**LYNCHBURG CITY COUNCIL**
**PHYSICAL DEVELOPMENT COMMITTEE**

**Tuesday, September 26, 2017**
**8:00 a.m.**

## Information Items

**Update on priority projects:** **-**See attached report.

**Recent/Pending Contract Awards:**

**Safe Routes to School for Bass/Linkhorne and Dearington**
**Contractor: Coleman-Adams**
**Amount: $358,662.87**
**Engineer's Estimate: $417,642.96**

## General Business

1. Fifth Street Phase III Construction — Scott Parkins
2. Proposed Transportation Grant Funding for FY 2019 & 2020 — Don DeBerry
3. Roll Call

Pc:
Bonnie Svrcek, City Manager
Charles Hartgrove, Deputy City Manager
John Hughes, Assistant City Manager
Council Members
Gaynelle Hart, Director of Public Works
News & Advance

**Next Meeting: October 10, 2017**

## Lynchburg Capital Projects Greater Than $1 Million(General Fund)

## September 26, 2017

| Projects of Interest | | Phase | Phase Completion | | Notes |
|---|---|---|---|---|---|
| Timberlake / Logan's Lane Intersection | | Construction | October 2018 | | Construction Underway |
| Wards Ferry Road Improvements @ Heritage | | Construction | October 2018 | | Construction Underway |
| Greenview Drive Phase 2 | | Construction | July 2017 | | Construction Progressing - Several Months Behind Schedule |
| College Lake Dam | | Preliminary | September 2017 | | Reviewing Options |
| One Way Pairs @ 501/221 | | Preliminary | September 2017 | | Reviewing Scope for NEPA Document |
| Main Street Bridge | * | Bidding | August 2017 | | Bids Due October 4, 2017 |
| Odd Fellows Road - Sections A and B1 | | Construction | August 2018 | | Construction Progressing  Bridge Deck Being Prepared |
| Odd Fellows Road - Section B2 | | Design | November 2017 | | Design on Schedule for November Advertisement |
| Downtown Watermain Replacement & Streetscape | | Construction | September 2017 | | Construction Progressing - On Schedule for September Completion |
| Liberty Mountain Drive - Phase 2 | | Construction | April 2017 | | Closing Out - Reviewing Plans for Next Segment |
| Community Market Parking Deck | * | Construction | July 2017 | | Punchlist Work |
| McConnville Road Culvert Replacement | * | Construction | December 2017 | | Punchlist Work - Roadway to Open by September 30 |
| | | | | | |
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# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 26, 2017 Physical Development Committee** AGENDA ITEM #:

CONSENT: REGULAR: WORK SESSION: CLOSED SESSION:
ACTION: INFORMATION: X (Confidential)

**ITEM TITLE: Fifth Street Phase III Construction**

KEY ELEMENTS:
_X_Economic Development ___Excellent Government _X_Natural and Built Environment ___Safe Community _X_Vibrant Community

RECOMMENDATION:
Proceed with bidding and construction of 5th Street, Phase III, with one lane of traffic (southbound) open.

SUMMARY:
From 2009-2015, the City engaged in construction of two projects on Fifth Street, the Federal Street Roundabout and infrastructure and streetscape improvements from the roundabout to Main Street. Work included installation of a 24" raw water main and a 16" finished water main, sanitary and stormwater infrastructure improvements, roadway rebuild, and sidewalk, crosswalk, and streetscape furnishings. The third phase of the work on Fifth Street is proposed to take place from Jackson Street to Taylor Street and will complete the water line improvements to the College Hill Water Treatment Plant. These projects are implementing the findings from the Fifth Street Master Plan adopted by City Council in 2006 and significant private investment has been occurring in the area following completion of the first two phases.

This project was presented to PDC Committee on July 11, 2017 with two options, full street closure and maintaining one lane of traffic during construction. Per PDC Committee direction, City staff has met with all businesses in the directly affected construction area and held a public meeting at 5th Street Baptist Church to gather public feedback on the project. The businesses and public have been overwhelmingly in favor of leaving one lane of traffic while construction is ongoing. In addition, this will be a more favorable approach for emergency services, GLTC, and City school transportation routes.

Project staff is considering other options to reduce schedule including incentivizing the contractor for early completion.

Financing will be local funds combined with VDOT and Community Development Block Grant (CDBG) funds. The CDBG money must achieve a spend down requirement by May 1, 2018.

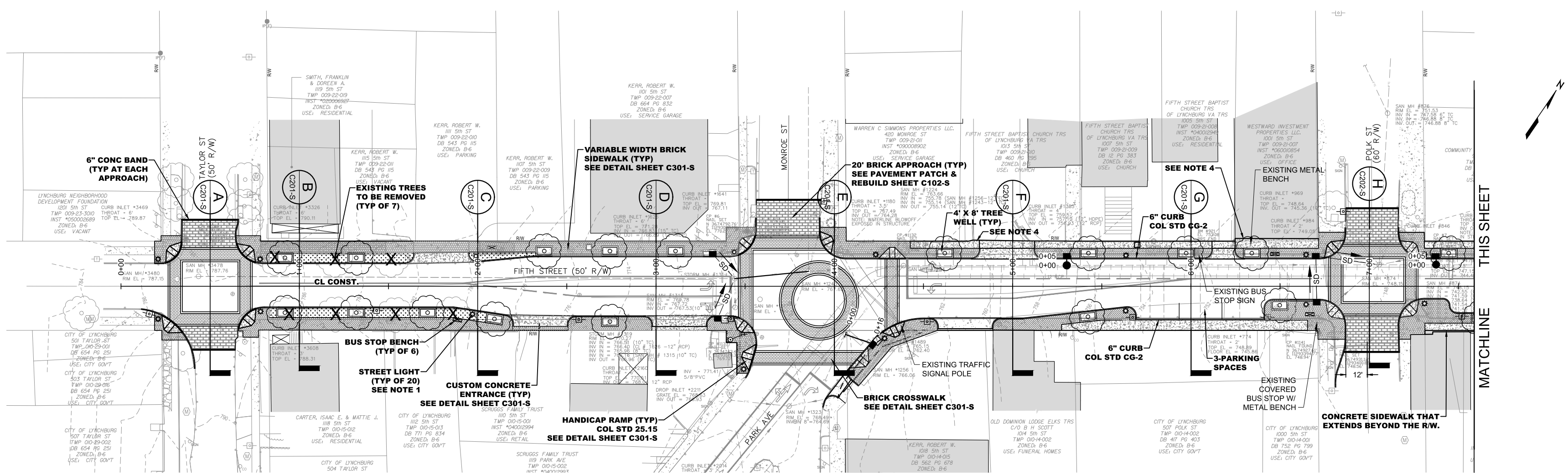
PRIOR ACTION(S):
July 11, 2017 – PDC Committee recommendation to proceed with public meetings.

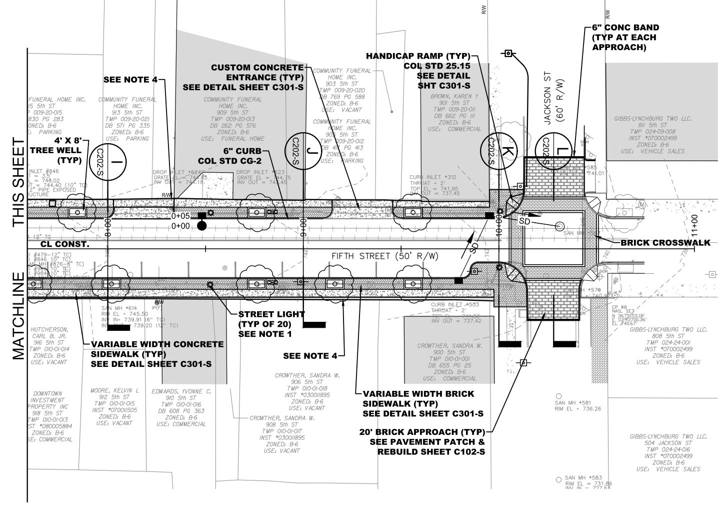
FISCAL IMPACT:
Full road closure (16 month schedule): $2,761,000
One lane road closure (21 month schedule): $2,946,000

CONTACT(S):
Tim Mitchell (Water Resources)
Scott Parkins, Project Manager (Water Resources)
Tom Martin, City Planner (Community Development)
Lee Newland, City Engineer (Public Works)

ATTACHMENT(S):
5th Street Phase III Road Closure Cost Impacts
5th Street Phase III Timeline Estimate

REVIEWED BY:




## NOTES:

1. STREET LIGHT BASE AND CONDUIT SHALL BE INSTALLED PER AEP STANDARD DETAILS (SEE SHEET C301-S). CONTRACTOR SHALL INSTALL CONDUIT AND BASES. AEP SHALL INSTALL STREET LIGHTS SEPARATE FROM THIS CONTRACT.
2. ALL EXISTING TROLLEY TRACKS ALONG FIFTH STREET AND PARK AVENUE SHALL BE REMOVED. TROLLEY TRACK REMOVAL WITHIN REBUILD AREAS (SEE SHEET C-102S) WILL NOT BE PAID FOR SEPARATELY, BUT WILL BE INCLUDED AS PART OF THE STREET REBUILD PAY ITEM. TROLLEY TRACK REMOVAL OUTSIDE THE REBUILD AREA SHALL INCLUDE ASPHALT, BRICK, CONCRETE REMOVAL, AND REGULAR EXCAVATION REQUIRED TO ACHIEVE SUBGRADE ELEVATION AS REQUIRED TO REMOVE THE TRACKS. TROLLEY TRACKS SHOWN ARE BASED ON MAPPING PROVIDED BY THE CITY. ACTUAL LOCATION SHALL BE FIELD VERIFIED.
3. OWNER WILL SUPPLY AND INSTALL STREET TREES AS SHOWN. CONTRACTOR SHALL INSTALL TREE GRATES AND PREPARE TREE WELL FOR PLANTING. PREPARATION SHALL INCLUDE REMOVAL OF ALL UNSUITABLE MATERIALS AND INSTALLATION OF PLANTING MATERIAL TO A MINIMUM DEPTH OF 18 INCHES.
4. THE BELOW TAX MAP PARCEL TABLE INCLUDES PROPERTY THAT THE DESIGNED CONCRETE SIDEWALK EXTENDS BEYOND THE RIGHT OF WAY, ENCROACHING INTO LISTED PROPERTIES. THE AREAS ARE HIGHLIGHTED AS PER THE LEGEND.

## TAX MAP PARCEL TABLE:

| TAX MAP NUMBER | OWNER |
|---|---|
| 010-15-001 | SCRUGGS FAMILY TRUST |
| 010-14-015 | ROBERT W KERR |
| 009-21-010 | FIFTH STREET BAPTIST CHURCH TRS |
| 009-21-007 | WESTWARD INVESTMENT PROPERTIES LLC |
| 009-20-002 | COMMUNITY FUNERAL HOME INC |
| 009-20-013 | COMMUNITY FUNERAL HOME INC |
| 010-01-013 | DOWNTOWN INVESTMENT PROPERTY INC |
| 010-01-014 | CARL B HUTCHERSON JR |
| 010-01-015 | KELVIN L MOORE |
| 010-01-016 | YVONNE C EDWARDS |
| 010-01-017 | SANDRA W CROWTHER |
| 010-01-001 | SANDRA W CROWTHER |

## LEGEND

- STREET LIGHT
- TREE
- GRASS
- CONCRETE
- BRICK SIDEWALK/CROSSWALK
- BRICK APPROACH
- CONCRETE SIDEWALK THAT EXTENDS BEYOND R/W
- BUS STOP BENCH:
  BRP ENTERPRISES, INC.
  STYLE: MANCHESTER BACKED BENCH
  W/CENTER ARM REST
  MODEL # MC104-72-MF
  COLOR: BLACK

IF THIS DRAWING IS REDUCED, GRAPHIC SCALE MUST BE USED.

0 30' 60'
SCALE: 1" = 30'

CITY OF LYNCHBURG PROJECT #10033-W

APPROVED: CITY ENGINEER DATE

APPROVED: UTILITY ENGINEER DATE


Wiley|Wilson®
Constant Progress
127 Nationwide Drive, Lynchburg, Virginia 24502-4272
phone 434.947.1901 | fax 434.947.1601 | web wileywilson.com


TRC SUBMITTAL
MARCH 21, 2017

FIFTH STREET PHASE III
SUPPLEMENTAL PLANS

LYNCHBURG, VIRGINIA

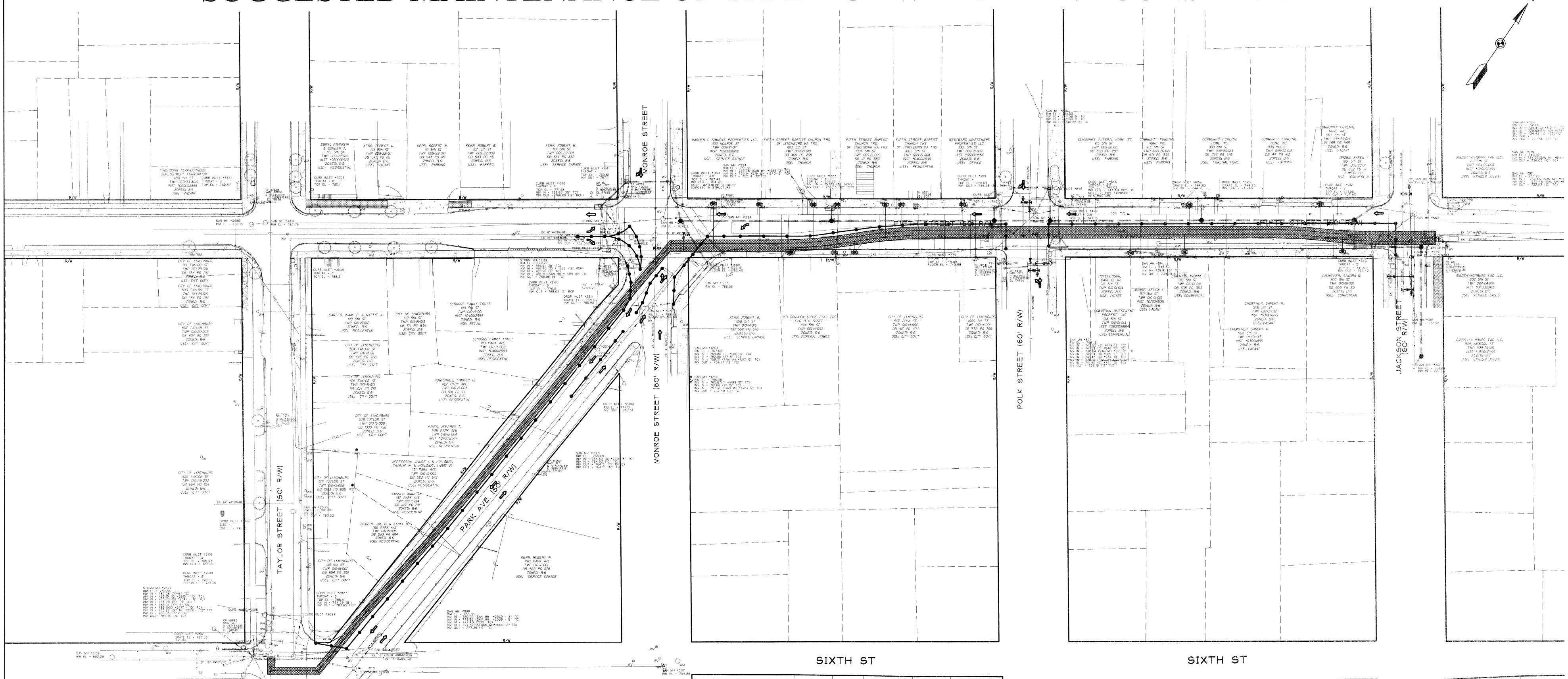
| MRK | DATE | REVISION DESCRIPTION |
|---|---|---|

COMM NO: 213190.00
DATE: MARCH 21, 2017
DRAWN: LDB DESIGN: ETH
CHECK: ETH
SHEET TITLE

STREETSCAPE PLAN

SHT. NO. C101-S
REV. NO. 0

# SUGGESTED MAINTENANCE OF TRAFFIC - WATER LINE CONSTRUCTION




## SUGGESTED MAINTANENCE OF TRAFFIC

1. THIS SHEET IS TO BE USED TO SHOW THE INTENDED DAILY FLOW OF TRAFFIC DURING CONSTRUCTION OF THE WATERLINES. WORK REQUIRED TO CROSS THE LANES OF TRAFFIC SHALL BE DONE WEEKDAYS AFTER 7 PM AND BEFORE 6 AM.
2. THE CONTRACTOR SHALL SUBMIT A SEPARATE TRAFFIC CONTROL PLAN TO THE CITY WITH PROPER DEVICES AND SIGNAGE IN ACCORDANCE WITH THE LATEST EDITION OF THE VIRGINIA WORK AREA PROTECTION MANUAL. PLEASE PROVIDE THIS TO CITY TRAFFIC ENGINEER TWO WEEKS PRIOR TO CONSTRUCTION.
3. THE CONTRACTOR IS RESPONSIBLE FOR THE MANUFACTURING AND COSTS OF ALL SIGNS, TEMPORARY PAVEMENT MARKINGS, LANE ERADICATION, ETC. TO BE USED AND INCLUDED IN THE PRICE FOR TRAFFIC CONTROL. THE CITY MAY PARTICIPATE WITH VARIABLE MESSAGE BOARDS DEPENDING ON AVAILABILITY.
4. THE CONTRACTOR WILL NEED TO EXCAVATE AND BACKFILL WITHIN THE WORK AREA SHOWN (LINEAR EXCAVATION AND BACKFILL WITHIN A SINGLE LANE AND SIDEWALK).
5. SIDE STREETS MAY BE CLOSED WHILE WORK IS OCCURRING ON THE PARTICULAR STREET. DETOUR PLANS SHALL BE COORDINATED WITH CITY TRAFFIC ENGINEER.
6. PEDESTRIAN TRAFFIC ON SIDEWALKS MAY BE CLOSED IN THE BLOCK WHERE THE TRENCH IS EXCAVATED.
7. ~~THE WATER SERVICE LATERALS SHALL BE BORED FROM THE MAIN TRENCH TO THE METER LOCATION ON THE NORTH SIDE OF THE PROJECT. THE WATER SERVICE LATERALS ON THE SOUTH SIDE AND ALL CLEANOUTS SHALL BE OPEN TRENCHED.~~
8. ~~TRENCHES SHALL BE PAVED IN ACCORDANCE WITH DETAIL 25.18 TYPE A, EXCEPT THAT THE 2" OF SURFACE MIX SHALL BE 2" OF BASE MIX. THE TRENCH SHALL BE PAVED PRIOR TO PROCEEDING WITH THE NEXT BLOCK. THE ENTIRE LANE SHALL BE MILLED AND REPAVED AT THE END OF THE PROJECT.~~
9. THE CONTRACTOR MAY COORDINATE TESTING EACH BLOCK PRIOR TO PAVING AT NO ADDITIONAL COST TO THE CITY FOR ADDITIONAL VALVES.
10. CONTRACTOR SHALL UTILIZE THE EXISTING TRAFFIC SIGNAL POLES DURING WATER LINE CONSTRUCTION.
11. CONTRACTOR SHALL INFORM CITY INSPECTOR OF ANY SPECIAL REQUEST MADE BY PROPERTY OWNERS DURING CONSTRUCTION.

**ALL WATER SERVICE LATERALS SHALL BE OPEN CUT.**

**SEE SUPPLEMENTAL PLANS, SHEET C102-S FOR PAVEMENT PATCH INFORMATION.**

IF THIS DRAWING IS A REDUCTION GRAPHIC SCALE MUST BE USED

40' 0 40'

## LEGEND

AREA OF CONSTRUCTION

TRAFFIC FLOW

TRAFFIC BARREL WITH NIGHTTIME OPERATION DEVICE

THIS SHEET IS FOR REFERENCE ONLY

Approved: City Engineer Date

| NO. | REVISION | BY | DATE |
|---|---|---|---|
| 1 | REVISED TO ADDRESS CITY COMMENTS DATED NOVEMBER 19, 2012 | GLM | 12-5-12 |

COMMONWEALTH OF VIRGINIA
JAMEY L. WHITE
Lic. No. 47808
12-5-12
PROFESSIONAL ENGINEER

WARNER ENGINEERING
WE move the project forward
1511B ENTERPRISE DRIVE
LYNCHBURG, VIRGINIA 24502
PHONE: 434-582-5007 FAX: 434-582-5008

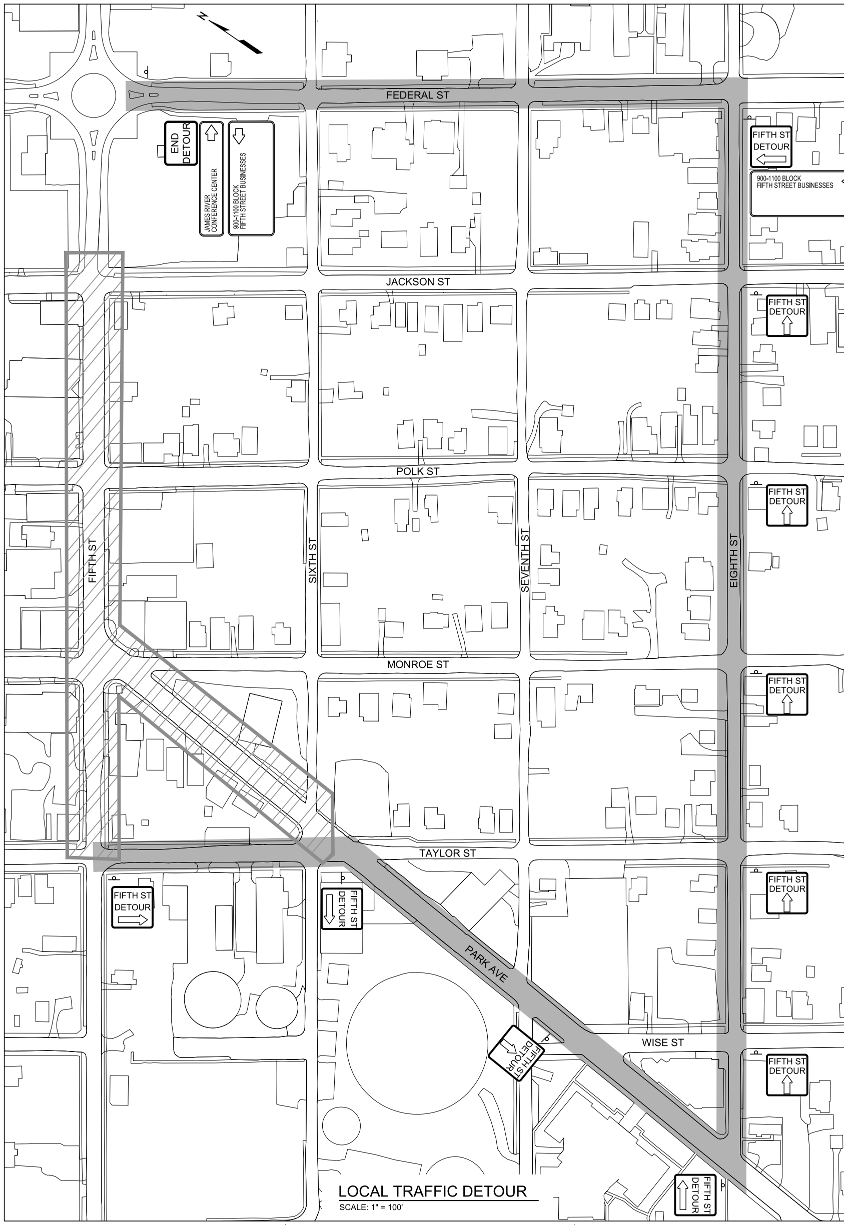
DRAWN BY: GLM
DESIGNED BY: JLW
REVIEWED BY: TJW
PROJECT No. 11008.00
SCALE: GRAPHIC

PROJECT: CITY PROJECT #10033-W
FIFTH STREET
UTILITY REPLACEMENT-PHASE III
CITY OF LYNCHBURG
LYNCHBURG VIRGINIA

TITLE: SUGGESTED MAINTENANCE OF TRAFFIC FOR WATER LINE CONSTRUCTION

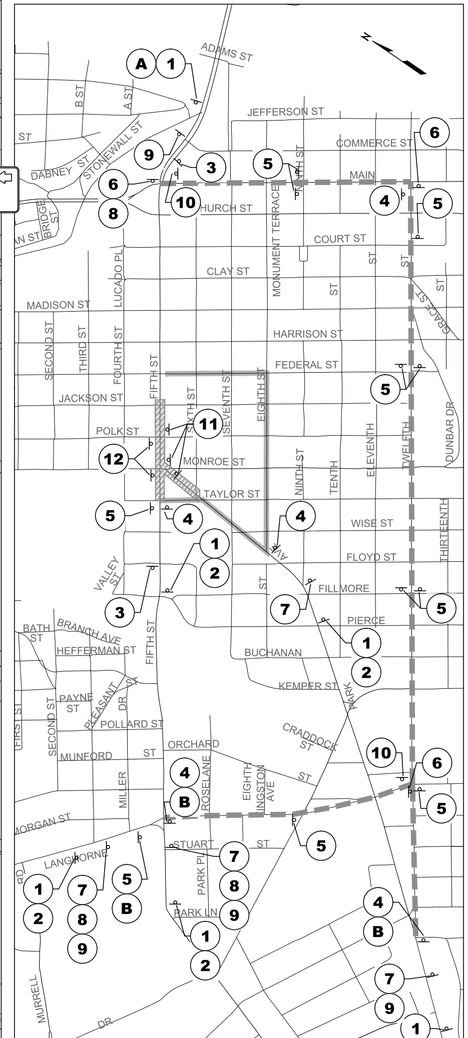
DATE: 10-11-12
REV. 12-5-12
DRAWING No: MOT1
SHEET NUMBER: 19 OF 21

FILE: P:\2011\11008.00 Fifth Steet Phase III\UTILITY PLAN\10045MOT1.dwg




LOCAL TRAFFIC DETOUR

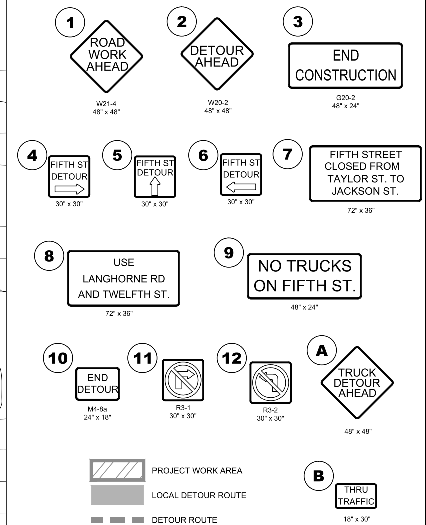
SCALE: 1" = 100'




TRAFFIC DETOUR

SCALE: 1" = 600'

## LEGEND:




## NOTES:

1. ALL SIGNAGE SHALL COMPLY WITH THE LATEST VERSION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
2. SIGNAGE AND DETOUR ROUTING SHOWN FOR THE LOCAL DETOUR ASSUMES SOUTHBOUND TRAFFIC WILL BE MAINTAINED DURING CONSTRUCTION AND NORTHBOUND TRAFFIC WILL BE DETOURED. IF BOTH LANES ARE CLOSED, SIGNAGE WILL NEED TO BE ADJUSTED ACCORDINGLY.
3. PORTABLE "ROAD CLOSED" SIGNS MAY BE PLACED ON SIDE STREETS TO ALLOW FOR TEMPORARY CONSTRUCTION ACTIVITIES.
4. THE SIGNS SHALL BE REMOVED ONCE A LANE IS NAVIGABLE BY THE TRAVELING PUBLIC. WHEN ROADS ARE TEMPORARILY CLOSED,A TRAVEL WAY SHALL STILL BE ACCESSIBLE BY EMERGENCY VEHICLES.
5. THE CITY MAY USE ITS MESSAGE BOARDS TO ASSIST WITH TRAFFIC MANAGEMENT AS NEEDED.
6. THE TRAFFIC CONTROL SIGNAGE ON THIS PLAN IS SUGGESTED; HOWEVER, ACTUAL TRAFFIC MOVEMENT MAY REQUIRE DEVIATION FROM THIS PLAN. THE CITY CONSTRUCTION COORDINATOR SHALL BE CONSULTED PRIOR TO ANY CHANGE IN PLAN.
7. THE CONTRACTOR SHALL VERIFY THAT THE SIGNS BEING PLACED DO NOT CONFLICT WITH OTHER SIGNAGE THAT MAY BE IN SERVICE DURING CONSTRUCTION.

