

// A regular meeting of the Council of the City of Lynchburg was held on the 14th day of October, 2008, at 7:30 P.M. in the Council Chamber, City Hall, Joan F. Foster, President, presiding. Council Member Gillette gave the Invocation, followed by the Pledge of Allegiance. The following Members were present:

Present: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster

7

Absent:

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// John Moon presented to the City a framed copy of his artwork that was recently featured in the local magazine "Lynchburg Living", expressing his desire that the artwork become a symbol for all cultural and fine arts for the City. Mayor Foster accepted the artwork on behalf of the City and thanked Mr. Moon for his gift.

// Mayor Foster presented to Amazement Square Executive Director Mort Sajadian and his Assistant Melissa Zadell a proclamation declaring September 27 – November 30 as "Lynchburg Big Read" in the City of Lynchburg.

// Copies of the minutes of the September 8, 2008 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Garrett, seconded by Council Member Helgeson, Council by the following recorded vote approved the minutes as presented:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster

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Noes:

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// Copies of the minutes of the September 9, 2008 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Garrett, seconded by Council Member Helgeson, Council by the following recorded vote approved the minutes as presented:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster

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Noes:

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// Copies of the minutes of the September 23 (two meetings), 2008 meetings, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Garrett, seconded by Council Member Helgeson, Council by the following recorded vote approved the minutes as presented:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster

7

Noes:

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// Copies of the minutes of the October 7, 2008 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Garrett, seconded by Council Member Helgeson, Council by the following recorded vote approved the minutes as presented:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster

7

Noes:

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// In the matter of Library – General, City Council Report #5 was considered. On motion of Council Member Garrett, seconded by Council Member Helgeson, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-08-125, as presented, amending

the FY2009 City/Federal/State Aid Fund budget and appropriating \$7,800, with resources from the Gates Foundation, to purchase three new personal computers and one new Early Learning Station for the Downtown Branch Library:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster

7

Noes:

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// In the matter of Police – General, City Council Report #6 was considered. On motion of Council Member Garrett, seconded by Council Member Helgeson, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-08-126, as presented, amending the FY2009 City/Federal/State Aid Fund budget and appropriating \$15,919, fully reimbursable, to purchase nineteen (19) X-26 Tasers and cartridges:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster

7

Noes:

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// In the matter of Community Planning - Zoning, a public hearing was held regarding City Council Report #7 outlining the petition of West Lynchburg Baptist Church for a Conditional Use Permit to allow the construction of a playground and pavilion in an R-3, Medium Density, Two-Family Residential District, at 101,103, 105 and 107 Langhorne Lane. Senior Planner Kent White provided a brief summary regarding the petition. Mr. Tom Woodford, representing the petitioner, outlined the request and asked for approval. Mr. Woodford explained that the playground will be dedicated in memory of Jason Sherman, a member of the Church who died while serving in Iraq. Mr. Woodford stated that his parents decided to memorialize him in the form of this playground because he was active with the children of the Church. Ann and Christopher Sherman, the parents of Jason Sherman, also spoke in support of the request. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Helgeson, seconded by Council Member Garrett, Council by the following recorded vote adopted Resolution #R-08-127, as presented, granting the Conditional Use Permit:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster

7

Noes:

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// In the matter of GLTC, City Council Report #8 regarding a request from the Greater Lynchburg Transit Company (GLTC) regarding a weekday shuttle service for Cabell Street to the Plaza Transfer Station was considered. GLTC General Manager Mike Carroll stated that in March 2008, the City closed the "D" Street Bridge due to structural deficiencies, restricting bus service access to Cabell Street. Mr. Carroll explained that the closure required GLTC to terminate the existing fixed route service to Cabell Street via the Routes 1A and 1B, as the extra time required to traverse Cabell Street would result in Routes 1A and 1B unable to maintain schedule adherence and miss connections at the Plaza Transfer Station. Mr. Carroll stated that GLTC received numerous complaints from Daniels' Hill residents, and has received a petition to restore transit service to Cabell Street. Mr. Carroll explained that GLTC staff prepared several options to restore some level of transit service to Cabell Street:

Option 1: Modify the current Route 1B to serve Cabell Street in lieu of Bedford Avenue;

Option 2: Establish a "Cabell Street Shuttle" which would provide limited fixed-route service to

Cabell Street, Bedford Avenue, 5th Street and the Plaza. The "Shuttle" would run approximately 7 hours on weekdays only – morning peak, mid-day, and afternoon peak service.

Option 3: Provide general public demand-response service to Cabell Street, during Route 1A service hours (7 days per week, including nights). This option would require customers to call ahead to schedule service.

Mr. Carroll stated that these options were reviewed by the GLTC Board's Community Relations Committee and Planning Committee in August, with the Community Relations Committee recommending Option 3. Mr. Carroll stated that the Planning Committee recommended either Option 2 or 3, and further recommended staff to conduct another public meeting with the residents of Daniels Hill, and that at its September Board meeting, the Board directed staff to explore additional City funding and to hold a public meeting for Daniels Hill residents. Mr. Carroll went on to say that staff held a public meeting on September 16, reviewed the service options with citizens in attendance, and Option 2 received the most number of votes. Mr. Carroll explained that no additional operating funds would be needed from the City in the FY2009 to restore the bus service since the \$71,395 estimated additional operating costs would be funded via the "unallocated reserve" of \$376,980. Mr. Carroll also noted that the matter previously discussed regarding the potential use of the additional state funding and any "maintenance of local effort requirement" has still not been acted on by the Commonwealth Transportation Board. In response to questioning, Mr. Carroll stated that Daniels Hill generates, on average, 20 or fewer bus riders a day. Council Member Johnson stated that the neighborhood has been without bus service for over six months and that he supports restoring the limited bus service to the Daniels Hill neighborhood, especially since no additional funds will be required from the City. Council Member Johnson made a motion, seconded by Council Member Gillette, to approve the request to restore a weekday shuttle service for Cabell Street to the Plaza Transfer Station. Some Council Members questioned the cost and efficiency of the shuttle proposal and suggested that the proposal needed to be forwarded to the Finance Committee for further review. Council Member Helgeson made a substitute motion, seconded by Council Member Garrett, to refer the matter to the Finance Committee for further study. Council Members discussed at length the merits of the proposal and whether or not it would be beneficial to refer the matter to the Finance Committee. Mayor Foster commented that due to the amount of discussion regarding the request, she would like to see the matter scheduled for a future work session. Other Council Members argued that the neighborhood needed to see its transit service restored immediately and that there was nothing more to be gained from referring the request to the Finance Committee or scheduling it for a work session. They also pointed out that the bus service will be even more important once the D Street Bridge is closed to pedestrian traffic. Some Council Members stated that even though they recognized that the neighborhood bus service needed to be restored, they could not support the proposal that was being recommended, suggesting that there may be a more creative and less costly solution to restoring the bus service to Cabell Street. In response to Council questioning, Mr. Carroll stated that the GLTC Board has requested quarterly reports regarding the ridership of this route. Vice Mayor Dodson suggested that Council approve

the proposal for a six month period to allow time to review the ridership information before making a final decision regarding the shuttle service and questioned if he could offer another substitute motion. City Attorney Walter Erwin stated that the Rules of Procedure states that no more than one substitute motion may be made. Following discussion, the vote was called on the substitute motion, and Council by the following recorded vote defeated the substitute motion:

Ayes: Garrett, Helgeson, Perrow 3

Noes: Dodson, Gillette, Johnson, Foster 4

Vice Mayor Dodson asked if Council Member Johnson would accept a friendly amendment to his original motion to approve the shuttle service for six months. Council Member Johnson accepted the friendly amendment; Council Member Gillette, who seconded the motion, also accepted the friendly amendment. The vote was called on the original motion and Council by the following recorded vote agreed to support a request from the Greater Lynchburg Transit Company to establish a weekday shuttle service for Cabell Street to the Plaza Transfer Station for a period of six months:

Ayes: Dodson, Gillette, Johnson, Foster 4

Noes: Garrett, Helgeson, Perrow 3

// In the matter of Economic Development - General, City Council Report #9 was considered. On motion of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote adopted Ordinance #0-08-128, as presented, changing the name of the "Industrial Development Authority" to the "Economic Development Authority of the City of Lynchburg, Virginia":

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster 7

Noes: 0

// In the matter of Community Planning - General, City Council Report #10 regarding a request to amend the Option to Purchase Agreement between the City and Invest Lynchburg, LLC, for property located on Jefferson Street was considered. City Manager Kimball Payne stated that Invest Lynchburg, LLC, has decided to comply with the original agreement and that no action is required by Council. Mr. Payne did note that a "first right of refusal" clause was not included in the original Option to Purchase Agreement.

// On motion of Council Member Gillette, seconded by Council Member Johnson, Council by the following recorded vote elected to hold a closed meeting to consider appointments to Council-appointed Boards and Commissions, i.e., Social Services Advisory Board, Dr. Martin Luther King, Jr./Lynchburg Community Council, Redevelopment and Housing Authority Board, Lynchburg Business Development Centre, Transit Company Board, Lynchburg Parking Authority, and Disabilities Services Board pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster 7

Noes: 0

// The meeting was re-opened to the public.

// Council Member Gillette made the following motion:

WHEREAS, the Council of the City of Lynchburg has convened a closed meeting on this date, pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by City Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Lynchburg certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by Council.

