords.

Discuss how these outcomes will impact future annual action plans.

The completion of these projects/activities will assist the City in meeting the goals established in the 2020-2024 Five-Year Consolidated Plan (CP) and Annual Action Plans within the CP. City Council will continue to allocate CDBG and HOME Program funds to cooperative ventures that will assist in addressing barriers to affordable housing and meeting community public and private neighborhood and infrastructure needs.

Include the number of extremely low-income, low-income, and moderate-income households/persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-Income	2,756	31
Low-income	28	3
Moderate-income	8	3
Total	**2,792**	**37**

Table 12—Number of Households Served

Narrative Information

Using CDBG funds, 2,792 households were served. The Coordinated Homeless Intake and Access (CHIA) Coordinator assisted 2,637 households that were extremely low-income in assessing the household's needs and providing available information and resources to divert homelessness. The Extreme Weather Center assisted 105 extremely low-income households by providing shelter during extreme low temperature nights. Boy Scouts of America's Scoutreach project assisted 14 extremely-low-income household, 28 low-income households, and eight (8) moderate income household.

There were 37 households assisted with the use of HOME Program funds. Rush Homes served 31 extremely low-income households (11 HOME units) through their Florida Terrace project. Greater Lynchburg Habitat for Humanity (GLHFH)'s Down Payment Assistance project provided assistance to three (3) low income households. Lynchburg Community Action Group (Lyn-CAG) First Time Homebuyer Down Payment Assistance project provided assistance to three (3) moderate income households.

A total of 2,829 households were assisted with CDBG and HOME funds. Of the households assisted, 2,787 of the households were within 0 to 30% of area median income (AMI); 31 were within 30 to 50% of AMI; and11 households were within 50 to 80% of AMI.

CR-25- Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Central Virginia Continuum of Care (CVCoC) operates a primary access point for homeless persons with satellite access points for special populations. The primary access point for the homeless response system is Coordinated Homeless Intake and Access (CHIA). The homeless hotline, CHIA, provides a phone-based assessment and referral to diversion, homeless prevention, shelter and appropriate housing interventions and services. This access point covers the entirety of the CVCoC's geographic region (Lynchburg and the surrounding counties) by providing assessment and referral through a phone-based system. All coordinated entry staff are trained on diversion strategies, addressing the needs of domestic violence victims and the coordinated entry process. Every caller in a housing crisis is provided with consistent and standard assessment tools - safety screening, diversion screening, and basic assessment of housing barriers and vulnerability.

An additional access point to the homeless response system is through Homeless Outreach and Mobile Engagement (HOME), the CVCoC's street outreach program. This program, operated through a local health clinic, Community Access Network, provides a dedicated full-time staff person to identify and build rapport with unsheltered persons and conduct the CVCoC's standard assessments in order to ensure unsheltered clients receive access to the homeless response system and are quickly connected with housing resources. Intake staff at CHIA and street outreach workers use the CVCoC initial assessments to review clients' needs and determine eligibility for services. Initial assessment includes an immediate safety screening, diversion and prevention screening, homelessness verification, basic assessment for shelter intake and release of information for the CVCoC's Homeless Management Information System (HMIS) and Community Case Review (case conferencing). After the initial assessment, there is a prioritization assessment for individuals experiencing literal homelessness, who have been unable to be prevented or diverted from shelter or a place not meant for human habitation. The prioritization tool and the CVCoC Housing Barrier Assessment are completed by trained assessors after initial assessment identifies a household as literally homeless. A CVCoC Coordinated Entry form is also used to identify whether the household belongs to one (or more) of the four subpopulations prioritized by the CVCoC for additional services: veterans, chronically homeless, households with children and youth (unaccompanied young people, age 24 and under).

All households belonging to a priority subpopulation are placed on the By-Name List, maintained through the Continuum of Care Lead Agency, Miriam's House, for prioritization and referral to rapid re-housing, permanent supportive housing and other permanent housing opportunities available through the Continuum of Care. The agency completing the assessment notifies the CVCoC Lead Agency, through either faxing or emailing the Coordinated Entry Referral form for the assessed household. The CVCoC Lead maintains the By-Name List and through a coordinated entry process, each household is matched with the appropriate housing and service intervention. Homeless households that do not belong to a priority subpopulation are provided with housing focused case management and linkages to mainstream resources to promote self-resolution directly from shelter or through street outreach.

Addressing the emergency shelter and transitional housing needs of homeless persons:

Over the course of a year (January 1, 2024 – December 31, 2024), 372 persons experienced homelessness within the Central Virginia Continuum of Care (CVCoC). Of those 372 persons, 58% were unsheltered and sleeping in tents, vehicles, benches and parks while 38% remained exclusively in homeless shelters during their homeless episode and 4% stayed in both unsheltered situations and shelter. Since 2019, there has been a 273% increase in unsheltered homelessness in the Lynchburg area. The high prevalence of unsheltered persons in the Lynchburg community is reflective of the need for an increase in emergency shelter beds.

Over the course of 2021 to 2025, there was a 51% decrease in emergency shelter bed capacity in the Lynchburg community. Through a 2021 renovation the largest emergency shelter, Salvation Army, decreased its shelter beds from 70 total beds to 57 total beds and in 2022, the only other shelter, Hand Up Lodge, closed its doors. This shelter was replaced in December 2022 with a new emergency shelter, The Shelter at Reset, but this shelter was only able to provide 16 beds. These changes resulted in a decrease from 98 emergency shelter beds to 73 shelter beds. In July 2024, The Shelter at Reset, closed and The Salvation Army decreased their bed capacity further which leaves only 48 shelter beds available in the community to meet the emergency housing needs of those experiencing homelessness. The Central Virginia Continuum of Care and the City are working alongside a local church, The Ramp Church, to open a new emergency shelter in 2025 that will provide 50 beds for those experiencing homelessness.

The Homeless and Housing Services (HHS) Committee of the CVCoC meets bi-monthly to discuss improvements to the homeless response system, including ensuring all persons needing shelter or other homeless interventions are able to access them. This committee reviews gaps in services and specifically addresses any barriers to services. Coordinated Homeless Intake and Access (CHIA) provides a bi-monthly report out regarding any households who were unable to be served and the reason for service denial. The HHS Committee regularly reviews eligibility guidelines for each program to ensure that there are no barriers to program admission or maintenance. The Committee identifies barriers to access that are contained in program rules and eligibility criteria and makes recommendations to the CVCoC Board regarding how those barriers can be reduced. At this time, all CVCoC-funded programs have instituted low- barrier admission policies. Funded projects removed all admission requirements related to drug testing, income, criminal history, identification, custody or family composition restrictions, treatment compliance, medication compliance, or any other barrier to access.

An additional way that the CVCoC ensures that services are offered without barriers is through regular training to front-line staff and program managers on Housing First, harm reduction, motivational interviewing, and other best practices. The Monitoring and Evaluation Committee of the CVCoC performs an annual site audit of each CVCoC- funded project to ensure adherence to the CVCoC policies and procedures, which require no barriers to project admission or maintenance.
The CVCoC provides annual training for homeless service providers on the Prohibition Against Involuntary Family Separation, Equal Access, and Prohibited Inquiries requirements. This training includes building capacity for shelter staff around creating safe spaces and providing services that promote inclusive policy standards, provide safety for shelter residents, respect diversity and protect the rights of all homeless individuals and families. The CVCoC monitors projects' nondiscrimination policies to ensure that family composition, gender identity and gender expression are included in the language. Projects are also expected to maintain confidentiality standards that protect sex assigned at birth information. Eligibility criteria are reviewed to address any exclusionary criteria such as requirement of a marriage license or restrictions regarding the ages of children. The CVCoC also provides sample documents that can be publicly posted or handed out to inform clients of their rights under the

Equal Access rule. To further ensure compliance, the CVCoC has instituted regular consumer surveying which allows for program participants to report any discrimination. In 2023, the CVCoC expanded the surveying to also include a digital survey. This expansion has allowed for greater consumer input. The CVCoC policies require all projects to have a grievance policy which they provide to all program participants at intake.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-Income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

All unstably housed households assessed through Coordinated Homeless Intake and Access (CHIA) are referred to the CVCoC's targeted homeless prevention program if a diversion screen demonstrates that the household cannot be diverted from homelessness and that more intensive homeless prevention services are needed. All households referred to the targeted prevention program are screened with the CVCoC Targeted Prevention Screening Tool. The targeting screening was developed through research conducted by Veteran Affairs as well as peer reviewed research which demonstrates that specific household characteristics make a household more likely to become literally homeless. Some of these characteristics include frequent moves, history of homelessness, fleeing domestic violence, youth, youth identifying as LGBTQ, persons with disabilities and others.
Households scoring a 10 or above on this screen are served through housing focused case management and rental assistance, rental arrears and housing stabilization financial assistance. The CVCoC's Targeted Prevention Tool has been in use since late 2017 and has ensured that services are provided to those most likely to become homeless but for intervention.

The CVCoC Policies and Procedures require that systems of care and correctional institutions conduct discharge preparation in order to prevent households exiting their programs from becoming homeless. These policies ensure that the burden on discharge planning, that does not include discharges to homelessness, is on other systems of care rather than primarily on the homeless response system.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The implementation of the coordinated entry system provides a framework that assists households in moving quickly into permanent housing. Housing-focused conversations are built into initial assessment and incorporated into shelter case management from the point of intake. Momentum toward housing is maintained by setting timeframes within which housing plans are developed and prioritization assessment should be completed. Shelter case managers offer each household housing-focused case management and housing location services, including assistance with employment, benefits access, referrals to wrap-around services and affordable or subsidized housing identification. Efforts to recruit landlords and share landlord network information across the CVCoC has expedited housing attainment for all program participants.

For households that are prioritized for permanent housing interventions, there is a warm hand-off between the shelter or street outreach case manager and the assigned rapid re-housing (RRH) or permanent supportive housing (PSH) case manager, who spearheads housing location alongside the referred household. This hand-off allows shelter case managers and street outreach workers to focus on providing housing focused case management to households with lower barriers who are not prioritized for RRH or PSH. Expanding permanent housing interventions such as RRH and PSH, as the CVCoC does year over year, also ensures that households becoming homeless can be re-housed quickly. There are currently more slots available for permanent housing within the CVCoC than temporary slots such as emergency shelter. This shifting of bed availability ensures that those with the highest needs can receive the highest level of housing intervention.

The implementation of a By-Name-List of every homeless households allows the homeless response system to better understand who is homeless in real time. These households are staffed at Community Case Review in order to expedite their permanent housing placement. The CVCoC’s written standards prioritize households with long episodes of homelessness (identified through the prioritization tools) for permanent housing interventions.