IF THIS DRAWING IS REDUCED, GRAPHIC SCALE MUST BE USED.

0 100' 200'

SCALE: 1" = 100'

CITY OF LYNCHBURG PROJECT #10033-W

APPROVED: CITY ENGINEER DATE

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TRC SUBMITTAL MARCH 21, 2017

FIFTH STREET PHASE III SUPPLEMENTAL PLANS

LYNCHBURG, VIRGINIA

| MRK | DATE | REVISION DESCRIPTION |
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COMM NO: 213190.00
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DRAWN: LDB DESIGN: ETH
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SHEET TITLE
DETOUR PLAN
SHT. NO. C402-S
REV. NO. 0

X:\2013\213190 LYBG 5TH ST PHIII DESIGN BIDDING\CAD\CIVIL V2012\213190C402-S.DWG 3/17/2017 1:37 PM

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 26, 2017 Physical Development Committee** AGENDA ITEM #:

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:
ACTION: **X** INFORMATION: (Confidential)

**ITEM TITLE: Proposed Transportation Grant Funding for FY 2019 & 2020**

KEY ELEMENTS:
___Economic Development ___Excellent Government _**X**_Natural and Built Environment _**X**_Safe Community ___Vibrant Community

RECOMMENDATION: Forward to Council for approval of a resolution of support for the following revenue sharing, highway safety improvement and transportation alternatives projects as well as request a resolution of support from the Central Virginia Metropolitan Planning Organization.

SUMMARY:
Staff compiled these projects from the Capital Improvement Plan as well as adopted corridor studies.

| **Revenue Share - VDOT portion only** | **FY 2019** | **FY 2020** |
|---|---|---|
| Downtown Streetscape *(from x to y?)* | $1,250,000 | |
| John Capron Road Extension [1] | 1,750,000 | 500,000 |
| Link Road Bridge | | 750,000 |
| Fifth Street Phase IV - Taylor Street to Railroad Bridge | | 2,000,000 |
| 501/221 One-Way Pair (Design/Right of way) | 2,000,000 | |
| Florida Avenue Sidewalk (NEPA/Design/Right of way) | | 1,750,000 |
| **TOTAL** | **$5,000,000** | **$5,000,000** |
| | | |
| ***Total CITY Match needed (50/50 match)*** | ***$5,000,000*** | ***$5,000,000*** |
| | | |
| **Total Appropriation - Grant and City combined** | **$10,000,000** | **$10,000,000** |
| | | |
| | | |

| **Transportation Alternatives Program (TAP) - application request only** | **FY 2019** | **FY 2020** |
|---|---|---|
| Bikeway Bridge to Linkhorne Renovations (Parks & Rec. project) | $300,000 | |
| Atlanta Avenue Trail Design/Right of way | | 350,000 |
| **TOTAL** | **$300,000** | **$350,000** |
| | | |
| ***Total CITY Match needed (80/20 match)*** | ***$75,000*** | ***$87,500*** |
| | | |
| **Total Appropriation - Grant and City combined** | **$375,000** | **$437,500** |
| | | |
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| Highway Safety Improvement Program (HSIP) - application request only | FY 2019 |
|---|---|
| Graves Mill Road Adaptive Signals - Systemic | $400,000 |
| Nationwide Drive Roundabout & Ped improvements - Bike Ped | 1,500,000 |
| Pedestrian Improvements - Old Forest Road - Bike/Ped | 800,000 |
| Kemper Street - Bike/Ped (approved for HSIP funding in FY 2020) | 300,000 |
| **TOTAL** | **$3,000,000** |
| | |
| ***Total CITY Match needed (80/20 match)*** | ***$750,000*** |
| | |
| **Total Appropriation - Grant and City combined** | **$3,750,000** |

PRIOR ACTION(S):
Inclusion in current Capital Improvements Plan

FISCAL IMPACT:
Requires matching funds of 50% for Revenue Share, and 20% for HSIP and TAP.
Requires funding for VDOT review and administrative charges.

CONTACT(S):
Don DeBerry, City Transportation Engineer – 455-3935
Lee Newland, City Engineer – 455-3947
Gaynelle Hart, Director Public Works – 455-4406

ATTACHMENT(S):
None

REVIEWED BY:

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **1**

CONSENT: REGULAR: WORK SESSION: **X** CLOSED SESSION:
ACTION: INFORMATION: (Confidential)

**ITEM TITLE: Annual Report from Horizon Behavioral Health**

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _**X**_Safe Community _**X**_Vibrant Community

RECOMMENDATION: Hear a presentation from Damien Cabezas, CEO of Horizon Behavioral Health

SUMMARY: Horizon Behavioral Health is an external services provider for the City. The City is mandated to provide services provided by Horizon.

PRIOR ACTION(S): City Council appropriated $457,323 in the FY 2018 Operating Budget for Horizon Behavioral Health.

FISCAL IMPACT: None

CONTACT(S): Damien Cabezas, Chief Executive Officer, Horizon Behavioral Health, 455-7080

ATTACHMENT(S): None

REVIEWED BY: bms

115K

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **2**

CONSENT: REGULAR: WORK SESSION: **X** CLOSED SESSION:
ACTION: INFORMATION: (Confidential)

**ITEM TITLE: Central Virginia Continuum of Care Homeless Response System and the State of Homelessness in the Central Virginia Region**

**KEY ELEMENTS:**
_X Economic Development ___ Excellent Government __ Natural and Built Environment _X_ Safe Community _X_ Vibrant Community

RECOMMENDATION: No action required.

SUMMARY: Sarah Quarantotto, Executive Director of Miriam's House and Central Virginia Continuum of Care Lead Agency, will provide an overview of the homeless response system in the Central Virginia area.

PRIOR ACTION(S): N/A

FISCAL IMPACT: N/A

CONTACT(S): Sarah Quarantotto, Miriam's House – 847-1101;
Bonnie Svrcek, City Manager, 455-3990

ATTACHMENT(S): PowerPoint Presentation – Central Virginia's State of Homelessness

REVIEWED BY: bms

116K

# Central Virginia's State of Homelessness



PRESENTED BY:

KRISTEN NOLEN, MSW
SARAH QUARANTOTTO, MSW
MIRIAM'S HOUSE
CENTRAL VIRGINIA CONTINUUM OF CARE
LEAD AGENCY

Central Virginia
Continuum of Care

# HOMELESS RESPONSE SYSTEM



# What is a Continuum of Care (CoC)?

Central Virginia
Continuum of Care



- A membership organization responsible for managing a homeless response system
- Each CoC designates a lead agency to carry out the functions required by the Dept. of Housing & Urban Development (HUD)
- A CoC's purpose is to:
  - Make federal and state grant decisions on the local level
  - Evaluate program and system performance in ending homelessness
  - Submit reports and data to state and federal authorities
  - Ensure a local, coordinated effort
  - Implement a strategic plan to end homelessness

## Mission and Vision

- *The **mission** is to ensure that homelessness is rare, brief and non-recurring.*
- *The **vision** of the Central Virginia CoC is for all persons and families experiencing homelessness in the City of Lynchburg and the Counties of Amherst, Appomattox, Bedford, and Campbell to have a permanent, safe, decent, and affordable place to call home by the year 2024.*

# Central Virginia CoC Board



**Judy Brooks**, *Lynchburg City Schools*

**Nan Carmack**, *Campbell Co. Public Library System*

**Sue Coleman,** *Community Advocate*

**Denise Crews**, *Lynchburg Community Action Group*

**Tony Crews**, *Lynchburg Police Department*

**Tracey Dixon**, *Daily Bread*

**Dawn Fagan**, *Lynchburg Redevelopment & Housing Authority*

**Caroline Hudson**, *YWCA of Central Virginia*

**Virginia Huntington**, *Lynchburg Dept. of Human Services*

**Brenton Lehman**, *Gospel Community Church*

**Jim Meador**, *HumanKind*

**Sarah Quarantotto**, *Miriam's House*

**Tab Robertson**, *Horizon Behavioral Health*

**Chelsey Tomlin**, *Johnson Health Center*

**Melva Walker**, *City of Lynchburg*

**Jeremy White**, *Legal Aid Society*

# Central Virginia CoC Grant Funding

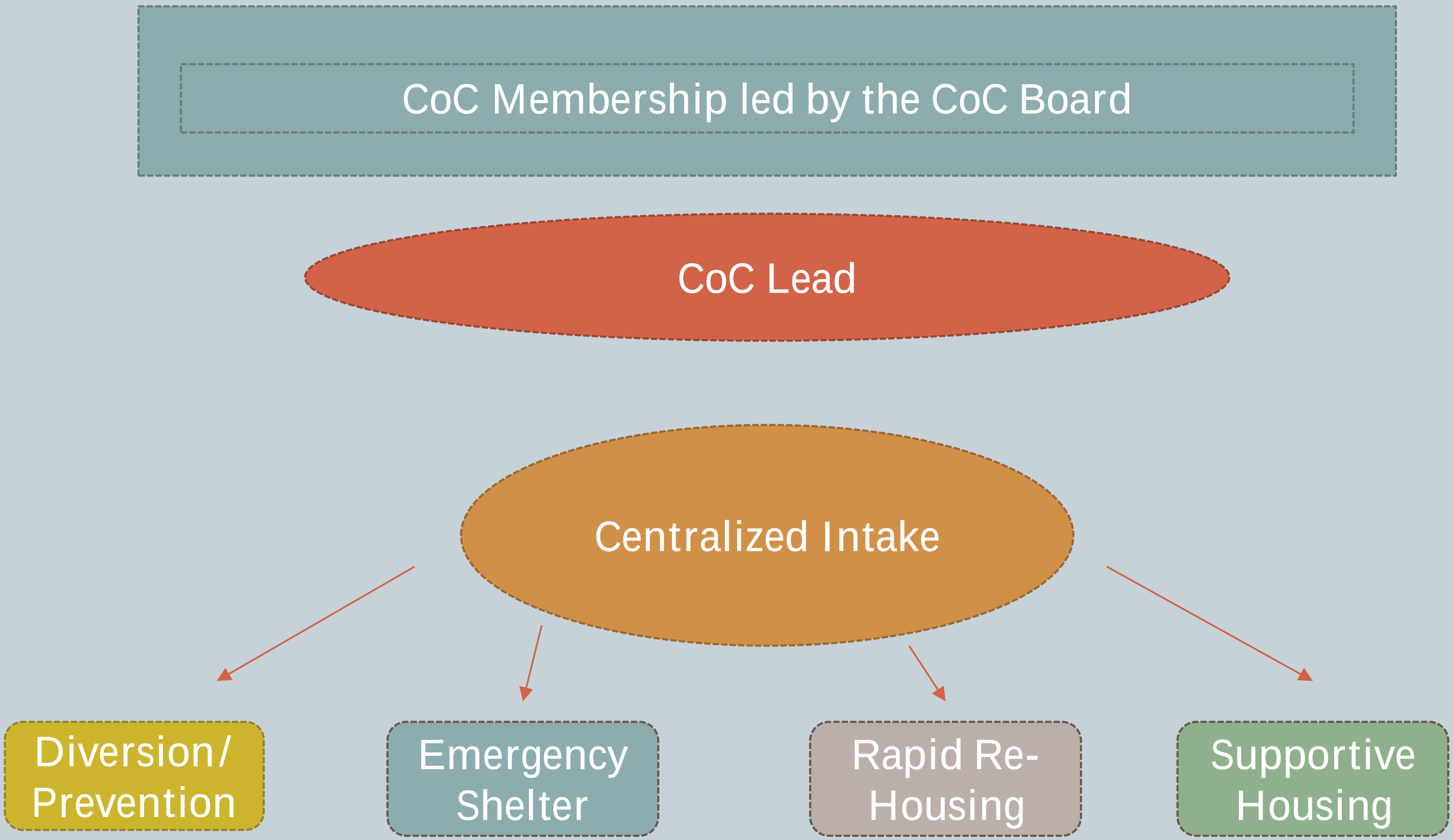


- Annual state and federal grants- **$759,159**
- Requires a $189,790 local match of support

| Organization | State Grants | Federal Grants |
|---|---|---|
| Lynchburg Community Action Group (LynCAG) | $286,115 | |
| Lynchburg Redevelopment and Housing Authority (LRHA) | | $218,448 |
| Miriam's House (MH) | $87,482 | $141,365 |
| YWCA of Central Virginia (YWCA) | $25,749 | |

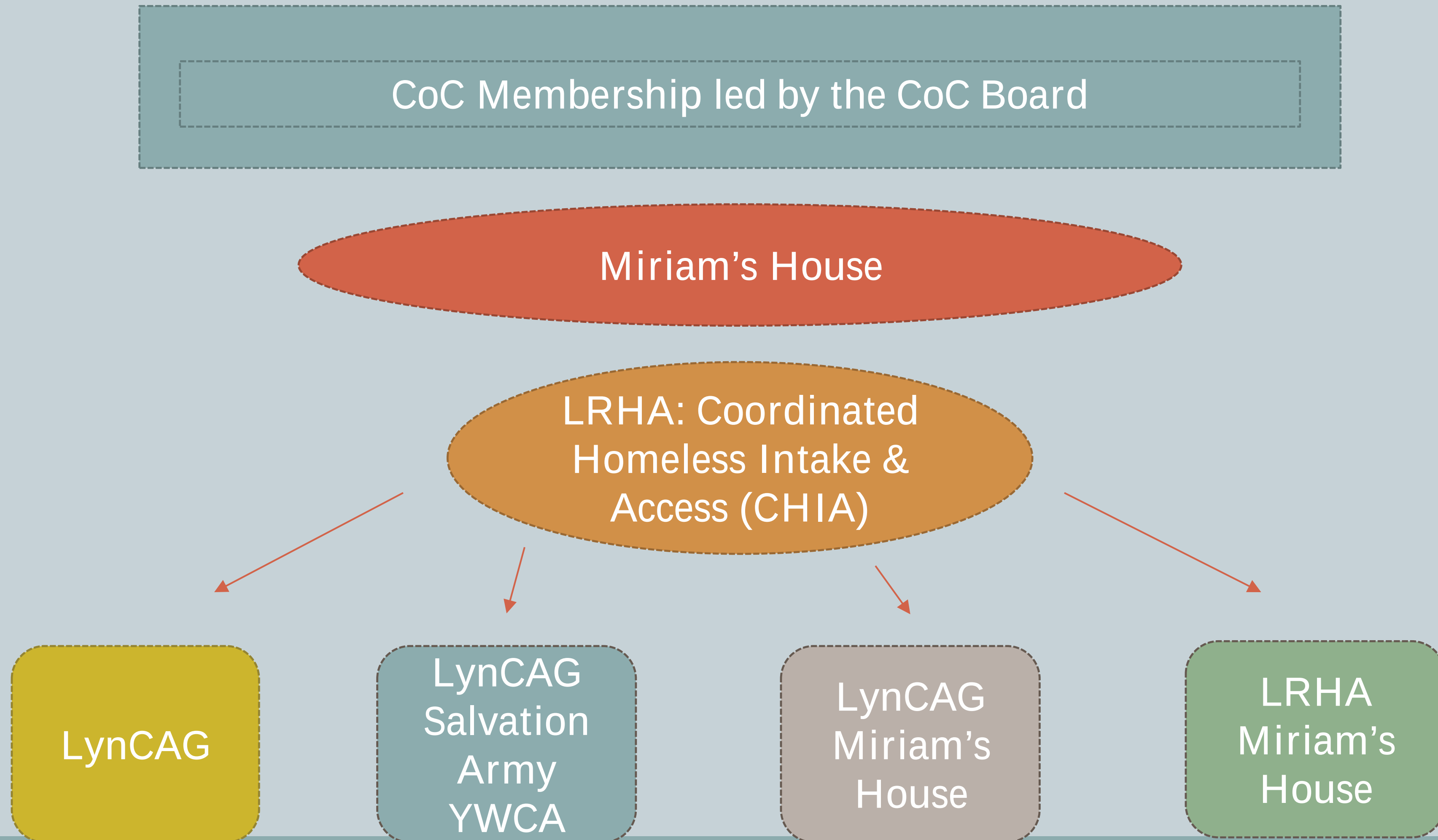
# A Homeless Response System





# Central Virginia Continuum of Care



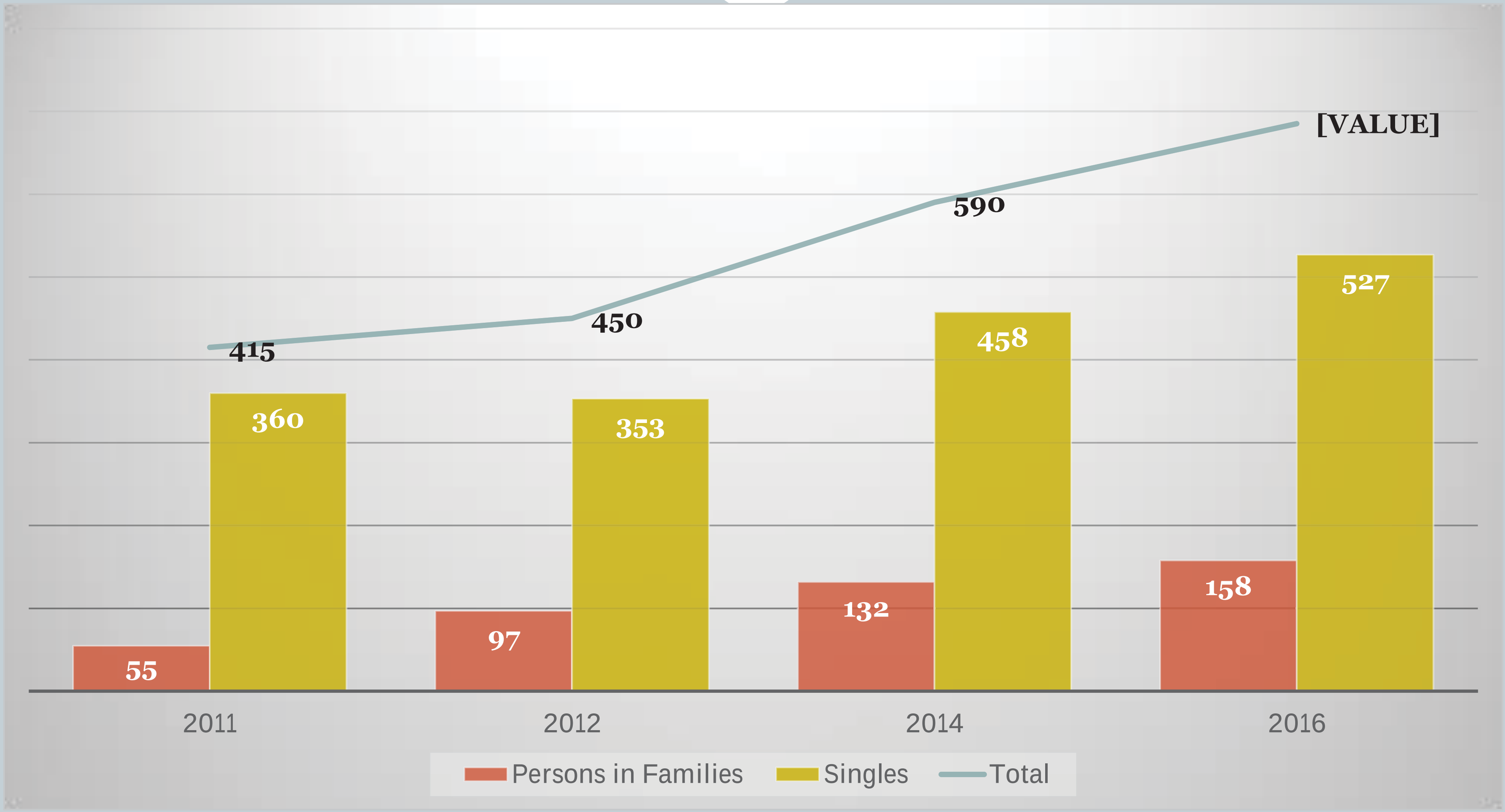


# A LOOK AT THE NUMBERS



# Annual Central Virginia CoC Homeless Numbers






* Annual Homeless Assessment Report (AHAR) submitted annually to Congress

# Who Becomes Homeless in Central VA?

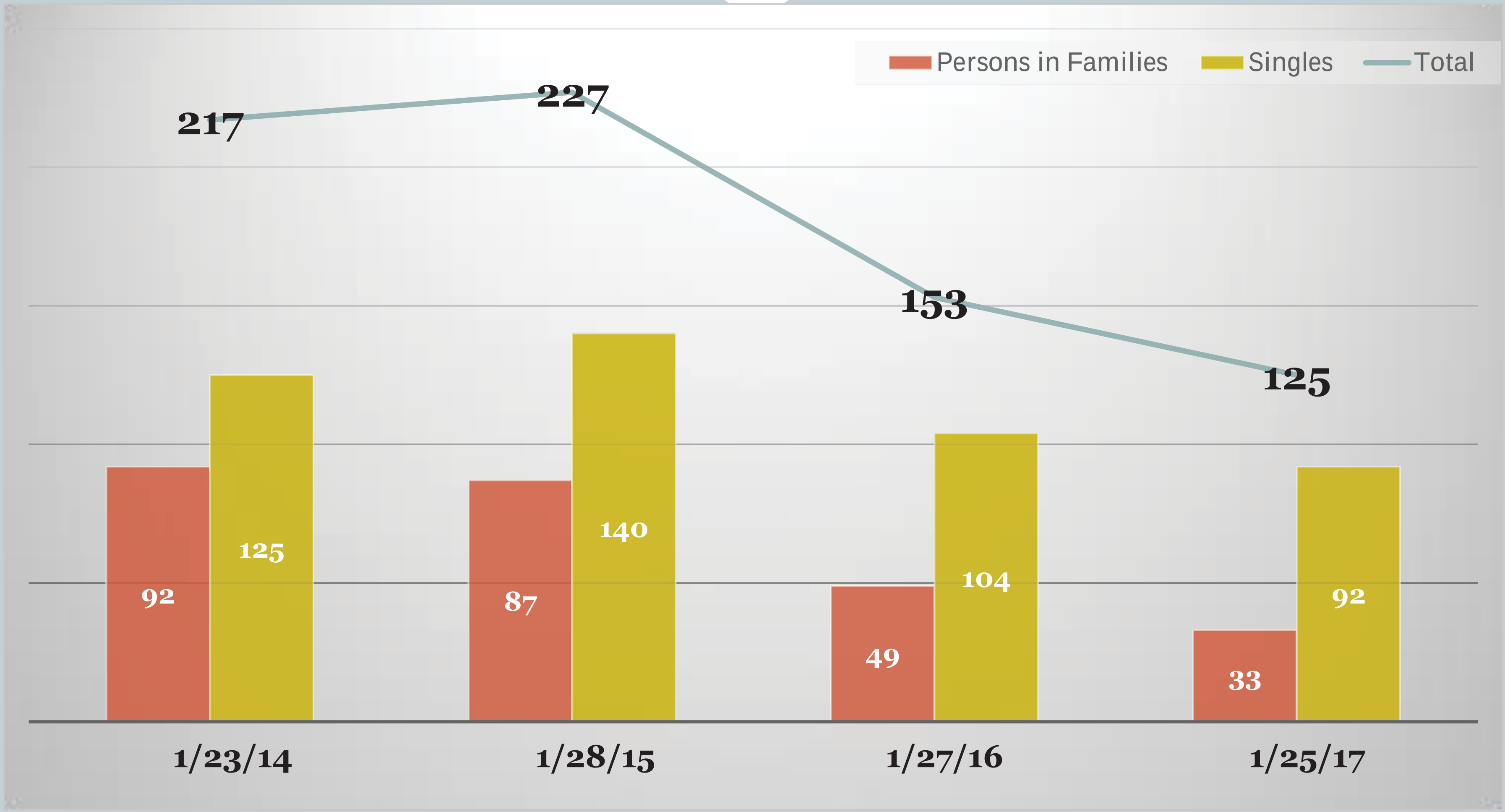


Based on 2016 Annual Homeless Assessment Report and Annual Performance Reports:

- 9% of homeless adults are veterans
- 23% of homeless households are families
- 37% of homeless adults have a disability
- 53% white, 41% African American, 6% other
- 44% female, 56% male
- 95% of homeless households are below the federal poverty line
  - 42% with a source of income
  - 58% are zero income

# Homelessness on a Single Night in Central VA






* Point in Time (PIT) data reported annually to the Dept. of Housing & Urban Development

# Homeless Data Summary

Central Virginia
Continuum of Care



- Increase of 65% entering homeless shelters from 2011 to 2016

- On a single night, a decrease of 42% from 2014 to 2017

# Priority Subpopulations



- FAMILIES
  - From 2011-2016 an 187% increase of families entering shelter
  - From 2014-2017 a 64% decrease on a single night
- VETERANS
  - From 2011-2016 a 29% increase in veteran homelessness over a year
  - From 2014-2017 a 50% reduction on a single night

# SOLUTIONS TO HOMELESSNESS



# System Examples of Change



Central Virginia
Continuum of Care

# Shifting Central Virginia CoC Approach



| Previous Approach | Current Approach |
| --- | --- |
| • Individual homeless programs<br>• Uneven access to available services<br>• First come, first served<br>• View that homeless are flawed and need treatment<br>• Housing Readiness | • A coordinated homeless response system<br>• A single point of entry (CHIA)<br>• Targeted use of resources<br>• View that homelessness is a housing crisis to be quickly resolved<br>• Housing First |

# Accomplishing Central Virginia CoC Strategic Plan Goals



- Formalized CoC Governance
- Expanded CoC membership to include Lynchburg Police Dept., Legal Aid, Horizon Behavioral Health, and Johnson Health Center
- Improved coordination to streamline exits from homelessness
- Improved access to mainstream resources
- Targeted services to persons based on need and priority

# Organizational Example of Change



# Significant Changes

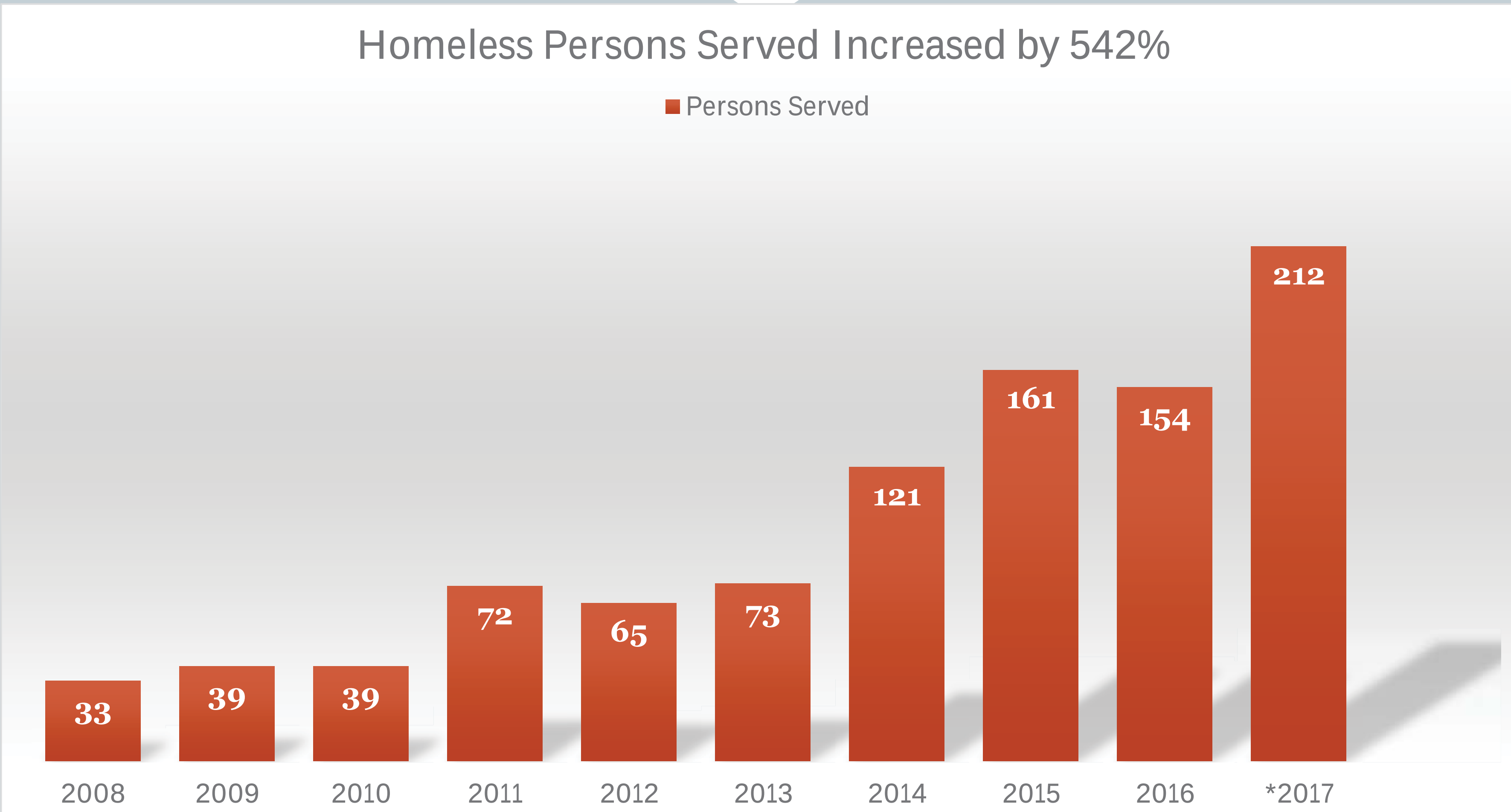
MIRIAM'S HOUSE
LYNCHBURG



- Every person served by Miriam's House (MH) is referred through CHIA
- No barriers to program admission
- All MH programs give priority to persons and families with highest needs
- Housing focused approach- quickly connecting homeless persons to housing without preconditions
- Addition of a community based program to expand the numbers served

# Significant Results

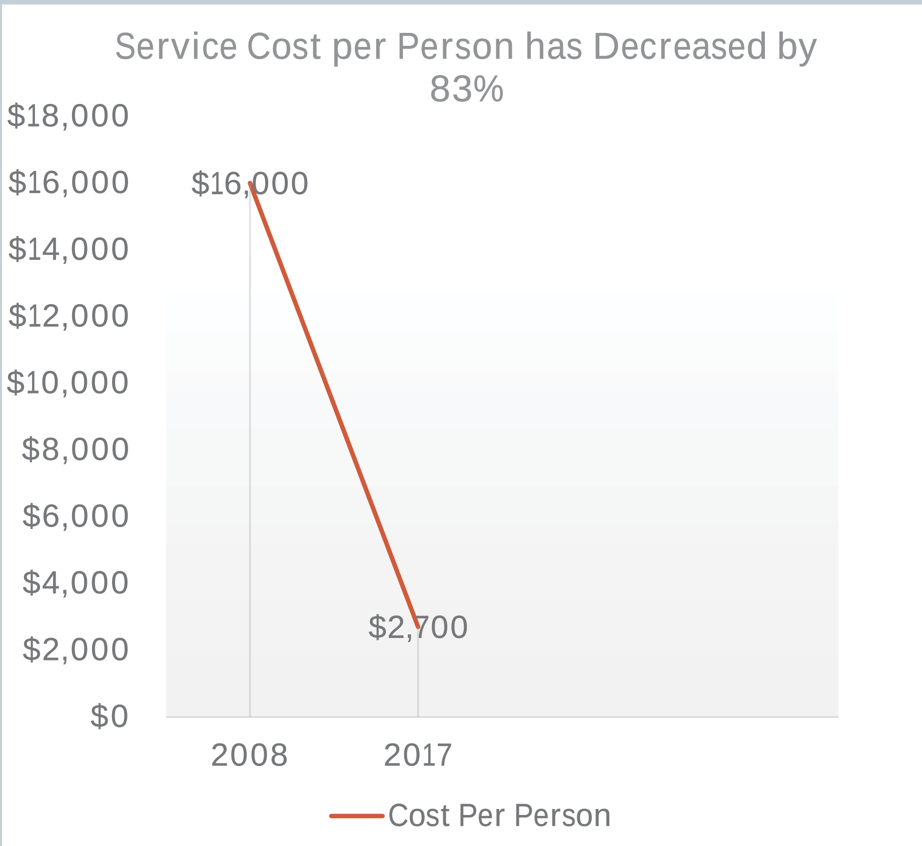


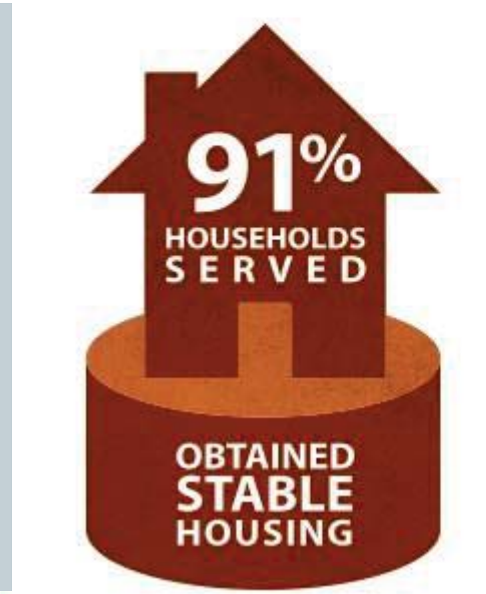



*2017 projected data based on average monthly totals year to date

# Significant Results

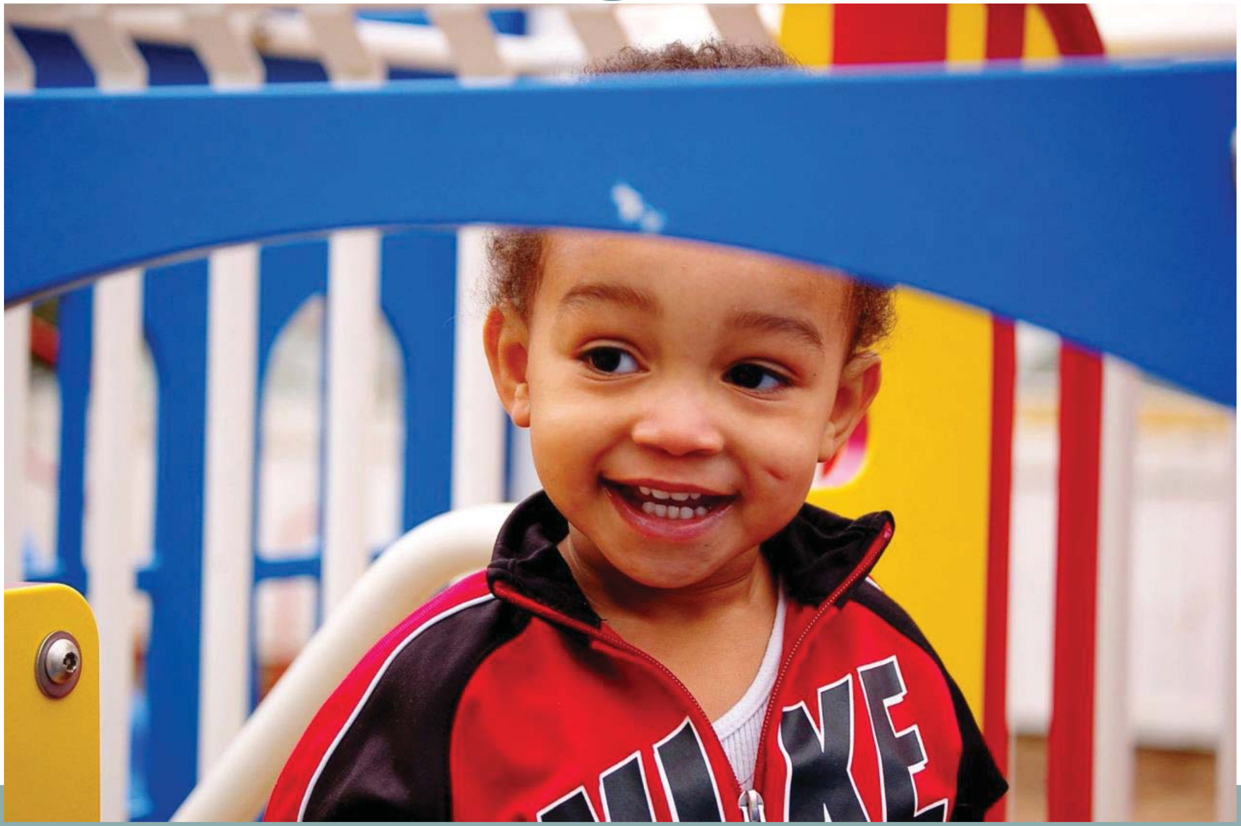





# What's Next for the Central Virginia CoC?





# Central Virginia CoC Strategic Plan to Prevent and End Homelessness: 2016



- Become more data driven
- Increase prevention and diversion efforts
- Expand permanent interventions such as supportive housing and rapid re-housing
- Improve coordination with other systems of care (hospitals, jail, foster care, etc.)

# What else will it take?



- Expanded local financial resources to supplement state and federal grants
- More affordable housing
- Housing choice vouchers and subsidized housing set-asides for homeless
- Increased employment opportunities for homeless population

# Questions?



**CENTRAL VIRGINIA COC LEAD:**

**KRISTEN NOLEN**
**KRISTEN@MIRIAMSHOUSEPROGRAM.ORG**
**SARAH QUARANTOTTO**
**SARAH@MIRIAMSHOUSEPROGRAM.ORG**

Central Virginia
Continuum of Care

// A regular meeting of the Council of the City of Lynchburg was held on the 12th day of September, 2017, at 7:30 P.M. in the Council Chamber, City Hall, Joan Foster, President, presiding. Council Member Dolan gave the Invocation, followed by the Pledge of Allegiance. The following Members were present:

Present: Dolan, Helgeson, Nelson, Tweedy, Wilder, Foster 6

Absent: Perrow 1

// City Manager Bonnie Svrcek provided the results of Lynchburg's 2017 Bonds sell. Ms. Svrcek went on to say the City of Lynchburg's General Obligation Public Improvement Refunding Bonds, Series 2017 was awarded to Robert W. Baird. Ms. Svrcek further stated that the City of Lynchburg received 7 competitive bids for the Series 2017 Bonds. Robert W. Baird provided the lowest bid of 2.586%. Due to favorable market movement over the last few months, the City was pleased to report that we were well above the minimum threshold. The final savings of the Series 2017 Bonds produced $4.57 million over the life of the Bonds.

// Copies of the minutes of the August 8, 2017 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Helgeson, seconded by Council Member Nelson, Council by the following recorded vote approved the minutes as amended:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Foster 6

Noes: 0

Absent: Perrow 1

// In the matter of Budget, Resolution #R-17-072, to amend the FY 2018 General, Water, and Sewer Funds' Adopted Budgets and appropriate $169,000; $130,000; and $26,000 respectively with resources from the refunding bond proceeds for a total of $325,000 for estimated issuance costs laid over from the August 8, 2017 meeting, was again presented and read, and on motion of Council Member Helgeson, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Foster 6

Noes: 0

Absent: Perrow 1

// In the matter of Community Development, a public hearing was held regarding City Council Report #3 to adopt an Ordinance vacating a portion of Right-of-Way known as Templeman Street.

Rachel Frischeisen, Planner, provided a summary of the request. Mr. Trent Warner with Hurt and Proffitt asked for Council approval to vacate a portion of the Right-of-Way known as Templeman Street. Council discussed this item to make sure all the proper procedures were followed including:

- Proper notice given to the property owners
- Public sign posting

Ms. Frischeisen responded to Council Member Helgeson's question when he asked had the property owners been notified. She stated that alleys and a portion of a right-of-way are not required, only the adjoining property owners are notified. The property owner at 3610 Fort Avenue gave consent and was notified and the property owner at 3526 Fort Avenue is the petitioner for this property. City Attorney Walter Erwin stated the Zoning Ordinance amendment does not require posting of a sign if the property being vacated is unapproved or an unused alley, which explains why no sign was posted and written notices were sent to the owner and the adjacent owner. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Nelson, seconded by Council Member Dolan, Council by the following recorded vote adopted Resolution #R-17-074, as presented, to adopt an Ordinance vacating a portion of Right-of-Way known as Templeman Street:

| | |
|---|---|
| Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Foster | 6 |
| Noes: | 0 |
| Absent: Perrow | 1 |

// In the matter of Public Works, a public hearing was held regarding City Council Report #4 to adopt an Ordinance granting a Franchise Agreement between the Virginian Hotel, LLC and the City of Lynchburg. Public Works Director Gaynelle Hart provided an overview of the Franchise Agreement between the Virginian Hotel, LLC and the City of Lynchburg. Mr. Blair Godsey with the Virginian Hotel, LLC gave a summary of the request for the purpose of installing twenty flush mount on-grade up lights in the City sidewalk on Church and 8th Streets, adjacent to the hotel and in conjunction with the downtown waterline and streetscape project. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote adopted Ordinance #O-17-075, as presented, granting a Franchise Agreement between the Virginian Hotel, LLC and the City of Lynchburg:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Foster 6

Noes: 0

Absent: Perrow 1

// In the matter of Airport, a public hearing was held regarding City Council Report #5 authorizing the City Manager to execute a lease agreement by and between the City of Lynchburg and Banker Aviation, LLC for the use of a 12,000 square-foot hangar facility and attached 1,800 square-foot office/lounge area located at the Lynchburg Regional Airport. Airport Director Mark Courtney first introduced the new Deputy Airport Director, Marcelo Lima. Mr. Courtney asked Council to approve a lease agreement with Banker Aviation, LLC to occupy a 12,000 square-foot aircraft hangar with attached 1,800 square-foot office/lounge area at Lynchburg Regional Airport. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Nelson, seconded by Council Member Tweedy, Council by the following recorded vote adopted Resolution #R-17-076, as presented, to execute a lease agreement by and between the City of Lynchburg and Banker Aviation, LLC for the use of a 12,000 square-foot hangar facility and attached 1,800 square-foot office/lounge area located at the Lynchburg Regional Airport:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Foster 6

Noes: 0

Absent: Perrow 1

// In the matter of Community Development, City Council Report #6 was considered. On motion of Council Member Nelson, seconded by Council Member Dolan, Council by the following recorded vote adopted Resolution #R-17-077, as presented, to approve the renaming of the portion of Peninsular Street located off of the 220th block of Peninsular Street to Moses Lane:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Foster 6

Noes: 0

Absent: Perrow 1

// In the matter of City Council, City Council Report #7 was considered. Assistant City Manager John Hughes provided an overview of the request. He explained the City initiative to reduce poverty, commonly referred to as “From Poverty to Progress,” is proceeding forward. Since the Call to Action at the State of the City Address earlier this year, and the first large community event on May 4th, local agencies, community volunteers, and City staff have been moving toward creating a stronger Lynchburg. The Committees have focused on the primary barriers to overcoming poverty *(*Poverty 101, Education, Child Care, Transportation, Workforce Development, Health/Mental Health, Food Disparity, Housing, and the Legal System). These Committees have met with involved citizens over the summer to determine action items from the May 4th data. The representatives from these sessions will report out on October 5th and will begin the process of bringing action plans to fruition. A diverse citizenry as well as residents of contiguous counties, other regions in the State and even out of State, have been involved in some fashion. In addition, to the Facilitation Team group meetings, the City coordinated a collaborative information session with the United Way, Bridges Out of Poverty, and TechHire to cross-educate on each entity’s mission. Also involved were LynCAG, Workforce Development, Humankind and Goodwill. There are 633 persons currently enrolled on our database, ready to help Lynchburg walk forward, as intended and appropriate, toward the mark of collaboration, community wealth building, and empowerment while creating sustainable opportunities for all.

Council discussed this item to expend $15,000 of the $50,000 in funding available to address poverty in the FY 2018 Adopted Budget. There were several questions raised regarding From Poverty to Progress:

- Had the other meetings been set for Poverty to Process
- What are the next steps regarding this project
- What is Government involvement in the project
- What are the goals and objectives for these meetings
- Can a report be submitted in October
- What incentives can be given to continue to move forward
- Can notices be included in the water bill to raise awareness of this project

Council Member Helgeson mentioned three goals to success out of poverty:

- To finish high school
- Get married before having children
- Work 40 hours a week

On motion of Council Member Nelson seconded by Mayor Foster, Council by the following recorded vote adopted Resolution #R-17-078, as presented, to expend $15,000 of the $50,000 in funding available to address poverty in the FY 2018 Adopted Budget. This amount ($15,000) is allocated to support three (3) From Poverty to Progress community engagement events during FY 2018 to be held at E.C. Glass High School (or similar venue) in the amount of $5,000 per meeting:

| | |
|---|---|
| Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Foster | 6 |
| Noes: | 0 |
| Absent: Perrow | 1 |

// In the matter of Public Works, City Council Report #8 was considered. Council Member Wilder, member of the Physical Development Committee (PDC), stated that the request was considered by the PDC and made a motion to approve the request. The motion did not require a second, and Council by the following recorded vote adopted Resolution #R-17-078, as presented, to enter into an agreement with the Virginia Department of Transportation (VDOT) and Liberty University to specify the inspection and maintenance of a VDOT owned grade separation structure at Liberty University over US Route 460 within the City limits:

| | |
|---|---|
| Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Foster | 6 |
| Noes: | 0 |
| Absent: Perrow | 1 |

// In the matter of Police, City Council Report #9 was considered. On motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-17-080, as presented, to approve the submittal of an application for the 2017 Edward Byrne Memorial Justice Assistance Grant in the amount of $41,936 with resources from an Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Foster 6

Noes: 0

Absent: Perrow 1

// On motion of Council Member Helgeson, seconded by Council Member Wilder, Council by the following recorded vote elected to hold a closed meeting for discussion and consideration of the disposition of city-owned property located at 405 Cabell Street and 927 Church Street because discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the City, and for consultation with legal counsel concerning the case of Jacquelin Goard v. Crown Auto, Inc., and others, pursuant to Section 2.2-3711(A.)(3) and (7), respectively, of the Code of Virginia:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Foster 6

Noes: 0

Absent: Perrow 1

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

// Council Member Wilder 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 Dolan, and Council by the following recorded vote adopted the motion:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Foster 6

Noes: 0

Absent: Perrow 1

// The meeting was adjourned at 9:43 P.M.

Clerk of Council

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **6**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION: (Confidential)
ACTION: **X** INFORMATION:

**ITEM TITLE: Public Hearing to Consider the Sale of Property at 927 Church Street**

**KEY ELEMENTS:**
_**X**_Economic Development ___Excellent Government ___Natural and Built Environment ___Safe Community __Vibrant Community

RECOMMENDATION: After a public hearing, authorize the City Manager to sell 927 Church Street.

SUMMARY: The attached letter is an offer from James E. LaPrade, Sr., President and Chief Executive Officer of BMS Direct, Inc. to purchase 927 Church Street for $150,000. The property is currently zoned B-4, Mixed Use Commercial. If following the public hearing, Council decides to sell the property, Mr. LaPrade intends to invest up to $200,000 to renovate the buildings into commercial space on the 1st floor and possible loft space on the 2nd floor. In addition, he desires to renovate the façade of the building back to its original glory.

The property was purchased by the City in December1988. The City initially purchased the property for additional parking; however, it was later determined that additional office space was needed and the property was never used as initially proposed. The assessed value of this property is $138,400.

PRIOR ACTION(S): Purchase of property by the City – December 15, 1988
Advertisement of public hearing

FISCAL IMPACT: Proposed net proceeds of $141,640

CONTACT(S): Bonnie Svrcek, City Manager, 455-3990

ATTACHMENT(S): Resolution
Offer Letter from James E. LaPrade, Sr. dated August 15, 2017
Sales Contract

REVIEWED BY: bms

**RESOLUTION**

A RESOLUTION TO CONVEY THE PROPERTY LOCATED AT 927 CHURCH STREET TO MR. JAMES E. LAPRADE, SR.