The Motion was seconded by Council Member Johnson, and Council by the following recorded vote adopted the motion:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster 7

Noes: 0

// In the matter of Appointments, and on nomination of Council Member Perrow, Council by the following recorded vote re-appointed William E. Keller to serve on the Social Services Advisory Board for a term to expire September 30, 2012:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster 7

Noes: 0

On nomination of Council Member Perrow, Council by the following recorded vote appointed Dorothy S. Holmes, Ramona Battle, Angelia D. Wright and Antonio M. Davis, Sr., to serve on the Social Services Advisory Board for terms to expire September 30, 2012:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster 7

Noes: 0

On nomination of Council Member Perrow, Council by the following recorded vote appointed Jacqueline Robinson to serve on the Dr. Martin Luther King, Jr./Lynchburg Community Council to fill an unexpired term ending June 30, 2011:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster 7

Noes: 0

On nomination of Council Member Perrow, Council by the following recorded vote re-appointed Ruth B. Richardson and William J. Sydnor, II, to serve on the Lynchburg Redevelopment and Housing Authority Board for terms to expire September 30, 2012:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster 7

Noes: 0

On nomination of Council Member Perrow, Council by the following recorded vote re-appointed Dan C. Messerschmidt and Terry W. Thompson to serve on the Lynchburg Business Development Centre Board for terms to expire September 30, 2011:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster 7

Noes: 0

On nomination of Council Member Perrow, Council by the following recorded vote re-appointed James H. Mundy and Geneva B. Rose to serve on the Lynchburg Transit Company Board for terms to expire October 31, 2011:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster 7

Noes: 0

On nomination of Council Member Perrow, Council by the following recorded vote re-appointed Michael Gillette and Dennis Howard to serve on the Lynchburg Parking Authority for terms to expire October 30, 2013:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster 7

Noes: 0

On nomination of Council Member Perrow, Council by the following recorded vote appointed Randall Dalton to serve on the Disabilities Services Board for a term to expire October 31, 2011:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster 7

Noes: 0

On nomination of Council Member Perrow, Council by the following recorded vote appointed Rob Jarvis to fill an unexpired term on the Disabilities Services Board ending October 31, 2009:

Ayes: Dodson, Garrett, Gillette, Helgeson, Johnson, Perrow, Foster 7

Noes: 0

// The meeting was adjourned at 9:55 P.M.

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 28, 2008**

AGENDA ITEM NO.: 4

CONSENT: **X**

REGULAR:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: Virginia Highway Safety Program Grant (RS-2009-59233-3536-20.600) to provide DUI and Occupant Restraint Enforcement Activities

RECOMMENDATION:

Adopt a resolution to amend the FY 2009 City/Federal/State Aid Fund budget and appropriate \$27,500 with resources from a Virginia Highway Safety Program Grant to conduct DUI and occupant restraint enforcement activities.

SUMMARY:

Funding from this Virginia Highway Safety Program Grant will be used to conduct DUI and Occupant Restraint enforcement activities.

A local match of 20%, or \$5,500, is required. The Police Department will provide the \$5,500 as in-kind match within its current budget for fuel and vehicle maintenance.

PRIOR ACTION(S):

October 28, 2008, Finance Committee

FISCAL IMPACT:

The required local match will be provided by the Police Department through in-kind services; therefore, no additional funding is needed.

CONTACT(S):

Colonel Parks H. Snead, Chief of Police, 455-6045

Captain H. Wayne Duff, Jr., 455-6052

ATTACHMENT(S):

Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED THAT the FY 2009 City/Federal/State Aid Fund budget is amended and \$27,500 is appropriated with resources from a Virginia Highway Safety Program Grant to conduct DUI and occupant restraint enforcement activities.

Introduced:

Adopted:

Certified:

Clerk of Council

122L

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 28, 2008**

AGENDA ITEM NO.: 5

CONSENT: **X**

REGULAR:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: Virginia Highway Safety Program Grant (K8-2009-59234-3537-20.601) for accident investigation training and to purchase equipment

RECOMMENDATION:

Adopt a resolution to amend the FY 2009 City/Federal/State Aid Fund budget and appropriate \$23,100 with resources from a Virginia Highway Safety Program Grant for accident investigation training and to purchase equipment.

SUMMARY:

Funding from the Virginia Highway Safety Program Grant will be used for accident investigation training and to purchase equipment. The equipment will include Crash Data Retrieval Software and Hardware Upgrades, Digital Cameras, and a laptop computer.

A local match of 20%, or \$4,620, is required. The Police Department will provide \$4,620 of in-kind services within its current budget.

PRIOR ACTION(S):

October 28, 2008, Finance Committee

FISCAL IMPACT:

The required local match will be provided by the Police Department through in-kind services; therefore, no additional funding is needed.

CONTACT(S):

Colonel Parks H. Snead, Chief of Police, 455-6045
Captain H. Wayne Duff, Jr., 455-6052

ATTACHMENT(S):

Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the FY 2009 City/Federal/State Aid Fund budget is amended and \$23,100 is appropriated with resources from a Virginia Highway Safety Program Grant for accident investigation training and to purchase equipment.

Introduced:

Adopted:

Certified:

Clerk of Council

121L

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: October 28, 2008		AGENDA ITEM NO.: 6
CONSENT:	REGULAR: X	CLOSED SESSION: (Confidential)
ACTION:	INFORMATION:	
<u>ITEM TITLE:</u> PUBLIC HEARING ON THE AMENDED CITIZEN PARTICIPATION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAMS		

RECOMMENDATION: Hold a public hearing and receive comments regarding the amended Citizen Participation Plan.

SUMMARY: The U.S. Department of Housing and Urban Development (HUD) requires each City entitled to CDBG and HOME funds to have a Citizen Participation Plan. The Purpose of the Citizen Participation Plan is to provide procedures in accordance with citizen participation requirements of the Community Development Block Grant and HOME programs by which citizens are provided an adequate opportunity to participate.

The last update to the City's Citizen Participation Plan was on December 12, 1995. Federal requirements for the Citizen Participation Plan can be found at 24 CFR 91.105.

PRIOR ACTION(S): CDBG & HOME Program Discussion at the September 23, 2008, City Council Work Session.

FISCAL IMPACT: N/A

CONTACTS:

Charlene Montford/ 455-3902
Gwendolyn Gillespie/ 455-3916

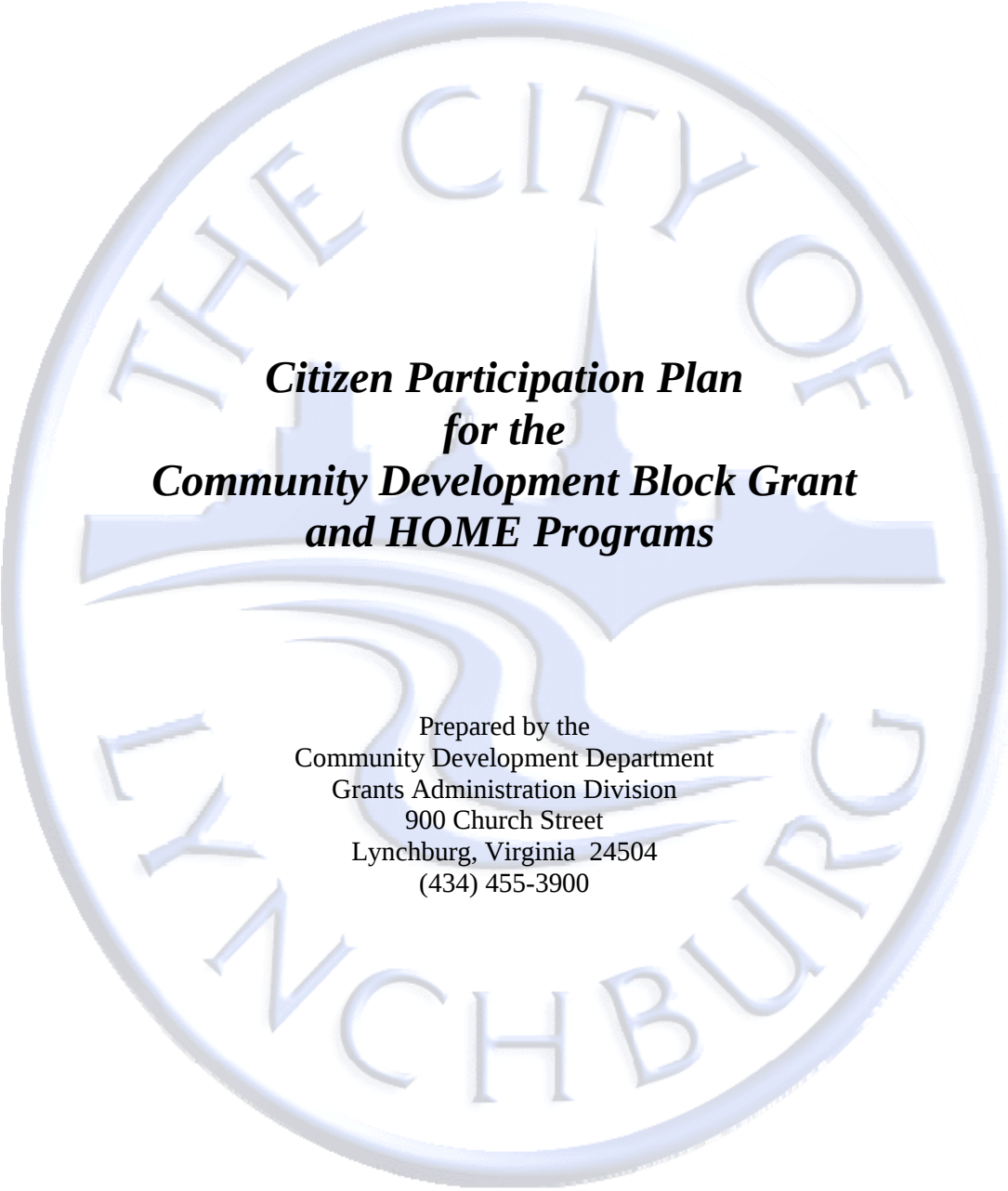
ATTACHMENT(S):