In 2020, the Lynchburg Redevelopment and Housing Authority (LRHA) received 79 Mainstream Vouchers. In 2021, the CVCoC received access to 25 Emergency Housing Vouchers and in 2022, LRHA received an additional 30 Mainstream Vouchers. The CVCoC created Memorandums of Understandings with LRHA and Virginia Development and Housing Authority for the voucher programs to ensure that chronically homeless persons are prioritized for vouchers. To increase availability of PSH for chronically homeless households, Miriam’s House created a new supportive services program to pair vouchers with supportive services. Central Virginia Supportive Housing launched in April 2022 to provide supportive services to chronically homeless households who have a housing voucher but do not have supportive services in place to ensure housing stability.
Once housed, in-home housing stabilization case management is provided to rapid re-housing and permanent supportive housing clients to prevent returns to homelessness. Housing stabilization case management services include tenancy skills, budgeting and financial literacy education, referrals to employment and training opportunities and coordination with long-term service providers such as mental health skill building services, home-based family strengthening programs, recovery resources or other services that will address stability needs.

Through extensive training on and implementation of Housing First strategies and housing focused case management best practices, the CVCoC has equipped homeless service providers to serve and house homeless households rapidly without predicating services on housing readiness.

CR-30- Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

LRHA advanced the Dearington Hills Apartments redevelopment (DRP1 – Blackwater Hills). In partnership with its development partner, LRHA submitted a successful 9% Low-Income Housing Tax Credit (LIHTC) application, resulting in an award of $18.4 million in competitive credits to fund the first phase of redevelopment. Planning for subsequent phases is underway, with financing strategies including future LIHTC applications and loans through the Virginia Department of Housing and Community Development (DHCD). As funding is secured, LRHA will implement its relocation plan in close coordination with families, beginning with one-on-one meetings in the winter of 2025/2026 to ensure smooth transitions. These activities demonstrate LRHA's commitment to collaboration and partnerships while strengthening communications and advocacy with residents.

In addition to large-scale redevelopment, LRHA continues to invest in site-specific improvements and planning. This includes environmental reviews and architectural design work for 302 Smyth Street, advancing modular housing feasibility on Pulaski Street, and completing portfolio-wide physical needs assessments to guide capital planning and ensure financial sustainability.

LRHA also maintains strong partnerships with local and statewide agencies to respond to resident needs. Based on more than 220 resident survey responses, LRHA is focusing on expanding resident services in education, training, and job placement. The Authority recruited and onboarded a new Resident Opportunities and Self-Sufficiency (ROSS) Coordinator to strengthen outreach, connect families to resources, and relaunch programming. LRHA was awarded a new three-year ROSS grant for FY 2025–2028 to support this work. This aligns with the Strategic Plan's focus on succession planning by strengthening staff capacity and ensuring continuity of resident services.

Community engagement remains central to LRHA's approach. The Authority continues to host community events and resource fairs at its sites, bringing together partners and service providers to share information and offer direct support to families. These events advance the Strategic Plan priorities of communications, advocacy, and partnerships.

Finally, in 2025, LRHA completed the development of a new Strategic Plan for 2025–2029, adopted by the Board of Commissioners. This plan establishes five core priorities: Preservation & Development of Affordable Housing, Succession Planning, Communications & Advocacy, Collaboration & Partnerships, and Long-Term Sustainability.

Actions taken to encourage public housing resident s to become more involved in management and participate in homeownership

LRHA continues to share homeownership resources and counseling opportunities with public housing and voucher families through partnerships with local counseling agencies and financial educators. These efforts are part of LRHA's broader strategy to help families achieve greater housing stability and, when possible, move toward long-term self-sufficiency and homeownership. This supports the Strategic Plan's priorities around resident empowerment, sustainability, and advocacy.

Actions taken to provide assistance to troubled PHAs

N/A- Lynchburg Redevelopment and Housing Authority is not a troubled PHA.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220(j);91.320(i)

A primary barrier to affordable housing in the target areas is the very low property values in the targeted census tracts. This is a large disincentive to development through renovation because the cost of repair typically exceeds the value of the renovated property. Therefore, only non-profit organizations that can access soft costs funds (i.e. finance and construction related costs) and grant funds are able to conduct rehabilitation projects in these areas. The for-profit developers are unable to conduct the extensive renovations necessary to make the houses in the target market amenable to modern housing demands. However, the City did allocate CDBG and HOME Program funds to non-profit entities to address the needs of extremely low and low-income families and persons.

Lynchburg is a City of relatively low housing costs. Therefore, average income and cost-of-living reflect these somewhat lower housing costs. Development in the CDBG target areas remain limited to non-profit and subsidized activity. This is due in part to the very low property values in these census tracts and a greater value being placed on improvements to property than to the land itself. In the target areas, this high value on improvements, or buildings, had the effect of costing more than clearing land outside of the target areas, and thereby, negating the opportunities of redevelopment. This is also a large disincentive to development through renovation because the cost of repair typically exceeds the value of the renovated property. However, recently there has been more development in the CDBG targeted census tracts. The reason has been that the supply of homes for sale everywhere is down so buyers are pushed into areas not traditional to their socio-economic status.

The usual barriers, zoning, building code, and density issues for the targeted census tracts have been interpreted to encourage appropriate development in these areas. This is especially true in the development by non-profit housing providers where the City has waived or offset utility and other fees for making the project more affordable for the very low and low-income residents.

The Lynchburg Zoning Ordinance was adopted in February 2016. The Zoning Ordinance promotes higher density development, more flexibility in the development of smaller urban lots and reduced setbacks in higher density residential zoning districts. The Ordinance also allows for more opportunities for mixed-use development, helping promote transit-oriented development in lower income neighborhoods. Finally, one major principle carried on throughout the Ordinance is greater connectivity amongst neighborhoods, especially through the requirement of sidewalks in all high-density residential zoning and commercial districts.

The Lynchburg Regional Housing Collaborative completed and distributed to the public through the Lynchburg City Council a Study “Opportunity Profile: Housing Stability in Lynchburg, VA” through a Community Impact Grant from the Virginia Housing Development Authority (VHDA). The Study stated that there is a need for additional affordable housing units and the relation of these housing needs to low-income persons/households. As a result of this Study, City Council is focused on addressing affordable housing and is continuing to discuss with the Lynchburg Redevelopment and Housing Authority (LRHA) what an affordable housing policy would be and to discuss resources and options to create and further encourage the development of affordable housing in Lynchburg.

Affordable housing has long been a topic of discussion. Lynchburg has a long history of administering programs that are designed to assist residents with housing opportunities. Lynchburg residents have access to outcomes from housing funds administered by the City and the LRHA from programs like the Housing Choice Voucher Program, the Community Development Block Grant, the federal Low-Income Housing Tax Credit, and the HOME Investment Partnership Program. The City has also engaged in a variety of initiatives designed to improve the quality of the housing stock while still ensuring attainability and affordably, such as the Real Estate Rehabilitation Program and the Rental Inspection Program. Additionally, the City has partnered with a variety of public, private, and non-profit organizations that are dedicated to improving housing opportunities for people who live in Lynchburg.

In order to continue addressing barriers to affordable housing, City Council has taken the appropriate role of supporting cooperative ventures and initiates cooperation where it is needed. City Council has also exercised this coordinating role in its allocation of CDBG and HOME Program funds to nonprofit organizations and LRHA for housing related projects. All of homeownership programs funded with federal dollars include an educational component for potential homebuyers about mortgage financing, credit and budgeting issues, and the responsibilities of homeownership.

Actions taken to address obstacles to meeting underserved needs. 91.220(k);91.320(j)

To assist in addressing the housing and community development needs of underserved citizens, the City focused a significant amount of federal resources on new construction, homebuyer activities, public facilities, and public infrastructure in the CDBG targeted areas. Several non-profit agencies were funded with CDBG and HOME Program funds to undertake new construction and homeownership activities. The City focused a majority of the CDBG funds for public facilities and public infrastructure within the CDBG-targeted census tracts. Financing availability continues to be one of the main obstacles in addressing underserved needs of the City’s residents. With declining government program support, the private sector will have to play a key role in making up for this loss.

The City, particularly through its partnership with local non-profits, has continued to promote the involvement of private citizens, banks, corporations, and others in community development activities. As more people become involved the proper and effective coordination of this involvement will become even more challenging.

Shared responsibility also implies the open exchange of information and the combination of scarce resources. The City maintains a leadership role in this regard, while opening the process to all interested parties, including low- and moderate-income citizens.

The City continues to seek reduction in the number of households with incomes below the poverty line each year through long-term solutions such as education (including adult education and job skill training), economic development, and supportive services. These areas are traditionally within the local government's sphere of influence and the City Council has placed significant emphasis and funding in these areas through the allocation of CDBG and HOME Program funds.

Actions taken to reduce lead-based paint hazards .91.220(k);91.320(j)

In Lynchburg, approximately 85% of the homes built prior to 1978 contain some lead. Children, particularly those under the age of six, are at risk of lead poisoning if living or repeatedly being in a housing unit containing lead-based paint. Research suggests that lead poisoning has societal costs that include medical care, special education, behavioral problems, reduced long-term educational attainment, reduced long-term income attainment, increased criminal behavior, and increased hypertension in adolescents and adults.

In accordance with applicable requirements, lead-paint assessments, treatments, and/or clearances are conducted on each structure built prior to 1978 in which CDBG and HOME Program funds are expended. City staff provides subrecipients, through the written agreements, a copy of the lead-based paint regulations that are to be completed according to the scope of work for the various activities.

To protect against this risk, on April 22, 2008, EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Under the rule, beginning April 22, 2010, contractors performing renovation, repair and painting projects that disturb lead- based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. Contractors are certified through the U. S. Environmental Protection Agency (EPA). This agency provides training programs across the State of Virginia and allows for contractors to submit their application or certification online.

As applicable, subrecipients are required to ensure that all contractors obtain the proper certification prior to completing a renovation or repair project utilizing CDBG and HOME Program funds.

Actions taken to reduce the number of poverty-level families.91.220(k);91.320(j)

Lynchburg continues to strive toward the mark of poverty reduction and increased median household income through civic engagement. Some of the goals are: Early education tutoring assistance, building a grocery store in an identified food desert, creating an alliance to increase affordable childcare options, improving kindergarten readiness, increasing affordable housing opportunities, developing easier access to health resources, implementing a community-subsidized transportation application, and revamping local public transportation. Each of these items require an immense level of engagement, collaboration and cooperation in which various community organizations focus on daily in their services and outreach.

Below are resource links that indicate the focus of the organization and the services that are provided to citizens to aid in the reduction of poverty for Lynchburg and the Central Virginia area.

Beacon of Hope: The purpose of Beacon of Hope is to instill in ALL Lynchburg City Public School students the aspiration to pursue AND to provide them with the tools and resources to attain a post-secondary education.

Central Virginia Community College - Workforce Solutions: The resource of choice for comprehensive employment and workforce education throughout the Lynchburg region.

Goodwill Industries of the Valleys: Goodwill Industries of the Valleys is dedicated to helping people with disabilities and disadvantages overcome barriers to employment.