WHEREAS, the City of Lynchburg owns the property located at 927 Church Street (Tax Parcel #02451013) consisting of approximately .136 acre;

WHEREAS, the property was purchased by the City on December 15, 1988 for $140,000;

WHEREAS, Mr. LaPrade is requesting to purchase the property from the City for the sum of $150,000 and intends to invest up to $200,000 to renovate the buildings into commercial space on the 1st floor and possible loft space on the 2nd floor and desires to renovate the façade of the building back to its original glory;

NOW, THEREFORE, BE IT RESOLVED that City Council determines that the City has no need for the property located at 927 Church Street (Tax Parcel #02451013) and finds that the City's continued ownership of the property is no longer necessary or required for the best interests of the City, and;

BE IT FURTHER RESOLVED that the Lynchburg City Council hereby vacates any public purposed in te aforementioned property and authorizes the sale of 927 Church Street to Mr. James E. LaPrade, Sr. for a purchase price of $150,000 and authorizes the City Manager to execute a deed and any other documents that may be needed to convey said property to Mr. LaPrade.

Introduced: Adopted:

Certified: ______________________
Clerk of Council

121K

927 Church St.

*Delivering Statements with Integrity*

August 15, 2017

To whom it may concern,

BMS Direct submitted an offer to purchase 927 Church Street in downtown Lynchburg, VA at a purchase price of $150,000. My goal is to invest upwards of $200,000 to renovate the building into existing commercial space on the 1st floor and possible loft space on the 2nd floor. I will be applying for historical tax credits and desire to renovate the facade of the building back to its original glory.

BMS Direct has been in operation since 1973 and moved within the City limits in 2005 after purchasing the facility located at 37 Millrace Drive. The facility was purchased from the economic development authority and over the past 12 years, we have been a good corporate citizen and are one of 2,896 businesses licensed in the City of Lynchburg. Over the past year, we have reinvested in our facility and have installed one of the largest solar panel displays in the state of Virginia at a cost of over $500,000. We have recently signed a contract with Coleman-Adams to add additional office space to our existing facility and will be invested over $400,000 in the new addition. As the owner of BMS Direct, I have also personally invested in the City of Lynchburg since purchasing the building located at 819 Main Street in 2014. I have named the project the Wills-Camp Lofts after the Wills-Camp and Co that was in operation from 1936-1983. I am creating 5 unique themed lofts on the upper floors utilizing the heritage of the Wills-Camp & Co and will have almost 2,000 square feet of commercial space on Main Street. My investment will total over $700,000.

For your consideration,

James E. LaPrade, Sr.
President & CEO
BMS Direct, Inc.



37 Millrace Drive • Lynchburg, VA 24502-4343 • Phone 434-239-2684 • Fax 434-239-2717

COLDWELL BANKER COMMERCIAL

READ & CO., REALTORS

# COMMERCIAL, INDUSTRIAL, LAND
# SALES CONTRACT

**THIS CONTRACT** of Sale made and entered into this 14th day of August, 2017, between **City of Lynchburg,** (hereinafter known as the Seller), and **BMS DIRECT INC** (hereinafter known as the Purchaser) through Coldwell Banker Commercial Read & Co. (hereinafter known as Purchaser's Agent)

WITNESETH

**1. DEPOSIT & PURCHASE PRICE**

In consideration of the sum of Five Thousand and 00/100 Dollars ($5,000.00), by cash in hand, paid upon acceptance of this contract by all parties and held in escrow by Coldwell Banker Commercial Read & Co., the Purchaser agrees to buy and the Seller agrees to sell for the sum of One Hundred & Fifty Thousand 00/100 Dollars ($150,000.00), the following property: 927 Church St., Lynchburg, VA 24504, Parcel ID: 02451013, and MLS Listing #: 306474, as identified on the attached Exhibit "A".

**PURCHASE PRICE TO BE PAID AS FOLLOWS:**

Earnest money deposit on this contract shall be applied toward the purchase price at the time of closing, with the remainder being paid in cash by Purchaser to Seller at settlement.

**2. CONTINGENCIES : - THIS CONTRACT IS CONTINGENT UPON THE FOLLOWING:**

1. **This option to purchase is conditioned upon the approval of the sale of the property described herin by the Lynchburg City Council as required by section 15.2-1800 of the Code of Virginia.**

**3. DUTY OF CARE; INDEMNITY:**

Seller agrees to aid Purchaser's inspection by delivering to Purchaser within five (5) business days after the Effective Date copies of all title policies, plans, plats of surveys, environmental reports, soils reports, engineering reports, building inspection reports, zoning notices and approvals, building permits, restrictive covenants or declarations, and other test results, studies or documents relating to the Property or the improvements thereon (collectively, the *"Seller Materials"*) to the extent Seller or Seller's agents have possession of such reports or other items. To the extent such reports and other items are not in Seller's possession, Purchaser may obtain the same at Purchaser's sole cost and expense. The Inspection Period shall be extended by one day for each day of delay by Seller in timely delivering the Seller Materials to Purchaser.

**4. PROPERTY ACCESS:**

Purchaser and its representatives shall have the right to access and right of entry to the property to perform any tests and/or inspections relative to Purchaser's proposed use of the property during the contingency period. Purchaser shall, without limitation, indemnify and hold harmless Seller from any and all loss, damage or expense, including legal fees and court costs, arising out of or related to any entry upon the real estate by Purchaser or anyone authorized by or on behalf of Purchaser to enter upon the property. Purchaser further agrees to repair any damage to said property caused by test(s).

5. **CLOSING:**

Seller will convey the above described property by general warranty deed with the usual English Covenants of Title and settlement of the purchase shall be made at the office of the Purchaser's Attorney or other suitable location Thirty (30) days after approval by Lynchburg City Council, or as soon thereafter as title can be examined and papers prepared, provided the title is found free from objections which materially affect the marketability thereof, but allowing a reasonable time for correction of objections reported by the title examiner.

Taxes shall be prorated as of the day of settlement. Seller shall pay for the preparation of the deed and any recording tax imposed upon grantor. Purchaser shall pay all other closing cost.

6. **RISK OF LOSS:**

Seller covenants that any improvements located on the premises will be in substantially the same condition on the date of settlement as at the time of acceptance of this contract and further agrees to bear the risk of loss or damage to the property by reason of fire or other casualty until final settlement is made.

7. **FIRPTA:**

The Foreign Investment in Real Estate Tax Act (FIRPTA), IRC 1445, requires that every Purchaser of U.S. real property must, unless an exception applies, deduct and withhold from Seller's proceeds ten percent (10%) of the gross sales price. The primary exemptions which might be applicable are: (a) Seller provides Purchaser with an affidavit under penalty of perjury, that Seller is not a "foreign person" as defined in FIRPTA, or (b) Seller provides Purchaser with a "qualifying statement," as defined in FIRPTA, issued by the Internal Revenue Service. Seller and Purchaser agree to execute and deliver as appropriate, any instrument, affidavit and statement, and to perform any acts reasonably necessary to carry out the provisions of FIRPTA and regulations promulgate thereunder.

8. **INSPECTION:**

Except as outlined in the Contingency Paragraph 2 above, Purchaser has made an inspection of the property and is purchasing the property in as-is condition.

9. **FORM 1099:**

Seller and Purchaser agree to cooperate with the Settlement attorney or title company as the case may be, in connection with complying with the real estate reporting requirements of the Internal Revenue Code of 1986 as amended and the filing of a form 1099 with the Internal Revenue Service.

**10. LEGAL REVIEW:**

This document has been prepared for approval by your attorney. No representation or recommendation is made by Agents as to the legal sufficiency or tax consequences of this document or the transaction to which it relates.

**11. ADDENDUMS:**

Any addendum attached hereto and either signed or initialed by the parties shall be deemed a part hereof.

**12. ASSIGNMENT:**

Purchaser may assign this Agreement in whole or in part without the prior consent of Seller, and upon any such assignment by Purchaser, the assignee shall expressly assume all of Purchaser's obligations hereunder and Purchaser shall have no further obligations hereunder.

**13. CONDEMNATION / EMINENT DOMAIN:**

Seller agrees to give Purchaser prompt notice of any actual or threatened taking of all or any portion of the Property by condemnation or eminent domain prior to the Closing Date hereunder. In the event that prior to Closing hereunder there shall occur a taking by condemnation or eminent domain of all or any portion of the Property or a proposed conveyance to a condemning authority in lieu of condemnation, then Purchaser, at is option, may either (i) terminate this Agreement by delivery of notice thereof to Seller, and thereupon the Deposit and any accrued interest thereon shall be returned to Purchaser and the parties hereto shall have no further rights or obligations hereunder, or (ii) proceed to Closing hereunder, in which event Seller shall assign to Purchaser at Closing all interest of Seller in and to any condemnation proceeds that may be payable to Seller on account of such condemnation and thereupon Purchaser shall control all negotiations and proceedings undertaken with the condemning authority with respect to the Property. Purchaser shall receive a credit at Closing in the amount of any condemnation proceeds paid to Seller with respect to the Property prior to the Closing Date.

**14. GENDER:**

Words of any gender used herein shall be held to include any other gender and words in the singular number shall be held to include the plural and vice versa when the case so requires.

**15. ORAL AGREEMENTS:**

The parties hereto acknowledge that neither has relied upon any oral agreement by the other and no such oral agreement shall affect in any way the terms of this written agreement. This contract may be modified or amended only in writing signed by all parties hereto. This Contract of Purchase shall be construed, interpreted, and applied according to the law of the State of Virginia and shall be binding upon and shall inure to the benefit of the heirs, personal representatives, successors, and assigns of the parties.

**16. ACCEPTANCE PERIOD:**

In the event this offer is not accepted by Seller, SUBJECT TO TENTATIVE APPROVAL BY CITY COUNCIL (Final acceptance to be by Lynchburg City Council at a public hearing at a date to be determined), on or before **October 10, 2017 at 5:00 p.m.** E.S.T., this offer shall become null and void, and the deposit made herewith shall be returned to Purchaser.

**17. NOTICES:**

All notices required shall be given in writing to the Seller by certified mail, return receipt requested to the following address:

City Manager's Office
900 Church St.
Lynchburg, VA 24504

And to the Purchaser as follows:

BMS Direct Inc.
37 Millrace Dr.
Lynchburg, VA 24502

With copies to:

Luke Dykeman
101 Annjo Court
Forest, VA 24551

**18. FAILURE OR INABILITY TO PERFORM: DEFAULTS & REMEDIES:**

**18.1. Seller's Default.** If, on the original closing date set forth in paragraph 4 (as may be extended by mutual written agreement of the parties) ("Closing Date"), Seller shall be unable to perform or satisfy its obligations as required by this Contract, or if the Property does not then conform to the provisions hereof, or if any of Seller's warranties and representations contained herein are not accurate in all material respects as of the Closing Date, the time for performance hereunder may be extended for such period, not to exceed sixty (60) days, as shall be reasonably specified by Purchaser, and Seller shall use diligent efforts, subject to the limitation that Seller shall not be required to expend any sum, inclusive of attorney fees, in excess of $1,500, to perform or satisfy such obligations, to make the Property conform to the provisions hereof, or to cure the material inaccuracy in such warranty or representation, as the case may be. If, at the expiration of such extended time for performance, despite having used such diligent efforts Seller shall remain unable to so perform or satisfy its obligations, make the Property conform to the provisions hereof, or to cure the inaccuracy in such warranty or representation, as the case may be, then Purchaser shall have the option: (a) to terminate this Contract by notice given to Seller, whereupon the Deposit, together with all interest and other sums paid by Purchaser hereunder, shall be promptly refunded by Purchaser and all obligations of the parties hereto shall cease and this Contract shall be void and without recourse to the parties hereto, excluding, however, Purchaser's obligations for study period indemnification and restoration as provided in paragraph 3 which shall survive the termination of this Contract, or (b) to accept title to the Property as provided in Section 17.2 below.

18.2. __Purchaser's Election:__ Purchaser shall have the election, at the original or at any mutually agreed extension of the Closing Date, to accept such title to, and possession of, the Property as Seller can deliver in its then condition and to thereupon pay the Purchase Price (as otherwise determined hereunder) without any deductions, except such amount necessary to remove all mortgages, liens or encumbrances which secure the payment of money and such adjustments computed in accordance with Section 4 above, in which case Seller shall convey such title. Notwithstanding the foregoing, however, if the Property has been damaged by fire or other casualty or by eminent domain and is not fully repaired at the time of the Closing, Purchaser shall at its option, either: (a) receive and assignment of any insurance proceeds or condemnation awards recovered or recoverable by Seller arising from fire or other casualty to, or condemnation of, the Property which have not been applied by Seller to restore the Property, or (b) receive a deduction from the Purchase Price in the amount of such proceeds or award and any applicable deductible.

18.3. __Purchaser's Default__. If Purchaser shall fail to fulfill its agreements herein on the Closing Date or if Purchaser fails to close for any reason other than breach of any covenant to be performed or met by Seller, Seller's sole and exclusive remedy shall be to retain the Deposit as full and complete liquidated damages, both at law and in equity, whereupon the Deposit shall immediately be paid to Seller, all rights and obligations of the parties hereto shall cease, and this Contract shall be void and of no further force and effect, excluding, however, Purchaser's obligations for study period indemnification and restoration as provided in paragraph 3 which shall survive the termination of this Contract.

18.4 If Seller fails to perform in accordance with the terms of this Agreement, or if any representation or warranty made by Seller herein shall be untrue upon execution hereof or on the Closing Date, the Purchaser, in addition to all other remedies available to it at law or in equity, may rescind this Agreement and may receive back the deposit paid by Purchaser under this Agreement.

**19. __TIME IS OF THE ESSENCE:__** The obligations and undertakings of the parties hereto shall be performed within the time specified, time being of the essence, and failure to perform within such time shall constitute a default of this Agreement on the part of the party who fails to perform.

**20. __SURVIVABILITY:__**

Unless the context otherwise requires, the terms, provisions and conditions of the agreement shall survive Settlement hereunder.

**21. __SECTION 1031 EXCHANGE:__**

Purchaser acknowledges that Seller may wish to convey the subject property as part of a tax-free exchange under Section 1031 of the United States Internal Revenue Code and agrees to cooperate to facilitate such an exchange so long as Purchaser's position is not jeopardized thereby and all extra expenses incident to such an exchange are borne by Seller. This provision shall be reciprocal should Purchaser decide to utilize such a tax-free exchange.

**22. ENTIRE AGREEMENT:**

This Contract of Purchase constitutes the entire agreement among the parties and may not be modified or changed except by written instrument executed by all of the parties, including Agents.

**~~23. LITIGATION:~~**

~~Litigation. In the event that any party is required to resort to litigation to enforce its rights under this Agreement, Seller and Purchaser agree that any judgment awarded to the prevailing party may include all litigation expenses of the substantially prevailing party, including, without limitation, actual attorney's fees and court costs.~~

**24. SALES COMMISSION:**

The Seller agrees to pay cash to the Agents for their services, at settlement a commission on the sale price of the property which shall be equal to five percent (5%) of the sales price. Said commission to be divided equally between the seller's agent and the buyer's agent. If either party defaults in the performance of this contract, he shall pay to Agents the sales commission to which Agents would have been entitled if the contract had been performed. In the event Seller/Owner, fails to pay said commission and Coldwell Banker Commercial Read & Co. takes legal action to collect said fee, Seller/Owner shall be responsible for all legal fees associated with the collection of said monies due. In addition, any unpaid balance due shall accrue a late fee at the rate of 2% per month.

**25. DISCLOSURE:**

**Unless otherwise disclosed in writing, all parties acknowledge that the agent Coldwell Banker Commercial Read & Co. and Luke Dykeman represent the Seller. The agent's fiduciary duties of loyalty and faithfulness are owed to the Purchaser who is their principal. Agents are required by law and by their Code of Ethics to treat all parties honestly and fairly.**

**26. SIGNATURES:**

Seller: City of Lynchburg

By: ______________________

Print: ______________________

Title: ______________________

Date: ______________________

Purchaser: BMS Direct Inc.

By: James E LaDrade

Print: JAMES E. LADRADE

Title: President + CEO

Date: 8/22/2017

Seller's Agent: Luke Dykeman

By:

Print: Luke Dykeman

Title: Commercial Associate

Date: 8/22/17

Office

# FOR SALE

## Office Building - 3,174 Sq. Ft. ±

COLDWELL BANKER COMMERCIAL

READ & CO. REALTORS

## 927 Church St. Lynchburg, VA 24504

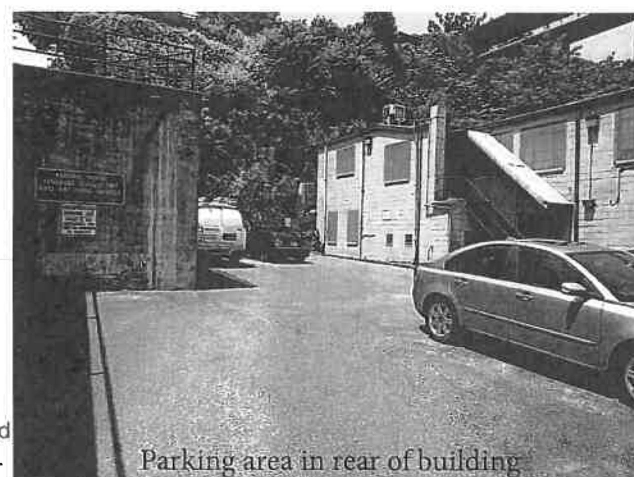
## Property Information

**Size:**
3,174 Sq. Ft. ±

**Acreage:**
.136 Acres ±

**Price:**
$195,000

**Zoning**
B-4



Parking area in rear of building

**Features:**
The building features include: Parking Lot (Approximately 8 spaces), Close proximity to City Hall, Adjacent to the Court St. Elevator, Slate Roof, Unfinished Basement, Modern Steam Heating System, Public Water/Sewer, & Slate Roof.

Coldwell Banker Commercial Read & Co. represent the Seller/Landlord of this property. Upon receipt of this information, Purchaser/Tenant acknowledges Coldwell Banker Commercial Read & Co.'s fiduciary responsibilities are to the Seller/Landlord.


**Rick Read**
**434-455-3618**
**rread@realestatelynchburg.com**

**Warner Hall**
**Cell: 434-841-1417**
**Main: 434-455-2285 ext. 111**
**whall@realestatelynchburg.com**







Coldwell Banker Commercial
Read & Co.
101 Annjo Court, Forest, VA 24551
434-455-2285

Office

# FOR SALE

## Office Building - 3,174 Sq. Ft. ±

COLDWELL BANKER COMMERCIAL

READ & CO. REALTORS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# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **7**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION: (Confidential)
ACTION: **X** INFORMATION:

**ITEM TITLE: Public Hearing and Approval of the *2016 (FY 2017) Consolidated Annual Performance and Evaluation Report (CAPER)* for the Community Development Block Grant (CDBG) and HOME Program**

**KEY ELEMENTS:**
___Economic Development ___Excellent Government **_X_** Natural and Built Environment ___Safe Community **_X_** Vibrant Community

RECOMMENDATION: Hold a public hearing to receive comments regarding the Program Year 2016 (FY 2017) Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) and HOME Program and adopt a resolution approving the CAPER for submission to the U.S. Department of Housing and Urban Development.

SUMMARY: The U.S. Department of Housing and Urban Development (HUD) requires each jurisdiction receiving HUD-administered grants (CDBG and HOME) to draft a CAPER and submit it for public review and comment. The CAPER describes the City's progress towards the housing and community development goals established within the 2015-2020 Consolidated Plan and the Program Year 2016 (FY 2017) Annual Action Plan. This CAPER is for the period of July 1, 2016 through June 30, 2017. With City Council's approval, the CAPER, including a summary of any public comments, will be submitted to the HUD Richmond Field Office on Wednesday, September 27 for review and to meet compliance regulations for the CDBG and HOME Program.

PRIOR ACTION(S): January 12, 2016: Approval of the Community Development Block Grant (CDBG) and HOME Program housing and non-housing goals for the Program Year 2016 (FY 2017) Annual Action Plan.
May 10, 2016: Approval of the Program Year 2016 (FY 2017) Annual Action Plan

FISCAL IMPACT: N/A

CONTACT(S): Melva Walker, Grants Manager, 455-3916; Bonnie Svrcek, City Manager, 455-3987

ATTACHMENT(S): Draft Program Year 2016 (FY 2017) Consolidated Annual Performance and Evaluation Report (CAPER)

REVIEWED BY: bms

RESOLUTION

BE IT RESOLVED that City Council approves the submission of the Program Year 2016 (FY 2017) Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD).

Adopted:

Certified: ______________________________
Clerk of Council

119K

DRAFT

THE CITY OF LYNCHBURG

# CAPER

# Consolidated Annual Performance and Evaluation Report

**Program Year 2016 /Fiscal Year 2017**



## Grants Administration Office: Program Year

**July 1, 2016-June 30, 2017**

## Executive Summary

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

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

Provide decent housing
Included within this broad goal are the following: assist homeless persons in obtaining affordable housing; retain the affordable housing stock; increase the availability of permanent housing that is affordable to low- and moderate-income Americans without discrimination; and increase supportive housing that includes structural features and services to enable persons with special needs to live with dignity.

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

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

As a recipient of federal funds from HUD, the City of Lynchburg is required to publish an annual performance report, Consolidated Annual Performance Report (CAPER), detailing activities that took place during the most recent program year. The purpose of this report is to measure Lynchburg's success in meeting the priority needs, goals, and strategies described in Lynchburg's 2015-2020 Five-Year Consolidated Plan.

This report covers the Fiscal Year (FY) 2017/Program Year (PY) 2016 Annual Action Plan and is for the period from July 1, 2016 through June 30, 2017.* The CAPER is presented in a format that is prescribed by HUD. Data and narratives are entered into a federal database system called the Integrated Disbursement and Information System (IDIS) and the CAPER report is then downloaded into a Word format. The CAPER template in IDIS has a series of prescribed questions that align with the CDBG and HOME Program Consolidated Plan program regulations. The report you are reviewing is the result of that data entry process and is the prescribed and recommended format by HUD.

**Citizen Participation**

HUD requires the City to provide the public an opportunity for input. The City will provide this opportunity to comment on the CAPER at a public hearing scheduled before City Council on September 26, 2017 at 7:30 p.m. in the City Council Chambers at City Hall, 900 Church Street, Lynchburg, VA. A copy of the draft CAPER is available for public review at the following locations in and throughout the City:

- Grants Administration Office, Second Floor, City Hall, 900 Church Street, Lynchburg, Virginia 24504
- Lynchburg Public Library, 2311 Memorial Avenue, Lynchburg, Virginia 24501
- Downtown Branch Library, City Hall, Basement Floor, 900 Church Street, Lynchburg, Virginia 24504
- City website at http://www.lynchburgva.gov/grants-administration

**For More Information**

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

Melva Walker, Grants Manager
Office of Grants Administration
City Hall
Second Floor
900 Church Street
Lynchburg, VA 24504
melva.walker@lynchburgva.gov

***Fiscal Year (FY) 2017 and/or Program Year (PY) 2016 refer to the City's fiscal year and HUD's program year of July 1, 2016 through June 30, 2017. Fiscal Year (FY) 2016 and/or Program Year (PY) 2015 refer to the City's fiscal year and HUD's program year of July 1, 2015 through June 30, 2016. Fiscal Year (FY) 2015 and/or Program Year (PY) 2014 refer to the City's fiscal year and HUD's program year of July 1, 2014 through June 30, 2015. These references are made throughout the CAPER for Program Year's (PY) 2016, 2015, and 2014.**

## CR-05 - Goals and Outcomes

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

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

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

Within the City of Lynchburg's Five-Year Consolidated Plan and Program Year (PY) 2016 Annual Action Plan, the City committed to the overarching goal of undertaking activities that would result in substantial public benefit through the revitalization of depressed areas and in assistance to low and moderate-income residents. These are the central City neighborhoods that surround the downtown business district and are the six contiguous census tracts that comprise the CDBG target area: Census Tracts 4, 5, 6, 7, 11, and 19. Population, demographics, and surveys of the target areas show that these neighborhoods have the highest degree of housing need and are where many of the City's very low and low-to-moderate-income persons reside.

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

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

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

**Table 1- Accomplishments – Program year & Strategic Plan to Date**

| Goal | Category | Source/Amount (Funding totals for the 2015-2020 Consolidated Plan) | Indicator | Unit of Measure | Expected-2015-2020 Consolidated Plan | Expected-Program Year 2016 | Actual-Program Year 2016* |
|---|---|---|---|---|---|---|---|
| **Improve the City's Infrastructure** | Non-Housing Community Development | CDBG: $1,803,472.55 (funding for all indicators) | Public Facility or Infrastructure Activities Other than Low/Moderate Income Housing Benefit | Persons Assisted | 4000 | 1,505 | 0 |
| **Increase the Number of Affordable Rental Units** | Affordable Housing | HOME: $750,000 | Rental Units Constructed | Household Housing Unit | 50 | 28 | 0 |
| **Increase the Number of Owner-Occupied Units** | Affordable Housing | HOME: $600,000 (funding for all indicators) | Homeowner Housing Added | Household Housing Unit | 5 | 1 | 0 |
| **Increase the Number of Owner-Occupied Units** | Affordable Housing | | Direct Financial Assistance to Homebuyers | Households Assisted | 30 | 5 | 6 |
| **Promote Public Service Activities** | Public Services | CDBG: $264,530 (funding for all indicators) | Public service activities other than Low/Moderate Income Housing Benefit | Persons assisted | 150 | 150 | 166 |
| **Promote Public Service Activities** | Public Services | | Homelessness Prevention | Persons assisted | 2000 | 0 | 0 |
| **Provide Homeless Services** | Homeless | CDBG: $250,000 | Homelessness Prevention | Persons assisted | 2875 | 575 | 926 |
| **Rehabilitate Substandard Housing Units** | Affordable Housing | CDBG: $150,000 HOME: $500,000 (funding for all indicators) | Rental Units Rehabilitated | Household Housing Unit | 15 | 3 | 3 |
| **Rehabilitate Substandard Housing Units** | Affordable Housing | | Homeowner Housing Rehabilitated | Household Housing Unit | 30 | 10 | 7 |

***See Narrative regarding accomplishments on pages 3-6 and goals not achieved**

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

This section of the CAPER examines the similarities and differences in the proposed and actual accomplishments of the goals identified in Table 1 within the 2015-2020 Consolidated Plan for the Community Development Block Grant (CDBG) and HOME program. These goals helped to form the priorities identified in the City's Fiscal Year (FY) 2017 Consolidated Annual Action Plan and the strategies to be used or implemented in order to achieve the stated goals. To provide this comparison, City staff has narrated the actual achievements for each program/activity in which funds were expended during the Program Year (PY) 2016/Fiscal Year (FY) 2017, which is the second reporting period of the 2015-2020 Consolidated Plan.