Draft Amended Citizen Participation Plan

Current Citizen Participation Plan

REVIEWED BY: lkp

City of Lynchburg, Virginia



Citizen Participation Plan for the Community Development Block Grant and HOME Programs

Prepared by the
Community Development Department
Grants Administration Division
900 Church Street
Lynchburg, Virginia 24504
(434) 455-3900

Approved by City Council on _____

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CITIZEN PARTICIPATION PLAN

City of Lynchburg, Virginia

INTRODUCTION

This Citizen Participation Plan was prepared in accordance with Section 104(a) of the Housing and Community Development Act of 1974, as amended. The 24 CFR 91.105 federal regulations outline the “citizen participation” requirements. This document has been developed in order for the City of Lynchburg, Virginia to be in compliance with the requirements of the regulations.

The Plan sets forth the City’s policies and procedures by which it encourages local citizens to participate and comment on the federally funded Community Development Block Grant (CDBG) and HOME programs. The provisions concerning citizen involvement in implementing and assessing the CDBG and HOME programs apply to all activities that are ongoing, as well as to all future activities. This plan shall remain in affect until all activities are completed, or until this Plan is superseded by a new Plan.

In accordance with the City of Lynchburg’s mission of responsive, effective local government and vision principles that include engaging the community, the City will follow the Citizen Participation Plan detailed in this document. This Plan will help the City to determine and prioritize the needs of neighborhoods and communities, administer programs intended to address those needs, and involve the public in the Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER) process.

CERTIFICATION OF COMPLIANCE

As a part of the City’s submission of its Five-Year Consolidated Plan, and any amendments thereto, the City will submit certification to the U.S. Department of Housing and Urban Development (HUD) that the City is following an approved Citizen Participation Plan, which:

1. Provides for and encourages citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
2. Provides for participation by residents in low and moderate income neighborhoods or targeted revitalization areas as defined by the City;
3. Provides for and encourages citizen participation of residents of public and assisted housing developments, as well as providing information to the housing agency about Consolidated Plan activities related to its development;
4. Provides for and encourages citizen participation of persons with disabilities as well as provides a copy of the participation plan in a format accessible to persons with disabilities, upon request;
5. Provides for and encourages citizen participation of all of the City of Lynchburg citizens, including minorities and non-English speaking persons, and identifies how the needs of non-English speaking residents will be met in the case of public hearings where a

significant number of non-English speaking residents can be reasonably expected to participate;

6. Provides citizens with reasonable and timely notification and access to local meetings, information, and records relating to the City's proposed and actual use of federal CDBG and HOME funds;
7. Provides for technical assistance to groups/organizations representative of persons of low and moderate income that request such assistance in developing proposals, with the level and type of assistance to be determined by the City;
8. Provides for public hearings to obtain citizen views, and to respond to proposals and questions at all stages of the community development program process, including at least the development of needs, the review of proposed activities, and the review of the programs annual performance. The hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the disabled; and
9. Provides for timely written response to written complaints and grievances where applicable.

CITIZEN PARTICIPATION PLAN

The U.S. Department of Housing and Urban Development requires the City of Lynchburg to have and follow a Citizen Participation Plan as a condition of receiving federal funds. This Plan contains the City's policies and procedures for involving the community in:

- the development of the Annual Action Plan and the Five-Year Consolidated Plan;
- the review of the Consolidated Annual Performance and Evaluation Report; and
- the use of Community Development Block Grant (CDBG) and HOME program funds.

Included in this Citizen Participation Plan are policies and procedures for amending these documents and local programs. The Citizen Participation Plan will apply to the Section 108 loan program and other HUD programs that would require citizen participation. (See Appendix A for a definition of the Annual Action Plan, Consolidated Plan and CAPER and Appendix B for a description of the CDBG and HOME programs).

This Plan was prepared by the Community Development Department, Grants Administration Division, which is the lead entity for the administration of the CDBG and HOME programs for the City of Lynchburg.

Encouragement of Citizen Participation

Participation by residents in low and moderate income neighborhoods, as well as minorities, non-English speaking persons, and persons with mobile, visual and hearing disabilities is encouraged throughout the development of the Consolidated Plan, Annual Action Plan, the CAPER, and any amendments to these plans. Residents of public and housing developments are also encouraged to participate.

Methods of Citizen Involvement

The City provides four methods of citizen involvement in the development of the Five-Year Consolidated Plan and the Annual Action Plan.

1. Local community involvement;
2. Technical assistance workshops for prospective applicants;
3. Community Development Advisory Committee (CDAC) review and hearings; and
4. City Council noticed public hearings.

RESPONSIBILITIES AND OBLIGATIONS

This section of the Citizen Participation Plan provides guidance to the various stakeholders in the activities required to develop and implement the Consolidated Plan, Annual Action Plan and the CAPER. These guidelines are provided to be inclusive and protect the fairness and integrity of the Community Development Block Grant and HOME programs. They are not intended, in any way, to exclude or limit access to the process.

Assignments

The City of Lynchburg Citizen Participation Plan describes the roles of the City Council, Community Development Advisory Committee, City staff and others involved in developing and evaluating progress toward implementation of the Consolidated Plan and Annual Action Plan.

The **Lynchburg City Council** serves as the body of elected community-wide representatives responsible for addressing policy issues related to the Consolidated Plan and Annual Action Plan. The City Council gives direction to City staff as to how to proceed in assessing Lynchburg's housing and community development needs and a strategy to address the needs identified. They must approve the Consolidated Plan and the Annual Action Plan prior to submission to HUD. The City Council must also comment and approve revisions to the Citizen Participation Plan and amendments to the Consolidated Plan.

The City Council will appoint and oversee the **Community Development Advisory Committee (CDAC)**. The CDAC will review the development of the Consolidated Plan and the Annual Action Plan, apply strategies developed in the Consolidated Plan and make recommendations to the City Council for funding activities and programs under the CDBG and HOME programs. This committee will also annually review the Consolidated Annual Performance and Evaluation Report (CAPER) and review and comment on the development of the Citizen Participation Plan. (A detailed description of the CDAC is provided on page 5 of this document).

City staff will facilitate the process by assisting the City Council and the CDAC in meeting the City's obligations and responsibilities as an entitlement City for the CDBG and HOME programs. This will include preparing and submitting the required reports and documents to HUD and providing other support as required.

Other interested **citizens and groups** are encouraged to participate in the process via public input. The City and HUD recognizes community input as an important component in identifying high priority needs in the community and ensuring that CDBG and HOME funds are used for activities that address those issues and concerns. These groups include the following:

- public and private entities, both nonprofit and for-profit, particularly those whose purpose relates to housing, homelessness, neighborhoods, community development and economic development;
- The community-at-large, civic organizations, particularly those from low and moderate income neighborhoods, civic associations and tenant associations;
- The business community;
- Public Housing residents and agency staff;
- Lynchburg City schools;
- Clients, program users, program operators; and
- Residents and organizations in the CDBG target area.

Public Meetings

It is the policy of the City of Lynchburg to give citizens timely notice of local meetings and reasonable and timely access to local meetings, information, performance reports, and records relating to the City's proposed and actual use of CDBG and HOME program funds.

All meetings will be published at least once in the local paper at least 15 days in advance of the meeting date. Those meetings requiring more than 15 day notice in advance, will meet the required advance notice timeline. The published information will include:

- Description of the activity;
- What entity is conducting the meeting;
- Amount of source of funds;
- Where and how information may be obtained;
- The date, time and location of the public meetings(s);
- Timeframe for the public to submit public comments;
- How and what format comments will be accepted; and
- Contact person for additional information.

The City wants to ensure that all people are able to participate in public meetings. Therefore, the City will provide translators, upon request, to help non-English speaking persons at public hearings, working sessions and public meetings. Likewise, the City will make special accommodations for persons with disabilities so they can participate. The City will schedule meetings in locations that are free from accessibility problems and at times that are convenient for the community. Persons needing special accommodations or translators should make their requests **one week** before the meeting so that the City can assure that the special needs are met. These requests should be made to the Community Development Department, Grants Administration Division at (434) 455-3900.

Public Notices

Public Notices will be published at least once as a legal ad in the local newspaper. These notices will include: a statement of program objectives; amount of grant funds and program income anticipated; range of activities that may be undertaken; estimated amount of grant funds and program income proposed to be used for activities that will benefit low and moderate income persons; any proposed activities likely to result in displacement; and the City's plan for minimizing displacement.