Old Dominion Job Corps: Job Corps is the largest free residential education and job training program for young adults ages 16–24.

Lynchburg City Schools – Career Tech Program: Lynchburg City Schools offers a wide array of career-tech courses beginning in middle school.

Lynchburg Community Action Group Employment Training: Employment Training program offers training in job search skills, resume writing, certified nursing assistant training, medical technician training, and basic computer skills.

TechHire – Lynchburg Office of Economic Development and Tourism: TechHire provides a path to expand training opportunities that prepare under-skilled workers for careers in Lynchburg's middle and high skill jobs.

Virginia Career Works: The Workforce Development Center is co-located with the Virginia Employment Commission and offers a free assortment of career planning services.

Social Services and Juvenile Services: Lynchburg's division of Social Services administers Virginia's state-supervised, locally-administered public social services including federal, state and local public assistance and social work services programs.

Juvenile Services serves at-risk youth and families who are before a Juvenile and Domestic Relations Court by providing a continuum of assistance that include prevention, early intervention, residential services, home- based services, and secure detention.

Call 211: 2-1-1 is an easy to remember phone number connecting people with free information on available community services. When you dial 2-1-1, a trained professional listen to your situation and suggests sources of help using one of the largest databases of health and human services in Virginia.

Opportunity 360: Opportunity 360 is a comprehensive approach to understanding and addressing community challenges by identifying pathways to greater opportunities using cross-sector data, community engagement and measurement tools. With this insight, partners in community development will be better positioned to make smart investments and create collaborative solutions that transform communities across the country.

Lynchburg Feeds: Lynchburg Feeds is a campaign organized by the Blue Ridge Area Food Bank, in partnership with local partners and community advocates. Lynchburg Feeds is designed to help people find nonprofit food pantries and other food programs in the Lynchburg area. Food pantries provide groceries to people, free of charge.

Parkview Community Mission: Parkview's mission is to restore the lives of families and communities by building relationships and providing life-changing resources.

Central Virginia Addiction and Recovery Resources (CVARR): Central Virginia Addiction and Recovery Resources (CVARR) believes in the power of collaborative problem solving and grassroots efforts to solve our community's substance use challenges. By bringing organizations, and citizens from across sectors together, CVARR helps our community maximize resources, support, and solutions. With community support and interest, CVARR is positioned to become the lead resource for advancing community conditions, norms, systems and policies for substance use prevention, treatment and recovery in Central Virginia.

Horizon Behavioral Health: Horizon Behavioral Health is the premier provider of mental health, substance use and intellectual disability services in Central Virginia. Horizon's mission is to support and promote the health, independence and self-worth of individuals and families in Central Virginia by providing a continuum of community-based prevention, early intervention, aftercare, and psychosocial rehabilitation services for persons affected by mental health, intellectual disabilities, substance abuse and co-occurring disorders. Our vision is to provide behavioral healthcare services that are accessible, consumer-centered, cost effective, and quality outcome-based.

Groups Recover Together is an outpatient opioid use disorder treatment provider dedicated to delivering evidence-based addiction treatment. Everyone who joins Groups gets Suboxone from a doctor right away, so no one needs to worry about being sick. The team understands that simply replacing pills or heroin with Suboxone isn't the long-term answer. The agency does not just enroll people in treatment, they help members build a life worth being sober for.

Partnership for Healthy Communities: This agency's vision is to focus on a region in which long-lasting positive social change and optimal health outcomes are achieved through successful community collaborations. Be a driving a focus on equity while promoting: 1) successful collaboration; 2) resources and learning; and 3) leadership and governance practices for the organizations impacting the community. The foundation for this work includes five key conditions of the collective impact model. By encouraging a shared vision for change, measuring results, promoting mutually reinforcing activities, and ensuring consistent open communication among all stakeholders Partnership for Healthy Communities can build an engaged, inclusive, and vibrant community.

Actions taken to develop institutional structure. 91.220(k);91.320(j)

To minimize gaps and to ensure coordination of the Federal CDBG and HOME Program funds, as well as the City's General Fund, these funds continue to be overseen by several City committees, commissions, and City departments. The City Council, as the governing body of the City, is responsible for all policy decisions and approves all City funding recommendations. Ultimately, funding for housing and non-profit providers is coordinated through City Council.

The coordinated entry system for the homeless used by the Central Virginia Continuum of Care (CVCoC) provides communication between area service providers to ensure people applying for services are not caught in gaps in program and funding limitations. Use of standard assessment tools helped align appropriate services with resources to fit personal needs. Through a network of case management, community-based support systems, financial and rent assistance, and Self-sufficiency opportunities, CDBG staff, and CVCoC service providers worked intensely with recipients and their sub-grantees to assure compliance.

City staff attended HUD trainings and webinars, and provided grant management, labor standards, environmental reviews, and project administration assistance to subrecipients to strengthen the overall performance and accomplishments for the CDBG and HOME Program.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k);91.320(j)

City staff uses its network of housing non-profit and community service organizations to deliver both Homeless and anti-poverty services. This network provides strong coordination at the local level with multiple federal, state and local housing and social service programs. These agencies provide direct service for key programs such as: child care, community and economic development, employment training, energy and weatherization assistance, food assistance, Head Start, housing, self-sufficiency programs and training, transportation, veteran's services, and senior and youth services.

A number of the non-profits and social service organizations/agencies are active participants in the Central Virginia Homeless Continuums of Care (CVCoC). This strong engagement with the CVCoC provides another avenue for developing strong partnerships with homeless and housing providers including, the public housing authority, domestic violence providers, and state, county and local social, health and education service providers.

Lynchburg Community Action Group's (Lyn-CAG) Housing Opportunities for People with Aids (HOPWA) program addresses poverty by providing decent, affordable housing to its clients, a major first step in financial stability. The HOPWA program staff provides educational counseling, needs assessment, case management, supportive services, and facilitates the support group for the HIV/AIDS clients. Staff maintains a partnership with the Infectious Disease Physicians in Lynchburg to provide the much-needed health and medical services for the HIV/AIDS clients. Lyn-CAG receives funding from the State Department of Housing and Community Development (DHCD), through its Virginia Housing Solutions Program (VHSP) to financially support this program.

Identify actions taken to overcome the effects of any impediments identified in the jurisdiction's analysis of impediments to fair housing choice. 91.520(a)

The City works to affirmatively further fair housing for Lynchburg's populations. In 2020, the City developed and finalized an Analysis of Impediments to Fair Housing Choice (AI). Based on the AI, the City developed a Fair Housing Action Plan (FHAP) that identified the impediments Lynchburg would focus on over the 2020-2024 Five-Year Consolidated Plan period.

Addressing the impediments is a joint effort between the City and its housing and community organizations/agencies. Below are highlights of the impediments identified and the actions taken by the City and community partners during PY 2023 to address these impediments:

1. Impediment/Action - Barriers to housing choices for members of the protected class - The City should specify procedures, training, and monitoring process for implementing the Language Access Plan (LAP) to streamline services and better accommodate persons with limited English proficiency (LEP). This is especially important for when the LEP Spanish-speaking population reaches the safe harbor threshold.

- **Program Year 2024 Accomplishments** – City staff updated the Language Access Plan (LAP) in Program Year 2020, which included specific procedures, training, and monitoring process for the Plan to accommodate persons with limited English proficiency (LEP).

2. Impediment/Action - Location and type of affordable housing - The City and other local organizations continued to address the diverse housing needs for the City's various subpopulation, including students, low- and moderate-income households, persons with disabilities, and elderly persons.

- **Program Year 2024 Accomplishments** – There were three (3) low-to-moderate income household who purchased an affordable housing unit through down payment assistance with HOME Program funds. There were 31 new rental housing units completed during this program year. These units provide accessible, affordable housing for persons with disabilities and low-income households.

- Providing more housing in more areas across the City could increase the accessibility and affordability of housing in Lynchburg. While households in Lynchburg are almost evenly split between renters and homeowners, the average age of the community is in the early 30’s, a demographic unable to afford homeownership and so rental choices and opportunities are needed. Along with the increased service industry sector in Lynchburg, affordable housing for families making $15.00/hour is seriously missing. Lynchburg Redevelopment and Housing Authority (LRHA) has decided and committed to a multi-phase project on its Dearington Public Housing property that will increase affordable housing options by over 50% when all phases are complete. LRHA continues to work with the City on vacant lots and properties going up for back taxes sales to renovate and bring back the neighborhood and add property value to the lower opportunity areas missing such CDBG and HOME investment.

3. Impediment/Action – Location and type of affordable housing - LRHA should expand Section 8 HCV Program to higher opportunity areas.

- **Program Year 2024 Accomplishments** – - While the city has invested funds, such as CDBG and HOME, in higher opportunity areas in Fiscal Year (FY) 2024, challenges remain. These include a lack of public transit access and the fact that units in higher opportunity areas demand higher rents which are not affordable to participants, specifically those rents are higher than 120% of fair market rents. LRHA continued to implement several initiatives to address these issues, namely, a Landlord Incentive Program and Landlord Orientation and Open House event to recruit new participants. The number of active landlords has increased nearly 16% in FY 2024. These activities, though modest, have demonstrated strong incentives to improve location outcomes. Although LRHA continues to reduce their share of voucher families living in extreme-poverty areas and increase the share in low-poverty, high-opportunity areas, many of LRHA families will choose to remain in their current neighborhood in order to remain close to their job, family, or child care, for example — even if they face fewer barriers to moving to areas with more opportunities.

5. Impediment/Action - Location of community assets - The City should collaborate with GLTC to improve access to GLTC routes in higher opportunity areas and employment centers in the City and for individuals working unconventional hours.

- **Program Year 2024 Accomplishments** - As a component of the Fair Housing Plan, the City has committed to helping GLTC increase the breadth of service options by increasing service levels and expanding system reach to increase access to community assets including employment centers and higher performing schools. GLTC deployed its Flex Microtransit service to replace the Route 6, 7, and weekend 6/7X fixed routes which allowed for expansion of service to areas previously unable to be serviced by traditional fixed routes due to low density, low demand, or inability to navigate the road network in the first quarter of Fiscal Year (FY) 2025.

- During the most current year of the plan, GLTC has not undertaken any new stop additions in the system. Currently GLTC has 561 stops throughout the system, while comparable systems have ~300 stops. As such, in the Transit Strategic Plan (TSP), the addition of new system stops was not proposed unless required due to new or substantially altered service.

- As a component of the Transportation Strategic Plan (TSP), GLTC has focused on bringing currently existing stops, benches, and shelters up to the current Americans with Disabilities Act (ADA) standards. This will require upgrades to:
  - 11 GLTC owned shelters;
  - Additional shelters will also need to be upgraded, but are not owned by GLTC;
  - 250 stops to meet ADA accessibility requirements; and
  - 286 requiring ADA accessible sidewalks improvements.