The Goals within the 2015-2020 Consolidated Plan and 2016 Annual Action Plan included: increasing the number of owner occupied housing units; rehabilitation of substandard housing units; improve the City's Infrastructure; increasing the number of affordable rental units; providing homeless services; and promoting public service activities. Below is an assessment of the use of funds for PY 2016 and the projects underway or completed from prior years' allocations.

**Planning and Administration:** There was $94,000 in CDBG funds allocated for Planning and Administration for PY 2016 and during this reporting period $95,094 of PY 2016 and prior year funding was expended for administration of the CDBG program. Within the HOME Program there was $24,000 allocated for administration and $19,874 was expended with PY 2016 and prior year funding. Staff continues to utilize these funds for administration and oversight of the CDBG and HOME Programs.

Lynchburg Redevelopment and Housing Authority (LRHA) was allocated $84,634 of CDBG funds in PY 2016 for administration and delivery costs. These funds are utilized to provide project oversight and administration for the various CDBG-funded projects/activities at LRHA. During this reporting period there was $31,932 of CDBG funds expended for administration and delivery costs associated with property dispositions, and rental and public housing rehabilitations.

LRHA maintains a CDBG Property Inventory that includes properties acquired with the use of CDBG funds. During PY 2016 there were no properties disposed; therefore, eleven (11) properties remain on the CDBG Property Inventory. LRHA staff continues to monitor the disposition of these properties through the delivery costs funds allocated for property disposition.

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

The City is in the process of replacing deteriorating streetscape elements in conjunction with planned water/sewer/storm line upgrades for the Fifth Street Improvements project. The design work for the Fifth Street Improvements project is being completed with City funds from the Capital Improvements Program (CIP). The Fifth Street Master Plan continues the efforts in the replacement of aging water, sewer, and stormwater infrastructure. The CDBG funds from the Downtown Street Improvements project are being redirected to the Fifth Street Phase III project. The design work is underway and construction is to begin the fall of 2017. The activity benefits the area of Census Tracts 5 and 6 with a population of approximately 3,125 people with 75.68% in the low to moderate income range. Program Year 2015 ($263,868) and PY 2016 ($135,854) CDBG funds have been allocated to this project. There were no expenditures incurred during this reporting period.

**Increase the Number of Affordable Rental Units:** The City recognizes the need to increase the availability of affordable housing for renters; especially housing that meets the varied needs of the City's lower-income population. The City continues to support and partner with housing and public service providers to meet the needs of low-to-moderate income persons, homeless persons and families, and persons with disabilities or other special needs. In PY 2015 there was $150,000 in HOME Program funds allocated to the Old Forest Village Apartments project for the new construction of 28 housing units of which 11 units will be completed with the use of the HOME Program funds. These units will be accessible units for persons with disabilities. The design and development have been completed. Construction of the project will be completed in PY 2017.

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

The City increased the number of owner occupied units by six (6) during PY 2016. The City's partnership with Greater Lynchburg Habitat for Humanity (GLHFH) provided Homebuyer Homeownership for four (4) units through its Down Payment Assistance Project to eligible clients for the purchase of homes constructed at 1208 Knight Street, 1416 Fillmore Street, 1418 Fillmore Street and 209 Hood Street. In PY 2015 there was $75,000 in HOME Program funds allocated to GLHFH. During this reporting period GLHFH expended $52,880 for down payment assistance to these home buyers. Lynchburg Community Action Group (Lyn-CAG) received $60,000 in PY 2014 HOME Program funds for Down Payment Assistance. During this reporting period two (2) units were provided assistance at 300 McConnville Road and 1468 Ashbourne Drive. Lyn-CAG expended $21,621 of HOME Program funds on these two (2) units.

Lyn-CAG received $100,000 of PY 2016 HOME Program funds for its Community Housing Development Organization (CHDO) project. These funds were allocated for the acquisition and rehabilitation of a housing unit. Lyn-CAG's staff is in the process of identifying an eligible client and selecting a property for acquisition and rehabilitation.

**Promote Public Service Activities:** In PY 2016, Lynchburg Community Action's (Lyn-CAG) Housing Counseling Initiative project was provided $10,000 for housing counseling to consumers on seeking financing, maintaining, renting, or owning a home to 166 households. The program enabled those who wanted to rent or own housing to get the counseling they need to make their rent or mortgage payments and to be a responsible tenant or owner in other ways. During this reporting period, Lyn-CAG expended $6,424 of these funds for housing counseling services.

The Affordable Housing Resource Center (AHRC) will be staffed with a Housing Navigator to provide a centralized access point to all affordable housing resources and programs available in the City. The project is a collaboration of the Lynchburg Housing Collaborative partners, the Central Virginia Continuum of Care (CVCoC), the City of Lynchburg, and the Lynchburg Redevelopment and Housing Authority (LRHA). It will be designed as a "one stop shop" for accessing housing resources. While no accomplishments have been made during this program year, LRHA is in the process of recruiting and hiring a Housing Navigator. LRHA has been allocated $45,219 of PY 2015 in CDBG funds for the AHRC.

**Provide Homeless Services:** The City supports efforts to develop, sustain, and coordinate a comprehensive, seamless system of services for homeless citizens in order to move the homeless population toward obtaining permanent housing. Through the Coordinated Homeless Intake and Assessment (CHIA) Coordinator at LRHA, a uniform intake tool have been developed to quickly assess individual and family needs and assure they are diverted from the homeless response system or expeditiously placed in the most appropriate housing program. CHIA diverts households from homelessness, understands client's need and eligibility for existing programs and identifies the needs through the consistent use of a uniform assessment tool. CHIA exceeded the goal of 575 persons and served 926 people during PY 2016 to include 195 families and 237 children. LRHA was allocated $65,000 in PY 2016 for CHIA and during this reporting period expended $46,255 of PY's 2015 and 2016 CDBG funds for this project. This activity has greatly enhanced the coordination of housing and services for the homeless.

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

In PY 2016, seven (7) homeowner units were rehabilitated by Lyn-CAG through its HOME Program Homeowner Substantial Rehabilitation project. In PY 2016, there was $193,893 of HOME Program funds allocated for this project. Lyn-CAG expended $138,868 on the rehabilitation of seven (7) housing units.  While the goal of ten (10) housing units was not accomplished due to the changes made in the program guidelines for homeowner's contributions and issuing construction contracts, there are three units currently under construction and will be completed in the first quarter of PY 2017.

During this reporting period, three (3) rental units were rehabilitated.  Lynchburg Redevelopment and Housing Authority (LRHA) renovated three (3) rental units including a public housing unit and two (2) private rental units.  LRHA was allocated $50,000 of PY 2015 CDBG funds with $10,000 being expended for the rental rehabilitation of two (2) housing units and $25,488 being expended for the rehabilitation of a public housing unit at Langview Apartments in order to meet Section 504 of the Rehabilitation Act of 1973 accessible compliance/Americans with Disabilities Act (ADA).

In PY 2016 there was $150,000 of CDBG funds allocated to LRHA for the Phase II Dearington window replacements project.  The project is under construction and will be completed in PY 2017.

## CR-10 - Racial and Ethnic composition of families assisted

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

| | CDBG | HOME |
|---|---|---|
| White | 419 | 4 |
| Black or African American | 500 | 29 |
| Asian | 4 | 0 |
| American Indian or American Native | 3 | 0 |
| Native Hawaiian or Other Pacific Islander | 0 | 0 |
| **Total** | **926** | **33** |
| Hispanic | 14 | 0 |
| Not Hispanic | 926 | 33 |

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

**Narrative**

The Table above provides a total racial and ethnic summary of the number of **persons** in the households served with the CDBG and HOME Program funds. The **households** served were as follows: Lynchburg Redevelopment and Housing Authority (LRHA) assisted 195 households (926 people) through the Coordinated Homeless Intake and Access (CHIA) program. LRHA assisted three (3) families (3 people) through rental rehabilitation within one public housing unit and two private landlords. Greater Lynchburg Habitat for Humanity (GLHFH) assisted four (4) families (13 people) through its Homebuyer Down Payment Assistance project; Lynchburg Community Action Group (Lyn-CAG) assisted two (2) households (4 people) through the Down Payment Assistance project, and seven (7) households (16 people) through the Homeowner Housing Rehabilitation project. A total of two hundred eleven (211) households were assisted; and nine hundred seventy-three (973) persons were assisted.

Of the households assisted, one hundred ninety-eight (198) of the households were within 0 to 30% of area median income (AMI); three (3) were within 30 to 50% of AMI; three (3) were within 50 to 60% of AMI; and seven (7) were within 60 to 80% of AMI.

## CR-15 - Resources and Investments 91.520(a)

**Identify the resources made available**

| Source of Funds | Source | Resources Made Available | Amount Expended During Program Year |
|---|---|---|---|
| CDBG | CDBG | 752,232 | 439,888 |
| HOME | CDBG | 317,893 | 532,533 |

**Table2 - Resources Made Available**

**Narrative**

In Program Year 2016 /Fiscal Year (FY) 2017, the City received $662,772 in CDBG entitlement funds and $317,893 in HOME Program entitlement funds. Along with these entitlement funds, reprogrammed prior year funds and program income of $89,173.45 and $286.80, respectively, in the CDBG and HOME Program were allocated to eligible projects. The total amount of CDBG and HOME funds the City allocated for projects and activities in PY 2016 was $1,070,125. This represented a total of $752,232 in CDBG and $317,893 in HOME Program dollars.

In FY 2016, there was $439,888 of CDBG funds and $532,533 of HOME Program funds expensed for projects and activities. Narratives for the various projects and activities during PY 2016 have been included in Goals and Outcomes Section of the CAPER (See Pages 3 – 6).

**Identify the geographic distribution and location of investments**

| Target Area | Planned Percentage of Allocation | Actual Percentage of Allocation | Narrative Description |
|---|---|---|---|
| CENSUS TRACTS 4,5,6,7, 11, and 19 (CDBG) | 70 | 77 | Housing services, public service, Infrastructure, Homeless |
| Citywide (HOME) | 100 | 100 | Homebuyer, Rehabilitation |

**Table 3 – Identify the geographic distribution and location of investments**

**Narrative**

The City invested 77% of CDBG project funds for PY 2016 (FY17) in the Census Tracts 4, 5, 6, 7, 11 and 19 for Fifth Street Infrastructure Improvements, Rental Rehabilitation, and Public service activities. The City invested 9% of CDBG funds in services Citywide for the Centralized Homeless Intake services to assist those in need of homelessness prevention, and in Housing Counseling services to consumers seeking to rent, own and maintain housing for eligible persons. All of the HOME Program funds were allocated for housing related projects (i.e. acquisition and rehabilitation, homebuyer assistance, and homeowner rehabilitation).

**Leveraging**

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

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

The City of Lynchburg, particularly through the Lynchburg Economic Development Authority (LEDA), offers various incentives at the local level, and a vast array of other public and private resources are available to address the needs of our community. The section below provides a summary of this leverage from the Lynchburg Economic Development Authority (LEDA), local, state, and federal resources.

- During this reporting period the Economic Development Authority (EDA) sold the property located at 408 Federal Street and 715 Fifth Street to Boos Development to construct a Family Dollar store which opened in September of 2016. This new construction (the first in over 40 years) has spurred private investment in the neighborhood.
- An old Esso Station at 801 Fifth Street has been reconstructed and reimagined as a smokehouse and whiskey bar-Fifth and Federal Station opened in the fourth quarter of 2016.
- The Fifth Street Community Health Center, a collaboration with the Free Clinic of Central Virginia, the Community Access Network and Centra Health broke ground on a new facility located at the corner of Fifth and Federal Streets in September of 2016. Centra will invest over $5 million in the new facility and add 36 new jobs.
- In Calendar Year (CY) 2016 was the redevelopment and new construction of 66 loft style apartments located at Fifth and Court Street. Commercial and mixed use redevelopment continues in this area.
- The Water Resources Department operates the Combined Sewer Overflow (CSO) Program, the largest of all the City's CIP programs. During this program year there was $245 million of federal, state and local funds expended on this project.
- The City's Division of Social Services provides: Child Care Services, Prevention Services, Employment Services, Services to Adults, Energy Assistance Program, Supplemental Nutrition Assistance Program (SNAP), Medicaid, Temporary Assistance for Needy Families (TANF),

Virginia Initiative for Employment not Welfare (VIEW), Protective Services to Children, and Foster Care/Adoption.

- The City's Department of Community Development operates and enforces the Virginia Maintenance Code of the Uniform Statewide Building Code (USBC), in which the Rental Inspections Program is operated. This program provides protection for citizens and neighborhoods by ensuring sub-standard living conditions are reduced in order to produce thriving, attractive, safe neighborhoods and enhance citizen's quality of life. The City expended approximately $56,140 for the operation of the Rental Inspection Program and there were 856 rental inspections conducted during this program year.
- Numerous non-profit subrecipients and community partners used resources, both public and private to complement the investments from the entitlement allocations.

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

Fiscal distress can be categorized by the following criteria: 1) the family poverty rate is 125% or more of the national poverty rate; and 2) the per-capita income is less than 75% of the national average. When a PJ meets one of these distress criteria, it is determined to be in fiscal distress average and thereby receives a 50% reduction of its match requirement. If a local jurisdiction satisfies both of the distress criteria, it is determined to be in severe fiscal distress and receives a 100% reduction of its match requirement. The City does not meet the criteria to be classified as severely distressed but has been determined to be in fiscal distress and received the 50% reduction of its match requirement for PY 2016.

With respect to the match requirements for the HOME Program funds, the City began the PY 2016 period with $2,727,945 in excess match carried over from the prior years. During PY 2016, the City accrued $333,199 in additional match credit from Greater Lynchburg Habitat for Humanity (GLHFH) HOME-assisted units that were constructed by Habitat. This match was accrued through volunteer labor and construction material costs. Based on the HOME Matching Liability Report (PR33) from the HUD Integrated Disbursement and Information System (IDIS), a total of $195,279 in HOME funds were disbursed requiring a match liability from July 1, 2016 to June 30, 2017 of $387,767 that was subject to the 12.5% match requirement applied to the City. The match requirement was $22,071. As depicted in the chart below, a balance of $3,039,073 in excess match is available to be carried over to PY 2017 and remains available for future years.

| Fiscal Year Summary – HOME Match | |
|---|---|
| 1. Excess match from prior Federal fiscal year | 2,727,945 |
| 2. Match contributed during current Federal fiscal year | 333,199 |
| 3. Total match available for current Federal fiscal year (Line 1 plus Line 2) | 3,061,144 |
| 4. Match liability for current Federal fiscal year | 22,071 |
| 5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4) | 3,039,073 |

**Table 4 – Fiscal Year Summary - HOME Match Report**

| Match Contribution for the Federal Fiscal Year | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Project No. or Other ID** | **Date of Contribution** | **Cash (non-Federal sources)** | **Foregone Taxes, Fees, Charges** | **Appraised Land/Real Property** | **Required Infrastructure** | **Site Preparation, Construction Materials, Donated labor** | **Bond Financing** | **Total Match** |
| IDIS#1545 | 11/07/2016 | 0 | 0 | 0 | 0 | $ 88,812 | 0 | $ 88,812 |
| IDIS#1546 | 11/28/2016 | 0 | 0 | 0 | 0 | 114,119 | 0 | 114,119 |
| IDIS#1556 | 12/27/2016 | 0 | 0 | 0 | 0 | 59,668 | 0 | 59,668 |
| IDIS#1575 | 05/30/2017 | 0 | 0 | 0 | 0 | 70,600 | 0 | 70,600 |
| Total | | | | | | $333,199 | | $333,199 |

**Table 5 – Match Contribution for the Federal Fiscal Year**

### HOME-ProgramIncome

As the Table below indicates, there was no program income receipted for the HOME Program during PY 2016.

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

**Table 6 – Program Income**

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

The Table below provides the number and amount of contracts that were issued for the four homeowner rehabilitation projects completed by Lyn-CAG. There were no other construction contracts issued during PY 16 within the HOME program.

| **Minority Business Enterprises and Women Business Enterprises** – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period | | | | | | |
|---|---|---|---|---|---|---|
| | **Total** | **Minority Business Enterprises** | | | | **White Non-Hispanic** |
| **Contracts** | | **Alaskan Native or American Indian** | **Asian or Pacific Islander** | **Black Non-Hispanic** | **Hispanic** | |
| Dollar Amount | 278,106 | 0 | 0 | 61,703 | | 216,403 |
| Number | 8 | 0 | 0 | 2 | 0 | 6 |
| **Sub-Contracts** | | | | | 0 | |
| Number | 0 | 0 | 0 | 0 | 0 | 0 |
| Dollar Amount | 0 | 0 | 0 | 0 | 0 | 0 |

| | **Total** | **Women Enterprises** | **Male Business** |
|---|---|---|---|
| **Contracts** | | | |
| Dollar Amount | 278,103 | 0 | 278,103 |
| Number | 6 | 0 | 6 |
| **Sub-Contracts** | | | |
| Number | 0 | 0 | 0 |
| Dollar Amount | 0 | 0 | 0 |

**Table 7 – Minority Business and Women Business Enterprises**

The following tables were not applicable to projects funded in the City's HOME program.

**Minority Owners of Rental Property** – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted

| | Total | Minority Business Enterprises | | | | White Non-Hispanic |
|---|---|---|---|---|---|---|
| | | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic | |
| Number | 0 | 0 | 0 | 0 | 0 | 0 |
| Dollar Amount | 0 | 0 | 0 | 0 | 0 | 0 |

**Table 8 – Minority Owners of Rental Property**

**Relocation and Real Property Acquisition –** Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

| | | |
|---|---|---|
| Parcels Acquired | 0 | 0 |
| Businesses Displaced | 0 | 0 |
| Nonprofit Organizations Displaced | 0 | 0 |
| Households Temporarily Relocated, not Displaced | 0 | 0 |

| Households Displaced | Total | Minority Property Enterprises | | | | White Non-Hispanic |
|---|---|---|---|---|---|---|
| | | Alaskan Native or American Indian | Asian or Pacific Islander | Black Non-Hispanic | Hispanic | |
| Number | 0 | 0 | 0 | 0 | 0 | 0 |
| Cost | 0 | 0 | 0 | 0 | 0 | 0 |

**Table 9 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

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

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

The Tables below lists the goals and actual number of persons and households served by the CDBG and HOME Program in PY 2016 for each type of population.

| | One-Year Goal | Actual |
|---|---|---|
| Number of Homeless persons to be assisted through CDBG activities (Housing Resource Center and CHIA) | 600 | 926 |
| Number of Non-Homeless persons assisted through CDBG activities (Housing Counseling Initiative) | 300 | 355 |
| Number of Special-Needs persons to be provided affordable housing units (Old Forest Village Apartments) | 28 | 0 |
| **Total** | **928** | **1,281** |

**Table 10 – Number of Persons Assisted**

| | One-Year Goal | Actual |
|---|---|---|
| Number of households supported through Rental Assistance | 3 | 3 |
| Number of households supported through The Production of New Units | 2 | 6 |
| Number of households supported through Rehab of Existing Units | 41 | 7 |
| Number of households supported through Acquisition of Existing Units | 2 | 0 |
| **Total** | **48** | **16** |

**Table 11 – Number of Households Supported**

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

**Number of homeless to be provided assistance:** The Coordinated Homeless Access Intake (CHIA) Coordinator served nine hundred twenty-six (926) persons in diverting homelessness and providing resources. Lynchburg Redevelopment and Housing Authority's (LRHA) Affordable Housing Resource Center (AHRC) will be implemented during PY 2017. During this program year, LRHA has worked to develop the goals and objectives of the AHRC and is currently working to staff the position that will employ a Housing Navigator to assist the homeless in finding affordable housing units and services needed for housing stability.

**Number of Non-Homeless persons assisted through CDBG activities (Housing Counseling Initiative):** Lynchburg's Community Action Group (Lyn-CAG) through its Housing Counseling Initiative provided housing counseling to consumers seeking financing, maintaining, renting or owning a home to 355 individuals. The program enabled those who wanted to rent or own housing to get the counseling they need to make their rent or mortgage payments and be a responsible tenant or owner in other ways. In addition, the Housing Counseling staff provided financial assistance to 57 persons through its Virginia Housing Solutions Program (VHSP). This assistance diverted these persons from becoming homeless.

**Number of special-needs to be provided affordable housing units (number of persons served):** Rush Homes will construct twenty-eight (28) units that will serve thirty-eight (38) special needs persons with the Old Forest Village project. During this reporting period, Rush Homes has worked to complete all design and development activities. Construction of the project will be completed in PY 2017.

**Number of households supported through Rental Assistance:** During PY 2016 Lynchburg Redevelopment and Housing Authority (LRHA) renovated three (3) rental units including one public housing unit and two (2) private landlord units.

**Number of persons supported through the production of new units**: During PY 2016, seventeen people (17) persons were supported through the production of new units: Greater Lynchburg Habitat for Humanity (GLHFH) supported thirteen (13) people through direct financial assistance for four (4) units and Lynchburg Community Action Group (Lyn-CAG) supported four (4) people through direct financial assistance for two (2) units.

**Number of persons supported through rehabilitation of existing units**: During PY 2016, thirty-three (33) persons were supported through the rehabilitation of existing units. Lyn-CAG supported seven (7) households (16 people) through the HOME Program Homeowner Substantial Rehabilitation project. LRHA's Dearington Windows and Door Replacement Phase II project is underway and will be completed in PY 2017. While LRHA did not complete the Dearington Windows and Door Replacement Phase II project, the project is 50% complete.

This project will provide rehabilitation for the thirty-four (34) public housing units that was included in the PY 2016 goals for rehabilitation of exiting housing units.

**Discuss how these outcomes will impact future annual action plans.**

The completion of these projects/activities will assist the City in meeting the goals established in the 2015-2020 Consolidated Plan and future Annual Action Plans. City Council will continue to allocate CDBG and HOME Program funds to cooperative ventures that will assist in addressing barriers to affordable housing and meeting community public and private neighborhood and infrastructure needs.

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

| Number of Households Served | CDBG Actual | HOME Actual |
|---|---|---|
| Extremely Low-income | 364 | 3 |
| Low-income | 0 | 3 |
| Moderate-income | 0 | 7 |
| **Total** | **364** | **13** |

**Table 12 – Number of Households Served**

**Narrative Information**

Using CDBG funds, 364 households were served. The Coordinated Homeless Intake and Access (CHIA) Coordinator assisted one hundred ninety-five (195) persons that were extremely low-income in assessing the household's needs and providing available information and resources to divert homelessness. LRHA assisted three (3) extremely low-income families through the Rental Rehabilitation project for two (2) private landlords and one public housing unit. Lyn-CAG's Housing Counseling Initiative assisted one hundred sixty-six (166) households in counseling services to assist them in renting, owning and maintaining a home with the use of CDBG funds.

Thirteen (13) households were assisted with the use of HOME Program funds. Lyn-CAG's Substantial Rehabilitation project assisted seven (7) households: two (2) that were extremely low-income and one (1) that was moderate-income. Lyn-CAG's Down Payment Assistance project assisted two (2) moderate-income households and Greater Lynchburg Habitat for Humanity (GLHFH)'s Down Payment Assistance project provided assistance to four (4) households with three (3) being extremely-low income and one (1) being low-income.

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

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

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

The Central Virginia Continuum of Care (CVCoC) operates the Coordinated Homeless Intake and Access (CHIA) assessment system. This system provides the opportunity for all of the homeless response programs to receive their referrals from CHIA including emergency shelter, transitional housing, rapid re-housing and permanent supportive housing. All programs have signed a Memorandum of Understanding guaranteeing that there are no more side doors to programs in order to ensure transparency and access to services for all persons experiencing homelessness. Emergency shelter may be accessed through the Salvation Army when CHIA is not staffed. Once CHIA staff is available it becomes involved with the case before any next step referral to ensure that all homeless clients are provided an opportunity to self-resolve through active shelter case management. In addition, referrals are made to CHIA from the 2-1-1 System operated by the local United Way agency.

**Addressing the emergency shelter and transitional housing needs of homeless persons** The Coordinated Homeless Intake & Access (CHIA) assesses persons experiencing a housing crisis to divert, prevent homelessness, and refer to emergency assistance in an accessible manner by phone or in person. Persons fleeing domestic violence (DV) are identified and connected with victim service providers. Initial screening occurs for diversion/prevention. Eligible households receive prevention services; landlord mediation, eviction payment, relocation, and housing stabilization. If other options do not exist, the household is referred to an emergency shelter that fits their needs and honors client choice (geographic location, accessibility). Shelter staff works with households to rapidly identify a housing plan and determine whether additional services (transitional housing, rapid-re-housing, and permanent supportive housing) will expedite housing attainment. A uniform Housing Barrier Assessment (HBA) is used by CHIA to determine severity of housing barriers and to connect persons to the appropriate level of intervention.

