

FINANCE COMMITTEE AGENDA
Tuesday, September 24, 2013
Bidder's Room
11:30 a.m.

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 2014 City/Federal/State Aid Fund budget and appropriate \$24,644 with resources of \$12,322 from the Bulletproof Vest Partnership 2013 Grant Program and \$12,322 transferred from the FY 2014 General Fund Police Department (\$10,967) and Sheriff's Office (\$1,355) budgets to purchase 33 replacement bulletproof vests for law enforcement officers.

Contact: Police Chief Parks Snead

455-6104

11:40 a.m.

3. Consider a request to adopt a resolution to amend the FY 2014 City/Federal/State Aid Fund budget and appropriate \$11,827 with resources of \$7,500 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$3,750, and \$577 transferred from the FY 2014 General Fund Police Department budget to provide speed enforcement activities.

Contact: Police Chief Parks Snead

455-6104

11:45 a.m.

4. Consider a request to adopt a resolution to amend the FY 2014 City/Federal/State Aid Fund budget and appropriate \$53,721 with resources of \$34,284 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$17,142, and \$2,295 transferred from the FY 2014 General Fund Police Department budget to provide selective DUI and occupant restraint enforcement activities, attend related training, and purchase equipment.

Contact: Police Chief Parks Snead

455-6104

11:50 a.m.

5. Consider a request adopt a resolution to amend the FY 2014 City/Federal/State Aid Fund budget and appropriate \$40,753 with resources from an Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase Body Microphone Transmitters, Cradles, and in car DVR systems; a high capacity printer; and six tasers.

Contact: Police Chief Parks Snead

455-6104

11:55 a.m.

6. Consider a request adopt a resolution to amend the FY 2014 City/Federal/State Aid Fund budget and appropriate \$46,846 with resources of \$23,423 from the Virginia Department of Emergency Management 2013 Local Emergency Management Performance Grant and \$23,423 of in-kind matching services to fund a part-time Emergency Management Administrative Services Associate position and overtime expenditures for emergency management activities within the Department of Emergency Services.

Contact: William A. Aldrich, Director of Emergency Services

455-4285

12:00 p.m.

7. Consider a request adopt a resolution to amend the FY 2014 General Fund budget and appropriate \$210,700 with resources from the General Fund Reserve for Contingencies to fund the Lynchburg share of additional costs associated with the Regional Radio Upgrade Project.

Contact: William A. Aldrich, Director of Emergency Services

455-4285

OTHER INFORMATION

12:05 p.m.

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

Contact: Donna Witt, Director of Financial Services

455-3968

12:10 p.m.

9. Roll Call

The next Finance Committee meeting is Tuesday, October 22, 2013, at 11:30 a.m.

FY 2014 GENERAL FUND RESERVE FOR CONTINGENCIES

	Reserve for Contingencies	City Manager's Discretionary Funding
BEGINNING BALANCE, JULY 1, 2013	\$700,000	\$0
Anticipated carryforward to FY 2014 Reserve for Contingencies - 05/28/13 Council Meeting	450,000	50,000
BALANCE	\$1,150,000	\$50,000
APPROPRIATIONS (Second Reading)		
TOTAL APPROPRIATIONS	\$0	\$0
REMAINING BALANCE	\$1,150,000	\$50,000
ITEMS INTRODUCED		
Additional funding for the Regional Radio Upgrade Project - 09/24/13 Finance Committee	\$210,700	
TOTAL INTRODUCED ITEMS	\$210,700	\$0
REMAINING BALANCE	\$939,300	\$50,000
PENDING ITEMS		
TOTAL PENDING ITEMS	\$0	\$0
PROJECTED BALANCE	\$939,300	\$50,000

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2013**

AGENDA ITEM NO.: **2**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Police Bulletproof Vest Partnership 2013 Grant Funding**

RECOMMENDATION: Adopt a resolution to amend the FY 2014 City/Federal/State Aid Fund budget and appropriate \$24,644 with resources of \$12,322 from the Bulletproof Vest Partnership 2013 Grant Program and \$12,322 transferred from the FY 2014 General Fund Police Department (\$10,967) and Sheriff's Office (\$1,355) budgets to purchase 33 replacement bulletproof vests for law enforcement officers.

SUMMARY: The Police Department and Sheriff's Office have been awarded a grant under the Bulletproof Vest Partnership. Funding will be used to purchase 33 replacement bulletproof vests for law enforcement officers.

Total vest replacement costs are \$24,644. The grant requires a 50% local match; these funds are available in the FY 2014 General Fund Police Department and Sheriff's Office operating budgets.

PRIOR ACTION(S): September 24, 2013 Finance Committee

FISCAL IMPACT: None, the required local match is budgeted in the FY 2014 General Fund Police Department and Sheriff's Office operating budgets.

CONTACT(S): Police Chief Parks Snead, 455-6104; Captain K.R. Edwards, 455-6119; Sheriff Ron Gillispie, 847-1301; Chief Deputy D.T. Sloan, 847-1301

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the FY 2014 City/Federal/State Aid Fund budget is amended and \$24,644 is appropriated with resources of \$12,322 from the Bulletproof Vest Partnership 2013 Grant Program and \$12,322 transferred from the FY 2014 General Fund Police Department (\$10,967) and Sheriff's Office (\$1,355) budgets to purchase 33 replacement bulletproof vests for law enforcement officers.

Introduced:

Adopted:

Certified:

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2013**

AGENDA ITEM NO.: **3**

CONSENT:

REGULAR: X

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Police Department Participation in the DMV Highway Safety Grant – Speed Enforcement**

RECOMMENDATION: Adopt a resolution to amend the FY 2014 City/Federal/State Aid Fund budget and appropriate \$11,827 with resources of \$7,500 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$3,750, and \$577 transferred from the FY 2014 General Fund Police Department budget to provide speed enforcement activities.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City an \$11,827 grant. The funds will be used speed enforcement activities.

This grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of \$577 is available for transfer from the FY 2014 Police Department budget to cover this expense.

An in-kind match of \$3,750 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): September 24, 2013 Finance Committee

BUDGET IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; \$577 will be transferred from the FY 2014 General Fund Police Department budget to cover this expense.

CONTACT(S):

Police Chief Parks Snead, 455-6104

Captain K.R. Edwards, Police Department, 455-6119

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the FY 2014 City/Federal/State Aid Fund budget is amended and \$11,827 is appropriated with resources of \$7,500 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$3,750, and \$577 transferred from the FY 2014 General Fund Police Department budget to provide speed enforcement activities.

Introduced:

Adopted:

Certified:

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2013**

AGENDA ITEM NO.: **4**

CONSENT:

REGULAR: X

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: X

INFORMATION:

ITEM TITLE: **Police Department Participation in the DMV Highway Safety Grant – DUI Enforcement**

RECOMMENDATION: Adopt a resolution to amend the FY 2014 City/Federal/State Aid Fund budget and appropriate \$53,721 with resources of \$34,284 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$17,142, and \$2,295 transferred from the FY 2014 General Fund Police Department budget to provide selective DUI and occupant restraint enforcement activities, attend related training, and purchase equipment.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City a \$53,721 grant. The funds will be used for selective DUI and speed enforcement activities, to attend related training, and to purchase equipment for DUI enforcement.

This grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of \$2,295 is available for transfer from the FY 2014 Police Department budget to cover this expense.

An in-kind match of \$17,142 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): September 24, 2013 Finance Committee

BUDGET IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; \$2,295 will be transferred from the FY 2014 General Fund Police Department budget to cover this expense.