- GLTC has been awarded funds for the installation of up to a dozen Simmi-Seats throughout the system as well as the construction of a bike shelter canopy and lockers at the Transit Station which will service multimodal riders in the area.

- GLTC helped CVPDC and the City staff to initiate the process to begin a Transit Oriented Development study on the Twelfth Street Corridor. As GLTC moves forward with the strategic goals set by the Board of Directors and the TSP, a focus on increased connections and improvements to existing infrastructure will be the key focus for FY 2026.

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6. Impediment/Action – Location of community assets - The City and local service providers should centralize public services in locations with good transit access and high concentration of members of protected classes.

- **Program Year 2024 Accomplishments** - During this program year, the public service providers who received funding and provided services as a result of the Community Development Block Grant (CDBG) and CARES Act fund are located within locations serviced by public transportation.

7. Impediment/Action – Discriminatory behavior toward members of the protected class - The City should continue supporting fair housing services, such as housing counseling from Lyn-CAG and legal counseling from VLAS, to reduce rates of eviction, mortgage application denials, high-cost lending, and other discriminatory practices.

- **Program Year 2024 Accomplishments** –In this reporting period, July 1, 2024, and June 30, 2025, Lynchburg Community Action Group (Lyn-CAG) staff conducted two courses for first-time homebuyers. Each class lasts four months, and Lyn-CAG offers two classes annually. A total of 18 participants were enrolled. Throughout these classes, participants receive guidance on the homebuying process, including housing counseling and financial literacy counseling. They are provided with information regarding lenders, realtors, the loan process, predatory lending, foreclosure prevention, home inspections, fair housing practices, and much more.

- Additionally, Lyn-CAG hosted a fair housing event on April 16, 2025 featuring a guest speaker who is a licensed realtor and co-founder of Divine Fog Realty. There was a total of 11 participants who attended this event. This event covered topics such as understanding your rights, recognizing protected classes, identifying prohibited discriminatory practices, and clarifying the rights and responsibilities of both housing providers and individuals seeking housing.

City staff includes the Equal Housing Opportunity Logo on all published public notices for the CDBG and HOME Program.

CR-40 – Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The Grants Administration Office is responsible for monitoring programs that receive CDBG and HOME Program funds. A subrecipient agreement is prepared for all agencies outside of the local government. This agreement contains the required HUD applicable statutory and regulatory requirements.

Monitoring of projects is done in several ways. First, subrecipients are typically reimbursed for expenses rather than provided funds in advance. The City requires receipts, time sheets, and other relevant documentation with the reimbursement request. Also, subrecipients are required to submit quarterly performance reports, which are reviewed for consistency with the City's programs and financial records.

During this reporting period, the City’s Monitoring Policy was to conduct annual subrecipient on-site monitoring visits for the funded, non-profit agencies. These monitoring visits were conducted by the Grants Administration and Finance Department staff. At the on-site monitoring visits for the housing projects, a random selection of address files was reviewed for program compliance. For all other projects a visual inspection was made of the various accomplishments completed with program funds and a narrative submitted on the benefits for low and low-to- moderate-income persons. There is a monitoring checklist that is completed at the time of the review and then summarized. The financial reviews include a selection of reimbursements from the City. The reimbursements are traced through receipt and disbursement of funds. When all staff has completed their reviews the monitoring comments are compiled and a letter written to the agencies advising them of the results of the monitoring reviews and if any corrective action is needed. Technical assistance is provided as needed or requested.

In addition, the various CDBG and HOME Program activities are monitored remotely through quarterly performance reports and information provided with reimbursement requests.

The City has conducted on-site monitoring visits at the following agencies for PY 2024 CDBG, CDBG-CV, and HOME prior years’ rental development funded projects:

CDBG/HOME	CDBG-CV
1. Greater Lynchburg Habitat for Humanity	1. Lynchburg Community Action Group (Lyn-CAG)
2. Miriam’s House	2. Interfaith Outreach Association
3. Lynchburg Redevelopment and Housing Authority	
4. Community Housing Partners	
5. Lynchburg Covenant Fellowship	
6. Rush Homes	
7. Lynchburg Parks and Recreation Department/Boy Scouts of America (Blue Ridge Mountains Council)	
8. Lynchburg Community Action Group (Lyn-CAG)	

City staff reviewed written agreements, agency procedures, and client records with each monitoring source. The written monitoring reports will be provided to the agencies upon completion by City staff.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City's Citizen Participation Plan (CPP) adopted by City Council on May 12, 2020 states that in order to comply with 24 CFR Part 91.105(d) and provide citizens a reasonable notice and opportunity to comment on performance reports for the submission of the Consolidated Annual Performance Report (CAPER) the following is the public process stated in the CPP that will be followed to provide the opportunity for citizen participation:

A public notice in the local newspaper will provide the 15-day public review period and City Council public hearing date by publishing a short summary of the CAPER. This summary will briefly describe the contents and purposes of the CAPER. The notice will include the locations where copies of the CAPER can be reviewed. Copies of the CAPER will be available to the public, upon request, in the Grants Administration Office as well as at the City's web site: www.lynchburgva.gov/grants-administration.

After adoption, the City will attach to the CAPER a summary of any written or oral comments received during the public review period, including the public hearings. If the City does not incorporate a recommendation from the public, the City will attach reasons why that recommendation was not included when the CAPER is sent to the United States Department of Housing and Urban Development (HUD). The City will send the CAPER to HUD for review and approval.

On September 5, 2025, a public notice was published in the News and Advance stating that a draft of the proposed Program Year 2024 Consolidated Annual Performance Report (CAPER) was available for public review for a 15-day public comment period.

The draft report provided citizens with details concerning the federal funds made available to the City for furthering the objectives of the 2020-2024 Five-Year Consolidated Plan and the PY 2024 Annual Action Plan. The CAPER report includes the following: resources available to the City; investment of those resources, the geographic distribution and location of investments; number of families and persons assisted (including the racial and ethnic status of persons assisted); actions taken to affirmatively further fair housing; evaluation of other actions and activities, such as infrastructure projects, indicated in the strategic plan of the Consolidated Plan and the Annual Action Plan; evaluation of the jurisdiction's progress in meeting its specific objectives of providing affordable housing, including the number and types of families served; and a summary of any written comments or views received from citizens regarding the City-funded programs and performance as well as any oral testimony at public hearings for City-funded programs and performance.

The advertisement stated that City Council would be conducting a public hearing on September 23, 2025 to receive public comments regarding the draft CAPER.

In addition to the 15-day public comment period and the public hearing held by City Council, copies of the draft CAPER were made available for public review at the following locations:

- Grants Administration Office, City Hall, Second Floor, 900 Church Street, Lynchburg, Virginia 24504;-
- Lynchburg Public Library, 2311 Memorial Avenue, Lynchburg, Virginia;
- Downtown Branch Library, 216 12th Street (former Visitor Center) Lynchburg, VA; and
- City website at: http://www.lynchburgva.gov/grants-administration

The draft report provided citizens with details concerning the federal funds made available to the City for furthering the objectives of the Consolidated Plan. The report also identified the total amount of funds available (including program income), the total amount of funds expended during the reporting period, and the geographic distribution of expenditure of funds within the various census tracts.

Citizen Comments- Any citizen comments received during the public comment period regarding the CDBG and HOME program accomplishments will be incorporated into the final CAPER.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There were no changes in the City's program goals and objectives during the program year. Activities were consistent with the goals specified in the 2020-2024 Five-Year Consolidated Plan.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants? [BEDI grantees]

Yes

Describe accomplishments and program outcomes during the last year.

- Riverfront Park project was approved by City Council in 2023; the project was begun in 2024 and should be complete in 2026. This project will include a new performance amphitheater, public restrooms, playground and other amenities for public use of the park, providing for future development as well as continue to drive the tourism industry in the City.
- Main street revitalization continued in 2024, including updated streetscapes, 2-way streets and updated infrastructure.
- In the fall of 2023, Governor Youngkin announced that the Economic Development Authority of the City had received a $500,000 grant through the Mixed Use on Main program. This grant was used to assist in the revitalization of the former A&P Grocery at 400 12th Street, which is the intersection of Downtown and the historic Diamond Hill Neighborhood. The build out of the project was completed in 2024; all 28 rental units are full, and the developers are actively looking for tenants in the retail space on the first floor. This parcel also received a Local Redevelopment Grant and an Enterprise Zone Real Property Investment Grant.
- The newly renovated Bella Vista hotel served as host for the 50th annual Virginia 10-Miler in the Fall of 2024.
- Delta Star continued its expansion that was announced in 2023, that included a $30 million investment and the creation of 149 new jobs.
- Framatome continues to move forward with their expansion that was announced in 2023, which will result in $50 million in capital investment and 515 new high paying jobs over the next 5 years.
- The Diamond Hill Neighborhood Plan was adopted by Lynchburg City Council in 2024. Building on this plan, the Central Virginia Planning District Commission applied for, and received, a 3- year Federal DOT Thriving Communities grant, to focus on transit-oriented development in the 12th Street Corridor.

- The Economic Development Authority of the City (EDA) received a $500,000 Assessment and Planning Grant award from USEPA in the Fall of 2022 to perform environmental site assessments, cleanup, and redevelopment planning, among other efforts toward redevelopment of Brownfields in the City. In Calendar Year 2024 Lynchburg EDA spent approximately $184,283 of the current EPA Assessment and Planning Grant.
    - Completed Redevelopment planning related work for West Building – 805 Court Street - including structural evaluation, Property Condition Assessment and an Asbestos Containing Material and Lead-Based Paint (ACM/LBP) Evaluation
    - Completed Redevelopment planning related work for 1800 Garnet Street Site- structural reevaluation and order of magnitude cost estimating for building rehabilitation for reuse and ACM abatement
    - Redevelopment planning related work for the former GLTC site – 1201 and 1305 Kemper Street – including Conceptual Remediation Plan (Analysis of Brownfields Cleanup Alternatives Report)
    - During the last year, the EDA applied for and received a $50,000 Clean Vessel Assistance Program (CVAP) remediation grant for 2307 Bedford Avenue, a former dry cleaner that has been redeveloped as a mixed-use facility, to include 2 levels of apartments and a retail shop/café on the first floor.
- The City saw improvements to Lynchburg City Stadium, Public buildings (including City Hall, Human services and fire stations), Streetscape and bridge improvements throughout the City, and various pedestrian and intersection improvements at locations with a high investment of commercial and residential investment.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

During Program Year 2024, the rental housing inspections completed by the City and nonprofit recipients were as follows:

The City's Inspections Division Code Enforcement staff completed 38 HOME rental inspections in August and September of 2024. The next rental inspections will be completed in Program Year 2026.

Community Housing Partners (CHP) completed annual inspections in the five (5) apartments at 1402 Fillmore Street (Hilltop Homes) and an annual inspection at 714 Madison Street.