The ultimate objective of the homeless response system is to prevent homelessness, decrease the length of time households experience homelessness, increase exits from homelessness into permanent housing, and decrease recidivism. All homeless response programs continue to work closely with community agencies to rapidly move homeless persons and families into permanent housing. This is accomplished through building relationships with local subsidized housing agencies and private landlords. Participants in homeless assistance programs receive regular case management to identify housing attainment plans. Attaining housing is possible through partnerships with service providers in the community. These linkages are to agencies in the areas of mental health, healthcare, financial assistance, education, employment, substance abuse, and children's services. The CVCoC agencies continue to work with local governments and other policy making entities to advocate for increases in assistance for rental subsidies and the availability of support services to increase the number of persons who can successfully transition to permanent housing.

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

For patients released from medical facilities, patients released from mental health institutions, and prisoners released from correctional institutions, the CVCoC continues to work in cooperation with individuals from local law enforcement agencies, supportive service agencies, and other interested parties to coordinate discharge.

In the Central Virginia Continuum of Care's (CVCoC) "*Strategic Plan to Prevent and End Homelessness: 2016*"there are plans to engage police departments, jails, hospitals, mental health resources, local probation and parole, and other public institutions to divert consumers from homelessness. In addition, the CVCoC plans to create a short "Where to Transport Homeless" informational video for use by public safety officers and other service agencies that shows how to connect homeless persons with the response system.

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

Lynchburg Redevelopment and Housing Authority (LRHA) continues to administer the largest Permanent Supportive Housing (PSH) grant for the CVCoC. LRHA is currently assisting 30 households. LRHA has increased the number of clients assisted and continues to monitor expenses with the funding to determine when additional clients may be added to the program. This year LRHA is updating its Housing Choice Voucher Administrative Plan to include a preference for PSH participants that are ready to move into self-sufficiency. A Supportive Service Case Manager works with participants who are ready for transition.

In HUD's System Performance Measures 2016, 52% of CVCoC project participants increased their total income. The Homeless and Housing Services Committee of the CVCoC educates project staff monthly on strategies to increase income, employment and mainstream benefit enrollment. Case management training is regularly provided to increase capacity to meet CVCoC income growth goals. Project work continues with households to assess skills and barriers to employment, develop resumes and complete applications. A project staff person is trained through the Social Security Income (SSI) /Social Security Supplemental Disability Income (SSDI) Outreach Access, and Recovery (SOAR) Program to expedite SSI/SSDI approvals and assist with appeals. The CVCoC collaborates with the Virginia Department of Veterans Affairs to connect veterans with benefits and works with the Virginia Department of Aging and Rehabilitative Services to provide jobs for persons with disabilities. The Lynchburg Division of Social Services (DSS) partners with the CVCoC to assess client eligibility for pension, retirement, and survivor's benefits. Households are connected to Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), Virginia Initiative for Employment not Welfare (VIEW), childcare subsidy, and health insurance. If not Medicaid eligible, the CVCoC works with enrollment staff at Johnson Health Center for coverage under the Affordable Care Act (ACA). CVCoC partners with Horizon Behavioral Health for Medicaid GAP enrollment.

The permanent supportive housing programs within the CVCoC maintain and attempt to improve the quality of case management provided to each participant. The case managers of all permanent supportive housing programs develop a housing stability plan with each participant to ensure stability is achieved. The case manager develops a discharge plan with each participant exiting permanent supportive housing to ensure discharge to other more appropriate permanent housing. Additionally, the case managers continue to strengthen the network of community support and resources available to the permanent housing participants.

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

**Actions taken to address the needs of public housing**

During the past year the Lynchburg Redevelopment and Housing Authority (LRHA) has completed several capital fund projects. Two (2) public housing units were renovated to meet Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act (ADA) accessible compliance, bringing the total public housing ADA units to seven (7) that have been rehabilitated. LRHA is approximately 50% complete in providing the HUD required number of accessible units. LRHA began Phase II of the replacement of doors and windows at the Dearington Apartments and is 50% complete. A contract has been awarded for Phase III of the replacement of doors and windows.

LRHA completed and received the Physical Needs Assessment for Birchwood Apartments and will use that during the Strategic Planning process to determine what options are available for that property. LRHA intends to look at a complete renovation through the Low Income Housing Tax Credit (LIHTC) program. The LIHTCs could be used with LRHA Capital Funds, HOME Program funds, and Community Development Block Grant funding.

The Public Housing Admissions and Continued Occupancy Plan (ACOP) was completely updated to assure compliance with the HUD Streamlining and Housing Opportunities through Modernization Action (HOTMA) rules. Several changes were also made to the Violence Against Women Act required processes, documentation, and notices.

LRHA continues performing the Bi-Annual Inspection/Housekeeping Inspection process that looks at each unit from:

- an “asset” perspective – generating work orders for unit repair needs;
- the “lease” perspective – generating counseling discussions and subsequent action for lease violations;
- the “tenant” perspective – positively impacting tenant living conditions and attitudes;
- the “HUD” perspective – increasing our Real Estate Assessment Center (REAC) Physical Inspection Score

Inspecting each unit twice a year has resulted in better REAC Physical Inspection scores as well as the number of failed inspections. Maintenance issues are being addressed in a more efficient and timely manner.

**Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

LRHA sent letters to all Public Housing residents advising them of opportunities for homeownership and encouraged them to contact Greater Lynchburg Habitat for Humanity (GLHFH) to participate in their Homeownership Program.

**Actions taken to provide assistance to troubled PHAs**
N/A- The Lynchburg Redevelopment and Housing Authority is not a troubled PHA.

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

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

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

Lynchburg is a City of relatively low housing costs. Therefore, average income and cost-of-living reflect these somewhat lower housing costs. Development in the CDBG target areas remain limited to non-profit and subsidized activity. This is due in part to the very low property values in these census tracts and a greater value being placed on improvements to property than to the land itself. In the target areas, this high value on improvements, or buildings, had the effect of costing more than clearing land outside of the target areas, and thereby, negating the opportunities of redevelopment. This is also a large disincentive to development through renovation because the cost of repair typically exceeds the value of the renovated property.

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

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

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

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

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

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

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

The City continues to seek reduction in the number of households with incomes below the poverty line by 10% each year through long-term solutions such as education (including adult education and job skill training), economic development, coordinated supportive services, and Bridges Out of Poverty support program. These areas are traditionally within the local government's sphere of influence and the Lynchburg City Council has placed significant emphasis and funding in these areas through the allocation of CDBG and HOME Program funds.

The City through Lynchburg Redevelopment and Housing Authority (LRHA) is developing an Affordable Housing Resource Center (AHRC), which is designed as a "one stop shop" for accessing resources and to address and solve people's housing questions and needs. The Center would offer a "Housing Navigator" who would assist citizens in navigating the vast sea of affordable housing challenges and opportunities in the City. Information, education and training programs would be offered to provide a number of learning tools to citizens to be successful in obtaining and maintaining stable housing.

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

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

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

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

Subrecipients are required to ensure that all contractors obtain the proper certification prior to completing a renovation or repair project utilizing CDBG and HOME Program funds. During this reporting period Lyn-CAG utilized eight (8) contractors and all had current certifications to conduct lead-based paint renovation, repair, and painting activities pursuant to 40 CFR Part 745.89 for the homeowner rehabilitation projects.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**
The City has begun a new initiative, Poverty to Progress (P2P). This initiative spurred from the efforts made during the last three years under the Bridges Out of Poverty model. The focus is on ways to change policy/procedures starting local businesses and government. The City Council has set a goal for the community of moving fifty (50) households a year out of poverty and into self-sufficiency. The City Council included in its FY 2017 General Fund Operating Budget $50,000 to support actions that may be identified to address poverty in the City.

The City of Lynchburg and surrounding counties continue an initiative called Bridges of Central Virginia that uses the Bridges Out of Poverty model to help under-resourced citizens gain self-sufficiency.

More than 1,000 people from area communities, businesses, schools, and local government agencies have attended trainings to learn the concepts of this model and about poverty and its causes. The trainings are based on the book, Bridges Out of Poverty, by Dr. Ruby Payne. Bridges Out of Poverty is a new lens through which individuals can view themselves, their clients, and the community. It teaches how to think about changes that can be made to break down barriers that are sustaining poverty. Not having enough money is only one aspect of poverty. Poverty is a lack of resources in many areas. People in poverty are often in survival mode, driven by the tyranny of the moment, where the future holds no promise, and support systems taken for granted in middle class and wealth are non-existent. A deeper understanding of their challenges and strengths are helping us partner with them to create opportunities for understanding and success.

Other anti-poverty strategies and activities include:

- The creation of a Bridges of Central Virginia (BOCV) website: http://bridgesofcentralva.wixsite.com/bocv.
- The development of print promotional materials for BOCV.
- Partnerships created with the Region 2000 Workforce Development Board and the Lynchburg Regional Business Alliance to recruit local business to hire Getting Ahead graduates and provide guidance to help graduates become successful long term employees.
- The creation and distribution to community congregations a PowerPoint presentation educating the faith community about poverty. The presentation is available on the BOCV website and the non-profit agency- Interfaith Outreach's website.
- A mentoring program has been developed to match trained mentors with Getting Ahead participants. The program is in a pilot stage at Interfaith Outreach.
- Program development of a warning citation program to be used by Lynchburg City Police Department as an alternative to issuing tickets/fines at the discretion of the police officer. The program builds upon and supports community policing.

- A checklist has developed and approved by area judges to help citizens understand and navigate the steps required by the court to pay fines/reinstate driver's licenses.
- Involvement was recruited from the Lynchburg Department of Motor Vehicles (DMV), Lynchburg Department of Child Support Enforcement (DCSE), Sheriff's Department, and the Commonwealth Attorney's office to work on policies that remove barriers.
- Awareness and training have increased significantly for Lynchburg City School employees about utilizing trauma-informed care as a way to teach and interact with students.
- Best practices have been developed to embed Bridges Out of Poverty constructs throughout the government, business, and community. The best practices can be found on the BOCV website.
- A $40,000 grant from the Virginia Department of Health was awarded to BOCV to fund Bridges training for Central Virginia Health Department employees, the cost of 30 students to attend Getting Ahead classes, and community training for 200 people.
- BOCV is collaborating with the City of Lynchburg/City Manager's office in the implementation of the Poverty Collective Impact plan.
- BOCV is writing and initiating a community impact grant proposal with the Virginia Housing Development Authority (VHDA) to build more affordable and safe housing in the region.

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

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

The City and surrounding counties have started an initiative called Bridges of Central Virginia that uses the Bridges Out of Poverty model to help under-resourced citizens gain self-sufficiency. The implementation of the Bridges Out of Poverty provides a new lens through which individuals can view themselves, their clients, and the community. It teaches how to think about changes that can be made to break down barriers that are sustaining poverty.

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

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

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

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

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

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

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

The City works to affirmatively further fair housing for Lynchburg's populations. In 2014, the City developed and finalized an Analysis of Impediments to Fair Housing Choice (AI). Based on the AI, the City developed a Fair Housing Action Plan (FHAP) that identified the impediments Lynchburg would focus on over the 2015-2020 Consolidated Plan period. Addressing the impediments is a joint effort between the City and its housing and community organizations/agencies. Below are highlights of the impediments identified and the actions taken by the City and various non-profits during PY 2016 to address these impediments.

Highlights of these actions include:

- Allocated the entire HOME Program funding ($317,893) for affordable housing projects within the targeted Census tracts and City-wide based on eligibility criteria.
- Greater Lynchburg Habitat for Humanity (GLHFH) provided down payment assistance to four (4) families in which they were able to write down their mortgage so that the housing units assisted would be affordable.
- GLHFH conducted eight (8) different home buyer counseling classes for persons seeking to purchase a home. Lynchburg Community Action Group (Lyn-CAG) conducted three (3) home buyer education classes.
- The City's Rental Inspection Program staff completed 856 cases (homeowner, rental, and neighborhood services) in which the properties were brought up to the Virginia Maintenance Code of the Uniform Statewide Building Code (USBC) standards.
- Lyn-CAG conducted one (1) Fair Housing Workshops in which educational materials regarding fair housing and hoarding rights/laws were provided to the participants.
- The Housing Collaborative organization, consisting of City and Lynchburg Redevelopment and Housing Authority (LRHA) staff, representatives from Greater Lynchburg Habitat for Humanity (GLHFH), Lyn-CAG, Rush Homes, Lynchburg Covenant Fellowship (LCF), and Central Virginia Continuum of Care (CVCoC), met throughout the year and discussed proposed housing projects and providing housing for the homeless.
- The Lynchburg Zoning Ordinance was adopted in February 2016. The Zoning Ordinance promotes higher density development, more flexibility in the development of smaller urban lots and reduced setbacks in higher density residential zoning districts. The Ordinance also allows for more opportunities for mixed-use development, helping

promote transit oriented development in lower income neighborhoods. Finally, one major principle carried on throughout the ordinance is greater connectivity amongst neighborhoods, especially through the requirement of sidewalks in all high density residential zoning and commercial districts.

- LRHA completed renovations of one (1) housing units to bring them into Section 504 of the Rehabilitation Act of 1973/American with Disabilities Act (ADA) compliance. The total is now seven (7) public housing units that are Section 504 compliant.

## CR-40 - Monitoring 91.220 and 91.230

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

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

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

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

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

The City has conducted on-site monitoring visits at the following agencies for PY 2016 CDBG and HOME funded projects:

1) Greater Lynchburg Habitat for Humanity;
2) Lynchburg Redevelopment and Housing Authority;
3) Lynchburg Community Action Group;
4) Rush Homes; and
5) Lynchburg Covenant Fellowship.

City staff reviewed written agreements, agency procedures and client records with each monitoring source. The written monitoring reports will be provided to the agencies upon completion by City staff. Overall, each agency was in compliance with the CDBG and HOME program regulations and guidelines for the various programs/activities completed.

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

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

On September 11, 2017 a public notice was published in the *News and Advance* stating that a draft of the proposed Program Year 2016 Consolidated Annual Performance Report (CAPER) was available for public review for a 15-day public comment period. The advertisement stated that City Council would be conducting a public hearing on September 26, 2017 to receive public comments regarding the draft CAPER.

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

- Grants Administration Office, Second Floor, City Hall, 900 Church Street, Lynchburg, Virginia 24504
- Lynchburg Public Library, 2311 Memorial Avenue, Lynchburg, Virginia 24501
- Downtown Branch Library, City Hall, Basement Floor, 900 Church Street, Lynchburg, Virginia 24504
- City website at http://www.lynchburgva.gov/grants-administration

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

Citizen Comments- Any citizen comments received during the public comment period and/or at the City Council public hearing will be incorporated in to the CAPER prior to submittal to HUD.

## CR-45 - CDBG 91.520(c)

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

There were no changes in the City's program goals and objectives during the program year. Activities were consistent with the goals specified in the 2015-2020 Consolidated Plan.

| | |
|---|---|
| **Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?** | Yes |

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

Recognizing the implications of Lynchburg's industrial past the Office of Economic Development (LOED) and the Economic Development Authority (EDA) have actively pursued testing, remediation and redevelopment opportunities for commercial brownfield sites. Building upon recent successes on Fifth Street, the EDA was awarded $400,000 in Community-Wide Brownfields Assessment grants from the Environmental Protection Agency (EPA) in June 2015. This funding is dedicated to the assessment of sites potentially impacted by hazardous substances and petroleum and will be used to prepare a site inventory and database, conduct Phase I and Phase II Environmental Site Assessments, and conduct clean-up and redevelopment planning and community engagement activities in the Midtown neighborhood. Total budget for the EPA Hazardous Materials Brownfield grant was $195,000. Total spending for FY 2017 for Hazardous Materials was $128,408.63. Total budget for the EPA Brownfield Petroleum grant is $195,000. Total spending for FY 2017 for Petroleum was $90,184.77. To date six (6) commercial property owners have taken advantage of the grants.

The City has leveraged an additional $81,000 in 2017 in state support from the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund to support local brownfields project assessment. For FY 2017 $39,385.75 of these grant funds have been used for the properties located at Twelfth and Church Street.

## CR-50 - HOME 91.520(d)

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

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

In PY 2016 there were 12 annual inspections completed by Community Housing Partners (CHP), for the Hilltop Homes, Central City, and College Hill rental units. In addition to these annual inspections, exterminations are done to each rental unit which allows for an additional opportunity for inspection.

Rush Homes conducted annual inspections on all of its 52 rental units at Victoria Ridge and Armstrong Place Apartments. In addition, as clients vacate properties, inspections are conducted prior to new clients occupying the units.

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

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

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

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

There wasn't any program income for the HOME Program in PY 2016.

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

Housing Choice Voucher funds: The Lynchburg Redevelopment and Housing Authority (LRHA) administers the U.S. Department of Housing and Urban Development Housing Choice Voucher Program (HCV) for the City of Lynchburg jurisdiction and may provide rent subsidies for up to 979 households. LRHA will receive approximately $3,805,000 in HCV funding for Calendar (CY ) 2017. The HCV is the Federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses and apartments.

Low-Income Housing Tax Credits (LIHTC): The federal 4% and 9% LIHTC is the principal source of funding for affordable rental housing units that are constructed or rehabilitated. They are a dollar-for-dollar credit against federal tax liability. In Program Year 2016 Rush Homes utilized this federal resource for the development and design, which consists of 28 rental housing units for persons with disabilities and the elderly.

HUD VASH: LRHA currently administers two (2) Veterans Affairs Supportive Housing (HUD-VASH) housing vouchers from the Roanoke Redevelopment and Housing Authority (RRHA) in order to house homeless veterans in Lynchburg. LRHA is not a direct recipient of HUD-VASH vouchers. These vouchers were issued to Roanoke Redevelopment and Housing Authority (RRHA) from the U. S. Department of Veterans Affairs, who determines when veterans may be assisted and provides them a choice of where they wish to live. The HUD-VASH program combines housing choice voucher rental assistance for homeless veterans with case management and clinical services provided by the Virginia Department of Veterans Affairs (VA). The Roanoke Regional VA Office provides these services for participating veterans within the Lynchburg area.

# FINANCE COMMITTEE AGENDA

## Tuesday, September 26, 2017
## 11:30 a.m. – Bidder's Room

## GENERAL BUSINESS

**11:30 a.m.**

1. Report on the General Fund Reserve for Contingencies.

   Contact: Donna Witt, Director of Financial Services 455-3968

**11:35 a.m.**

2. Consider a request to adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $11,383 with resources from a grant from the Library of Virginia to preserve Deed Book 56, 1897 – 1898, Deed Book FF, 1880 – 1881, and Marriage Bonds A-L, 1805 – 1824 at the Lynchburg Circuit Court Clerk's Office.

   Contact: Eugene Wingfield, Circuit Court Clerk 455-2611

**11:40 a.m.**

3. Consider a request to adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $36,784 with resources of $17,647 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and $19,137 transferred from the FY 2018 General Fund Fire Department budget to purchase two (2) Power Pro stretchers for the Fire Department.

   Contact: Fire Chief Steven B. Ferguson 455-6340

**11:45 a.m.**

4. Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for $94,961 with resources of $75,968 from the RSAF grant and $18,993 from the FY 2018 General Fund Fire Department budget to purchase one (1) chest compression device, one (1) Power Pro stretcher, and one (1) cardiac monitor / defibrillator.

   Contact: Fire Chief Steven B. Ferguson 455-6340

**11:50 a.m.**

5. Consider a request to adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $49,650 with resources of $33,100 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $14,140 and $2,410 transferred from the FY 2018 General Fund Police Department budget to provide selective enforcement activities and attend related training.

   Contact: Captain Randall Houck 455-6177

**11:55 a.m.**

6. Consider a request to adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $21,000 with resources of $14,000 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $5,929 and $1,071 transferred

from the FY 2018 General Fund Police Department budget to provide funds for speed enforcement activities.

Contact: Captain Randall Houck 455-6177

**12:00 p.m.**

7. Approve the Police Department's application for the 2017 Byrne/Justice Assistance Smart Policing Program Development Grant in the amount of $112,500 with a 10% local match of $12,500 with resources from the FY 2018 General Fund Reserve for Contingencies, for a total amount of $125,000.

Contact: Captain Randall Houck 455-6177

**12:05 p.m.**

8. Approve Emergency Services application for the Virginia 911 Services Board FY 2019 Public Safety Answering Point (PSAP) Education Program Grant in the amount of $2,000 which will be used to send employees to educational training.

Contact: Melissa Foster, Director of Emergency Services 455-4285

**12:10 p.m.**

9. Approve Emergency Services application for the Virginia Wireless E-911 Services Board FY 2019 Public Safety Answering Point Grant Program (PSAP) in the amount of $26,400 which will be used to replace aging computer equipment for 12 Computer Aided Dispatch (CAD) workstations.

Contact: Melissa Foster, Director of Emergency Services 455-4285

**12:15 p.m.**

10. Consider a request to adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $156,391 with resources of $117,293 from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment for TANF Participants Grant and $39,098 from In-kind contributions.

Contact: John H. Hughes, IV, Assistant City Manager 455-3990

**12:20 p.m.**

11. Review collections received from five of the City's largest revenue sources.

Contact: Donna Witt, Director of Financial Services 455-3968

**12:25 p.m.**

12. Roll Call

**The next Finance Committee meeting is Tuesday, October 23, 2017, at 11:30 a.m.**

# FY 2018 GENERAL FUND RESERVE FOR CONTINGENCIES

| | Reserve for Contingencies | City Manager's Discretionary Funding |
|---|---|---|
| **BEGINNING BALANCE, JULY 1, 2017** | $1,150,000 | $50,000 |
| Carryforward to FY 2018 Reserve for Contingencies - FY 2018 Adopted Budget | 0 | |
| **BALANCE** | **$1,150,000** | **$50,000** |
| **APPROPRIATIONS (Second Reading)** | | |
| City Manager's Discretionary Fund - City-wide Compensation and Implementation Study | | (50,000) |
| **TOTAL APPROPRIATIONS** | **$0** | **($50,000)** |
| **REMAINING BALANCE** | **$1,150,000** | **$0** |
| **ITEMS INTRODUCED** | | |
| **TOTAL INTRODUCED ITEMS** | **$0** | **$0** |
| **REMAINING BALANCE** | **$1,150,000** | **$0** |
| **PENDING ITEMS** | | |
| 2017 (FY 2018) Byrne/Justice Assistance Smart Policing Program Development Grant | ($12,500) | |
| **TOTAL PENDING ITEMS** | **($12,500)** | **$0** |
| **PROJECTED BALANCE, JUNE 30, 2018** | **$1,137,500** | **$0** |

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **2**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:
ACTION: **X** INFORMATION: (Confidential)

**ITEM TITLE: Grant to Preserve Deed books 56, FF, and Marriage Bonds A-L, 1805 – 1824 at the Circuit Court Clerk's Office**

KEY ELEMENTS:
___Economic Development _X_ Excellent Government ___Natural and Built Environment ___Safe Community ___Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $11,383 with resources from a grant from the Library of Virginia to preserve Deed Book 56, 1897 – 1898, Deed Book FF, 1880 – 1881, and Marriage Bonds A-L, 1805 – 1824 at the Lynchburg Circuit Court Clerk's Office.

SUMMARY: Twice annually the Library of Virginia allows Circuit Court Clerks' Offices to submit applications for grant funding. Staff submitted a grant application to The Library of Virginia to preserve records held at the Circuit Court Clerk's Office. The grant funding of $11,383 will allow Deed book numbered 56 with records dated 1897 – 1898, Deed Book numbered FF with records dated 1880 – 1881, and Marriage Bonds A-L with records dated 1805 – 1824 to be reformatted and preserved.

Grant covers 100% for total of preservation work; no local match is required of this grant.

PRIOR ACTION(S): Finance Committee, September 26, 2017

FISCAL IMPACT: None – no local match is required.

CONTACT(S): Eugene Wingfield, Circuit Court Clerk, 455-2611

ATTACHMENT(S): Grant Agreement August 29, 2017
Resolution

REVIEWED BY: bms

RESOLUTION:
BE IT RESOLVED that the FY 2018 City/Federal/State Aid Fund budget is amended and $11,383 is appropriated with resources from a grant from the Library of Virginia to preserve Deed Book 56, 1897 – 1898, Deed Book FF, 1880 – 1881, and Marriage Bonds A-L, 1805 – 1824 at the Lynchburg Circuit Court Clerk's Office.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

# LIBRARY OF VIRGINIA

**Sandra Gioia Treadway**
*Librarian of Virginia*

August 25, 2017

The Honorable Eugene Wingfield
Clerk of the Circuit Court
City of Lynchburg
P.O. Box 4
Lynchburg, VA 24505

Grant Agreement Number: 2018FY-42

Dear Mr. Wingfield,

The Circuit Court Records Preservation Grants Review Board met on Thursday, August 24th, 2017 to consider eighty applications submitted from seventy-nine localities. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved at a reduced amount of $11,382.50.** The following item(s) have been approved by the Review Board: **Deed Book 56, 1897-1898; Deed Book FF, 1880-1881; Marriage Bonds A-L, 1805-1824** due to funding requests for this cycle exceeding the award amount available. We encourage you to resubmit items that were not approved this cycle during the next grant cycle. This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Application Certification form enclosed. This agreement, along with the original grant application details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it to Michelle Washington at the Library of Virginia in the prepaid envelope included in this mailing. Contact your item conservation vendor representative to make arrangements for them to collect the approved items. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

Please accept our congratulations on the approval of your application. We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project.