Documents that require a Public Comment period will be available for review at the following locations:

- Community Development Department, Grants Administration Division, Second Floor, City Hall, 900 Church Street, Lynchburg, Virginia 24504
- Jones Memorial Library, 2311 Memorial Avenue, Lynchburg, Virginia
- Library, City Hall, Basement Floor, 900 Church Street, Lynchburg, Virginia 24504
- Community Development Department, Grants Administration Division website

Access to Records

The City will provide access to public records related to the Consolidated Plan, Annual Action Plan and the CAPER and the use of assistance under the programs covered by the Plans during the proceeding five years through written request. The City may charge a fee for copies to recover cost of materials and operations. The City will require an appointment to view records and will require City staff to be present during the inspection of records.

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

The Community Development Advisory Committee (CDAC) will serve as a primary mechanism for facilitating citizen participation throughout all stages of the federal government consolidated planning, implementation and evaluation process. This committee shall make recommendations to City Council regarding plans and projects for the CDBG and HOME programs. The CDAC will act in an advisory capacity to City Council in reference to the CDBG and HOME programs and related project activities.

The CDAC will meet at least four times during the program year and will offer advice and recommendations on development of the Annual Action Plan, implementation and evaluation of the CDBG and HOME programs, proposed amendments to the Consolidated Plan and/or Annual Action Plan, and allocations of unprogrammed CDBG and HOME funds. No member of the advisory committee may vote on a proposal initiated by a neighborhood organization of which they are a member.

At each meeting of the CDAC, City staff will report on the progress of current projects and programs. These meetings shall be open to the public. The agenda for any regular or other public CDAC meeting will be provided to all Committee members in writing five (5) days prior to the meeting. Meeting dates and times shall be determined by a consent of Committee members. The time and place of the CDAC meetings can be obtained by calling the Community Development Department, Grants Administration Division, at (434) 455-3900.

The Chair may, when it is deemed necessary and expedient, call a special meeting of the CDAC for the purpose of transacting business. No business shall be considered other than as designated in the call. The special meeting shall be a written request to the members of the Committee.

Membership and Composition: The CDAC shall consist of nine (9) members. The composition of the committee shall be as follows:

- a. Five (5) members shall be citizens of predominately low and moderate income neighborhoods, and/or other slum and blighted areas of the City. No more than one representative from a neighborhood shall be allowed to serve at a time.

- b. Two (2) members shall be representatives from the community at-large and represent the business community, health care industry or other special interest groups such as the disabled, homeless, elderly, residents of public or subsidized housing, etc.
- c. Two (2) members shall be current members of the Lynchburg City Council.

Terms: All members of the CDAC will be appointed by the City Council to serve four year terms, not to exceed two consecutive terms.

Officers: The officers of the CDAC shall consist of a Chair and Vice-Chair. The Chair and Vice-Chair shall be members of City Council and appointed by the Mayor.

Chairman: The Chair shall preside at all meetings of the Committee. Except as otherwise authorized by resolution of the CDAC, the Chair shall sign all official documents and other instruments to be executed by the Committee.

Vice-Chair: In the absence or incapacity of the Chair, the Vice-Chair shall preside at all meetings of the Committee, and may perform such other duties as may be required by the Chair.

Recording Secretary: The Recording Secretary shall keep the records of the Committee, act as Secretary to all meetings of the Committee, record all votes and shall keep a record of the proceedings of the Committee. The Grants Administrator, or designee, shall act as Recording Secretary. The Recording Secretary shall not be a member, and will have no voting power; however, he or she may participate in discussions, and provide such information as requested by the Committee.

Quorum: At all meetings of the Committee, a majority of the total membership shall constitute a quorum for the purpose of transacting business.

Rules of Procedure: The Committee operates under “Roberts Rules of Order”. The Community Development Director and Grants Administration staff provides technical assistance and support to the CDAC. This support includes notice of meetings, provision of meeting space, minutes, interpretation of HUD policies and requirements, and program status reports. Community Development staff may also prepare letters, reports, responses and other documents for the Committee, as requested, and attend all CDAC meetings and hearings.

REQUIRED SUBMISSIONS

Although both the Five-Year Consolidated Plan and the Annual Action Plan seek community involvement on many levels, the involvement levels differ for the two plans. Efforts to involve local citizens, non-profit entities and other interested stakeholders, is more intensive during the Five-Year Consolidated Plan preparation process, than in the Annual Action Plan process. The purpose of the Five-Year Plan is to identify needs and develop a multi-year strategy to address those needs. The primary purpose of the Annual Action Plan is to identify specific activities to be funded or actions to be taken during a particular fiscal year to address needs that were identified in the Five-Year Consolidated Plan. Therefore, the citizen involvement process is described separately below.

Annual Action Plan

At the beginning of the Annual Action Plan process, the City will prepare an Application for Funding and Information Guide that describes the City's funding application processes. The Application for Funding and Information Guide will include the objectives and eligible uses of the CDBG and HOME programs and the amount of funds expected to be received by the City, including program income. This document will also provide a tentative time schedule that the City is expected to follow in the preparation of the Plan.

Local Community Involvement: The City will make every effort to involve the community, especially low and moderate income persons and those who live in areas eligible for CDBG funds, in the annual planning and funding process within reasonable limits of staffing and budgetary constraints. (See Appendix C for a map of eligible areas).

The City wants to ensure that all people are able to participate in all public meetings. Therefore, the City will provide translators, upon request, to assist non-English speaking persons at public hearings, workshops and public meetings. Likewise, the City will make special accommodations for persons with disabilities so they can participate. The City will schedule meetings in locations that are free from accessibility problems and at times that are convenient for the community. Persons needing special accommodations or translators should make their requests **one week** before the meeting so the City can assure that the special needs are met. These requests should be made to the Grants Administration Division, of the Department of Community Department at (434) 455-3900 or by writing to: City of Lynchburg, Grants Administration Division, 900 Church Street, Lynchburg, Virginia 24504.

For the community as a whole, the City will publish a public notice in the *News and Advance* that the City is starting the Annual Action Plan process. This notice will include information regarding the application process and the workshop. The City's Community Development Department website will also contain information about the City's application process and the time schedule.

Technical Assistance Workshop: Annually, the City will conduct at least one technical assistance workshop on the CDBG and HOME funding application submittal process.

While attendance at the technical assistance workshop is not mandatory, persons, groups, and agencies interested in applying for funds will be strongly encouraged to attend. The workshop is intended to familiarize persons on the eligibility requirements of the CDBG and HOME programs. Community Development staff will also describe the funding application forms and the application review and approval process. After attending the workshop, applicants may also contact appropriate staff regarding eligibility issues and the application process.

In addition to notifying persons and agencies that have expressed an interest in applying in the past, the City will also publish a notice in the *News and Advance* at least 15 days prior to the workshop.

Community Development Advisory Committee (CDAC) meeting: The CDAC, a citizen advisory group appointed by the Mayor and City Council, is responsible for reviewing and making recommendations on the funding applications described in the Annual Action Plan. The CDAC will conduct at least one meeting at the onset of the planning process for the Annual Action Plan. At this meeting, the CDAC will review program accomplishments as described in the Consolidated Annual Performance and Evaluation Report (CAPER) and obtain citizen input on

housing and community development needs. A notice of this meeting will be published in the local newspaper, the *News and Advance* at least 15 days prior to the meeting. If needed, the CDAC will conduct a second meeting to review applications, prior to making recommendations to the Mayor and City Council. At the discretion of the CDAC, entities with eligible applications, including the City, may be invited to present their projects at the CDAC meeting and to answer questions. The CDAC may also at its discretion, seek information and clarity from City staff. At the conclusion of the CDAC process, the committee chair will prepare funding recommendations which will be submitted to the Mayor and City Council. The CDAC recommendations will be included in the final adopted Annual Action Plan for information.

Thirty-Day Public Review Period: After the CDAC recommendations, the City will prepare a draft Annual Action Plan which will include the projects and programs funded with CDBG and HOME funds. The City will then publish a legal notice in the *News and Advance* that the draft Annual Action Plan is available for public review and written comment. Any written comments must be submitted to the Department of Community Development, Grants Administration Division, prior to the end of the thirty day review period. During the review period, the draft Annual Action Plan is available for review at the Department of Community Development and the Jones Memorial Library.

City Council Public Hearings: The City Council will hold at least one public hearing on the Annual Action Plan. This public hearing must be noticed in the local newspaper, the *News and Advance*, at least 15 days prior to the hearing. After the City Council adoption, staff will submit the Annual Action Plan to HUD for the required 45-day review period.

HUD Review Period: After adoption of the Annual Action Plan, the City will attach a summary of any written or oral comments received during the public review period and the public hearings. If the City does not incorporate a recommendation received from the public, the City will attach the reasons why that recommendation was not included. The City will then send the Annual Action Plan to the U.S. Department of Housing and Urban Development for review and approval. The HUD approval process takes 45 calendar days. If the Plan has included all of the required sections and has gone through the required public comment and review, HUD approval is considered routine. The City may incur costs at the beginning of the program year which starts on July 1st, but may not draw down any funds until HUD has completed its 45 day review period and a grant agreement has been fully executed with HUD.

Consolidated Plan

As stated earlier, the City is required to prepare a multi-year Consolidated Plan. Consolidated Plans are usually prepared for a three to five year period. The City of Lynchburg has traditionally prepared a Five-Year Consolidated Plan. The purpose of the Consolidated Plan is to identify the needs of lower income persons, establish funding priorities and develop a multi-year strategy to address those needs. The Annual Action Plan must be consistent with the Consolidated Plan.