Rush Homes conducted annual inspections in the HOME rental housing units located at Victoria Ridge, Armstrong Place, Old Forest Village Apartments and Florida Terrace Apartments. In addition, as clients vacate properties, inspections are conducted prior to new clients occupying the units.

Lynchburg Covenant Fellowship conducted annual inspections in both of the HOME-assisted rental units at Lynchburg High and Frank Roane Apartments.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

The City requires HOME Program recipients, who develop more than five rental housing units, to submit affirmative marketing plans. The City monitors HOME rental housing projects annually to ensure that projects are following affirmative marketing policies and meet minimum housing quality standards. Those agencies that submitted affirmative marketing plans included: Rush Homes for Victoria Ridge, Armstrong Place, Old Forest Village Apartments, and Florida Terrace Apartments; Lynchburg Covenant Fellowship for Lynchburg High and Frank Roane Apartments; and CHP for Hilltop Homes. Each of these plans was following HUD guidelines for affirmative marketing plans.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

There was no program income for the HOME Program in PY 2024.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

Housing Choice Voucher funds: The Lynchburg Redevelopment and Housing Authority (LRHA) administers the U.S. Department of Housing and Urban Development (HUD) Housing Choice Voucher Program (HCV) for the City jurisdiction and may provide rent subsidies for up to 979 households. LRHA will receive approximately $8,144,000.00 in HCV funding for Calendar Year (CY) 2025. The HCV is the Federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses and apartments.

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
September 23, 2025	Donna Witt, Chief Financial Officer

AGENDA ITEM # II.2

FY 2025 Fourth Quarter and FY 2026 First Quarter Adjustments

RECOMMENDATION

City Council will consider these items at its regular meeting tonight, September 23, 2025, following the two Public Hearings.

Following the two public hearings:

Adopt an ordinance amending the FY 2025 Operating and Capital Budgets and appropriating or rescinding funds to reflect the FY 2025 Fourth Quarter Adjustments as listed in Attachment A.

Adopt an ordinance amending the FY 2026 Operating and Capital Budgets and appropriating or rescinding funds to reflect the FY 2026 First Quarter Adjustments as listed in Attachment B.

SUMMARY

The General, City/Federal/State Aid, Children's Services Act (CSA), City Capital Projects, Schools Capital Projects, Fleet Services, and City Payroll Agency Funds are amended to reflect the FY 2025 Fourth Quarter Adjustments.

The General, City/Federal/State Aid, Community Development Block Grant (CDBG), Forfeited Assets, Home Investment Partnerships Program (HOME), Technology, Fleet Services, and City Capital Projects Funds are amended to reflect the FY 2026 First Quarter Adjustments.

PRIOR ACTION(S)

May 28, 2024: City Council, Adoption of the FY 2025 Operating and Capital Budgets
June 11, 2024: City Council, Adoption of the FY 2025 Schools Operating Budget
November 12, 2024: City Council, FY 2025 First Quarter Adjustments adoption
May 27, 2025: City Council, FY 2025 Third Quarter Adjustments adoption
June 30, 2025: City Council, Adoption of the FY 2026 Operating and Capital Budgets

FISCAL IMPACT

As noted on Attachments A and B.

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. 2025 09 23 FY 2025 Fourth and FY 2026 First Quarter Adj
2. ORDINANCE FY 2025 Fourth Quarter Adjustments
3. Attachment A - FY 2025 Fourth Quarter Adjustments
4. ORDINANCE FY 2026 First Quarter Adjustments
5. Attachment B - FY 2026 First Quarter Adjustments

REVIEWED BY

D. S. Witt

Donna Witt, Chief Financial Officer

Date: September 09, 2025

FY 2025 FOURTH QUARTER AND FY 2026 FIRST QUARTER ADJUSTMENTS

September 23, 2025 Finance Committee

September 23, 2025 Public Hearing

PURPOSE

These adjustments are to:

- Clean up FY 2025 year end
- Complete FY 2025 projects
- Appropriate additional funds received for FY 2026

THE CITY OF LYNCHBURG

FY 2025 FOURTH QUARTER ADJUSTMENTS

Additional General Fund DEDICATED REVENUE:

- Human Services – Social Services
    - Auxiliary Grant ($9,856)
        - Requires use of Unassigned General Fund Balance ($1,971)
    - Family Partnership Meeting Facilitation ($19,800)
    - International Home Studies ($10,000)
    - Kinship ($4,250)
    - Title IV-E Adoption Basic Maintenance and Adoption Enhanced Maintenance ($117,800)
    - Title IV-E Prevention Services ($20,000)
    - VIEW Purchased Service ($46,762)
        - Requires use of Unassigned General Fund Balance ($7,014)

THE CITY OF LYNCHBURG

FY 2025 FOURTH QUARTER ADJUSTMENTS

General Fund use of Unassigned General Fund Balance:

- Registrar and Electoral Board additional funds for expenditures related to the Presidential election ($103,427)
- Transfer to City/Federal/State Aid Fund - appropriate the local match for the Sheriff's Office Byrne/JAG Program - Equipment grant ($5,915)

General Fund use of Reserve balance:

- Transfer to City Payroll Agency Fund from the General Fund Assigned Health Insurance Reserve - appropriate additional funds to cover health claims payable ($1,500,000)

THE CITY OF LYNCHBURG

FY 2025 FOURTH QUARTER ADJUSTMENTS

Other Funds:

- City/Federal/State Aid Fund - additional grant funding
- Children's Services Act (CSA) Fund - additional funding
- City Capital Projects Fund - additional/rescinding funding for projects
- Schools Capital Projects Fund - additional grant funding for projects
- Fleet Services Fund - use of reserves due to inflationary costs associated with vehicle purchases and additional funds from Central Virginia Criminal Justice Academy (CVCJA) to reimburse for vehicle purchase
- City Payroll Agency Fund - use of reserves to appropriate additional funding to cover health claims payable

THE CITY OF LYNCHBURG

FY 2026 FIRST QUARTER ADJUSTMENTS

Additional General Fund DEDICATED REVENUE:

- July 2025 3% State increase and bonuses for Constitutional Offices and the addition of three (3) new and one (1) previously unfunded State approved full-time positions ($520,713)
    - Requires use of Unassigned General Fund Balance ($118,360)
- Human Services – Juvenile Services - appropriate funding received after closing Youth Services accounts for the purchase of vape detectors ($21,769)
- Library - additional State Aid from the Library of Virginia ($3,485)

General Fund use of Unspent FY 2025 Funds (carry forward):

- Police - appropriate funding: to replace twenty-four tactical rifles for the LPD Tactical Team, for Emergency Communications Center for upcoming electrical wiring improvements, and to purchase training laptops ($200,000)
- Public Works - appropriate funding to purchase a mulcher and replace a utility vehicle to use downtown, including the bluffwalk ($60,000)

THE CITY OF LYNCHBURG

FY 2026 FIRST QUARTER ADJUSTMENTS

General Fund use of Unassigned General Fund Balance:

- Transfer from General Fund to City/Federal/State Aid Fund for additional funds to true-up the Arts and Cultural grant ($135,037)

General Fund use of Reserve balance:

- Transfer to Technology Fund from the General Fund Committed Technology Fund Reserve per June 2000 Council approved Information Technology Policy ($110,975)

FY 2026 FIRST QUARTER ADJUSTMENTS

Other Funds:

- City/Federal/State Aid Fund – additional/rescinding grant funding
- Community Development Block Grant (CDBG) Fund - additional grant funding
- Forfeited Assets Fund - appropriate funds received
- Home Investment Partnerships Program (HOME) Fund - additional/rescinding grant funding
- Technology Fund - transfer to Technology Fund from the General Fund Committed Technology Fund Reserve per June 2000 Council approved Information Technology Policy
- City Capital Projects Fund - additional/rescinding funding for projects - majority awarded by VDOT
- Fleet Services Fund - use of unspent FY 2025 funding and use of reserves due to inflation for the purchase of vehicles and vehicles not ordered or placed on a purchase order before FY 2025 year end

THE CITY OF LYNCHBURG

ORDINANCE: **#O-25-___**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the FY 2025 Adopted Budget is amended and funds are appropriated or rescinded to reflect the Fourth Quarter Adjustments in the General, City/Federal/State Aid, Children's Services Act (CSA), City Capital Projects, Schools Capital Projects, Fleet Services, and City Payroll Agency Funds as reflected in Attachment A.

BE IT FURTHER ORDAINED that the said funds shall be used as identified in Attachment A.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

ATTACHMENT A

FY 2025 Fourth Quarter Adjustment
SUMMARY BY FUND

	Expenditures	Additional Revenues	Transfer or Use of Committed/ Assigned/ Unassigned Fund Balance
GENERAL FUND	1,827,954	211,598	1,616,356
CITY/FEDERAL/STATE AID FUND	27,981	27,981	0
CHILDREN'S SERVICES ACT (CSA) FUND	3,131,638	2,921,443	210,195
CITY CAPITAL PROJECTS FUND	350,940	350,940	0
SCHOOLS CAPITAL PROJECTS FUND	2,986,722	2,986,722	0
FLEET SERVICES FUND	42,347	39,127	3,220
CITY PAYROLL AGENCY FUND	1,500,000	1,500,000	0
TOTALS	**$9,867,582**	**$8,037,811**	**$1,829,771**

Department/Division	Amount	Source of Funding: Additional Revenues	Source of Funding: Transfer or Use of Committed/ Assigned/ Unassigned Fund Balance	Purpose
GENERAL FUND				
Human Services - Social Services	9,856	7,885	1,971	Appropriate additional State revenue and local share for Auxiliary Grant.
Human Services - Social Services	19,800	19,800		Appropriate additional State and federal revenue for Family Partnership Meeting Facilitation.
Human Services - Social Services	10,000	10,000		Appropriate additional State and federal revenue for International Home Studies.
Human Services - Social Services	4,250	4,250		Appropriate additional State and federal revenue for Kinship.
Human Services - Social Services	117,800	117,800		Appropriate additional State and federal revenue for Title IV-E Adoption Basic Maintenance and Adoption Enhanced Maintenance.
Human Services - Social Services	20,000	20,000		Appropriate additional State and federal revenue for Title IV-E Prevention Services.
Human Services - Social Services	46,762	39,748	7,014	Appropriate additional State and federal revenue and local share for VIEW Purchased Service.
Registrar and Electoral Board	103,427		103,427	Appropriate additional funds for expenditures related to the Presidential election.
TRANSFERS				
Transfer to City/Federal/State Aid Fund from General Fund	5,915		5,915	*Transfer to City/Federal/State Aid Fund from General Fund* to appropriate the local match for the Sheriff's Office Byrne/JAG Program - Sheriff's Office Equipment grant.
Transfer to City Payroll Agency Fund from the General Fund Assigned Health Insurance Reserve	1,500,000		1,500,000	*Transfer to City Payroll Agency Fund from the General Fund Assigned Health Insurance Reserve* to appropriate additional funds to cover health claims payable.
GENERAL FUND Total	**1,827,954**	**211,598**	**1,616,356**	
CITY/FEDERAL/STATE AID FUND				
Human Services - Social Services	4,320	4,320		Appropriate additional revenues awarded by the State for Virginia Driver's Licensing Program for Youth in Foster Care.
Sheriff's Office	23,661	23,661		Appropriate funds awarded for the Byrne/JAG Program - Sheriff's Office Equipment grant and *transfer to City/Federal/State Aid Fund from General Fund* to appropriate the local match.
CITY/FEDERAL/STATE AID FUND Total	**27,981**	**27,981**	**0**	