Sincerely,

Sandra G. Treadway

Sandra G. Treadway
State Librarian and State Archivist of Virginia

John T. Frey

John T. Frey
President, Virginia Court Clerks' Association

800 East Broad Street
Richmond, Virginia 23219

www.lva.virginia.gov

804.692.3500 *phone*
804.692.3976 *v/tty*

**CCRP GRANTS PROGRAM APPLICATION CERTIFICATION**

Locality: Lynchburg City

Date: August 29, 2017

Project Type: Item Conservation

Amount of Grant Request: $14,462.50

Signature of Circuit Court Clerk

Eugene C. Winfield

Typed or Printed Name of Circuit Court Clerk

**Statement regarding expenditure of funds:**
I will abide by applicable state and local procurement rules and agree that funds granted under the Virginia Circuit Court Records Preservation Program will be spent only in accordance with the plan of work and budget statement presented in this application, and that any changes in the submitted proposal of work and/or budget will be submitted in writing to the grants office for approval in advance. I understand that grant funds will only be released upon receipt of verification form indicating that the proposal of work has been fully completed. I will ensure that any agreements for goods or services to be paid for with grant funds will be consistent with the project requirements set forth in the CCRP Program Manual.

**Statement regarding archival and records management policies and procedures:**
I agree to comply with all policies and procedures required by the *Code of Virginia*, and the decisions of the Circuit Court Records Preservation Grants Review Board and the Library of Virginia concerning the management, preservation, reproduction, and storage of public records, as well as those pertaining to the official recording of such records in government offices, whether on paper, microfilm, digital image, or any other medium.

**Statement regarding project status and financial expenditure reports:**
I agree to submit program status and financial expenditure reports as required by the Library of Virginia. I also agree to account for all grant funds, to maintain separate financial and programmatic records on this project, and to retain such source documentation as canceled checks, paid bills, payroll, or other accounting documentation, in conjunction with the fiscal office of this locality, that would facilitate an audit. I understand that failure to submit the status and financial reports will result in grant funds not being released and this office becoming ineligible to receive future grant funding, until such time that the delinquent reports have been successfully submitted.

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By signing below I agree to the three statements above as well as the decision of the CCRP Grants Review Board:

Project Number: 2018FY-42

Amount of Grant Award: $11,382.50

Date: 9/1/17

Signature of Circuit Court Clerk

**(CCRP Grants Program Certification Form v. 02/2015)**

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **SEPTEMBER 26, 2017** AGENDA ITEM #: **3**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:
ACTION**: X** INFORMATION: (Confidential)

**ITEM TITLE: VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES – RESCUE SQUAD ASSISTANCE FUND GRANT TO PURCHASE TWO STRETCHERS.**

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X_Safe Community _X_Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $36,784 with resources of $17,647 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and $19,137 transferred from the FY 2018 General Fund Fire Department budget to purchase two (2) Power Pro stretchers for the Fire Department.

SUMMARY: The Virginia Office of Emergency Medical Services awards grant funding to EMS agencies for the purpose of obtaining/maintaining emergency vehicles and equipment, providing EMS management, leadership, and advanced life support training; and achieving other goals that support the enhancement of community EMS services.

The Fire Department submitted a grant request for Rescue Squad Assistance funding to purchase a Type I ambulance and two (2) Power Pro stretchers. Only funding for the two Power Pro stretchers was awarded. The stretchers will replace two in-service stretchers, both of which have exceeded the manufacturer's recommended useful life.

PRIOR ACTION(S):
Finance Committee, February 28, 2017
Finance Committee, September 26, 2017

FISCAL IMPACT: $19,137 in matching funds will be provided from the FY 2018 General Fund Fire Department budget; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment.

CONTACT(S):
Fire Chief Steven B. Ferguson, 455-6340
Acting Deputy Chief Heather Childress, 455-6360
Ellen Davidson-Martin, Fire Administrative Manager, 455-6368

ATTACHMENT(S):
Resolution
Award Notice

REVIEWED BY: bms

RESOLUTION: #R-

BE IT RESOLVED that the FY 2018 City/Federal/State Aid Fund budget is amended and $36,784 is appropriated with resources of $17,647 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and $19,137 transferred from the FY 2018 General Fund Fire Department budget to purchase two (2) Power Pro stretchers for the Fire Department.

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Introduced: September 26, 2017 Adopted:

Certified: ______________________________

Clerk of Council

COMMONWEALTH of VIRGINIA
Department of Health
Office of Emergency Medical Services
1041 Technology Park Drive
Glen Allen, VA 23059-4500

Marissa J. Levine, MD MPH, FAAFP
State Health Commissioner

Gary R. Brown
Director

P. Scott Winston
Assistant Director

1-800-523-6019 (VA only)
804-888-9100 (Main Office)
804-888-9120 (Training Office)
FAX: 804-371-3108

July 01, 2017

Heather Childress
Lynchburg Fire Department
800 Madison Street
Lynchburg, VA 24504

Dear Grant Administrator:

The Office of Emergency Medical Services (OEMS) is pleased to announce that your agency has been awarded funding from the Financial Assistance for Emergency Medical Services Grant Program, known as the Rescue Squad Assistance Fund (RSAF). The attached Award Page itemizes the actual dollar value, quantity, funding level and item(s) your agency has been awarded under this program. The following documents can be completed and submitted via E-Gift:

**Memorandum of Agreement:** Must be submitted by September 1, 2017.
**Instructions for Grant Reimbursement:** All items must be submitted in order to process your reimbursement.
**Equipment Status/Final Report Form:** This form must be submitted sixty (60) days after the grant cycle deadline.

If your agency has had special conditions placed on your grant award, any and all conditions must be met in order to receive reimbursement. Items awarded may be available by state contract, www.eva.virginia.gov, OEMS recommends your agency purchase under state contract if applicable.

Any funding your agency receives through Return to Localities funding cannot be used as the matching share of Rescue Squad Assistance Fund grants or any grants offered using **Four-For-Life** funds. "Any funds received from Section 16.2-694 by a non-state agency cannot be used to match any other funds derived from Section 46.2-691 by that same non-state agency".

All items awarded funding must be ordered from the vendor by **September 1, 2017** invoices for all items awarded funding must be submitted to OEMS by **December 31, 2017**. You must contact OEMS prior to the September 1, 2017 deadline if your agency has encountered difficulties in meeting these deadlines.

If you have any questions, please contact Amanda Davis, OEMS Grant Program Manager at (804) 888-9106, Amanda.Davis@vdh.virginia.gov or Linwood P. Pulling, Grant Specialist at (804) 888-9105, Linwood.Pulling@vdh.virginia.gov or 1-800-523-6019 for additional grant information.

Congratulations,

Gary R. Brown

Gary R. Brown, Director

## Office of Emergency Medical Services
## Consolidated Grant Program
## AWARD PAGE

July 1, 2017 - June 30, 2018 Grant Period

**Agency Name:** **Lynchburg Fire Department**
**Grant Number:** **BR-C06/06-17**

| Item Type (Item) | Status | Quantity Funded | Funding % Level | Amount Funded |
|---|---|---|---|---|
| Stryker Stretchers | FUNDED | 2 | 50 / 50 | $17,647.60 |

**Conditions:**

13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: "Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health."

36-All agencies using an ePCR systems will submit in real-time unless approved in writing by the OEMS. EMS data quality will not be assessed for 30 days after an EMS incident to allow resubmission of incomplete ePCRs.

37-Agencies using ImageTrend, ZOLL, or emsCharts EMS ePCR software products must submit EMS data to VPHIB via Web-services.

**Total:** **$17,647.60**

## RSAF GRANT NON-FUNDING EXPLANATION

July 1, 2017 - June 30, 2018 Grant Period

**Agency Name:** **Lynchburg Fire Department**
**Grant Title:** **Rescue Squad Assistance Fund**
**Grant Number:** **BR-C06/06-17**

| Items Requested | Status | Average Grade |
|---|---|---|
| Kenworth | NOT-FUNDED | 3.00 |

# FINANCE COMMITTEE
## Agenda Item Summary

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **4**

CONSENT: REGULAR: WORK SESSION: CLOSED SESSION:
ACTION: INFORMATION: X (Confidential)

**ITEM TITLE: VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES – RESCUE SQUAD ASSISTANCE FUND GRANT TO PURCHASE ONE CHEST COMPRESSION DEVICE, ONE STRETCHER, AND ONE CARDIAC MONITOR/DEFIBRILLATOR.**

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X_Safe Community _X_Vibrant Community

RECOMMENDATION:
Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for $94,961 with resources of $75,968 from the RSAF grant and $18,993 from the FY 2018 General Fund Fire Department budget to purchase one (1) chest compression device, one (1) Power Pro stretcher, and one (1) cardiac monitor / defibrillator.

SUMMARY:
The Virginia Office of Emergency Medical Services (EMS) awards grant funding to EMS agencies for the purpose of obtaining/maintaining emergency vehicles and equipment, providing EMS management, leadership, and advanced life support training; and achieving other goals that support the enhancement of community EMS services.

The Fire Department desires to submit a grant request for $94,961 in Rescue Squad Assistance funding to purchase specialized EMS equipment. The chest compression device, stretcher, and cardiac monitor / defibrillator would replace current in-service equipment, all of which have exceeded the manufacturer's recommended useful life. Regularly scheduled preventative maintenance provided by the manufacturers through service agreements have allowed the equipment to remain in service past the recommended useful life. However, parts are no longer being made for some of the older devices.

The grant requires a local match. The department will request funding under a hardship justification, which would require a 20 percent local match rather than 50 percent. The itemized cost: chest compression device--$14,735; stretcher--$18,392; and cardiac monitor / defibrillator--$61,834. With a total cost of $94,961, a 20 percent local match is $18,993.

PRIOR ACTION(S):
None

FISCAL IMPACT:
$18,993 in matching funds will be provided from the FY 2018 General Fund Fire Department budget. Future funds will be needed for regularly scheduled preventative maintenance of the equipment.

CONTACT(S):
Fire Chief Steven B. Ferguson, 455-6340
Acting Deputy Chief Heather Childress, 455-6360
Ellen Davidson-Martin, Fire Administrative Manager, 455-6368

ATTACHMENT(S):
None

REVIEWED BY:

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **5**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:
ACTION: **X** INFORMATION: (Confidential)

**ITEM TITLE: 2018 DMV Highway Safety Grant – DUI Enforcement**

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X_Safe Community ___Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $49,650 with resources of $33,100 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $14,140 and $2,410 transferred from the FY 2018 General Fund Police Department budget to provide selective enforcement activities and attend related training.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City a $33,100 grant. The funds will be used for selective DUI activities and to attend related training.

The grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of $2,410 is available for transfer from the FY 2018 Police Department budget to cover this expense.

An in-kind match of $14,140 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): Finance Committee, September 26, 2017

FISCAL IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; $2,410 from the FY 2018 General Fund Police Department budget will be used to cover this expense.

CONTACT(S):
Captain R.S. Houck, 455-6067
Major Todd Swisher, 455-6154

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2018 City/Federal/State Aid Fund budget is amended and $49,650 is appropriated with resources of $33,100 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $14,140, and $2,410 transferred from the FY 2018 General Fund Police Department budget to provide selective enforcement activities and attend related training.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **6**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:
ACTION: **X** INFORMATION: (Confidential)

**ITEM TITLE: 2018 DMV Highway Safety Grant – Speed Enforcement**

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X_Safe Community ___Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $21,000 with resources of $14,000 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $5,929 and $1,071 transferred from the FY 2018 General Fund Police Department budget to provide funds for speed enforcement activities.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City a $14,000 grant. The funds will be used for speed enforcement activities.

The grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of $1,071 is available for transfer from the FY 2018 Police Department budget to cover this expense.

An in-kind match of $5,929 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): Finance Committee, September 26, 2017

FISCAL IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; $1,071 from the FY 2018 General Fund Police Department budget will be used to cover this expense.

CONTACT(S):
Captain R.S. Houck, 455-6067
Major Todd Swisher, 455-6154

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2018 City/Federal/State Aid Fund budget is amended and $21,000 is appropriated with resources of $14,000 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $5,929 and $1,071 transferred from the FY 2018 General Fund Police Department budget to provide funds for speed enforcement activities.

Introduced: Adopted:

Certified: ________________________________
Clerk of Council

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary
## Finance Committee

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **7**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:
ACTION: INFORMATION: (Confidential)

**ITEM TITLE: 2017 (FY 2018) Byrne/Justice Assistance Smart Policing Program Development Grant**

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X_Safe Community ___Vibrant Community

RECOMMENDATION: Approve the Police Department's application for the 2017 Byrne/Justice Assistance Smart Policing Program Development Grant in the amount of $112,500 with a 10% local match of $12,500 with resources from the FY 2018 General Fund Reserve for Contingencies, for a total amount of $125,000.

SUMMARY: The City of Lynchburg is eligible to receive $112,500 in Edward Byrne Memorial Justice Assistance Grant (JAG) funding with a 10% local match of $12,500. Funding will be utilized by the Lynchburg Police Department to purchase surveillance equipment, computer equipment, smartboards and office equipment for the Intelligence Unit. This equipment will be used to enhance the Intelligence Led Policing Initiatives of the department.

PRIOR ACTION(S): none

FISCAL IMPACT: 10% local match of $12,500, from the FY 2018 General Fund Reserve for Contingencies.

CONTACT(S):
Captain Randall Houck, 434-455-6177
Major Todd Swisher, 455-6154

ATTACHMENT(S):

REVIEWED BY:

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary
## Finance Committee

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **8**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:
ACTION: INFORMATION: **X** (Confidential)

**ITEM TITLE: FY 2019 Virginia E-911 Services Public Safety Answering Point Education Grant**

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _**X**__Safe Community ___Vibrant Community

RECOMMENDATION: Approve Emergency Services application for the Virginia 911 Services Board FY 2019 Public Safety Answering Point (PSAP) Education Program Grant in the amount of $2,000 which will be used to send employees to educational training.

SUMMARY: The PSAP Education Program Grant provides funding for the purpose of obtaining 9-1-1/GIS specific group education/training opportunities, which are primarily located within the Commonwealth and provided by non-profit organizations and/or vendors. This program reimburses the locality for registration, lodging, meals and travel expenses for employees that attend classes and conferences.

PRIOR ACTION(S): None

FISCAL IMPACT: None, no local match is required.

CONTACT(S):
Melissa Foster, Director of Emergency Services, 455-4285
Jennifer Maul, Deputy Director of Emergency Services, 455-4149

ATTACHMENT(S): None

REVIEWED BY:

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary
## Finance Committee

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **9**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:
ACTION: INFORMATION: **X** (Confidential)

**ITEM TITLE: FY 2019 Virginia Wireless E-911 Services Board Grant**

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment __**X**_ Safe Community ___Vibrant Community

RECOMMENDATION: Approve Emergency Services application for the Virginia Wireless E-911 Services Board FY 2019 Public Safety Answering Point Grant Program (PSAP) in the amount of $26,400 which will be used to replace aging computer equipment for 12 Computer Aided Dispatch (CAD) workstations.

SUMMARY: The CAD workstations were replaced in FY 2015 and it is recommended that they be replaced every 3-5 years. The warranty for the workstations was extended by two years and will expire in July 2019. The current workstations are running on Windows 7 operating system which will no longer be supported after January 2020. This replacement of equipment will allow us to replace all 8 workstations in the Emergency Communications Center as well as 4 workstations at the backup center and they will be using the Windows 10 operating system.

PRIOR ACTION(S): None

FISCAL IMPACT: None, no local match is required.

CONTACT(S):
Melissa Foster, Director of Emergency Services, 455-4285
Jennifer Maul, Deputy Director of Emergency Services, 455-4149

ATTACHMENT(S): None

REVIEWED BY:

**LYNCHBURG CITY COUNCIL**
**Agenda Item Summary**

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **10**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:
ACTION: **X** INFORMATION: (Confidential)

**ITEM TITLE: Appropriation of Poverty Reduction Grant Funds**

KEY ELEMENTS:
_X_ Economic Development ___Excellent Government ___Natural and Built Environment __ Safe Community _X_ Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $156,391 with resources of $117,293 from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment for TANF Participants Grant and $39,098 from In-kind contributions.

SUMMARY: On May 24th, 2017, an application in response to the Request for Proposal (RFP) #BEN-17-056, Employment for TANF Participants (Community Wealth Building), was completed and delivered to VDSS in Richmond, VA. After subsequent communication and submission of additional documents, a Notice of Intent To Award was announced on June 22nd, 2017 which included an allocation to the City of Lynchburg in the amount of $117,293. After several amendments to the proposed budget through collaboration with the VDSS, Lynchburg Office of Economic Development, Lynchburg's Finance Department and the City Manager's Office, this grant is now ready for appropriation. The proposed allocation would, as per the grant language, serve to "expand and enhance existing service delivery efforts that address more fully the needs of the target population prior to their entry into work and during employment." The City's focus in this request is enhancement and expansion of the TechHire pilot program and Getting Ahead curriculum classes.

A financial requirement of this RFP was a 25% match. The City of Lynchburg included In-Kind contributions of $39,098 to meet this condition consisting of in-kind salaries/benefits, office space/equipment, and vehicle use.

No funds are requested from City Council's designated appropriation for the poverty initiative.

The City of Lynchburg noted in the proposal that the locality would reapply for this funding in the following fiscal year of 2018-2019 and 2019-2020. The positions and program enhancement focus will be eliminated if funding from this grant is not secured and alternate funding is unavailable.

PRIOR ACTION(S): Council Endorsement of Approach to Address Poverty – November 10, 2016
September 26, 2017, Finance Committee

FISCAL IMPACT: None

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

ATTACHMENT(S): Resolution
Intent to Award Notice

REVIEWED BY: bms

RESOLUTION

BE IT RESOLVED THAT the FY 2018 City Federal State Aid budget is amended and $156,391 is appropriated with resources of $117,293 from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment for TANF Participants Grant and $39,098 from In-kind contributions.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

# COMMONWEALTH *of* VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

## NOTICE OF INTENT TO AWARD

June 22, 2017

Commodity: Employment for TANF Participants
In Response To RFP No. BEN-17-056

| | |
|---|---|
| City of Charlottesville Office of Economic Development | $ 50,000.00 |
| Career Support Systems | $ 360,250.00 |
| City of Lynchburg | $ 117,293.00 |
| City of Norfolk | $ 243,011.78 |
| City of Richmond Office of Community Wealth | $ 1,982,866.40 |
| Danville Community College SCALE Up Program | $ 339,600.18 |
| Goodwill of Central and Coastal VA | $ 144,755.00 |
| Learn to Earn, Inc | $ 250,472.73 |
| Linden Resources | $ 207,538.60 |
| People Incorporated of Virginia | $ 222,512.73 |
| Portsmouth Dept of Social Services | $ 122,269.64 |
| Rappahannock Community College | $ 212,935.74 |
| Rehabilitative Services & Vocational Placement, Inc | $ 478,918.50 |
| Shenandoah Valley Social Services | $ 134,581.70 |
| The Improvement Association | $ 401,149.01 |
| The Skill Source Group | $ 236,462.31 |
| | |

Records for this procurement are now available for inspection by any Applicant on this RFP.

Jennifer Nixon

Jennifer Nixon, Contract Officer

# FINANCE COMMITTEE
## Agenda Item Summary

| | | | |
|---|---|---|---|
| MEETING DATE: **September 26, 2017** | | | AGENDA ITEM NO.: **11** |
| CONSENT: | REGULAR: | WORK SESSION: | CLOSED SESSION: (Confidential) |
| ACTION: | | INFORMATION: **X** | |
| ITEM TITLE: **Revenue Update** | | | |

RECOMMENDATION: Review the collections received from five of the City's largest revenue sources.

SUMMARY: Five of the City's major revenue sources are taxes collected on a monthly basis: Local Sales and Use Tax, Consumer Utility Tax – Electric, Communications Sales and Use Tax, Meals Tax, and Lodging Tax. Since the last Finance Committee meeting, revenue information through June 2017 has been posted for these five revenue streams.

PRIOR ACTION(S):
This information is provided monthly to the Finance Committee.

FISCAL IMPACT:
None

CONTACT(S):
Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S):
Comparison of Collections Budget to Actual FY 2016 – FY 2017

REVIEWED BY:

## Comparison of Collections
## Budget to Actual FY 2016 - FY 2017

**SALES & USE TAX**
***ADOPTED FY 2017 BUDGET - $15,465,700***

| | Actual FY 2013 | Actual FY 2014 | Actual FY 2015 | Actual FY 2016 | Adopted FY 2017 | Actual FY 2017 | Actual FY 2017 to Adopted FY 2017 | Actual FY 2017 to Actual FY 2016 |
|---|---|---|---|---|---|---|---|---|
| JULY | $996,646 | $1,075,816 | $1,131,485 | $1,207,589 | $1,245,485 | $1,152,527 | ($92,958) | ($55,062) |
| AUGUST[1] | 1,145,592 | 1,098,342 | 1,299,763 | 1,198,772 | 1,236,391 | 1,267,330 | 30,939 | 68,558 |
| SEPTEMBER | 1,117,209 | 1,083,199 | 1,204,336 | 1,269,930 | 1,309,782 | 1,275,989 | (33,793) | 6,059 |
| OCTOBER | 1,033,859 | 1,161,965 | 1,185,608 | 1,231,666 | 1,270,318 | 1,253,143 | (17,175) | 21,477 |
| NOVEMBER | 1,187,008 | 1,155,729 | 1,241,898 | 1,227,636 | 1,266,161 | 1,254,548 | (11,613) | 26,912 |
| DECEMBER | 1,466,715 | 1,316,419 | 1,669,810 | 1,600,507 | 1,650,733 | 1,695,286 | 44,553 | 94,779 |
| JANUARY | 1,085,312 | 1,103,175 | 1,073,237 | 1,055,364 | 1,088,483 | 1,070,830 | (17,653) | 15,466 |
| FEBRUARY | 1,074,819 | 1,172,252 | 1,131,392 | 1,161,810 | 1,198,269 | 1,148,155 | (50,114) | (13,655) |
| MARCH | 1,138,611 | 1,217,930 | 1,282,807 | 1,323,375 | 1,364,905 | 1,409,096 | 44,191 | 85,721 |
| APRIL | 1,129,443 | 1,183,748 | 1,311,297 | 1,202,186 | 1,239,912 | 1,236,313 | (3,599) | 34,127 |
| MAY | 1,089,235 | 1,112,579 | 1,213,149 | 1,222,060 | 1,260,410 | 1,271,113 | 10,703 | 49,053 |
| JUNE | 1,125,297 | 1,161,140 | 1,261,544 | 1,294,236 | 1,334,851 | 1,317,201 | (17,650) | 22,965 |
| **TOTAL** | **$13,589,746** | **$13,842,294** | **$15,006,326** | **$14,995,131** | **$15,465,700** | **$15,351,531** | **($114,169)** | **$356,400** |

**CONSUMER UTILITY TAX - ELECTRIC**
***ADOPTED FY 2017 BUDGET - $3,790,000***

| | Actual FY 2013 | Actual FY 2014 | Actual FY 2015 | Actual FY 2016 | Adopted FY 2017 | Actual FY 2017 | Actual FY 2017 to Adopted FY 2017 | Actual FY 2017 to Actual FY 2016 |
|---|---|---|---|---|---|---|---|---|
| JULY | $323,141 | $325,815 | $321,596 | $332,876 | $337,220 | $328,501 | ($8,719) | ($4,375) |
| AUGUST | 345,163 | 318,738 | 305,012 | 333,953 | 338,312 | 355,434 | 17,122 | 21,481 |
| SEPTEMBER | 318,915 | 317,324 | 317,947 | 328,411 | 332,697 | 351,627 | 18,930 | 23,216 |
| OCTOBER | 279,145 | 273,646 | 273,264 | 281,514 | 285,188 | 294,038 | 8,850 | 12,524 |
| NOVEMBER | 282,035 | 280,945 | 273,353 | 270,434 | 273,964 | 274,145 | 181 | 3,711 |
| DECEMBER | 330,714 | 348,750 | 346,565 | 321,380 | 325,574 | 337,930 | 12,356 | 16,550 |
| JANUARY | 346,399 | 374,541 | 365,859 | 346,212 | 350,731 | 358,976 | 8,245 | 12,764 |
| FEBRUARY | 342,839 | 372,254 | 381,844 | 361,670 | 366,390 | 316,871 | (49,519) | (44,799) |
| MARCH | 326,828 | 334,289 | 339,965 | 312,928 | 317,012 | 304,309 | (12,703) | (8,619) |
| APRIL | 320,253 | 306,485 | 288,704 | 282,659 | 286,348 | 279,887 | (6,461) | (2,772) |
| MAY | 262,832 | 272,343 | 277,296 | 267,796 | 271,291 | 270,454 | (837) | 2,658 |
| JUNE | 295,319 | 303,173 | 310,184 | 301,340 | 305,273 | 303,480 | (1,793) | 2,140 |
| **TOTAL** | **$3,773,583** | **$3,828,303** | **$3,801,589** | **$3,741,173** | **$3,790,000** | **$3,775,652** | **($14,348)** | **$34,479** |