Local Community Involvement: The City will make every effort to involve the community, particularly low to moderate income persons and those living in areas eligible for CDBG funds, during the preparation of the Consolidated Plan. Community involvement will be at the planning and the funding processes and will be within the reasonable limits of staff time and cost considerations. This involvement will include people and groups that participate in the preparation of the Annual Action Plan. In addition to those traditionally included in the preparation of the Annual Action Plan, the City will seek input from other groups that might not be eligible for funding, particularly housing industry representatives, such as lenders and real

estate professionals. In that the Consolidated Plan is concerned with identifying citywide needs and trends, the City will seek information, data and input from these groups to assist the City decision makers in identifying and prioritizing needs and developing strategies in addressing those needs.

The City will use the following procedure in developing the list of agencies and individuals that the City will consult with during the Consolidated Plan preparation process:

- The City will identify all agencies and individuals that have applied for HUD funds from the City since the previous Consolidated Plan was prepared.
- The City will identify and involve nonprofit and governmental agencies that might have useful information about the City's overall housing, community development, health services and economic development needs. This will include agencies that represent persons with special needs.
- The City will request housing industry associations to appoint a person to represent that group in working with the City.
- The City will involve the CDAC and other committees and groups that may be affected by the CDBG and HOME programs.
- The City will retain a list of agencies, groups and individuals who have requested information about the programs and have requested to be put on the City's mailing list for input into the Consolidated Plan. The City will periodically verify that the agencies and persons are still interested in the program and that addresses and telephone numbers are current.
- The City will encourage the Lynchburg Redevelopment and Housing Authority residents and staff to participate in the planning process.
- The City will notify appropriate City of Lynchburg departments that the Grants Administration Division is preparing a description of non-housing community needs. In addition, the City will consult with the Health Department and other relative agencies regarding data on lead based paint hazards and poisonings.
- The City will send press releases and notices to the local newspapers and other media. This will include publishing a notice in the *News and Advance* advising the public that the planning process has begun and encourage participation.

After compiling a list of interested participants, the City will invite these agencies and individuals to attend one of several working sessions. Each working session will involve a certain topic or funding category, so that persons with similar interests, but not necessarily similar perspectives, can fully discuss the citywide needs for that particular topic area or funding source.

Thirty-Day Review Period: Upon completion, the City will notify the working session participants that the proposed Consolidated Plan is available for public review for a thirty-day period. A public notice in the *News and Advance* will also notify the public of the thirty-day public review period by publishing a short summary of the Consolidated Plan. This summary will briefly describe the contents and purposes of the Plan. The notice will include the locations where copies of the Plan can be reviewed. Copies of the Plan will also be available to the public, upon request, in the Community Development Department.

Community Development Advisory Committee (CDAC) meetings: The citizen involvement process includes a public meeting by the CDAC on the overall needs and priorities to be recommended as a part of the Consolidated Plan at the beginning of the planning process. The CDAC will review the Plan at various stages of development. At a public hearing, the CDAC will review and make recommendations on the final draft of the Consolidated Plan prior to the

Plan being presented to the City Council for adoption. The CDAC will consider public comments on the Plan at that meeting. The public hearing may be held toward the end of the required thirty-day review period.

City Council Hearing: The City Council will conduct at least one public hearing on the Consolidated Plan prior to adoption. This hearing may or may not be in conjunction with the hearing on the Annual Action Plan. CDAC members and working session participants will be notified of the public hearing. This hearing will also be noticed in the *News and Advance* and listed in the City Council's Agenda. The notice may be included in the thirty day notice and the CDAC public hearing notice. The ultimate responsibility for the Consolidated Plan adoption is with the City Council.

After adoption, the City will attach to the Consolidated Plan 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 Consolidated Plan is sent to HUD. The City will send the Consolidated Plan to the U.S. Department of Housing and Urban Development for review and approval.

CONSOLIDATED ANNUAL EVALUATION AND PERFORMANCE REPORT (CAPER)

On or about September 28th of each year, the City is required to submit a performance report to HUD for the previous program year. This report is called the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER provides a description of 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 City will publish a legal notice in the *News and Advance* at least 15 days before submittal of the CAPER to HUD so that citizens may comment on the report. Additionally, a public hearing is conducted by the City on performance and needs at the onset of the program planning process. At this hearing, the City will consider public comments on the CAPER.

AMENDMENT PROCESS

During the program year, the City may amend the Consolidated Plan and/or the Annual Action Plan. These amendments may be minor or substantial. HUD requires minor or substantial amendments to the Plan, whenever the City makes one of the following decisions:

1. Changes its CDBG or HOME funding allocation priorities;
2. Changes the City's program and activity funding selection process;
3. Carries out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Action Plan; or
4. Changes the purpose, scope, location or beneficiaries of an activity.

Minor amendments for any of these programs do not require public review or any additional action by the City.

The federal regulations require the Citizen Participation Plan define when an amendment is considered substantial and what the citizen process will be when there is a substantial amendment. The process for amending either the Consolidated Plan or the Annual Action Plan will differ from program to program based on the definition of substantial change for that particular program, whether it be the CDBG or HOME program.

In the Consolidated Plan, there are priority goals and each goal has several action items. An amendment will be considered substantial, if the City will add, delete or modify a priority goal category currently in the adopted Plan. The addition, deletion or modification to a specific action item would not be considered a substantial change, when the change would not result in an addition or deletion of a priority goal.

In the Consolidated Plan, most activities funded with CDBG and HOME funds have units of measure, such as the number of houses rehabilitated or the linear feet of curb and gutter constructed. These production projections in the Consolidated Plan are considered estimates and changes would not be considered, by themselves, substantial. The addition, deletion or modification of programs described in the Consolidated Plan will not necessarily be considered a substantial change, even if that change were considered substantial for the Annual Action Plan. The reason is that unlike the Annual Action Plan, the Consolidated Plan does not commit to specific programs and funding amounts. Instead the Consolidated Plan focuses on overall City needs and goals.

For the City's CDBG and HOME programs, a change in the Annual Action Plan will be considered substantial whenever costs increase by \$25,000 or 25% of the project's budget, whichever is greater. Costs savings or the deletion of work items to keep a particular project within budget will not constitute a substantial change, if the purpose, scope, location or beneficiaries of the project remain essentially the same. Modifications to program requirements would constitute a substantial amendment, if the beneficiaries remain the same. Such modification would be reviewed by the Grants Administration staff prior to being presented to the City Council.

Whenever the City proposes a substantial amendment, the Grants Administration staff will review and make a recommendation regarding the proposal. The City Council will consider the staff recommendation and take final action regarding the proposed amendment.

The CDAC and public will also be encouraged to provide input. A legal notice will be placed in the local newspaper advising the public of the proposed amendment thirty days before action by the City Council. The legal notice will include the date the City Council will consider the proposed amendment. City Council approval of the addition, deletion or modification of the project will constitute approval of the substantial amendment.

Amendments to the Citizen Participation Plan will be handled in a similar manner as substantial changes to the Consolidated Plan or Annual Action Plan.

SUBMITTAL TO HUD

The Consolidated Plan and the Annual Action Plan will be submitted to the U.S. Department of Housing and Urban Development for a 45-day review period. Since project selection and program priorities are strictly local decision, HUD approval is considered routine, provided that the Plan includes all of the required sections and has gone through the required public review.

Persons having concerns about the City federal programs should first express those concerns locally, because final programmatic decisions are the responsibility of the City. It should be noted that HUD officials will consider public concerns anytime regarding the City's plans and programs described in this Citizen Participation Plan, preferably during the 45-day HUD review period.

COMPLAINT PROCESS

HUD requires thirty-day public review periods for the Consolidated Plan and the Annual Action Plan. The review period for the CAPER is fifteen days. Questions, concerns, comments and complaints may be directed to the following City department during these review periods, and at any times of the year:

**City of Lynchburg
Community Development Department
Grants Administration Division
900 Church Street
Lynchburg, Virginia 24504
(434) 455-3900**

The City will respond, in writing, to concerns and complaints in a timely manner.

ANTI-DISPLACEMENT/RELOCATION POLICY

The City will minimize temporary and permanent displacement of persons as a result of the CDBG and HOME program activities. However, there may be occasions where relocation may be necessary to achieve the City's overall housing and community development goals. In these cases, the City has adopted an Anti-displacement Plan to describe how the City intends to assure that the rights of the affected residents are protected. The City's Anti-Displacement Plan is included in the Consolidated Plan and the CAPER.

APPENDIX A

Definitions

Annual Action Plan – The City is required to prepare an Annual Action Plan which describes how it will use CDBG and HOME funds during each new fiscal year to address the needs discussed in the Consolidated Plan. The Annual Action Plan must be consistent with the multi-year Consolidated Plan. The Annual Action Plan must be submitted to HUD 45 days prior to the beginning of the program year. For the City of Lynchburg, this is July 1st.

Community Development Block Grant (CDBG) Program – See Appendix B for a description of the program.

Community Housing Development Organizations (CHDO) – CHDOs are housing nonprofit organizations that meet certain requirements set forth by HUD under the HOME program. The federal government requires the City to set aside 15% of its HOME Program allocation for CHDOs.