Department/Division	Amount	Source of Funding: Additional Revenues	Source of Funding: Transfer or Use of Committed/ Assigned/ Unassigned Fund Balance	Purpose
CHILDREN'S SERVICES ACT (CSA) FUND				
Human Services - Social Services	3,131,638	2,921,443	210,195	Appropriate additional revenue for foster care maintenance and childcare, special education, and residential placements.
CHILDREN'S SERVICES ACT (CSA) FUND Total	**3,131,638**	**2,921,443**	**210,195**	
CITY CAPITAL PROJECTS FUND				
Economic Development	(125,000)	(125,000)		Rescind appropriation for donation from the Kiwanis Club for the Riverfront Park Playground. Rather than donating funds, the Kiwanis Club paid for half of the Riverfront Playground and will donate to the City.
Public Works	475,940	475,940		Appropriate additional Highway Maintenance funds received during FY 2025.
CITY CAPITAL PROJECTS FUND Total	**350,940**	**350,940**	**0**	
SCHOOLS CAPITAL PROJECTS FUND				
Schools	2,825,040	2,825,040		Appropriate funding that LCS received from a State Construction grant. The funds are to be spent on LCS school buildings.
Schools	161,682	161,682		Appropriate funding that LCS received from the School Security Equipment Grants.
SCHOOLS CAPITAL PROJECTS FUND Total	**2,986,722**	**2,986,722**	**0**	
FLEET SERVICES FUND				
Operating	3,220		3,220	Appropriate additional funds from the reserve for inflationary costs associated with vehicle purchases.
Central Virginia Criminal Justice Academy (CVCJA)	39,127	39,127		Appropriate additional funds from CVCJA to reimburse the Fleet Fund for purchasing a vehicle.
FLEET SERVICES FUND Total	**42,347**	**39,127**	**3,220**	
CITY PAYROLL AGENCY FUND				
Operating	1,500,000	1,500,000		*Transfer to City Payroll Agency Fund from the General Fund Assigned Health Insurance Reserve* to appropriate additional funds to cover health claims payable.
CITY PAYROLL AGENCY FUND Total	**1,500,000**	**1,500,000**	**0**	

ORDINANCE: **#O-25-____**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the FY 2026 Adopted Budget is hereby amended and funds are appropriated or rescinded to reflect the First Quarter Adjustments in the General, City/Federal/State Aid, Community Development Block Grant (CDBG), Forfeited Assets, Home Investment Partnerships Program (HOME), Technology, Fleet Services, and City Capital Projects Funds as reflected in Attachment B.

BE IT FURTHER ORDAINED that the said funds shall be used as identified in Attachment B.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

ATTACHMENT B

FY 2026 First Quarter Adjustment
SUMMARY BY FUND

	Expenditures	Additional Revenues	Transfer or Use of Committed/ Assigned/ Unassigned Fund Balance
GENERAL FUND	1,051,979	427,607	624,372
CITY/FEDERAL/STATE AID FUND	231,046	233,168	(2,122)
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND	42,136	42,136	0
FORFEITED ASSETS FUND	35,860	0	35,860
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) FUND	(55,874)	(55,874)	0
TECHNOLOGY FUND	0	110,975	(110,975)
CITY CAPITAL PROJECTS FUND	13,724,554	13,724,554	0
FLEET SERVICES FUND	1,104,960	0	1,104,960
TOTALS	$16,134,661	$14,482,566	$1,652,095

Department/Division	Amount	Source of Funding: Additional Revenues	Source of Funding: Transfer or Use of Committed/ Assigned/ Unassigned Fund Balance	Purpose
GENERAL FUND				
Circuit Court Clerk's Office	114,970	84,880	30,090	Appropriate additional State revenue for the approved State salary increase, bonus, the addition of a new full-time position approved by the State, and additional City funds needed to cover expenditures above State reimbursement.
Commissioner of the Revenue	7,609	7,609		Appropriate additional State revenue for the approved State salary increase and bonus.
Commonwealth's Attorney	275,307	233,507	41,800	Appropriate additional State revenue for the approved State salary increase, bonus, the addition of two new full-time positions approved by the State, and additional City funds needed to cover expenditures above State reimbursement.
Commonwealth's Attorney - Fines and Fees	1,842		1,842	Appropriate additional City funds for the approved State salary increase.
Human Services - Juvenile Services	21,769	21,769		Appropriate funds received after closing Youth Services accounts for the purchase of vape detectors.
Library	3,485	3,485		Appropriate additional State Aid revenue from the Library of Virginia.
Police Department	175,000		175,000	Appropriate unspent FY 2025 funds to replace twenty-four tactical rifles for the LPD Tactical Team.
Police Department - Emergency Communications	25,000		25,000	Appropriate unspent FY 2025 funds for upcoming electrical wiring improvements needed for the Emergency Communications Center and to purchase training laptops.
Public Works	60,000		60,000	Appropriate unspent FY 2025 funds to purchase a mulcher for the Streets Maintenance division and replace a utility vehicle for the Grounds Maintenance division to use downtown including the bluffwalk.
Registrar and Electoral Board	8,677	2,019	6,658	Appropriate additional funds for the approved State salary increase, increased stipends, bonus, and additional City funds needed to cover expenditures above State reimbursement.
Sheriff's Office	106,808	68,838	37,970	Appropriate additional State revenue for the approved State salary increase, bonus, the addition of a new full-time position previously unfunded by the State, and additional City funds needed to cover expenditures above State reimbursement.

Department/Division	Amount	Source of Funding: Additional Revenues	Source of Funding: Transfer or Use of Committed/ Assigned/ Unassigned Fund Balance	Purpose
Treasurer	5,500	5,500		Appropriate additional State revenue for the approved State salary increase and bonus.

TRANSFERS

Department/Division	Amount	Additional Revenues	Transfer or Use of Committed/ Assigned/ Unassigned Fund Balance	Purpose
Transfer to City/Federal/State Aid Fund from General Fund	135,037		135,037	*Transfer to City/Federal State Aid Fund from General Fund* to appropriate the amount collected from a percentage of Amusement Tax in the Arts and Cultural District that relates to the Arts Grant.
Transfer to Technology Fund from the General Fund Committed Technology Fund	110,975		110,975	*Transfer to Technology Fund from the General Fund Committed Technology Fund Reserve* of non-personnel unexpended funds to the Technology Fund per June 2000 Council approved Information Technology Policy.
GENERAL FUND Total	**1,051,979**	**427,607**	**624,372**	

CITY/FEDERAL/STATE AID FUND

Department/Division	Amount	Additional Revenues	Transfer or Use of Committed/ Assigned/ Unassigned Fund Balance	Purpose
Commonwealth's Attorney	8,075	8,075		Appropriate additional funds for the Victim Witness Program.
Commonwealth's Attorney	45,000	45,000		Appropriate additional funds for the Virginia Sexual and Domestic Violence Victim Funds grant including funds to continue supplemental funding for a full-time position not included in the Adopted FY 2026 budget.
Community Corrections and Pre-Trial Services	19,460	19,460		Appropriate additional funds to true-up the final award from the Virginia Department of Criminal Justice Services (DCJS).
Economic Development	135,037	135,037		*Transfer to City/Federal State Aid Fund from General Fund Operating Fund* to appropriate additional revenue received above the budgeted amount compared to collected from a percentage of Amusement Tax in the Arts and Cultural District that relates to the Arts Grant true up FY 2025.
Fire	(363)	(363)		Rescind funds to true-up the 2026 EMS 4-for-Life award.
Fire	12,997	12,997		Appropriate additional funds received for FY 2026 Fire Funding Entitlement.
Lynchburg Adult Recovery Court Program (24th Judicial Circuit) Grant	10,840	12,962	(2,122)	Appropriate additional grant revenue received above the budgeted amount, rescind use of fund balance, and additional opioid funds for additional staff duties.
CITY/FEDERAL/STATE AID FUND Total	**231,046**	**233,168**	**(2,122)**	

Department/Division	Amount	Source of Funding: Additional Revenues	Source of Funding: Transfer or Use of Committed/ Assigned/ Unassigned Fund Balance	Purpose
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND				
Community Development	42,136	42,136		Appropriate additional funds to reflect the final HUD allocation of federal entitlement funds for FY 2026.
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND Total	**42,136**	**42,136**	**0**	
FORFEITED ASSETS FUND				
Commonwealth's Attorney	13,500		13,500	Appropriate Asset Forfeiture revenues received in FY 2025.
Police Department	22,360		22,360	Appropriate Asset Forfeiture revenues received in FY 2025.
FORFEITED ASSETS FUND Total	**35,860**	**0**	**35,860**	
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) FUND				
Community Development	(57,565)	(57,565)		Rescind funds to reflect the final HUD allocation of federal entitlement funds for FY 2026.
Community Development	1,691	1,691		Appropriate additional HOME-ARP funds to reflect the revised HUD award.
HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) FUND Total	**(55,874)**	**(55,874)**	**0**	
TECHNOLOGY FUND				
Information Technology	0	110,975	(110,975)	*Transfer to Technology Fund from the General Fund Committed Technology Fund Reserve* of non-personnel unexpended funds to the Technology Fund per June 2000 Council approved Information Technology Policy.
TECHNOLOGY FUND Total	**0**	**110,975**	**(110,975)**	

Department/Division	Amount	Source of Funding: Additional Revenues	Source of Funding: Transfer or Use of Committed/ Assigned/ Unassigned Fund Balance	Purpose
CITY CAPITAL PROJECTS FUND				
Public Works - Engineering	(923,780)	(923,780)		Rescind federal funds previously awarded by VDOT for the Nationwide Drive Pedestrian Improvements project.
Public Works - Engineering	13,370,000	13,370,000		Appropriate additional SMARTSCALE funds awarded by VDOT for the Route 501/221 One-Way Pairs project.
Public Works - Engineering	850,000	850,000		Appropriate additional State Grant funds awarded by VDOT for the Ivy Creek Innovation Park project.
Public Works - Engineering	428,334	428,334		Appropriate additional Revenue Share funds awarded by VDOT for the 5th Street Phase IV project.
CITY CAPITAL PROJECTS FUND Total	**13,724,554**	**13,724,554**	**0**	

Department/Division	Amount	Additional Revenues	Transfer or Use of Committed/ Assigned/ Unassigned Fund Balance	Purpose
FLEET SERVICES FUND				
Operating	338,368		338,368	Appropriate unspent FY 2025 replacement bond proceeds due to inflation for General Fund heavy duty vehicle costs.
Operating	481,592		481,592	Appropriate unspent FY 2025 funds and additional funds from the reserve to purchase General Fund vehicles not ordered or placed on a purchase order before FY 2025 year end and for inflationary costs associated with vehicle purchases.
Operating	285,000		285,000	Appropriate unspent FY 2025 funds to purchase Sewer Fund vehicles not ordered or placed on a purchase order before FY 2025 year end.
FLEET SERVICES FUND Total	**1,104,960**	**0**	**1,104,960**	

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
September 23, 2025	Hollie Jennings, Special Assistant to the City Manager for Data & Innovation

AGENDA ITEM # II.3

Opioid Abatement Authority Direct Distribution Appropriation and VDSS State Funds Appropriation

RECOMMENDATION

Adopt a resolution to amend the FY 2026 City/Federal/State Aid Fund budget and appropriate $266,311 with resources from the Opioid Abatement Authority for use to address the damage the opioid epidemic has caused and continues to cause the citizens of the City of Lynchburg.