CONTACT(S):

Police Chief Parks Snead, 455-6104

Captain K.R. Edwards Police Department, 455-6119

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the FY 2014 City/Federal/State Aid Fund budget is amended and \$53,721 is appropriated with resources of \$34,284 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$17,142, and \$2,295 transferred from the FY 2014 General Fund Police Department budget to provide selective DUI and occupant restraint enforcement activities, attend related training, and purchase equipment.

Introduced:

Adopted:

Certified:

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2013**

AGENDA ITEM NO.: **5**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **2013 Edward Byrne Memorial Justice Assistance Grant (JAG)**

RECOMMENDATION: Adopt a resolution to amend the FY 2014 City/Federal/State Aid Fund budget and appropriate \$40,753 with resources from an Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase Body Microphone Transmitters, Cradles, and in car DVR systems; a high capacity printer; and six tasers.

SUMMARY: The City is eligible to receive \$40,753 in Edward Byrne Memorial Justice Assistance Grant (JAG) funding. Funding will be utilized to purchase Body Microphone Transmitters, Cradles and in car DVR systems for the Police Department (\$31,924); a high capacity printer for the Office of the Commonwealth's Attorney (\$3,740); and six (6) tasers for the Sheriff's Department (\$5,089). Total equipment cost is \$40,753, which is fully reimbursable by the grant. No local matching funds are required.

PRIOR ACTION(S): June 25, 2013 City Council – Approval of application submission; September 24, 2013 Finance Committee

FISCAL IMPACT: None, no local match is required.

CONTACT(S):

Police Chief Parks Snead, 455-6104

Captain K.R. Edwards, Police Department, 455-6119

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the FY 2014 City/Federal/State Aid Fund budget is amended and \$40,753 is appropriated with resources from the 2013 Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase Body Microphone Transmitters, Cradles, and in car DVR systems; a high capacity printer; and six tasers.

Introduced:

Adopted:

Certified:

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2013**

AGENDA ITEM NO.: **6**

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **2013 Local Emergency Management Performance Grant**

RECOMMENDATION: Adopt a resolution to amend the FY 2014 City/Federal/State Aid Fund budget and appropriate \$46,846 with resources of \$23,423 from the Virginia Department of Emergency Management 2013 Local Emergency Management Performance Grant and \$23,423 of in-kind matching services to fund a part-time Emergency Management Administrative Services Associate position and overtime expenditures for emergency management activities within the Department of Emergency Services.

SUMMARY: The Emergency Management Performance Grant Program for all hazards is authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121, et seq.). Title VI of the Stafford Act authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from all hazards and to vest responsibility for emergency preparedness jointly in the federal government and the states and their political subdivisions.

These funds, which are distributed to localities by the Virginia Department of Emergency Management, will allow the Department of Emergency Services to fund a part-time position and overtime expenditures to assist in delivery of local emergency management programs and services. These programs and services include creating and overseeing exercises, providing public education programs concerning emergency planning and preparedness, and assisting with maintaining city-wide emergency operations plans and procedures.

The grant period is for one year; the part-time position is contingent upon this grant funding. The City is not obligated to retain the position after the conclusion of the grant. Grant funds are available annually; the department anticipates applying for renewed funding to continue this program.

The grant requires a 50% local match, which will be satisfied with in-kind services by the existing Emergency Management Coordinator's position salary. No additional local funding is needed.

PRIOR ACTION(S): September 24, 2013 Finance Committee; this will be the second year that the grant funds will be used for the purpose outlined above.

FISCAL IMPACT: None, the 50% matching funds requirement for this grant (\$23,423) will be satisfied with in-kind services by the existing Emergency Management Coordinator's position salary.

CONTACT(S): William A. Aldrich, Director of Emergency Services, 455-4285

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION

BE IT RESOLVED that the FY 2014 City/Federal/State Aid Fund budget is amended and \$46,846 is appropriated with resources of \$23,423 from the Virginia Department of Emergency Management 2013 Local Emergency Management Performance Grant and \$23,423 of in-kind matching services to fund a part-time Emergency Management Administrative Services Associate position and overtime expenditures for emergency management activities within the Department of Emergency Services.

Introduced:

Adopted:

Certified:

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 8, 2013**

AGENDA ITEM NO.: **7**

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION:

INFORMATION:

ITEM TITLE: **Regional Radio Upgrade Project**

RECOMMENDATION:

Adopt a resolution to amend the FY 2014 General Fund budget and appropriate \$210,700 with resources from the General Fund Reserve for Contingencies to fund the Lynchburg share of additional costs associated with the Regional Radio Upgrade Project.

SUMMARY:

The Region 2000 Radio Communications Board is upgrading the existing 800 MHz trunked radio system that provides public safety communications for the City of Lynchburg, the Town of Bedford and the Counties of Bedford and Amherst. In 2011 the jurisdictions authorized the Local Government Council to borrow \$13.1 million for the project. Through a competitive process the Board selected RCC Consultants Inc. to provide radio system engineering services and Harris Corporation to provide a modern P25 compliant 800 MHz trunked regional radio system.

Part of the upgrade of our existing regional radio system involves improving radio signal coverage in certain parts of the region. The new radio system is intended to provide 95% mobile radio coverage throughout the region. In designing a system with that level of coverage, it was necessary to add five (5) additional towers: one in Lynchburg, one in Amherst County (which serves the Lynchburg area as well as Amherst), one in the Town of Bedford and two in Bedford County.

During the tower acquisition process several unforeseen challenges became apparent, which include:

- our inability to find a suitable existing tower at two of the sites that would meet our needs, requiring us to build two new tower structures
- owners of six existing towers requiring that we pay to upgrade these towers to new structural standards before installing the new equipment
- providing a shelter at one site to house our equipment in (originally space had been suggested in an existing shelter)
- an inability to negotiate lease terms as favorable as 15 years ago with the past system.

All of these challenges are in different stages of negotiations and there is no way to precisely predict which of the projected additional costs will become a reality. The Board (with the assistance of RCC Consultants Inc.) continues to work towards mitigating each of the individual challenges in some way more favorable to our situation. However, it has become apparent that additional funds will be necessary to complete the project as designed.

The original \$13.1 million bond included \$692,938 for contingencies. The Board currently has \$250,000 in additional contingency funds that can be committed to the project. Based on the worst case scenario of projected expenses, we anticipate the need for up to \$700,000 in additional regional funds to complete the project as designed. Based on the Board's current agreed upon capital formula, the City of Lynchburg would be responsible for 30.1 percent, or \$210,700. These funds would only be used as necessary, so there is a possibility that there would be unspent funds that could be returned to the City prior to the end of the fiscal year.

PRIOR ACTION(S):

December 13, 2011 City Council approved Cooperative Agreement between the member jurisdictions.

April 24, 2012 City Council approved the financing of the new radio system.

September 24, 2013 Finance Committee

FISCAL IMPACT:

To be determined, but it will take up to \$210,700 in additional funds from the Lynchburg share of the capital formula to complete the Regional Radio Project as designed.

CONTACT(S):

William A. Aldrich, Director of Emergency Services, 455-4285

Gary F. Christie, Executive Director of the Local Government Council, Region 2000, 845-5678 Ext. 211

ATTACHMENT(S):

Resolution

REVIEWED BY:

lkp

RESOLUTION

BE IT RESOLVED that the FY 2014 General Fund budget is amended and \$210,700 is appropriated with resources from the General Fund Reserve for Contingencies to fund the Lynchburg share of additional costs associated with the Regional Radio Upgrade Project.