Consolidated Annual Performance and Evaluation Report (CAPER) – This report describes the accomplishments of the City's CDBG and HOME programs at the end of each fiscal year. The Plan is an assessment of the City's progress in accomplishing the goals of the Annual Action Plan and the Consolidated Plan. There is also a discussion of some of the additional funds that the City has accessed during the year to leverage the HUD funding.

Consolidated Plan – The City is required to prepare a five year Consolidated Plan to receive Community Development Block Grant (CDBG) and HOME funds. The Plan includes a description of the housing and community development needs of the City, the City's priorities given the limited financial resources available to the City, and a strategy toward addressing those needs.

Home Investment Partnerships (HOME) Program – See Appendix B for a description of the program.

Substantial Amendment – An addition, deletion, or modification of a priority goal category in the Consolidated Plan or Annual Action Plan.

U.S. Department of Housing and Urban Development (HUD) – HUD is the federal agency which administers the CDBG and HOME funds. The City must abide by HUD regulations for these programs as a condition for receiving these funds. Some changes in the regulations can be accomplished by HUD, but many of the requirements are part of the legislation passed by Congress and would require action by Congress if the requirements were to be modified or waived.

APPENDIX B

DESCRIPTION OF CDBG AND HOME PROGRAMS

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

The Community Development Block Grant (CDBG) Program is administered by HUD and is authorized under Title 1 of the Housing and Community Development Act of 1974, as amended. The purpose of the CDBG Program is to enhance and maintain viable urban communities through the provision of decent housing, a suitable living environment, and the expansion of economic opportunities, principally for low and moderate income persons.

To be eligible for CDBG funding, a project or activity must qualify by meeting **one** of the following three national objectives.

National Objective No. 1 – Activities Benefiting Lower Income Persons/Households

The definition of a lower income person or household is one having an income equal to or less than 80% of Lynchburg's median income. A minimum of 70% of the City's total allocation must be used to address the needs of lower income persons. Projects must be either a direct benefit activity or an area benefit activity.

Direct Benefit Activities – To qualify as a direct benefit activity, there must be documentation that the public service program is benefiting lower income residents. At least 51% of the recipients of public service programs must have incomes equal to or below 80% of the median income. Certain other activities, such as housing rehabilitation, require all program participants to be lower income households.

HUD presumes certain groups meet the lower income criteria. Therefore, a record of the beneficiaries would not be required. HUD has defined these groups as abused children, battered spouses, elderly persons, adults with severe disabilities, homeless persons, illiterate adults, persons living with AIDS, and migrant workers.

Area Benefit Activities – These are activities that serve geographic areas in which at least 51% of the households are lower income, based on census date. To meet these criteria, 51% of household incomes must be equal to or less than 80% of the median income of the project's service area. See Appendix D for a map of the eligible areas in the City.

Examples of Area Benefit Activities include public improvements, i.e., street, sidewalk, curb, and gutter improvements (including related design and engineering work), park improvements, community centers, and public facilities.

Public Services – A maximum of 15% of the City's total annual CDBG allocation may be used for public service activities.

The Agency must be able to document that at least 51% of a public service activity's clientele are lower income residents. Public service projects must be a new service or an increase in the existing level of service. Examples of public services include crime prevention, child care, and drug-abuse related services.

Housing Activities – Housing activities include acquisition or rehabilitation of properties. CDBG funds may not be used for new housing construction, but may be used for property acquisition and construction of off-site improvements in conjunction with new construction.

The City currently has a housing rehabilitation program for lower income owner- and renter-occupied units.

National Objective No. 2 – Activities That Aid in the Prevention or Elimination of Slum/ Blight

If a project cannot meet the low income objective, a project may qualify if it benefits a slum or blighted area. State or local laws define slum and blighted areas as those that contain a high number of deteriorating or dilapidated buildings or infrastructures within the area. Redevelopment project areas generally qualify under this category. **Note:** Most blighted areas also qualify under national objective No. 1 (Activities Benefiting Lower Income Persons/Households). It is **not** necessary to meet the special requirements for slums and blight if the project already addresses the needs of low income persons.

To meet this Objective, the activity must be located in a City redevelopment area and in an area where there is a substantial number of deteriorated buildings, and designed to address one or more of the conditions that qualified the area as “slum/blighted.”

Projects may qualify outside a slum or blighted area on a spot blight basis. Activities include acquisition, demolition, rehabilitation, relocation, and historic preservation. Under this standard, rehabilitation of a building or a house is limited to the extent necessary to eliminate substandard conditions detrimental to public health and safety.

National Objective No. 3 – Activities Designated to Meet Needs Having a Particular Urgency

Activities must be designed to alleviate existing conditions that pose a serious and immediate threat to the health or welfare of the community that became urgent within the past 18 months. No other funding sources are available to address the problem. Again, projects that meet either National Objective No. 1 or 2 do not need to meet this objective. **Note:** This objective is difficult to achieve because the City must demonstrate that it has used all of its available resources prior to qualifying. This occurs only in a major disaster.

ELIGIBLE CDBG ACTIVITIES

In addition to meeting one of the above national objectives, the activity must also be eligible, according to HUD-approved criteria. Eligible activities include the following:

Acquisition, design, construction, rehabilitation, or installation of certain publicly-owned facilities such as:

- Parks, playgrounds and recreational facilities
- Senior centers, except 24-hour care facilities
- Centers for the handicapped, except 24-hour care facilities
- Neighborhood facilities
- Parking facilities
- Street improvements including curbs, gutters, sidewalks, lights and street pavement
- Water system improvements including fire hydrants
- Flood, drainage, or sewer facilities

Expansion and improvement in the quantity and quality of public services, principally for lower income persons (15% limitation).

Acquisition of property that is of historic value; appropriate for beautification or conservation of open spaces; or appropriate for low- or moderate-income housing.

- Demolition of buildings and clearance of land that may be a health hazard to the community
- Interim assistance or temporary help to alleviate harmful or dangerous conditions
- Removal of architectural barriers that restrict mobility of persons with disabilities
- Code enforcement in designated targeted areas

Historic preservation activities such as restoring and preserving properties formally designated as historic structures.

Conservation and improvement of the housing stock through rehabilitation of homes belonging to lower income persons.

Assistance to lower income first-time home buyers.

Rehabilitation and preservation of buildings and improvements, both publicly and privately owned.

Eligible planning and environmental design cost.

Eligible economic development activities such as creation of jobs for persons of low- and moderate-income through the expansion of business opportunities by providing financial incentives to small businesses. Note: there are additional federal requirements for qualifying projects under this provision. Interested persons should discuss their proposal with City staff prior to submitting an application.

INELIGIBLE CDBG ACTIVITIES

- Buildings for the general conduct of government such as city halls, courthouses, and police stations (Note: Police substations may be built in CDBG-eligible areas);
- Stadiums, sports arenas, auditoriums, museums, and central libraries (Note: Branch libraries and community centers may be built in CDBG-eligible areas);
- Airports, subways, bus or other stations;
- Expenses of general government for operation and maintenance of public facilities;
- Political activities;
- Direct income payments to residents;
- New housing construction (except when done by a community-based development organization recognized by HUD).

HOME PROGRAM

HUD also administers the Home Investment Partnerships (HOME) Program as authorized by the 1990 National Affordable Housing Act, as amended by the Housing and Community Development Act of 1992. The intent of the HOME Program is to expand the supply of decent, safe, sanitary and affordable housing. This is done through the following:

- Community Housing Development Organizations (CHDO). HUD requires that 15% of the City's HOME funds be set aside for CHDO activities. Funds are restricted to qualified nonprofit organizations with 501(c)(3) tax status and other special requirements;
- Home ownership assistance;
- Rehabilitation;
- New Construction of affordable housing;
- Tenant-based rental assistance;
- Acquisition of property for affordable housing.

HOME PROGRAM ELIGIBILITY

In order for an activity or program to be eligible for HOME funding, it must qualify by meeting the following guidelines:

- 100% of all funding must be used to benefit households or persons with incomes less than 80% of Lynchburg's median income.
- All HOME-funded projects must have 25% non-federal matching funds.
- The HOME program has strict long-term affordability requirements which differ based on the type of project and the amount of funding requested per unit.
- Prevailing wage requirements are different from the CDBG program. Federal prevailing wages (Davis-Bacon) are triggered when there are 8 or more units assisted with CDBG funds. For the HOME program, it is 12 or more units.

INELIGIBLE HOME ACTIVITIES

- Emergency repair programs;
- Project reserve accounts;
- Public housing projects;
- Properties receiving Rental Rehabilitation Program funds;
- Commercial properties;
- Homeless shelters;
- Project-based rental assistance or substitution of Section 8 assistance for troubled HUD-insured projects;
- Preservation of affordable housing projects;
- Matching funds as the non-federal match for other programs except to match McKinney Act funds;
- During the period of affordability, properties previously assisted with HOME funds;
- Temporary shelters;
- Other properties that do not constitute permanent housing such as residential health care facilities and publicly run residential ; or
- Acquisition of City or agency-owned properties.

LYNCHBURG CITY COUNCIL REPORT

12

MEETING DATE: December 12, 1995

REPORT NUMBER: _____

SYNOPSIS The U. S. Department of Housing and Urban Development requires entitlement communities which receive Community Development Block Grant (CDBG) Program and HOME Program funds to enact a Citizen Participation Plan that defines procedures for obtaining public input regarding these programs. The current Citizen Participation Plan has been in effect since November 9, 1993; however, subsequent changes in Federal regulations now require that the plan be updated following a public hearing. In addition, members of City Council have expressed a desire to consider amending the process for review of these Program grant applications in order to allow direct participation by two (2) Council members on the Community Development Advisory Committee. Accordingly, the following resolution is presented for consideration.