Adopt a resolution to amend the FY 2026 General Fund budget and appropriate $375,033 with resources from the Virginia Department of Social Services for use to fund three child protective services (CPS) worker positions and one supervisor position.

SUMMARY

Beginning in FY 2023, the City of Lynchburg began receiving money from the Opioid Abatement Authority in Direct Distributions. The City of Lynchburg is requesting approval to appropriate $266,311 towards the following programs to support treatment and remediation of the impact of opioid addiction throughout the City of Lynchburg:

1. $52,560 for Community Corrections and Pretrial Services - to support the transportation, counseling, drug screening, and other prevention and treatment needs for individuals placed in pretrial or probation services for substance-related offenses.
2. $69,958 for the Lynchburg Behavioral Health Docket - to support the transportation, counseling, drug screening, and other prevention and treatment needs for individuals placed in the Behavioral Health Docket Program with co-occurring mental health and substance abuse disorders.
3. $25,000 to Lynchburg Juvenile Services - to provide educational, preventative, and substance abuse treatment groups at the Lynchburg Youth Group Home for children and adolescents that are placed in shelter or foster care with the City of Lynchburg for stabilization services.
4. $118,793 to the Lynchburg Department of Social Services for:
    1. Provide specialized training for staff in substance use and addiction and offer direct assistance to families ($50,000) by covering recovery program co-pays/fees, transportation to treatment, substance use assessments and screenings, recovery housing, and other supports essential for long-term recovery, prevention, and treatment.
    2. Establish a specialized CPS unit ($68,793) - one Family Services Supervisor and three Family Services Specialists - dedicated to substance-affected families.

Beginning July 1, 2025, VDSS added $375,033 to Lynchburg's budget to fund these positions, with a $68,793 required local match.

Additionally, the City of Lynchburg is requesting approval to appropriate $375,033 from the Virginia Department of Social Services to establish four new positions within the Lynchburg Department of Social Services that will be a designated CPS unit tasked with providing specialized services to substance-affected families.

PRIOR ACTION(S)

FISCAL IMPACT

No local general fund match.

CONTACT(S)

Hollie Jennings, Special Assistant to the City Manager for Data & Innovation

ATTACHMENT(S)

1. Lynchburg CPS Allocations
2. Resolution - OAG 09-23-25

REVIEWED BY

Gregory Patrick, Deputy City Manager

Date: September 17, 2025

Alicia Finney, Clerk of Council

Date: September 18, 2025

To: Lynchburg Director

Piedmont Regional Director

From: Carl E. Ayers, Deputy Commissioner of Human Services

Subject: LFY 2026 Child Protective Services Staff Budget Allocations

Date: April 11, 2025

The Governor's budget, introduced December 18, 2024, included some actions of particular interest to local departments of social services regarding staff and operations funding for Child Protective Services (CPS).

Funding for Child Protective Services Staff

Beginning in SFY 2026 includes $7,810,512 ($6,599,883 GF and $1,210,629 local match) for 60 new CPS workers and 12 new CPS supervisor positions, to allow local departments to expand their CPS programs.

The Division of Family Services, specifically the Protection Program and the Division's Data team, collaborated with Local Engagement and Support, VDSS Budget, local departments of social services, and the VLSSE to determine the CPS allocations as recommended by the Office of the State Inspector General (OSIG) report. The following explains the process used to allocate the funds.

Worker Allocation Methodology

Criteria for Worker Allocation:

We prioritized localities that ranked their need for workers as "3" or higher and indicated either "Yes" or "Maybe" regarding their ability to secure the local match. Worker allocation was then determined using the following criteria:

1. **High Referral Volume:** Localities receiving 10 or more referrals per worker per month were allocated two workers. If a locality reported being at 100% staffing (i.e., no vacant positions), an additional worker was provided.
2. **Performance-Based Allocation:**

Localities were assigned a performance band based on their rates of TFCV (Timely First Contact of Victim Child) and Timely Referral Closure. The performance bands were defined as follows:

- **Greater than 95%:** Very High
- **89% to 95%:** High
- **77% to 89%:** Medium
- **61% to 77%:** Low
- **Less than 61%:** Very Low
- Localities classified as having "very low" performance received one worker.
- Localities classified as having "low" performance that received seven or more referrals per worker per month were each allocated one worker.

Criteria for Supervisor Allocation:

Supervisor allocation was based on the ratio of workers to supervisors. Localities were ranked from the highest to lowest ratio, and one supervisor was allocated to the 12 highest-ranked localities that:

1. Indicated their ability to secure the local match for the supervisor position.
2. Ranked their need for supervisors as "3" or higher.

Based on the data analysis, your agency was identified as requiring additional funding for three (3) CPS worker positions and one (1) supervisor position. Your LDSS's share of the total funding is $443,826 ($310,575 worker and $133,251 supervisor), this includes the 15.5% local match (LM). **All state funding is contingent upon approval of the proposed state budget amendments.**

Contact Information

If you have questions, please Shannon Hartung, Protection Program Manager, Shannon.Hartung1@dss.virginia.gov

RESOLUTION: **#R-25-____**

BE IT RESOLVED BY COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA:

1. That the FY 2026 City/Federal/State Aid Fund Budget is amended and $266,311 is appropriated therein with resources from the Virginia Opioid Abatement Authority for use in treatment and prevention initiatives to help address the damage the Opioid Epidemic has caused and continues to cause to the citizens of the City of Lynchburg, Virginia (City).

2. That the FY 2026 General Fund Budget is amended and $443,826 is appropriated therein with resources of $375,033 from the Virginia Department of Social Services and $68,793 from the City/Federal/State Aid Fund Budget for use in establishing and funding four (4) new full-time City positions (three (3) Child Protective Services (CPS) worker positions and one (1) supervisor position) within the Lynchburg Department of Social Services. These new positions will be a designated CPS unit tasked with providing specialized services to families in the City affected by substance abuse and the Opioid Epidemic.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
September 23, 2025	Kennith Edwards, Interim Chief of Police

AGENDA ITEM # II.4

FY 2026 VA Department of Criminal Justice Services (DCJS) Operation Ceasefire Grant

RECOMMENDATION

Adopt a resolution to amend the FY 2026 City/Federal/State Aid Fund budget and appropriate $148,850 with resources from the FY 2026 Virginia Department of Criminal Justice Services – Operation Ceasefire Grant to purchase forensic and analytical technology for the Lynchburg Police Department.

SUMMARY

The Virginia Department of Criminal Justice Services has awarded the city $148,850 to purchase forensic and analytical technology. This includes the purchase of a forensic spectroscope to aid in the identification of evidentiary items such as fingerprints, biological fluids, and gunshot residue, and the purchase of analytical software that manages data across disparate systems to identify crime patterns and inform operational decisions. No local matching funds are required.

PRIOR ACTION(S)

FISCAL IMPACT

None, no local match is required.

CONTACT(S)

Kennith Edwards, Interim Chief of Police
Jessica Hughes, Administrative Manager

ATTACHMENT(S)

1. 2026 VA DCJS Operation Ceasefire - Resolution

REVIEWED BY

Date:

Kennith Edwards, Interim Chief of Police

Date:

Mercedes Braun, Assistant to the City Manager

Date:

Wynter Benda, City Manager

Date:

Alicia Finney, Clerk of Council

RESOLUTION: #R-25-___

BE IT RESOLVED that the FY 2026 City/Federal/State Aid Fund budget is amended and $148,850 is appropriated with resources from the FY 2026 Virginia Department of Criminal Justice Services - Operation Ceasefire Grant to purchase forensic and analytical technology for the Lynchburg Police Department.

Introduced: Adopted:

Certified: ______________________________

Clerk of Council

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
September 23, 2025	Kennith Edwards, Interim Chief of Police

AGENDA ITEM # II.5

FY 2026 Office of First Responder Wellness Grant Program

RECOMMENDATION

Adopt a resolution to amend the FY 2026 City/Federal/State Aid Fund budget and appropriate $30,000 with resources from the 2026 VDCJA Office of First Responder Wellness Grant to purchase a mobile device wellness application for the Lynchburg Police Department.

SUMMARY

The City of Lynchburg was awarded $30,000 in Office of First Responder Wellness Grant Program funding. The Lynchburg Police Department will use this funding to purchase a mobile application to be downloaded on first responder's mobile devices. No local matching funds are required.

PRIOR ACTION(S)

FISCAL IMPACT

None; there is no local match required.

CONTACT(S)

Kennith Edwards, Interim Chief of Police
Jessica Hughes, Administrative Manager

ATTACHMENT(S)

1. 2026 VDCJA Office of First Responder Wellness Grant - RESOLUTION (1)

REVIEWED BY

____________________________ Date:
Kennith Edwards, Interim Chief of Police

____________________________ Date:
Mercedes Braun, Assistant to the City Manager

____________________________ Date:
Wynter Benda, City Manager

Date:

Alicia Finney, Clerk of Council

RESOLUTION: #R-25-___

BE IT RESOLVED that the FY 2026 City/Federal/State Aid Fund budget is amended and $30,000 is appropriated with resources from the 2026 VDCJA Office of First Responder Wellness Grant to purchase a mobile device wellness application for the Lynchburg Police Department.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
September 23, 2025	Kennith Edwards, Interim Chief of Police

AGENDA ITEM # II.6

FY 2026 Virginia Department of Emergency Management (VDEM) Next Generation E9-1-1 PSAP Grant

RECOMMENDATION

Adopt a resolution to amend the FY 2026 City/Federal/State Aid Fund budget and appropriate $150,000 with resources from the FY 2026 Virginia Department of Emergency Management Next Generation E9-1-1 Grant to purchase communication headsets and ergonomic office furniture and chairs for the Lynchburg Emergency Communications Center.