Introduced:

Adopted:

Certified:

Clerk of Council

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **September 24, 2013**

AGENDA ITEM NO.: **8**

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: Sales Tax, Consumer Utility Tax – Electric, Communications Sales and Use Tax, Meals Tax, and Lodging Tax. Since the last Finance Committee meeting, revenue information for the months of June and July has been posted for the 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 2012 – FY 2013

Comparison of Collections Budget to Actual FY 2013 – FY 2014

REVIEWED BY:

**Comparison of Collections
Budget to Actual FY 2012 - FY 2013**

	Actual FY 2010	Actual FY 2011	Actual FY 2012	Adopted FY 2013	Actual FY 2013	Actual FY 2013 to Adopted FY 2013	Actual FY 2013 to Actual FY 2012
SALES & USE TAX							
<i>ADOPTED FY 2013 BUDGET - \$13,284,506</i>							
JULY	\$980,632	\$979,650	\$1,014,596	\$1,002,827	\$996,646	(\$6,181)	(\$17,950)
AUGUST	984,751	1,022,849	1,079,129	1,066,611	1,145,592	78,981	66,463
SEPTEMBER	1,118,288	1,102,964	1,100,698	1,087,930	1,117,209	29,279	16,511
OCTOBER	1,074,618	1,056,307	1,055,941	1,043,692	1,033,859	(9,833)	(22,082)
NOVEMBER	1,075,789	1,144,056	1,117,090	1,104,132	1,187,008	82,876	69,918
DECEMBER	1,340,449	1,548,053	1,488,926	1,471,654	1,466,715	(\$4,939)	(\$22,211)
JANUARY	905,873	1,018,798	998,052	986,475	1,085,312	\$98,837	\$87,260
FEBRUARY	908,746	1,025,671	1,134,434	1,121,275	1,074,819	(\$46,456)	(\$59,615)
MARCH	1,118,448	1,112,797	1,196,149	1,182,274	1,138,611	(\$43,663)	(\$57,538)
APRIL	1,094,054	1,135,478	1,053,637	1,041,415	1,129,443	\$88,028	\$75,806
MAY	1,045,410	1,068,073	1,078,175	1,065,668	1,089,235	\$23,567	\$11,060
JUNE	1,029,714	1,073,332	1,124,148	1,111,108	1,125,297	\$14,189	\$1,149
TOTAL	\$12,676,772	\$13,288,028	\$13,440,975	\$13,285,061	\$13,589,746	\$304,685	\$148,771
CONSUMER UTILITY TAX - ELECTRIC							
<i>ADOPTED FY 2013 BUDGET - \$3,757,100</i>							
JULY	\$309,784	\$352,603	\$341,729	\$346,445	\$323,141	(\$23,304)	(\$18,588)
AUGUST	318,714	345,842	345,615	350,384	345,163	(5,221)	(452)
SEPTEMBER	313,468	329,379	325,754	330,249	318,915	(11,334)	(6,839)
OCTOBER	277,528	283,250	280,745	284,619	279,145	(5,474)	(1,600)
NOVEMBER	275,270	262,650	281,842	285,731	282,035	(3,696)	193
DECEMBER	309,087	341,053	325,287	329,776	330,714	938	5,427
JANUARY	412,142	388,100	344,439	349,192	346,399	(2,793)	1,960
FEBRUARY	362,316	350,799	322,546	326,997	342,839	15,842	20,293
MARCH	322,341	299,725	298,405	302,523	326,828	24,305	28,423
APRIL	285,348	284,770	271,034	274,774	320,253	45,479	49,219
MAY	278,200	266,190	266,883	270,566	262,832	(7,734)	(4,051)
JUNE	321,536	316,904	301,838	306,003	295,319	(10,684)	(6,519)
TOTAL	\$3,785,734	\$3,821,265	\$3,706,117	\$3,757,261	\$3,773,583	\$16,322	\$67,466
COMMUNICATIONS SALES & USE TAX							
<i>ADOPTED FY 2013 BUDGET - \$3,530,000</i>							
JULY	\$260,565	\$301,373	\$349,339	\$294,166	\$293,358	(\$808)	(\$55,981)
AUGUST	271,686	344,401	294,910	294,167	291,560	(2,607)	(3,350)
SEPTEMBER	293,483	274,076	179,549	294,167	263,295	(30,872)	83,746
OCTOBER	318,835	299,531	309,437	294,166	319,011	24,845	9,574
NOVEMBER	309,705	292,735	284,123	294,167	300,665	6,498	16,542
DECEMBER	300,961	344,423	233,654	294,167	297,855	3,688	64,201
JANUARY	296,884	265,736	337,936	294,166	282,620	(11,546)	(55,316)
FEBRUARY	291,057	288,629	287,492	294,167	287,759	(6,408)	267
MARCH	310,456	300,235	302,278	294,167	299,333	5,166	(2,945)
APRIL	298,840	285,073	292,542	294,166	287,442	(6,724)	(5,100)
MAY	302,657	295,365	287,784	294,167	266,034	(28,133)	(21,750)
JUNE	296,901	242,872	303,576	294,167	282,873	(11,294)	(20,703)
TOTAL	\$3,552,030	\$3,534,449	\$3,462,620	\$3,530,000	\$3,471,805	(\$58,195)	\$9,185

Comparison of Collections **Budget to Actual FY 2012 - FY 2013**

	Actual Assessed FY 2011	Actual Collected FY 2011 ²	Actual Assessed FY 2012	Actual Collected FY 2012 ¹	Adopted FY 2013	Actual Assessed FY 2013	Assessed FY 2013 to Adopted FY 2013	Actual Collected FY 2013 ¹	Collected FY 2013 to Adopted FY 2013	Collected FY 2013 to Assessed FY 2013
MEALS TAX										
<i>ADOPTED FY 2013 BUDGET - \$10,830,000</i>										
JULY	\$874,987	\$844,384	\$889,917	\$889,135	\$820,859	\$943,431	\$122,572	\$1,044,556	\$223,697	\$101,125
AUGUST	916,720	872,601	960,082	962,761	884,371	1,042,850	158,479	1,026,544	142,173	(16,306)
SEPTEMBER	909,620	881,239	984,785	998,157	904,581	1,011,701	107,120	1,012,294	107,713	593
OCTOBER	939,119	938,152	999,289	994,851	918,237	1,006,966	88,729	1,003,032	84,795	(3,934)
NOVEMBER	868,677	837,655	916,955	898,157	841,506	964,775	123,269	868,692	27,186	(96,083)
DECEMBER	938,858	892,398	1,028,805	986,078	946,300	1,044,178	97,878	1,083,983	137,683	39,805
JANUARY	856,523	806,405	931,373	950,784	855,624	927,026	71,402	889,358	33,734	(37,668)
FEBRUARY	911,867	967,088	988,981	977,100	910,506	983,390	72,884	995,618	85,112	12,228
MARCH	996,664	976,512	1,079,018	1,073,364	993,892	1,092,759	98,867	1,091,421	97,529	(1,338)
APRIL	977,562	993,046	1,017,193	1,011,594	937,211	1,052,568	115,357	1,067,037	129,826	14,469
MAY ²	945,919	977,118	1,004,820	993,883	920,368	1,058,790	138,422	841,164	(79,204)	(217,626)
JUNE ²	913,966	889,436	979,912	849,219	896,909	994,811	97,902	950,882	53,973	(43,929)
TOTAL	\$11,050,482	\$10,876,034	\$11,781,130	\$11,585,083	\$10,830,363	\$12,123,245	\$1,292,882	\$11,874,581	\$1,044,218	(\$248,664)
LODGING TAX										
<i>ADOPTED FY 2013 BUDGET - \$1,700,000</i>										
JULY	\$161,614	\$159,195	\$180,074	\$168,386	\$140,452	\$180,074	\$39,622	\$197,072	\$56,620	\$16,998
AUGUST ³	170,748	159,316	192,759	200,321	176,240	163,020	(13,220)	275,903	99,663	112,883
SEPTEMBER	148,532	140,207	156,383	159,891	142,957	160,661	17,704	157,680	14,723	(2,981)
OCTOBER	184,513	173,828	185,386	185,530	169,498	183,064	13,566	191,453	21,955	8,389
NOVEMBER	125,640	116,376	131,053	131,431	119,846	131,993	12,147	129,941	10,095	(2,052)
DECEMBER	105,337	90,610	108,029	92,483	98,771	112,277	13,506	113,067	14,296	790
JANUARY	116,099	127,772	122,636	115,790	112,126	134,471	22,345	129,578	17,452	(4,893)
FEBRUARY	122,316	122,155	136,278	130,805	124,599	136,660	12,061	136,660	12,061	0
MARCH	154,963	151,945	154,626	144,654	141,683	158,737	17,054	158,706	17,023	(31)
APRIL	154,731	157,779	146,380	149,258	133,835	161,422	27,587	161,391	27,556	(31)
MAY	176,929	176,893	187,057	177,282	171,026	193,883	22,857	193,290	22,264	(593)
JUNE ²	177,459	161,965	185,246	131,889	169,124	190,364	21,240	122,651	(46,473)	(67,713)
TOTAL	\$1,798,881	\$1,738,041	\$1,885,907	\$1,787,720	\$1,700,157	\$1,906,626	\$206,469	\$1,967,392	\$267,235	\$60,766