REQUIRED ACTION

#R-95-323

BE IT RESOLVED That the Citizen Participation Plan for the Community Development Block Grant (CDBG) Program and for the HOME Program is revised in accordance with the adjustments as dated November 28, 1995.

Adopted: December 12, 1995

Certified:

Antonia W. Kost
Clerk of Council

A-13

BACKGROUND

Attached is a copy of the draft Citizen Participation Plan as reviewed on November 28. The Citizen Participation Plan is being revised to incorporate references regarding municipal participation in the federal HOME Program and approval of the Consolidated Plan for the 1995-2000 period. While these mandatory revisions are considered, it is also prudent to consider changes in policies/procedures which may improve the grant application and funding process. It is believed that adherence to the priorities as identified in the Consolidated Plan as well as leadership from Council members will combine to produce improved coordination of grant-funded projects with the overall vision for the community.

✓cc: R. D. Jacques

~~DRAFT~~ *Approved*

CITIZEN PARTICIPATION PLAN
FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT
AND HOME PROGRAMS OF
THE CITY OF LYNCHBURG, VIRGINIA

November 28, 1995

I. CITIZEN PARTICIPATION PLAN

- A. Purpose. The purpose of the Citizen Participation Plan described herein is to provide procedures in accordance with citizen participation requirements of the Community Development Block Grant and HOME programs, under the Department of Housing and Urban Development (HUD), by which citizens are provided an adequate opportunity to participate in an advisory role in planning, implementing, monitoring and evaluating the Community Development Block Grant and HOME programs of the City.
- B. Plan Adoption. This Plan has been adopted by the Lynchburg City Council, following two (2) weeks public notice and a public hearing. The provisions concerning citizen involvement for implementing and assessing the Community Development Block Grant and HOME programs apply to all activities that are in progress, as well as to all future activities. This Plan shall remain in effect until all activities assisted under the Community Development Block Grant and HOME programs are completed, or until it is superseded by a new plan. Upon request by HUD, this Plan shall be submitted to HUD to aid in the handling of complaints and to facilitate monitoring and evaluation.
- C. Amendments. Amendments to this Plan shall be approved by City Council, including amendments required by HUD. A public notice must be advertised and a public hearing held prior to adoption by City Council.

II. STANDARDS OF PARTICIPATION

- A. Community Development Advisory Committee. The City of Lynchburg hereby adopts the following structure for the official community development citizen advisory body. The name of the citizen advisory body shall be the Community Development Advisory Committee. The majority of sub-committee members shall be citizens of predominantly low- and moderate-income neighborhoods.
 - 1. (a) Members. The Community Development Advisory Committee shall consist of seven (7) members. The representation of the committee shall be as follows:

Five (5) persons who are residents of low- and moderate-income neighborhoods, and/or other slum and blighted areas of the City. No more than one representative from a neighborhood shall be allowed to serve at a time. These persons may or may not be current members of the Neighborhood Services Resource Committee or other neighborhood organizations.
-

Two (2) persons who are current members of City Council.

No member of the Advisory Committee may vote on a proposal initiated by a neighborhood organization of which they are a member.

- (b) Terms. All members will be appointed annually by City Council for a period of one year. No person may serve for more than four consecutive years.
- 2. Objectives. The Community Development Advisory Committee shall make recommendations to City Council regarding projects and plans for the Community Development Block Grant and HOME programs, and generally to act in an advisory capacity to City Council with reference to the programs and related project activities.
- 3. (a) Officers. The officers of the Committee shall be a Chairman and Vice-Chairman. The Chair and Vice-Chair shall be members of City Council, and elected annually by the Council.

Chairman. The Chairman shall preside at all meetings of the Committee. Except as otherwise authorized by resolution of the Committee, the Chairman shall sign all official documents and other instruments to be executed by the Committee.

Vice-Chairman. In the absence or incapacity of the Chairman, the Vice-Chairman shall preside at all meetings of the committee, and may perform such other duties as may be required by the Chairman.

Recording Secretary. The Recording Secretary shall keep the records of the Committee, act as secretary to all meetings of the Committee, record all votes and shall keep a record of the proceedings of the Committee. The Community Development Administrator or his designee shall act as Recording Secretary. The Recording Secretary shall not be a member, and will have no voting power; however, he or she may participate in discussions, and provide such information as requested by the Committee.

4. (a) Regular Meetings. The regular meetings of the Committee shall be to review the progress and/or general or related business regarding the CDBG and HOME programs, and to review funding requests. These meetings shall be open to the public. The agenda for any regular or other public Advisory Committee meeting will be provided to all Committee members in writing five (5) days before the meeting. Meeting dates and times shall be determined by consent of committee members.
- (b) Special Meetings. The Chairman may, when it is deemed necessary and expedient, and shall, by written request to the members of the Committee, call a special meeting of the Committee for the purpose of transacting any business designated in the call. No business shall be considered other than as designated in the call.
5. Quorum. At all meetings of the Committee, a majority of the total membership shall constitute a quorum for the purpose of transacting business.
- B. Citywide Citizen Participation Program. A citywide Citizen Participation Program, designed to encourage a broader range of membership on the City's boards and commissions, was approved by City Council July, 1978. Persons' names received through the Citywide Citizen Participation Program who are interested in serving on the Community Development Advisory Committee shall be submitted to the Neighborhood Services Resources Committee and City Council for consideration as vacancies occur.
- C. Organizations. In an effort to involve more citizens in the program, particularly low- and moderate-income persons, members of minority groups, activity is proposed or ongoing, the elderly, the handicapped, the business community and civic groups, the City will establish and maintain a mailing list of public and civic organizations which particularly serve these groups. Where practicable, the City will post notices of public meetings and hearings in public facilities which serve the above named groups.

III. SCOPE OF CITIZEN PARTICIPATION

- A. 1. Citizen Participation in Annual Program Development and the Consolidated Plan. The City shall:
 - (a) Furnish citizens information concerning the amount of funds available for proposed community development and housing activities and the range

of activities that may be undertaken as further provided under Section VI (B) (1) of this Plan;

- (b) Publish a proposed statement in such manner to afford affected citizens an opportunity to examine its content and to submit comments to the City on the proposed statement and on the community development performance of the City. The proposed statement shall consist of community development objectives and projected use of funds;
 - (c) Hold one or more public hearings to obtain the views of citizens on community development and housing needs with public notice as provided in Section VIII (1) (b) of this Plan; and
 - (d) Consider any such comments and views in preparing the statement and may, if deemed appropriate, modify the proposed statement; and make the final statement available to the public, including public notice of the availability.
- 2. The City will provide for and encourage the submittal of proposals and comments as provided under Section IV of this Plan.
 - 3. Citizen meetings and public hearings will be held in accordance with Section VIII of this Plan.
 - 4. The proposed and final statement for the submission shall be made available to the public at the Department of Community Planning and Development, City Hall.
- B. Assessment of Performance. The advertisement of the availability of the final statement for the submission will also include a statement which provides that any citizen or citizen organization may at any time during the program period, submit comments/assessments on the Community Development Program to the Director of the Department of Community Planning and Development.

IV. CITIZEN PROPOSALS AND COMMENTS

- A. Submittal of Proposals and Comments. The City will provide for and encourage the submittal of comments and proposals by citizens regarding the Community Development Program particularly low- and moderate-income persons and residents of blighted neighborhoods, as provided under this Plan. More specifically,

1. Proposals and comments may be submitted to the City by citizens, recognized neighborhood, project area and community-wide citizen organizations, and non-profit agencies. Private, for-profit entities in the City may apply when the assistance is necessary or appropriate to carry out an economic development project benefiting low and moderate income persons.
 2. All proposals for the annual submission shall be submitted, as scheduled by the City, to the Community Development Advisory Committee for its review and recommendations to City Council. If there is any modification of a proposal after final recommendation by the Committee, it may be resubmitted to the Committee for comment at the discretion of City Council.
 3. The City will prepare a comprehensive list of all proposals received, only as scheduled by the City, for review by the Community Development Advisory Committee and final action by City Council for the annual submission. This shall not preclude, however, citizen comments at public hearings or meetings on the submission, including on program objectives, proposed use of funds and the City's community development performance.
- B. Responses. The City, through the Community Development Administrator, or his designee, will respond to all proposals submitted to it. Written responses will be provided to written proposals and shall provide the recommendation by the Community Development Advisory Committee and the action taken by City Council on the proposal.

V. COMPLAINTS AND OBJECTIONS

- A. 1. Complaints. The City, through the Director of the Department of Community Planning and Development or his designee, will respond to any complaint it receives in regard to the Community Development Program. Written responses will be prepared to written complaints. The City will make every reasonable effort to provide written responses within fifteen (15) days and shall state the reason for the action taken.
2. Complaints of Equal Opportunity. The preceding paragraph is applicable to complaints other than those concerning Fair Housing and Equal Opportunity issues. Complaints concerning Title VI, Title VIII, Section 3,

Section 109, and other Federal Civil Rights statutes are to be forwarded directly to the HUD Area Office for appropriate processing since the applicant, the City of Lynchburg, is not empowered to investigate such complaints.