SUMMARY

The City of Lynchburg was awarded $150,000 in Virginia Department of Emergency Management Next Generation E9-1-1 grant funding. The Lynchburg Police Department will use this funding to purchase facility technology and furniture upgrades. No local matching funds are required.

PRIOR ACTION(S)

FISCAL IMPACT

None, no local match is required.

CONTACT(S)

Kennith Edwards, Interim Chief of Police
Jessica Hughes, Administrative Manager

ATTACHMENT(S)

1. 2026 VDEM NG E9-1-1 PSAP Grant - RESOLUTION

REVIEWED BY

Kennith Edwards, Interim Chief of Police   Date:

Mercedes Braun, Assistant to the City Manager   Date:

Date:

Wynter Benda, City Manager

Date:

Alicia Finney, Clerk of Council

RESOLUTION: #R-25-___

BE IT RESOLVED that the FY 2026 City/Federal/State Aid Fund budget is amended and $150,000 is appropriated with resources from the 2026 Virginia Department of Emergency Management (VDEM) Next Generation E9-1-1 PSAP Grant to purchase technology and furniture for the Emergency Communication Center.

Introduced: Adopted:

Certified: ________________________________

Clerk of Council

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
September 23, 2025	Preston Sellers, Director of Human Services

AGENDA ITEM # II.7

Performance-based monetary bonuses to Benefit Programs Specialists

RECOMMENDATION

Approve an ordinance authorizing the payment of performance-based monetary bonuses to Benefit Programs Specialists employed by the City of Lynchburg's Department of Human Services.

SUMMARY

The Virginia Department of Social Services is implementing a performance-based bonus structure to incentivize efficiency and accuracy in reducing Medical Assistance renewal backlogs. This bonus applies to Social Services workers who process Medicaid eligibility cases. This incentive is designed to enhance the timeliness of critical Medicaid processing deadlines and improve service delivery to the community.

While specific program details are still forthcoming, localities must adopt an ordinance authorizing the incentive for eligible employees. The criteria and funding for the bonus would be wholly provided by VDSS, with no local match required.

PRIOR ACTION(S)

None

FISCAL IMPACT

None

CONTACT(S)

Preston Sellers, Director of Human Services

ATTACHMENT(S)

1. Proposed Ordinance - Monetary Bonuses for Benefit Programs Specialists

REVIEWED BY

Kent White, Assistant City Manager

Date: September 16, 2025

AN ORDINANCE TO AUTHORIZE THE PAYMENT OF PERFORMANCE-BASED MONETARY BONUSES TO BENEFIT PROGRAMS SPECIALISTS WHO ARE EMPLOYED WITH THE CITY OF LYNCHBURG'S DEPARTMENT OF HUMAN SERVICES, EXCEED EXPECTATIONS IN THEIR EMPLOYMENT, AND SATISFY APPLICABLE VIRGINIA DEPARTMENT OF SOCIAL SERVICES STANDARDS

ORDINANCE: **#O-25-___**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG:

1. That, pursuant to Section 15.2-1508 of the Code of Virginia, 1950, as amended, the City Manager, the Director for the City of Lynchburg's Department of Human Services, and their respective designees, are authorized to pay performance-based monetary bonuses to Benefit Programs Specialists who are employed with the City of Lynchburg's Department of Human Services, exceed expectations in their employment, and satisfy applicable Virginia Department of Social Services standards.

2. That, whether a Benefit Programs Specialist is eligible for a monetary bonus as contemplated by this Ordinance shall be at the discretion of the Director for the City of Lynchburg's Department of Human Services.

3. That this Ordinance shall be effective upon its adoption.

Adopted:_______________

Certified:_______________
Clerk of Council

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
September 23, 2025	Donna Witt, Chief Financial Officer

AGENDA ITEM # II.8

Funding request of $25,000 for the Central Virginia Alliance for Community Living (CVACL)

RECOMMENDATION

Adopt an ordinance amending the FY 2026 General Fund Operating Budget to fund the Central Virginia Alliance for Community Living (CVACL) in the amount of $25,000 with resources from the General Fund Reserve for Contingencies.

SUMMARY

At the August 26, 2025, City Council meeting, City Council agreed to reconsider the request by Central Virginia Alliance for Community Living (CVACL) for funding in FY 2026.

PRIOR ACTION(S)

June 30, 2025: City Council, Adoption of the FY 2026 Operating and Capital Budgets

FISCAL IMPACT

$25,000 from the General Fund Reserve for Contingencies

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. Ordinance - Amend FY 2026 Operating Budget - Discretionary External Service Provider - CVACL

REVIEWED BY

D- S. Witt

Donna Witt, Chief Financial Officer

Date: September 17, 2025

ORDINANCE: **#O-25-___**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA: That by a two – thirds majority vote (five of seven), the FY 2026 General Fund budget is amended and $25,000 is appropriated therein from the General Fund Reserve for Contingencies to provide funding for the Discretionary External Service Provider Central Virginia Alliance for Community Living.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
September 23, 2025	Donna Witt, Chief Financial Officer

AGENDA ITEM # III.9

FY 2026 General Fund Reserve for Contingencies Update

RECOMMENDATION

Receive an update on the FY 2026 General Fund Reserve for Contingencies.

SUMMARY

The General Fund Reserve for Contingencies is a reserve in the General Fund Operating Budget designed to provide a source of funding for items not included in the current budget. Requests for use of this reserve are recommended by the Finance Committee with final approval by City Council.

The FY 2026 Reserve for Contingencies was adopted at $1,200,000, including $50,000 for City Manager's Discretionary expenditures. Updates are presented at the Finance Committee meeting.

PRIOR ACTION(S)

June 30, 2025: City Council, Adoption of the FY 2026 Operating Budget

FISCAL IMPACT

As noted in Attachment A.

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. General Fund Reserve for Contingencies FY 2026 - Finance Committee - September 2025

REVIEWED BY

D. S. Witt

Date: September 17, 2025

Donna Witt, Chief Financial Officer

ATTACHMENT A

FY 2026 GENERAL FUND RESERVE FOR CONTINGENCIES

	Reserve for Contingencies	City Manager's Discretionary Funding
BEGINNING BALANCE, JULY 1, 2025	$116,160	$50,000
Carryforward to FY 2026 Reserve for Contingencies - FY 2026 Adopted Budget	1,033,840	0
BALANCE	**$1,150,000**	**$50,000**
APPROPRIATIONS (Second Reading)		
TOTAL APPROPRIATIONS	**$0**	**$0**
REMAINING BALANCE	**$1,150,000**	**$50,000**
ITEMS INTRODUCED		
Discretionary External Service Providers - Funding for Central Virginia Alliance for Community Living	($25,000)	
TOTAL INTRODUCED ITEMS	**($25,000)**	**$0**
REMAINING BALANCE	**$1,125,000**	**$50,000**
PENDING ITEMS		
TOTAL PENDING ITEMS	**$0**	**$0**
ENDING BALANCE, JUNE 30, 2026	**$1,125,000**	**$50,000**

Finance Committee
Agenda Item III.10.
Information Only

AGENDA ITEM SUMMARY

MEETING DATE	PRESENTED BY
September 23, 2025	Donna Witt, Chief Financial Officer

AGENDA ITEM # III.10

Monthly Revenue Collections Update

RECOMMENDATION

Review collections received from five of the City's revenue sources during Fiscal Year 2026. This report reflects revenues collected through July 2025.

SUMMARY

A comparison of collections received by month is provided for the following revenues:

1. Sales and Use Tax
2. Consumer Utility Tax - Electric
3. Meals Tax
4. Lodging Tax
5. Amusement Tax

PRIOR ACTION(S)

June 30, 2025: City Council, Adoption of the FY 2026 Operating Budget

FISCAL IMPACT

As noted on report.

CONTACT(S)

Donna Witt, Chief Financial Officer

ATTACHMENT(S)

1. Monthly Tax Revenues Comparison FY 2026- FC September 2025

REVIEWED BY

D - S. Witt

Donna Witt, Chief Financial Officer

Date: September 18, 2025

Comparison of Collections
Budget to Actual
Fiscal Year 2026

	Actual FY 2023	Actual FY 2024	Actual FY 2025	Adopted FY 2026	Actual FY 2026	Actual FY 2026 to Adopted FY 2026	Actual FY 2026 to Actual FY 2025
SALES & USE TAX							
ADOPTED FY 2026 BUDGET - $22,750,000							
JULY	$1,752,856	$1,756,307	$1,858,086	$1,870,016	$1,931,527	$61,511	$73,441
TOTAL	**$1,752,856**	**$1,756,307**	**$1,858,086**	**$1,870,016**	**$1,931,527**	**$61,511**	**$73,441**
CONSUMER UTILITY TAX - ELECTRIC							
ADOPTED FY 2026 BUDGET - $3,500,000							
JULY	$323,534	$305,391	$328,167	$317,402	$339,553	$22,151	$11,386
TOTAL	**$323,534**	**$305,391**	**$328,167**	**$317,402**	**$339,553**	**$22,151**	**$11,386**

	Actual Collected FY 2023 [2]	Actual Collected FY 2024 [2]	Actual Collected FY 2025 [2]	Adopted FY 2026	Actual Assessed FY 2026	Actual Assessed FY 2026 to Adopted FY 2026	Actual Collected FY 2026 [2]	Actual Collected FY 2026 to Adopted FY 2026	Actual Collected FY 2026 to Collected FY 2025
MEALS TAX									
ADOPTED FY 2026 BUDGET - $21,300,000									
JULY [1]	$1,450,812	$1,445,285	$1,463,383	$1,590,630	$1,700,163	$109,533	$1,616,323	$25,693	$152,940
TOTAL	**$1,450,812**	**$1,445,285**	**$1,463,383**	**$1,590,630**	**$1,700,163**	**$109,533**	**$1,616,323**	**$25,693**	**$152,940**
LODGING TAX									
ADOPTED FY 2026 BUDGET - $4,100,000									
JULY [1]	$268,473	$287,424	$323,561	$324,960	$366,190	$41,230	$339,338	$14,378	$15,777
TOTAL	**$268,473**	**$287,424**	**$323,561**	**$324,960**	**$366,190**	**$41,230**	**$339,338**	**$14,378**	**$15,777**
AMUSEMENT TAX									
ADOPTED FY 2026 BUDGET - $950,000									
JULY [1]	$46,938	$88,097	$83,599	$82,666	$90,209	$7,543	$81,876	($790)	($1,723)
TOTAL	**$46,938**	**$88,097**	**$83,599**	**$82,666**	**$90,209**	**$7,543**	**$81,876**	**($790)**	**($1,723)**

[1] Due to year end accounting activities, a portion of revenues associated with May and June were posted in June and July.
[2] "Actual Collected" includes all revenue received per month regardless of whether the payment is current or delinquent.