¹ Meals and Lodging Tax data includes columns titled "Actual Collected ." The figures listed under these columns include all revenue received per month under that description regardless of whether the payment is current or delinquent.

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 The August FY 2013 collection amount includes a one-time \$140,000 payment in delinquent taxes.

		Actual FY 2011	Actual FY 2012	Actual FY 2013	Adopted FY 2014	Actual FY 2014	Actual FY 2014 to Adopted FY 2014	Actual FY 2014 to Actual FY 2013			
SALES & USE TAX											
ADOPTED FY 2014 BUDGET - \$13,440,973											
	JULY	\$979,650	\$1,014,596	\$996,646	\$985,733	\$1,075,816	\$90,083	\$79,170			
CONSUMER UTILITY TAX - ELECTRIC											
ADOPTED FY 2014 BUDGET - \$3,650,000											
	JULY	\$352,603	\$341,729	\$323,141	\$312,574	\$325,815	\$13,241	\$2,674			
COMMUNICATIONS SALES & USE TAX											
ADOPTED FY 2014 BUDGET - \$3,462,621											
	JULY	\$301,373	\$349,339	\$293,358	\$288,552	\$286,999	(\$1,553)	(\$6,359)			
		Actual Assessed FY 2012	Actual Collected FY 2012 ¹	Actual Assessed FY 2013	Actual Collected FY 2013 ¹	Adopted FY 2014	Actual Assessed FY 2014	Assessed FY 2014 to Adopted FY 2014	Actual Collected FY 2014	Collected FY 2014 to Adopted FY 2014	Collected FY 2014 to Assessed FY 2014
MEALS TAX											
ADOPTED FY 2014 BUDGET - \$11,785,000											
	JULY ²	\$889,917	\$889,135	\$943,431	\$1,044,556	\$917,109	\$951,360	\$34,251	\$1,159,786	\$242,677	\$208,426
LODGING TAX											
ADOPTED FY 2014 BUDGET - \$1,700,000											
	JULY ²	\$180,074	\$168,386	\$180,074	\$197,072	\$160,554	\$174,789	\$14,235	\$223,419	\$62,865	\$48,630

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.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: September 24, 2013		AGENDA ITEM NO.: 3	
CONSENT:	REGULAR: X	WORK SESSION:	CLOSED SESSION: (Confidential)
ACTION: X	INFORMATION:		
<u>ITEM TITLE:</u> PUBLIC HEARING AND APPROVAL OF THE 2012 (FY 2013) CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM			

RECOMMENDATION: Hold a public hearing to receive comments regarding the *Program Year 2012 (FY 2013) 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 2010-2015 Consolidated Plan and the 2012 Annual Action Plan. This *CAPER* is for the period of July 1, 2012 through June 30, 2013. With City Council's approval, the *CAPER*, including a summary of any public comments, will be submitted to the HUD Richmond Field Office on Thursday, September 26, 2013.

PRIOR ACTION(S): N/A

FISCAL IMPACT: N/A

CONTACTS:

Bonnie Svrcek, Deputy City Manager/455-3990
Melva Walker, Grants Manager/455-3916

ATTACHMENT(S):

Draft Program Year 2012 (FY 2013) Consolidated Annual Performance and Evaluation Report (CAPER)

REVIEWED BY: lkp

RESOLUTION

BE IT RESOLVED that City Council approves the submission of *the 2012 (FY 2013) Consolidated Annual Performance and Evaluation Report (CAPER)* to the U.S. Department of Housing and Urban Development (HUD).

Adopted:

Certified:

Clerk of Council

129K



Third Program Year (2012) CAPER

The Consolidated Plan Management Process (CPMP) Tool Consolidated Annual Performance and Evaluation Report (CAPER) includes Narrative Responses to CAPER questions that Community Development Block Grant (CDBG), HOME, Housing Opportunities for Persons with Aids (HOPWA), and Emergency Shelter Grant (ESG) grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

As a grantee, the City must also submit an updated Financial Summary Report (PR26) in the Department of Housing and Urban Development (HUD) Integrated Disbursement Information System (IDIS).

GENERAL

Executive Summary

Program Year 3 CAPER Executive Summary response:

The City of Lynchburg reports annually to the U.S. Department of Housing and Urban Development (HUD) on program and project accomplishments funded through the Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) entitlement grant programs through the Consolidated Annual Performance and Evaluation Report (CAPER). The questions reflected in the CAPER are drawn from the requirements of the 1995 Consolidated Plan regulations, which were subsequently interpreted in memorandum format and submitted to all Field Directors and Entitlement Grantees in 1998. The City has provided narrative responses, tables, charts, and other supporting data to assure compliance with HUD Consolidated Planning regulations and requirements.

Lynchburg's Program Year 2012 (PY12)/Fiscal Year 2013 (FY13) CAPER is the third report for the Five-Year 2010-2015 Consolidated Plan. The report describes the City's progress towards the housing and community development goals for the period of July 1, 2012 through June 30, 2013. During this period, the City received entitlement funds in the amount of \$639,243 and \$284,263 in the CDBG and HOME Program, respectively, for programs and activities to assist our community. This funding was utilized to facilitate the City's and HUD's mutual goals of providing decent housing, creating a suitable living environment, and expanding economic opportunity for persons and families earning at or below 80% of the Area Median Income (AMI).

The City's Grants Administration Office retains the primary responsibility for the program administration of the CDBG and HOME Program.

The CAPER is prepared each year to summarize expenditures made in the previous year for the CDBG and HOME Program. The CAPER is intended to present community development accomplishments from a broad perspective, in addition to demonstrating what has been accomplished with the programs made possible with HUD funding.