VI. TECHNICAL ASSISTANCE AND INFORMATION

A. Technical Assistance. Provisions for technical assistance will be as follows:

1. Technical Assistance, as determined appropriate by the City, will be provided, upon written request, to groups, particularly low- and moderate-income persons and residents of blighted neighborhoods, so that they may adequately participate in planning, implementing and assisting the program, and in developing proposals and statements of views.

Where technical assistance is determined by the City to be appropriate, it may be provided by the City or through arrangements with public or private entities. The specialists for technical assistance may be jointly selected by the City and the organizations and groups to be assisted.

2. The type of technical assistance provided, where requested, may include assistance in defining goals, needs, priorities and action plans.
3. At all public meetings and hearings, Staff will be available to answer questions, provide background information and advise on Program procedures and regulations.

B. Adequate Information. At the time the City begins planning for the next program year, program information will be provided to citizens through publication of notices of public meetings and of public hearings on the submission and through other news coverage where it can be obtained. Also, program information may be provided to citizen groups and organizations and posted in appropriate public facilities (i.e. the City Library, neighborhood centers, etc.) as provided in paragraph II C of this Plan.

1. The following program information will be provided to citizens as indicated above:

The proposed statement of objectives and use of funds, and total amount of Community Development Block Grant and HOME funds available to the City for community

development and housing activities, including planning and administrative activities;

The range of activities that may be undertaken with these funds and the kind of activities previously funded in the community;

The processes to be followed in drawing up and approving the submission and the schedule of meetings and hearings;

The role of citizens in the Community Development Program, as provided by HUD Citizen Participation Requirements and by this Plan;

A summary of other important program requirements, as identified appropriate by the City.

2. The City will provide for full and timely disclosure of its program records and information consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality. Documents relevant to the program will be made available at the Department of Community Planning and Development during normal working hours for citizen review upon request (either written or oral). Such documents include the following:

Records of hearings;

All mailings and promotional material for public meetings and hearings;

All key documents, including all prior applications and submissions, letter of approval, grant agreements, the citizen participation plan, performance reports, evaluation reports, other reports required by HUD, and the proposed and approved submission for the current year;

Copies of the regulations and issuances governing the program;

Documents regarding other important program requirements, such as contracting procedures, environmental policies, fair housing and other equal opportunity requirements, and relocation provisions.

3. When the submission is provided to HUD, the City will publish a notice in the local newspaper of general circulation stating that the submission has been sent to HUD and is available for review to interested parties upon request.

4. The City will make copies of the Citizen Participation Plan, the Consolidated Plan, and other relevant program documents available at locations conveniently located for persons affected by the program and accessible to the handicapped.

VII. CITIZEN MEETINGS AND PUBLIC HEARINGS

- A. 1. Citizen meetings and public hearings will be held at times and locations as determined by the City to be convenient to permit broad participation, particularly by low- and moderate-income persons and by residents of blighted neighborhoods. The City will make every reasonable effort to provide hearing arrangements that will allow the full participation of handicapped citizens.
2. Public Hearings by City Council. After the Community Development Advisory Committee's final recommendation, City Council shall hold at least one public hearing with adequate notice as provided under Section VII B, prior to its final action on any proposal or the proposed statement for the annual submission.
- B. Notices. In order to give adequate notice of citizen meetings or public hearings the City will, at least ten (10) days prior to each citizen meeting or public hearing, publish a notice in easily readable type in the nonlegal section of the local newspaper of general circulation. Such notices will indicate the date, time, place and procedures of the meeting or hearing and topics to be considered.

VIII. PROGRAM AMENDMENTS AND ALLOCATION OF OTHER AVAILABLE CDBG AND HOME RELATED FUNDS

The City will provide for citizen participation on any amendments to an approved submission, except those for disaster activities, and on allocation of other available CDBG and HOME related funds as follows:

1. The City will hold at least one public hearing with public notice as provided in paragraph VII B of this Plan
 - a. Where an amendment to an approved submission is such that prior HUD approval is required, as specified in Section 570.312 of the CDBG Program Regulations; and

- b. Where there is proposed an allocation of reprogrammable or other related CDBG funds to new activities other than those approved by City Council for the annual submission such that it constitutes a substantial change. Substantial changes are those that involve more than fifteen percent of a program's budget in an amount greater than \$5,000, or constitute a programmatic change which fundamentally alters the project.
- 2. Any such amendments or allocation of funds may be submitted at City Council's discretion to the Community Development Advisory Committee for their review and recommendation.

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **October 28, 20008**

AGENDA ITEM NO.: 7

CONSENT:

REGULAR: **X**

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Public Hearing: Utility Easement, Spring Hill Suites Hotel**

RECOMMENDATION:

Authorize the City Manager to execute a utility easement/right of way agreement for the relocation of overhead electric lines to serve the newly constructed Spring Hill Suites Hotel.

SUMMARY:

The construction of the Spring Hill Suites Hotel along Route 29 South includes the addition of new turning lanes. The construction of the new turning lanes requires Appalachian Power Company to relocate the overhead electric lines that will serve the Hotel. Appalachian Power Company has asked the City to sign an easement/right of way agreement for the relocation of its overhead electric lines. The property on which the overhead electric lines will be constructed is owned by the City but is located in Campbell County. City staff have reviewed Appalachian Power Company's request and do not have any objections to the relocation of the overhead electric lines.

PRIOR ACTION(S): None

FISCAL IMPACT: None

CONTACT(S): Walter C. Erwin, 455-3973

ATTACHMENT(S): Resolution and sketch showing the proposed relocation of the overhead electric lines

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED by the Lynchburg City Council that the City Manager is authorized to execute a utility easement/right of way agreement with Appalachian Power Company allowing the installation of overhead electric lines on property owned by the City in Campbell County, tax map number 22A-1-38 through 22A-1-41, to serve the Spring Hill Suites Hotel.

Adopted:

Certified:

Clerk of Council

125L

CAMPBELL COUNTY
TAX MAP NO.
22A 1 38
THRU
22A 1 41

PROPERTY OF THE
CITY OF LYNCHBURG

TREE TO BE
REMOVED



RELOCATED POLE 200-1

EXISTING POLE 200-2 (TO BE REPLACED)

US 29
WARDS ROAD

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 28, 2008**

AGENDA ITEM NO.: 8

CONSENT:

REGULAR: **X**

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Many Voices – One Community, Community Dialogue on Race & Racism Advisory Board Endorsement**

RECOMMENDATION: Endorse the new Many Voices – One, Community Dialogue on Race & Racism Advisory Board.

SUMMARY:

The Community Dialogue on Race & Racism is in the process of transitioning from its current Working Group to an Advisory Board with several new members. The Working Group has provided superior guidance and support for the Community Dialogue initiative over the last year. The Advisory Board will continue to advance the work of the Community Dialogue to promote positive change around the issues of race and racism within our community. An endorsement from City Council would enhance the standing of the board within the community and demonstrate council support for the on-going initiative.

PRIOR ACTION(S): N/A

FISCAL IMPACT: N/A

CONTACT(S): Leslie King, 455-4212

ATTACHMENT(S):

- 1) MVOC Advisory Board Membership Information
- 2) MVOC Advisory Board Members

REVIEWED BY: lkp

MANY VOICES - ONE COMMUNITY



**COMMUNITY DIALOGUE
ON RACE & RACISM**

Many Voices – One Community
Community Dialogue on Race & Racism
Advisory Board Members

- Anthony Andrews
- Janet Bates
- Sharon Brown
- Valeria Chambers
- Linda Contreras
- Angela Davis
- Walter Fore
- Lucy Guggenheimer-Ross
- Simone Hamilton
- Everett Heath
- JoAnn Martin
- Terri Miller
- Donald Preston
- Gloria Preston
- Rosel Schewel
- Margaret Schmitt
- Jim Webster
- John Williamson
- Max Guggenheimer
- Mark Sheehan

Leslie King, City of Lynchburg Liaison

ManyVoices – One Community Advisory Board

Group Functions and Member Expectations:

The advisory group functions to promote racial equity, to improve social economic and educational opportunities in Lynchburg by building on the work of the Community Dialogue on Race and Racism, to guide ongoing efforts and to encourage community accountability.

The Advisory Board is tasked with the following:

1. Developing and facilitating the implementation of strategies to promote racial equity in Lynchburg
2. Advising, guiding and supporting the Action Groups
3. Sustaining an ongoing dialogue through the sponsorship of additional study circles
4. Providing accountability through monitoring and periodic progress reports to the community
5. Act as a community sounding board regarding issues and/or incidents related to racial equity

Responsibilities of Group Members:

- Exercise judgment and discretion in setting priorities, including resource allocation, between competing ideas, actions and interests
- Work at a strategic level with independence, initiative and authority in allocating resources
- Be self-directed champions of racial equity
- Develop a mechanism for an ongoing dialogue on racial equity through study circles and other dialogue activities as appropriate
- Support and encourage Action Groups
- Coordinate and collaborate with community resources
- Identify and seek resources as needed
- Model and encourage community accountability through qualitative and quantitative measures to include an Annual Report
- Maintain the trust developed by the Community Dialogue Working Group

Membership Requirements:

- Must be a previous Study Circle participant or facilitator
- Must be willing to serve a one to three year staggered term
- Must have a demonstrated commitment to racial equity and community change
- Must be a community resident with strong ties to Lynchburg (City residency is not a requirement)