**COMMUNICATIONS SALES & USE TAX**
***ADOPTED FY 2017 BUDGET - $3,220,000***

| | Actual FY 2013 | Actual FY 2014 | Actual FY 2015 | Actual FY 2016 | Adopted FY 2017 | Actual FY 2017 | Actual FY 2017 to Adopted FY 2017 | Actual FY 2017 to Actual FY 2016 |
|---|---|---|---|---|---|---|---|---|
| JULY | $293,358 | $286,999 | $283,594 | $276,750 | $268,333 | $265,192 | ($3,141) | ($11,558) |
| AUGUST | 291,560 | 284,691 | 281,957 | 270,038 | 268,334 | 269,212 | 878 | (826) |
| SEPTEMBER | 263,295 | 284,249 | 283,441 | 273,974 | 268,333 | 266,593 | (1,740) | (7,381) |
| OCTOBER | 319,011 | 288,830 | 287,702 | 277,686 | 268,334 | 274,702 | 6,368 | (2,984) |
| NOVEMBER | 300,665 | 284,176 | 279,441 | 271,470 | 268,333 | 270,909 | 2,576 | (561) |
| DECEMBER | 297,855 | 289,726 | 282,491 | 276,524 | 268,334 | 268,968 | 634 | (7,556) |
| JANUARY | 282,620 | 264,960 | 275,361 | 271,160 | 268,333 | 265,710 | (2,623) | (5,450) |
| FEBRUARY | 287,759 | 280,480 | 291,186 | 275,887 | 268,334 | 260,551 | (7,783) | (15,336) |
| MARCH | 299,333 | 288,500 | 285,971 | 282,470 | 268,333 | 271,925 | 3,592 | (10,545) |
| APRIL | 287,442 | 285,052 | 276,473 | 270,594 | 268,333 | 261,889 | (6,444) | (8,705) |
| MAY | 266,034 | 286,178 | 285,053 | 271,168 | 268,333 | 266,571 | (1,762) | (4,597) |
| JUNE | 282,873 | 288,892 | 270,246 | 265,047 | 268,333 | 259,854 | (8,479) | (5,193) |
| **TOTAL** | **$3,471,805** | **$3,412,733** | **$3,382,916** | **$3,282,768** | **$3,220,000** | **$3,202,076** | **($17,924)** | **($80,692)** |

## Comparison of Collections
## Budget to Actual FY 2016 - FY 2017

**MEALS TAX**

***ADOPTED FY 2017 BUDGET - $14,392,718***

| | Actual Assessed FY 2014 | Actual Collected FY 2014 [3] | Actual Assessed FY 2015 | Actual Collected FY 2015 [3] | Actual Assessed FY 2016 | Actual Collected FY 2016 [3] | Adopted FY 2017 | Actual Assessed FY 2017 | Actual Assessed FY 2017 to Adopted FY 2017 | Actual Collected FY 2017 [3] | Actual Collected FY 2017 to Adopted FY 2017 | Actual Collected FY 2017 to Assessed FY 2017 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| JULY [2] | $944,920 | $1,159,786 | $1,009,124 | $970,597 | $1,094,079 | $1,046,770 | $1,122,617 | $1,124,341 | $1,724 | $1,088,474 | ($34,143) | ($35,867) |
| AUGUST | 1,056,821 | 1,024,718 | 1,152,551 | 1,119,585 | 1,178,267 | 1,213,559 | 1,207,908 | 1,131,844 | (76,064) | 1,098,748 | (109,160) | (33,096) |
| SEPTEMBER | 1,030,134 | 1,052,079 | 1,107,413 | 1,159,391 | 1,187,734 | 1,167,356 | 1,222,863 | 1,201,919 | (20,944) | 1,243,540 | 20,677 | 41,621 |
| OCTOBER | 1,046,550 | 958,359 | 1,149,721 | 1,119,430 | 1,181,133 | 1,152,017 | 1,216,067 | 1,262,703 | 46,636 | 996,549 | (219,518) | (266,154) |
| NOVEMBER | 1,019,305 | 1,064,385 | 1,079,590 | 1,099,028 | 1,104,321 | 1,156,651 | 1,136,983 | 1,140,542 | 3,559 | 1,382,308 | 245,325 | 241,766 |
| DECEMBER | 1,061,859 | 1,035,379 | 1,138,978 | 1,117,510 | 1,225,475 | 1,224,108 | 1,261,720 | 1,255,834 | (5,886) | 1,238,056 | (23,664) | (17,778) |
| JANUARY | 968,124 | 971,677 | 1,089,143 | 963,288 | 1,007,562 | 908,712 | 1,037,362 | 1,063,691 | 26,329 | 1,112,427 | 75,065 | 48,736 |
| FEBRUARY | 987,205 | 957,979 | 1,032,923 | 1,198,810 | 1,143,880 | 1,154,457 | 1,177,712 | 1,149,097 | (28,615) | 1,165,660 | (12,052) | 16,563 |
| MARCH | 1,144,197 | 1,142,746 | 1,222,307 | 1,177,822 | 1,258,241 | 1,393,915 | 1,295,456 | 1,309,513 | 14,057 | 1,303,383 | 7,927 | (6,130) |
| APRIL | 1,098,389 | 1,034,811 | 1,206,781 | 978,156 | 1,241,103 | 1,244,722 | 1,277,810 | 1,272,235 | (5,575) | 1,254,823 | (22,987) | (17,412) |
| MAY [2] | 1,107,395 | 1,100,601 | 1,186,546 | 1,303,652 | 1,230,822 | 1,242,988 | 1,267,226 | 1,259,512 | (7,714) | 1,269,830 | 2,604 | 10,318 |
| JUNE [2] | 1,028,837 | 1,164,223 | 1,111,472 | 1,228,487 | 1,135,413 | 1,203,793 | 1,168,994 | 1,179,998 | 11,004 | 1,227,869 | 58,875 | 47,871 |
| **TOTAL** | **$12,493,736** | **$12,666,743** | **$13,486,549** | **$13,435,756** | **$13,988,030** | **$14,109,048** | **$14,392,718** | **$14,351,229** | **($41,489)** | **$14,381,667** | **($11,051)** | **$30,438** |

**LODGING TAX**

***ADOPTED FY 2017 BUDGET - $2,150,000***

| | Actual Assessed FY 2014 | Actual Collected FY 2014 [3] | Actual Assessed FY 2015 | Actual Collected FY 2015 [3] | Actual Assessed FY 2016 | Actual Collected FY 2016 [3] | Adopted FY 2017 | Actual Assessed FY 2017 | Actual Assessed FY 2017 to Adopted FY 2017 | Actual Collected FY 2017 [3] | Actual Collected FY 2017 to Adopted FY 2017 | Actual Collected FY 2017 to Assessed FY 2017 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| JULY [2] | $174,759 | $223,419 | $189,065 | $180,395 | $180,471 | $180,808 | $182,129 | $187,603 | $5,474 | $207,361 | $25,232 | $19,758 |
| AUGUST | 185,662 | 185,340 | 185,946 | 185,402 | 209,766 | 202,217 | 208,184 | 195,630 | (12,554) | 167,929 | (40,255) | (27,701) |
| SEPTEMBER | 181,706 | 204,758 | 173,904 | 173,875 | 204,267 | 206,009 | 206,011 | 184,092 | (21,919) | 215,545 | 9,534 | 31,453 |
| OCTOBER | 184,462 | 185,014 | 209,859 | 209,788 | 196,681 | 160,131 | 198,360 | 281,236 | 82,876 | 214,418 | 16,058 | (66,818) |
| NOVEMBER | 153,745 | 148,082 | 141,855 | 144,988 | 140,923 | 177,048 | 142,126 | 171,161 | 29,035 | 222,988 | 80,862 | 51,827 |
| DECEMBER | 141,137 | 126,077 | 115,033 | 119,891 | 130,478 | 130,150 | 131,592 | 131,625 | 33 | 150,743 | 19,151 | 19,118 |
| JANUARY | 133,071 | 125,716 | 117,665 | 108,523 | 120,072 | 109,217 | 121,097 | 134,064 | 12,967 | 116,370 | (4,727) | (17,694) |
| FEBRUARY | 136,497 | 139,851 | 130,777 | 133,217 | 150,144 | 140,716 | 151,426 | 145,073 | (6,353) | 154,651 | 3,225 | 9,578 |
| MARCH | 176,151 | 172,029 | 184,242 | 178,963 | 204,178 | 222,261 | 205,921 | 183,077 | (22,844) | 192,388 | (13,533) | 9,311 |
| APRIL | 170,639 | 171,590 | 181,003 | 162,085 | 177,191 | 175,590 | 178,704 | 173,926 | (4,778) | 173,405 | (5,299) | (521) |
| MAY [2] | 226,865 | 225,048 | 227,296 | 245,223 | 228,349 | 216,253 | 230,298 | 221,064 | (9,234) | 222,573 | (7,725) | 1,509 |
| JUNE [2] | 208,725 | 218,221 | 207,926 | 223,849 | 192,508 | 181,884 | 194,152 | 191,209 | (2,943) | 188,180 | (5,972) | (3,029) |
| **TOTAL** | **$2,073,419** | **$2,125,145** | **$2,064,571** | **$2,066,199** | **$2,135,028** | **$2,102,284** | **$2,150,000** | **$2,199,760** | **$49,760** | **$2,226,551** | **$76,551** | **$26,791** |

[1] The August FY 2015 Sales & Use Tax Actual amount includes a one-time, $145,000 payment in taxes, which was redistributed to the City from another locality.

[2] Due to year end accounting activities, a portion of Meals and Lodging Tax revenues associated with May and June were posted in June and July.

[3] Meals and Lodging Tax data includes columns titled "Actual Collected ." The amounts in these columns include all revenue received per month regardless of whether the payment is current or delinquent.

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **8**

| | | | |
|---|---|---|---|
| CONSENT: | REGULAR: **X** | WORK SESSION: | CLOSED SESSION: |
| ACTION: | INFORMATION: | | (Confidential) |

**ITEM TITLE: Funding Request from the Food Disparities Group of the Poverty to Progress Initiative/Oasis Project**

KEY ELEMENTS:
___Economic Development ___Excellent Government _X_Natural and Built Environment _X_Safe Community ___Vibrant Community

RECOMMENDATION: Hear a request from Liza Dobson and Bob Brennan from the Poverty to Progress Food Disparities Group.

SUMMARY: Funding request regarding a market feasibility study necessary for the development of a grocery store in or around the downtown Lynchburg area. The development of a grocery store that will serve people of modest and low incomes in the food desert area in and around downtown Lynchburg is a goal of the Poverty to Progress initiative Food Disparities group.

PRIOR ACTION(S): None

FISCAL IMPACT: To be determined

CONTACT(S): Liza Dobson (434-455-3745)
Dr. Bob Brennan (434-851-3030)

ATTACHMENT(S): Letter from Jeff Smith, Rush Homes dated September 11, 2017

REVIEWED BY: bms

120K

Rush Homes
Independence for People with Disabilities

P. O. Box 879
Lynchburg, VA 24505
434-455-2120
rushhomes.org

September 11, 2017

Valerie P. Chambers
Clerk of Council Office-City Clerk
City of Lynchburg
900 Church Street
Lynchburg, VA 24504

Dear Ms. Chambers:

Ms. Liza Dobson and Dr. Bob Brennan request to appear before the Lynchburg City Council on September 26, 2017 to make a funding request regarding a market feasibility study necessary for the development of a grocery store in or around the downtown Lynchburg area.

The development of a grocery store that will serve people of modest and low incomes in the food desert area in and around downtown Lynchburg is a goal of the Poverty to Progress initiative Food Disparities group. The Oasis Project, a project two years in the making, is a community group seeking to improve access to food in and around the downtown area of Lynchburg via a grocery store. Since Oasis was already underway, the Food Disparities group determined to support Oasis.

We will provide a short PowerPoint slide presentation that will summarize the history of Oasis, survey results of the food desert area showing need and desire for a grocery store, the plan of action, and the specifics of our request for funding for half of the market feasibility study for the grocery store.

Our contact for our request is:

Liza Dobson
Food Nutrition Program
Virginia Cooperative Extension
2704 Concord Pike
Lynchburg, VA 24504
434-455-3745
liza7@vt.edu

Thank you.

Sincerely,

Jeffrey L. Smith
Executive Director
Rush Lifetime Homes, Inc.

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **9**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:
ACTION: INFORMATION: (Confidential)

**ITEM TITLE: Robin Street and Bailey Street**

KEY ELEMENTS:
___Economic Development ___Excellent Government **_X_** Natural and Built Environment **_X_** Safe Community ___Vibrant Community

RECOMMENDATION: Hear a citizen concern

SUMMARY: Over grown grass on Robin Street and Bailey Street.

PRIOR ACTION(S): None

FISCAL IMPACT: To be determined

CONTACT(S): Rebecca Dawson – 434-914-7856

ATTACHMENT(S): Letter from citizen

REVIEWED BY: bms

124K

September 15, 2017

Valeria P. Chambers
Clerk of Council
900 Church Street
Lynchburg, VA 24504

Ms. Chambers

My name is Rebecca Dawson and I live at 814 Bailey Street. I would like to appear before Council on September 26, 2017, regarding grass along the right-of-way between Robin Street and Bailey Street. The grass is very high and need attention immediately; there are sewer rats and ground hogs in that location on Bailey and Robin Streets.

Thank you,

Rebecca Dawson

Rebecca Dawson
814 Bailey Street
434-914-7856
busdriver76@comcast.net

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **10**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:
ACTION: **X** INFORMATION: (Confidential)

**ITEM TITLE: Grant to Preserve Deed books 56, FF, and Marriage Bonds A-L, 1805 – 1824 at the Circuit Court Clerk's Office**

KEY ELEMENTS:
___Economic Development _X__Excellent Government ___Natural and Built Environment ___Safe Community ___Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $11,383 with resources from a grant from the Library of Virginia to preserve Deed Book 56, 1897 – 1898, Deed Book FF, 1880 – 1881, and Marriage Bonds A-L, 1805 – 1824 at the Lynchburg Circuit Court Clerk's Office.

SUMMARY: Twice annually the Library of Virginia allows Circuit Court Clerks' Offices to submit applications for grant funding. Staff submitted a grant application to The Library of Virginia to preserve records held at the Circuit Court Clerk's Office. The grant funding of $11,383 will allow Deed book numbered 56 with records dated 1897 – 1898, Deed Book numbered FF with records dated 1880 – 1881, and Marriage Bonds A-L with records dated 1805 – 1824 to be reformatted and preserved.

Grant covers 100% for total of preservation work; no local match is required of this grant.

PRIOR ACTION(S): Finance Committee, September 26, 2017

FISCAL IMPACT: None – no local match is required.

CONTACT(S): Eugene Wingfield, Circuit Court Clerk, 455-2611

ATTACHMENT(S): Resolution
Grant Agreement August 29, 2017

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2018 City/Federal/State Aid Fund budget is amended and $11,383 is appropriated with resources from a grant from the Library of Virginia to preserve Deed Book 56, 1897 – 1898, Deed Book FF, 1880 – 1881, and Marriage Bonds A-L, 1805 – 1824 at the Lynchburg Circuit Court Clerk's Office.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

125K

# LIBRARY OF VIRGINIA

**Sandra Gioia Treadway**
*Librarian of Virginia*

August 25, 2017

The Honorable Eugene Wingfield
Clerk of the Circuit Court
City of Lynchburg
P.O. Box 4
Lynchburg, VA 24505

Grant Agreement Number: 2018FY-42

Dear Mr. Wingfield,

The Circuit Court Records Preservation Grants Review Board met on Thursday, August 24th, 2017 to consider eighty applications submitted from seventy-nine localities. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved at a reduced amount of $11,382.50.** The following item(s) have been approved by the Review Board: **Deed Book 56, 1897-1898; Deed Book FF, 1880-1881; Marriage Bonds A-L, 1805-1824** due to funding requests for this cycle exceeding the award amount available. We encourage you to resubmit items that were not approved this cycle during the next grant cycle. This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Application Certification form enclosed. This agreement, along with the original grant application details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it to Michelle Washington at the Library of Virginia in the prepaid envelope included in this mailing. Contact your item conservation vendor representative to make arrangements for them to collect the approved items. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

Please accept our congratulations on the approval of your application. We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project.

Sincerely,

Sandra G. Treadway

Sandra G. Treadway
State Librarian and State Archivist of Virginia

John T. Frey

John T. Frey
President, Virginia Court Clerks' Association

800 East Broad Street
Richmond, Virginia 23219

www.lva.virginia.gov

804.692.3500 *phone*
804.692.3976 *v/tty*

**CCRP GRANTS PROGRAM APPLICATION CERTIFICATION**

Locality: Lynchburg City

Date: August 29, 2017

Project Type: Item Conservation

Amount of Grant Request: $14,462.50

Signature of Circuit Court Clerk

EUGENE C. WINGFIELD
Typed or Printed Name of Circuit Court Clerk

**Statement regarding expenditure of funds:**
I will abide by applicable state and local procurement rules and agree that funds granted under the Virginia Circuit Court Records Preservation Program will be spent only in accordance with the plan of work and budget statement presented in this application, and that any changes in the submitted proposal of work and/or budget will be submitted in writing to the grants office for approval in advance. I understand that grant funds will only be released upon receipt of verification form indicating that the proposal of work has been fully completed. I will ensure that any agreements for goods or services to be paid for with grant funds will be consistent with the project requirements set forth in the CCRP Program Manual.

**Statement regarding archival and records management policies and procedures:**
I agree to comply with all policies and procedures required by the *Code of Virginia*, and the decisions of the Circuit Court Records Preservation Grants Review Board and the Library of Virginia concerning the management, preservation, reproduction, and storage of public records, as well as those pertaining to the official recording of such records in government offices, whether on paper, microfilm, digital image, or any other medium.

**Statement regarding project status and financial expenditure reports:**
I agree to submit program status and financial expenditure reports as required by the Library of Virginia. I also agree to account for all grant funds, to maintain separate financial and programmatic records on this project, and to retain such source documentation as canceled checks, paid bills, payroll, or other accounting documentation, in conjunction with the fiscal office of this locality, that would facilitate an audit. I understand that failure to submit the status and financial reports will result in grant funds not being released and this office becoming ineligible to receive future grant funding, until such time that the delinquent reports have been successfully submitted.

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By signing below I agree to the three statements above as well as the decision of the CCRP Grants Review Board:

Project Number: 2018FY-42

Amount of Grant Award: $11,382.50

Signature of Circuit Court Clerk

Date: 9/1/17

**(CCRP Grants Program Certification Form v. 02/2015)**

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **SEPTEMBER 26, 2017** AGENDA ITEM #: **11**

| | | | |
|---|---|---|---|
| CONSENT: | REGULAR: **X** | WORK SESSION: | CLOSED SESSION: |
| ACTION**:** **X** | INFORMATION: | | (Confidential) |

**ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase two stretchers**

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X_ Safe Community _X_ Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $36,784 with resources of $17,647 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and $19,137 transferred from the FY 2018 General Fund Fire Department budget to purchase two (2) Power Pro stretchers for the Fire Department.

SUMMARY: The Virginia Office of Emergency Medical Services awards grant funding to EMS agencies for the purpose of obtaining/maintaining emergency vehicles and equipment, providing EMS management, leadership, and advanced life support training; and achieving other goals that support the enhancement of community EMS services.

The Fire Department submitted a grant request for Rescue Squad Assistance funding to purchase a Type I ambulance and two (2) Power Pro stretchers. Only funding for the two Power Pro stretchers was awarded. The stretchers will replace two in-service stretchers, both of which have exceeded the manufacturer's recommended useful life.

PRIOR ACTION(S):
Finance Committee, February 28, 2017
Finance Committee, September 26, 2017

FISCAL IMPACT: $19,137 in matching funds will be provided from the FY 2018 General Fund Fire Department budget; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment.

CONTACT(S):
Fire Chief Steven B. Ferguson, 455-6340
Acting Deputy Chief Heather Childress, 455-6360
Ellen Davidson-Martin, Fire Administrative Manager, 455-6368

ATTACHMENT(S):
Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2018 City/Federal/State Aid Fund budget is amended and $36,784 is appropriated with resources of $17,647 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and $19,137 transferred from the FY 2018 General Fund Fire Department budget to purchase two (2) Power Pro stretchers for the Fire Department.
.

Introduced: September 26, 2017 Adopted:

Certified: ______________________________
Clerk of Council

123K

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **12**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION: (Confidential)
ACTION: **X** INFORMATION:

**ITEM TITLE: 2018 DMV Highway Safety Grant – DUI Enforcement**

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X_Safe Community ___Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $49,650 with resources of $33,100 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $14,140 and $2,410 transferred from the FY 2018 General Fund Police Department budget to provide selective enforcement activities and attend related training.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City a $33,100 grant. The funds will be used for selective DUI activities and to attend related training.

The grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of $2,410 is available for transfer from the FY 2018 Police Department budget to cover this expense.

An in-kind match of $14,140 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): Finance Committee, September 26, 2017

FISCAL IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; $2,410 from the FY 2018 General Fund Police Department budget will be used to cover this expense.

CONTACT(S):
Captain R.S. Houck, 455-6067
Major Todd Swisher, 455-6154

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2018 City/Federal/State Aid Fund budget is amended and $49,650 is appropriated with resources of $33,100 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $14,140, and $2,410 transferred from the FY 2018 General Fund Police Department budget to provide selective enforcement activities and attend related training.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

117K

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **September 26, 2017** AGENDA ITEM #: **13**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:
ACTION: **X** INFORMATION: (Confidential)

**ITEM TITLE: 2018 DMV Highway Safety Grant – Speed Enforcement**

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X_Safe Community ___Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $21,000 with resources of $14,000 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $5,929 and $1,071 transferred from the FY 2018 General Fund Police Department budget to provide funds for speed enforcement activities.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City a $14,000 grant. The funds will be used for speed enforcement activities.

The grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of $1,071 is available for transfer from the FY 2018 Police Department budget to cover this expense.

An in-kind match of $5,929 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): Finance Committee, September 26, 2017

FISCAL IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; $1,071 from the FY 2018 General Fund Police Department budget will be used to cover this expense.

CONTACT(S):
Captain R.S. Houck, 455-6067
Major Todd Swisher, 455-6154

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2018 City/Federal/State Aid Fund budget is amended and $21,000 is appropriated with resources of $14,000 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $5,929 and $1,071 transferred from the FY 2018 General Fund Police Department budget to provide funds for speed enforcement activities.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

118K

**LYNCHBURG CITY COUNCIL**
**Agenda Item Summary**

| | | | |
|---|---|---|---|
| MEETING DATE: **September 26, 2017** | | | AGENDA ITEM #: **14** |
| CONSENT:<br>ACTION: **X** | REGULAR: **X**<br>INFORMATION: | WORK SESSION: | CLOSED SESSION:<br>(Confidential) |

**ITEM TITLE: Appropriation of Poverty Reduction Grant Funds**

KEY ELEMENTS:
_X_ Economic Development ___Excellent Government ___Natural and Built Environment __ Safe Community _X_ Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $156,391 with resources of $117,293 from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment for TANF Participants Grant and $39,098 from In-kind contributions.

SUMMARY: On May 24th, 2017, an application in response to the Request for Proposal (RFP) #BEN-17-056, Employment for TANF Participants (Community Wealth Building), was completed and delivered to VDSS in Richmond, VA. After subsequent communication and submission of additional documents, a Notice of Intent To Award was announced on June 22nd, 2017 which included an allocation to the City of Lynchburg in the amount of $117,293. After several amendments to the proposed budget through collaboration with the VDSS, Lynchburg Office of Economic Development, Lynchburg's Finance Department and the City Manager's Office, this grant is now ready for appropriation. The proposed allocation would, as per the grant language, serve to "expand and enhance existing service delivery efforts that address more fully the needs of the target population prior to their entry into work and during employment." The City's focus in this request is enhancement and expansion of the TechHire pilot program and Getting Ahead curriculum classes.

A financial requirement of this RFP was a 25% match. The City of Lynchburg included In-Kind contributions of $39,098 to meet this condition consisting of in-kind salaries/benefits, office space/equipment, and vehicle use.

No funds are requested from City Council's designated appropriation for the poverty initiative.

The City of Lynchburg noted in the proposal that the locality would reapply for this funding in the following fiscal year of 2018-2019 and 2019-2020. The positions and program enhancement focus will be eliminated if funding from this grant is not secured and alternate funding is unavailable.

PRIOR ACTION(S): Council Endorsement of Approach to Address Poverty – November 10, 2016
September 26, 2017, Finance Committee

FISCAL IMPACT: None

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

ATTACHMENT(S): Resolution
Intent to Award Notice

REVIEWED BY: bms

RESOLUTION

BE IT RESOLVED THAT the FY 2018 City Federal State Aid budget is amended and $156,391 is appropriated with resources of $117,293 from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment for TANF Participants Grant and $39,098 from In-kind contributions.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

122K

# COMMONWEALTH *of* VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

**NOTICE OF INTENT TO AWARD**

June 22, 2017

Commodity: Employment for TANF Participants
In Response To RFP No. BEN-17-056

| | |
|---|---|
| City of Charlottesville Office of Economic Development | $ 50,000.00 |
| Career Support Systems | $ 360,250.00 |
| City of Lynchburg | $ 117,293.00 |
| City of Norfolk | $ 243,011.78 |
| City of Richmond Office of Community Wealth | $ 1,982,866.40 |
| Danville Community College SCALE Up Program | $ 339,600.18 |
| Goodwill of Central and Coastal VA | $ 144,755.00 |
| Learn to Earn, Inc | $ 250,472.73 |
| Linden Resources | $ 207,538.60 |
| People Incorporated of Virginia | $ 222,512.73 |
| Portsmouth Dept of Social Services | $ 122,269.64 |
| Rappahannock Community College | $ 212,935.74 |
| Rehabilitative Services & Vocational Placement, Inc | $ 478,918.50 |
| Shenandoah Valley Social Services | $ 134,581.70 |
| The Improvement Association | $ 401,149.01 |
| The Skill Source Group | $ 236,462.31 |
| | |

Records for this procurement are now available for inspection by any Applicant on this RFP.

Jennifer Nixon

Jennifer Nixon, Contract Officer