On January 10, 2012, City Council approved the goals for housing and non-housing development, which constitute the priority needs stated in the Plan. The primary objective of the CDBG 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, persons who suffer from substance abuse or addiction, persons with AIDS, persons the homeless, and the elderly. The goals are to:

1. Increase the number of owner-occupied units.
2. Rehabilitate substandard housing units. Emphasis is to be placed on programs that require an investment of funds and/or labor on the part of the owner commensurate with the owner's resources.
3. Support initiatives to increase permanent affordable rental and housing ownership opportunities.
4. Promote programs that assist eligible persons in retaining their homes.
5. Eliminate neighborhood deterioration, blight and blighting influences.
6. Support the organized efforts in neighborhoods to leverage their resources to improve and sustain community livability and services.
7. Support economic development efforts which will expand job opportunities and retention.
8. Promote activities which support the healthy development of the City's at-risk youth, adults, and families.

Within the City of Lynchburg's Five-Year Consolidated 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. The Census Tract Map attached to this document (Appendix A - Map 1) depicts the boundaries of the CDBG target areas in the City.

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 citywide providing persons and/or households assistance who met the eligibility criteria of the applicable program. The Project Map attached to this document (Appendix A -Map 2) illustrates the location of all projects funded with Program Year 2012 CDBG and HOME grant funds, with the exception of project activities conducted on a City-wide basis.

The 2012 HUD income guidelines for area median family income (AMFI) for Lynchburg is \$60,100 for a family of four. Income levels in these neighborhoods continually trend below income levels City-wide. In addition, a disproportionately greater number of non-whites live in the target market (69.5%) while the City-wide non-white population is 30.5% of the population. There is a high incidence of rental

units in these tracts. Indications of housing cost-burdens, overcrowding, substandard conditions, and the presence of boarded/vacant units is predominate in these neighborhoods.

Within the City there are many public and private resources assisting residents of these neighborhoods in meeting their housing and community development needs. Current market conditions and available resources are documented in the Plan and the service and housing providers identified. Many of these providers receive funds from the CDBG and HOME programs. The Consolidated Plan lays out specific objectives that are designed to reach the goals and that provide quantifiable benchmarks for review during the subsequent yearly process of the Action Plan.

An overriding objective stated in the Plan is to maximize existing partnerships between the private and public sector so that City funds will continue to be leveraged with outside resources. It is through such collaborative efforts that the citizens of Lynchburg can address housing and non-housing needs where they are felt the greatest. Other objectives include:

- 1) Setting an optimum balance in neighborhoods where 70% are owner-occupants;
- 2) Placing a priority on helping existing owners maintain their homes;
- 3) Coordinating services with housing, especially for persons with special needs;
- 4) Preserving existing housing by identifying appropriate present uses for structures and by applying available resources, such as tax credits, for low-income and for historic renovation;
- 5) Continuing the rental inspection program; and
- 6) Coordinating the City's downtown revitalization efforts with housing improvement efforts in the target area.

SUMMARY OF RESOURCES AND DISTRIBUTION OF FUNDS

In the Third Year of the Consolidated Plan, Program Year 2012 (FY13), the City received \$639,243 in CDBG entitlement funds and \$284,263 in HOME Program entitlement funds. Along with these entitlement funds, reprogrammed prior year funds of \$385,462.81 and \$46,160.60, respectively, in the CDBG and HOME Program were allocated to eligible projects. The City also estimated program income in the amount of \$2,030 for the CDBG Program. Therefore, the total amount of CDBG and HOME funds the City allocated for projects and activities during the Program Year 2012 was \$1,357,159.41. This represented a total of \$1,026,735.81 in CDBG and \$330,423.60 in HOME Program dollars.

The City allocated the majority of its CDBG and HOME funds for projects and activities classified as housing, parks and recreation, and public improvements. The details and specifics of the services, programs, and accomplishments, as well as an analysis of expenditures, are provided in this CAPER.

The following tables outline how the City allocated its CDBG and HOME funds during this reporting period.

CDBG PROGRAM PROJECTS (2012-2013)

Project	Award Amount
Bluffwalk Section 108	\$ 290,084.00
City Administration	25,000.00
Analysis of Impediments to Fair Housing	30,000.00
5 th Street CDC Phase III – City	115,830.81
Tinbridge Hill Neighborhood	125,000.00
Riverside Park Improvements	125,000.00
Demolition of Substandard Structures – City	12,000.00
Lynchburg Redevelopment and Housing Authority (LRHA) Administration	32,546.00
LRHA Delivery Costs – Rehabilitation	37,466.00
LRHA Rental Rehabilitation	30,000.00
LRHA Delivery Costs – Acquisition	68,473.00
LRHA Spot Blight Abatement	125,000.00
LRHA Delivery Costs – Disposition	10,336.00
Total CDBG	\$ 1,026,735.81

HOME PROGRAM PROJECTS (2012-2013)

Project	Award Amount
Rush Homes (CHDO)	\$ 175,000.00
LNDF Homeownership Fund	14,999.60
Lyn-Community Action Group (Lyn-CAG) Substantial Rehab	75,000.00
Lynchburg Neighborhood Development Foundation (LNDF) Single Family Housing Development	65,424.00
Total HOME	\$ 330,423.60

On September 7, 2013 a public notice was published in the *News and Advance* stating that a draft of the proposed Program Year 2012 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 24, 2013 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
- Downtown Branch Library, City Hall, Basement Floor, 900 Church Street, Lynchburg, Virginia 24504
- City website at <http://www.lynchburgva.gov/grants-administration>

DRAFT

General Questions

1. Assessment of the five-year goals and objectives:

- a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
- b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
- c. If applicable, explain why progress was not made towards meeting the goals and objectives.

Program Year 3 CAPER General Questions Response:

ASSESSMENT OF HOUSING GOALS AND PRIORTIES

This section of the CAPER examines the similarities and differences in the proposed and actual accomplishments of the goals identified within the 2010-2015 Consolidated Plan. These goals helped to form the priorities identified in the City's 2012 Consolidated Annual Action Plan and the strategies to be used or implemented in order to achieve the stated goals. To provide this comparison, the City has narrated the actual achievements for each program/activity in which funds were expended during the Program Year 2012, which is the third reporting period of the 2010-2015 Consolidated Plan.

PRIORITY #1: CREATE NEW HOMEOWNERSHIP OPPORTUNITIES FOR LOW-TO-MODERATE-INCOME FAMILIES

Goal 1: 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.

PRIORITY #2: REHABILITATION OF SUBSTANDARD HOUSING UNITS PRIORITY #3: SUPPORT PROGRAMS THAT ASSIST LOW-TO-MODERATE INCOME PERSONS IN RETAINING THEIR HOMES

Goal 2: Rehabilitate substandard housing units through support of public and private programs. Emphasis is to be placed on programs which require an investment of funds and/or labor on the part of the owner, which are commensurate with the owner's resources. In addition, maintenance of homes will be enforced through applicable ordinances and building code requirements, and through owner initiatives to rehabilitate existing rental properties.

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. These goals also provide the opportunity for the homeowner to have their homes rehabilitated and retain ownership.

Goal 3: Support programs that assist persons in retaining their homes in challenging economic times.

Another important aspect of improving and sustaining community livability and services is to build on the existing assets within the various neighborhoods.

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 can retain and attract contributing 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. The aging homes in these beautiful older neighborhoods can be modernized and revitalized through the investment of funds and targeted community development activities.

As the majority of the City's vacant and deteriorated housing sits in the target area, the City wishes to make its housing stock active and revive the neighborhoods, thereby increasing value and stability.

The City has made significant efforts in providing financial support for the rehabilitation of substandard housing units through the partnership with agencies and organizations such as Lynchburg Neighborhood Development Foundation (LNDF), Lynchburg Redevelopment and Housing Authority (LRHA), Greater Lynchburg Habitat for Humanity (GLHFH), Rebuilding Together Lynchburg, Lynchburg Covenant Fellowship (LCF), other agencies, and non-profit organizations. Some of the investments that have been made during this program year include the following:

HOME PROGRAM

Note: In addition to the CDBG Program the above goals and priorities are also related to the HOME Program. See HOME Program Narrative (Pages 37-42) for these accomplishments.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Lynchburg Community Action Group (Lyn-CAG)

Lyn-CAG through its Housing Rehabilitation Program in the Tinbridge Hill Neighborhood expended funds in the amount of \$99,468 to provide housing rehabilitation assistance to two (2) owner-occupied households. The property addresses are as follows:

1. 119 Federal Street
2. 191 McIvor Street

This assistance was provided to two (2) African-Americans; and both were low-income persons who were within the low (51-80%) of the Area Median Income (AMI) level.

In addition to the CDBG and HOME funds expended for housing rehabilitation, Lyn-CAG received a total of \$191,000 from the Virginia Department of Housing and Community Development (VDHCD) for weatherization and emergency home repairs. An additional 60 households were assisted with these funds.

Rebuilding Together Lynchburg- Housing Rehabilitation

Rebuilding Together Lynchburg (RTL) is a part of a national organization called Rebuilding Together, with a local chapter in the City of Lynchburg and other neighboring and surrounding counties.

Since a disproportionate amount of the repairs are actually performed by volunteers, the organization receives grant funding and contributions for operational costs such as, cost of materials, executive director's salary, and cost of the labor for specialty laborers/contractors (i.e., plumbers, electrician, mechanical HVAC, etc.). Rebuilding Together Lynchburg is very active in providing repair assistance to low-to-moderate-income homeowners with a particular emphasis or concentration on the elderly and disabled.

During this reporting period, Rebuilding Together Lynchburg was allocated \$15,000 to provide housing rehabilitations in the Tinbridge Hill Neighborhood. Although no funds have been expended agency staff is in the process of identifying specific addresses to assist with these funds. Rebuilding Together received funds in the amount of \$91,864 from other non-profits, foundations, corporations, and persons that enabled them to assist other low and very low-income homeowners with minor rehabilitation repairs.

In Program Year 2009 Rebuilding Together received \$70,000 in CDBG funds to assist owner-occupied households. During Program Year 2012, \$42,276 was expended of these funds and housing rehabilitation assistance was provided to twenty-nine (29) households. Of these households: eight (8) were White; twenty-one (21) were African-American; and all households were low (51-80%) or very low-income (below 50%) of the Median Family Income (MFI) level.

Lynchburg Redevelopment and Housing Authority (LRHA)

LRHA received \$236,355 of Program Year 2012 CDBG funds to address slum and blighted properties within targeted areas and neighborhoods. The funds were allocated for the acquisition, disposition, and direct costs associated with deteriorated housing structures and/or vacant lots that impose a detrimental impact on surrounding properties and neighborhoods.

During this reporting period, LRHA expended \$169,107 of Program Year 2012 and prior years' allocations for acquisitions, disposition and direct costs associated with the Spot Blight Program. Within this amount, LRHA expended \$14,000 for the acquisition of 808 Dinwiddie Street. In addition, the following properties were re-conveyed to LRHA at no cost: 611-613 Washington Street and 119 I Street.

During this reporting period, LRHA continued to maintain its housing rehabilitation program in conjunction with the Spot Blight Program. The primary goal of this housing program is to encourage and increase the rehabilitation of vacant and deteriorating structures in the targeted neighborhoods. Participants, who submit an acceptable rehabilitation proposal to the Authority, must be willing to rehabilitate the properties under the program terms and conditions. The major conditions besides the normal timeframes and specifications for construction are as follows:

(1) should the applicant who is doing the renovation desire to occupy the structure after renovations they must:

- verify that their income is at or below 80 % of the median income for the area; and agree to use the structure as their main place of residence for a period of not less than one year;

(2) should the applicant desire to rent the structure after rehabilitation they must:

- show proof that the renters income is at or below 80% of the median income for the area; and rent the structure for a period of not less than one year; or

(3) should the applicant desire to sell the property, the sale must benefit a family whose income is at or below 80 % of the median income for the area.

Currently, LRHA has ten (10) properties under rehabilitation agreements.

[Lynchburg Redevelopment and Housing Authority \(LRHA\) – Rental Rehabilitation Program](#)

In an effort to encourage owners of substandard rental properties to make improvements to their properties, LRHA provides financial assistance through a Rental Rehabilitation Grant Program. A portion of CDBG funds that the City allocates to LRHA annually are used to support this program. In order to participate in the program the properties must be located in the designated areas or boundaries within the City of Lynchburg.

Fifty percent (50%) of the total amount of the improvements, or a maximum of \$5,000 whichever is less, is provided to the rental property owners on a matching basis only. The improvements generally include updating, replacement or conversion of heating and air systems, window and roof replacement, and other internal or external repairs. In accordance with the regulations, the improvements that are made by rental property owners, who are also participants in LRHA's Section 8 Program, are segregated to major systems replacement or repair.

LRHA received \$30,000 of Program Year 2012 CDBG funds and had \$29,808 remaining in previous years' allocations for the Rental Rehabilitation Program. During this reporting period, LRHA expended \$19,768 of these funds for the rehabilitation of four (4) housing units: 1112 Oakley Avenue, 541 Wilton Avenue, 505 Stuart Street, and 2201 Rivermont Avenue. These units are occupied by low-to-moderate income persons.

PRIORITY #4: SUPPORT AFFORDABLE PERMANENT HOUSING INITIATIVES:

Goal 4: Support initiatives to increase permanent affordable rental and housing ownership for low-income households. In addition, the City supports assisting persons with disabilities, substance abuse or addiction, persons with AIDS, persons that are homeless, and elderly persons.

HOME PROGRAM

Note: This priority is related to the CDBG and HOME Program. See HOME Program Narrative (Pages 37-42) for the HOME Program accomplishments.

This priority allocation recognizes the need to increase the availability of affordable housing for renters and for homeowners, especially housing that meets the varied

needs of the City's lower-income population. With a priority for decent and affordable rental housing for the very low-income, this goal expands the City's previous position on mixed use in its older neighborhoods.

The City will continue 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. The City has approved CDBG and HOME funds (specifically for housing development and rehabilitation) that were used to address the need for permanent and/or long-term housing for the City's special needs population.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

City of Lynchburg, Lynchburg Neighborhood Development Foundation (LNDF) – Special Needs Housing

In addition to the CDBG funding, the City, as the recipient of a Shelter Plus Care (S+C) grant, continues to work, in conjunction with LNDF, to achieve the overall goals and objective of the grant program. The S+C program promotes the achievement of self-sufficiency for formerly homeless persons with disabilities by providing permanent supportive housing. LNDF continued, in Program Year 2012, as the supportive services provider and was responsible for provision of the permanent housing or the Tenant Rental Assistance (TRA). The S+C grant previous reporting period was March 1, 2012 – February 28, 2013. During that period, LNDF provided TRA to twelve (12) participants, which averaged approximately \$5,929 per month. The total annual amount of the supportive services match was \$95,533.

Outlined below is a demographic breakdown of the S+C participants that received tenant rental assistance during the reporting period.

<u># OF SINGLES NOT IN FAMILIES</u>	<u># OF ADULTS IN FAMILIES</u>	<u># OF CHILDREN IN FAMILIES</u>	<u># OF FAMILIES</u>
5	7	13	7

Rush Homes of Central Virginia

Rush Homes, Inc. provides housing along with supportive services to people with disabilities who are experiencing homelessness in Central Virginia. The agency provides services necessary for eligible clients to achieve self-sufficiency. Such services include case management, education, employment assistance, child care, etc. Rush Homes has three (3) housing units in Lynchburg and two (2) in Madison Heights in which they provide case management to six (6) residents. Funds received to provide operational support for this program included \$51,100 from the Department of Housing and Urban Development (HUD) and \$12,100 in tenant rents. Rush Homes documented approximately 132 volunteer hours for this project this program year. The racial data for the persons served included five (5) White persons and one (1) African American. All of the persons were extremely low-income persons.

NON-HOUSING COMMUNITY DEVELOPMENT GOALS AND PRIORITIES

PRIORITY #5: ELIMINATE NEIGHBORHOOD BLIGHT AND BLIGHTING INFLUENCES

Goal 5: Eliminate neighborhood deterioration, blight, and blighting influences.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Lynchburg Redevelopment and Housing Authority (LRHA)

LRHA continues to work with the City's designated redevelopment and conservation areas and neighborhoods to eliminate blighted and deteriorated properties and other influences to achieve the goal and objectives of a healthy neighborhood initiative. The agency further promotes this initiative, and equally the goal of increased homeownership opportunities, by identifying and acquiring unimproved parcels and making gift conveyances to local non-profit housing agencies for the construction of first-time homebuyers units.

The City has had an ongoing funding commitment to LRHA for the support of such community development efforts and neighborhood revitalization activities as identified below. The support that the City provides to LRHA, and the other non-profit organizations previously narrated, positively contribute to:

- The rebuilding of predominately residential neighborhoods as well as areas that were historically active and flourishing commercial "hubs" of the community such as the Fifth Street Revitalization Corridor;
- Creating housing opportunities and supportive services and amenities for low and low-to-moderate-income persons; and
- The rehabilitation and improvement of deteriorating housing stock, for both owner and tenant occupied, in order to increase their functional and economic lives.

Listed below is a breakdown of the LRHA programs/activities that received and expended CDBG funds from the City during this reporting period.

Program/Activity	Amount of Funds Allocated for PY 2012	Amount of Funds Expended PY 2012*
Spot Blight/Abatement/Demolition	\$125,000	\$51,455
LRHA-Rehabilitation-Direct Costs	37,466	22,789
LRHA-Disposition-Direct Costs	10,336	12,944
LRHA – Acquisition-Direct Costs	68,473	57,582
LRHA – Administration	32,546	43,781
LRHA – Rental Rehabilitation	30,000	19,768
LRHA – Property Repair & Maintenance (Disposition)	-0-	3,345
Total Allocated/Expended Amounts	\$303,821	\$211,664

*The total amount of expenditures this period was from Program Year 2012

allocations and previous years' grant allocations for rehabilitation, acquisition, and disposition delivery costs (DC). LRHA is proceeding with expending the remaining funds allocated from previous years and those allocated in Program Year 2012.

Also listed below are the properties (both vacant and with structures) that have been acquired and/or disposed of during this reporting period. These vacant parcels and structures have been acquired and/or disposed in order to assist in the implementation of the strategies that are necessary to accomplish many of the goals and priorities cited and addressed in this report.

REAL ESTATE ACQUIRED BY LRHA DURING PROGRAM YEAR 2012

- 1) 119 I Street (Re-conveyed back to LRHA)
- 2) 808 Dinwiddie Street
- 3) 611-613 Washington Street (Re-conveyed back to LRHA)

REAL ESTATE DISPOSED BY LRHA DURING PROGRAM YEAR 2012

- 1) 119 I Street

[PRIORITY #6 NEIGHBORHOOD SUSTAINABILITY AND LIVABILITY](#)

Goal #6: Support the organized efforts in neighborhoods to leverage their resources to improve and sustain community livability and services.

Neighborhoods are an important foundation for improving and sustaining community livability and services. Strong neighborhoods help to create more active and informed citizens which in turn result in a stronger community. Within neighborhoods there are shared identities, issues, concerns, and interests. Each neighborhood has its own unique priorities and character. The neighborhoods within Lynchburg's Historic Districts may be working to preserve the historical aesthetics of the neighborhood. Some neighborhoods have traffic problems while others are dealing with beautification, crime, youth, socioeconomic, and/or family concerns. There are a variety of neighborhood issues, each neighborhood needs an avenue to deal with their own needs so that the community continues to be strengthened and protected.

Supporting the work of neighborhoods in order to create opportunities for citizens to take a leading role in their future is important for improving and sustaining community livability and services. The process must include citizens, government, community organizations, and other stakeholders working together to develop a common goal, mission, and vision to address neighborhood concerns. The purpose of supporting organized neighborhood efforts to leverage their resources to improve and sustain community livability and services is ultimately to develop mutual responsibility and collaboration in community building and problem solving.

Another important aspect of improving and sustaining community livability and services is to build on the existing assets within the various neighborhoods by investing in existing housing stock through revitalization and rehabilitation efforts. Also, creating opportunities to make home ownership available to qualified persons and providing assistance to help homeowners keep their homes helps to strengthen neighborhoods.

City staff is continuing the development of a formalized effort regarding the sustainability of neighborhoods. Although still under development, operating principles that are proposed to guide the City's work in neighborhoods include:

- Sustaining neighborhoods through partnerships with non-profits, developers, businesses, neighborhood groups, and citizens.
- Recognizing and preserving neighborhood identity, character, history, and diversity.
- Deeming as a necessity public safety is for vibrant and sustainable neighborhoods.
- Promoting well designed neighborhoods where residents are able to work, shop, and play close to home.
- Fostering connectivity within and among neighborhoods.

Proposed Goals that support the draft operating principles for neighborhoods include:

- Supporting mixed-use neighborhoods with accessible green space.
- Encouraging innovative, safe, and affordable housing choices.
- Recognizing the uniqueness of all neighborhoods and partnering in revitalization efforts.
- Promoting neighborhood partnerships to maximize community resources and facilitate self-sufficiency.
- Connecting neighborhoods through infrastructure and public services.

Objectives and specific benchmarks will be closely linked with the goals noted above. The following neighborhood activities are underway or have been completed for the accomplishments associated with this priority/goal.

In Program Year 2012 the City supported the various neighborhood associations by having staff attend some or all of the neighborhood meetings throughout the City, particularly in the targeted areas. Those targeted area neighborhood associations that met on a consistent basis included: Tinbridge Hill, College Hill, Seminary Hill, Federal Hill, Fairview Heights, Dearington, Birchwood, Garland Hill, Dearing Street, and Diamond Hill.

Below are specific accomplishments for activities that were supported with the CDBG funds.

[Tinbridge Hill Neighborhood](#)

Within the 2010-2015 Consolidated Plan, the City has moved towards focusing funds and efforts in the Tinbridge Hill Neighborhood. Several non-profit groups and churches (Friends of Tinbridge Hill) have joined together to focus on improving the quality of housing and infrastructure in this neighborhood. Tinbridge Hill is anchored by the very active Yoder Community Center.

During this reporting period the Tinbridge Hill Neighborhood Council (THNC) met monthly and discussed various neighborhood concerns (i.e. crime, code violations), and events. The Friends of Tinbridge Hill met monthly to update each community partner on their respective neighborhood improvement efforts and to discuss the development of a sustainable neighborhood plan.

In Program Year 2012 \$25,000 of CDBG funds were allocated to the THNC for the development of a neighborhood plan and housing rehabilitations. A consultant has been working with the neighborhood and City staff to develop this plan.

The objective is to prepare a plan that reflects the character and aspirations of the community, that sets realistic and achievable goals for community improvement, and that establishes a specific action plan for tasks to be pursued to help achieve the goals.

During this reporting period, as part of the development of the Plan, a Neighborhood Assessment Report has been completed. Drawing on community interviews, review of available data and statistics, and a visual survey of all properties, this Report examined the neighborhood on a number of different aspects: people and housing, employment, physical environment, land use and zoning, property values, rehabilitation, and violations. It also includes an assessment of the condition of properties and structures in the neighborhood. The report highlights key ideas to include in the neighborhood plan.

A Neighborhood Summit was held to bring community leaders and residents together to discuss ideas for the future of Tinbridge Hill. Full-group sessions were conducted to share information and hear ideas, followed by small groups that focused on particular issues and areas. A key theme emerged from the day-long discussion: *Growing Tinbridge Hill*. The success of a community garden was used as a metaphor for the community spirit that is present and building. Ideas discussed included public safety and law enforcement, workforce development and job training, housing rehabilitation and homeownership options, transportation, and community-building initiatives. An interactive opinion-polling technology was used during the Summit to gauge neighborhood opinions on a wide array of issues and possible approaches to neighborhood improvement.

The Friends of Tinbridge Hill will be meeting to review and discuss the results of the Summit. Following this review a draft Tinbridge Neighborhood Plan will be produced for community review and discussion, followed by presentation to City Council for adoption. City staff anticipates presenting this Plan to City Council in December 2013.

There has been \$17,458 of CDBG funds expended on this project during this reporting period. The Plan will be completed during Program Year 2013.

Lynchburg Community Action Group (Lyn-CAG) was allocated \$75,000 of CDBG funds for the rehabilitation of two housing units in the Tinbridge Hill Neighborhood. During this reporting period Lyn-CAG expended \$99,468 of Program Year 2011 CDBG funds for the rehabilitation of 191 McIvor Street and 119 Federal Street. There are two homeowner rehabilitation projects underway and will be completed in Program Year 2013.

Rebuilding Together Lynchburg (RTL) was allocated \$15,000 to complete minor rehabilitations for homeowners within the Tinbridge Hill Neighborhood. RTL is in the process of identifying homes that need rehabilitation that will allow the homeowner to retain homeownership and sustain the neighborhood.

[Fifth Street Master Plan - Infrastructure](#)

The City of Lynchburg in partnership with the Fifth Street Community Development Corporation (CDC) is working to revitalize the Fifth Street Corridor by implementing the Fifth Street Corridor Plan. The plan was adopted by the City Council on May 23,

2006. The purpose of the Plan is to provide a vision and a blueprint for the revitalization of the Fifth Street corridor between Main Street and the Martin Luther King, Jr. Memorial Bridge. Fifth Street serves as a gateway to the City's Downtown and the College Hill, Garland Hill and Tinbridge Hill neighborhoods which are located within CDBG targeted census tracts.

Construction of the first phase of the Fifth Street improvements was completed in September 2009 and included a two block area fronting Fifth Street between Harrison and Jackson Streets. Phase I was completed at a cost of \$1.75 million which included \$122,949 in CDBG funds.

Since completion of Phase I, benches, trash cans, bus shelters, and electrical service to the roundabout have been added to the Corridor. These additions were funded by \$54,800 in American Recovery and Reinvestment Act (ARRA) Stimulus funding.

Phase II of the Fifth Street improvement project includes the blocks from Harrison to Main Street. Construction began in September 2011 and is scheduled for completion in September 2013. The project includes the same streetscape amenities as constructed in Phase I, but includes more significant water and sewer line replacements funded by the City's utilities fund. During this reporting period, \$245,463 of CDBG funds were expended on the Phase II project. An additional \$17,000 of CDBG funding was allocated for the purchase of street benches and identity banners upon completion of the Phase II construction. There has been \$9,245 expended during this reporting period for the benches and banners. The remaining funds will be expended in Program Year 2013.

Lynchburg Neighborhood Development Foundation (LNDF) acquired 702/708 Fifth Street from the Lynchburg Redevelopment Housing Authority. The properties had been slated for demolition. City staff and the Fifth Street Community Development Corporation plan assisted LNDF with the stabilization of these properties. Through the partnership, during this reporting period, \$10,000 of additional CDBG funds were used to further stabilize the buildings for future renovation and return to use. The stabilization of these buildings was crucial in the Fifth Street Area being placed on the State & National Register of Historic Places.

Phase III of the Fifth Street Improvement project will include the blocks from Jackson to Taylor Street and will include the same streetscape improvements as in Phases I & II, but will have less substantial underground utility work. Phase III is anticipated to start construction in June 2014 and will include \$175,000 in PY 2013 CDBG funds.

The Fifth Street Corridor is one of the major gateways to Downtown Lynchburg. It encompasses at least three (3) of the seven (7) "Hills" (College Hill, Garland Hill, and Tinbridge Hill), all of which are within the CDBG-targeted census tracts. Below are the neighborhood projects and facilities that continue to support sustainability and livability within the CDBG-targeted areas.

PRIORITY #7: SUPPORT ECONOMIC DEVELOPMENT

Goal 7: Support economic development efforts, which will expand job opportunities and support job retention for low- and moderate-income persons.

The City's goal is to encourage more commercial and industrial development in order to provide more jobs in the inner city. The City utilizes the following strategies: (1) increase participation in downtown redevelopment and revitalization especially to support the majority of residents who are low- and moderate-income; (2) review and seek to continue to provide financial assistance for facade improvement grants to businesses in the Downtown census tract to further redevelopment in this area and instill pride in our Main Street; (3) encourage continued support from the area banks in the privately-funded Enterprise Zone Loan Pool, which provides reduced rate loans to eligible businesses; (4) continue to support the Business Development Centre, a non-profit organization which provides Small Business Administration loans, other loans, and technical assistance to emerging businesses; and (5) continue participation in the Welfare to Work program that encourages welfare recipients to take advantage of job opportunities that will promote work and encourage the formation and maintenance of stable families. The City continues to support projects that recruit and train low income persons and assist them in obtaining employment.

The City has continued its implementation of the Downtown/Riverfront Master Plan adopted in March 2001. Sasaki & Associates and Economics Research Associates developed the twenty-year (20) plan encompassing a sixty-block (60) area.

Implementation continues to focus on four (4) areas: infrastructure/public space improvements, culture and entertainment, commercial development, and government projects. City Council agreed to accelerate completion of the Lower Bluffwalk project.

Housing is a critical component of the Downtown/Riverfront Master Plan and increases demand for retail and entertainment. Downtown revitalization continues with thousands of square feet of newly renovated residential and commercial space coming online. Over 60 new residential units are on the market, with Cliffs Edge Lofts on Commerce Street the most recently completed redevelopment project. There are three new loft projects under construction that will bring 150 additional living spaces downtown. Buoyed by the expanding residential population, eight (8) new businesses opened and 20 new jobs were created. State and Federal Historic Tax Credits continue to be a productive financing vehicle for downtown redevelopment.

Public downtown and Riverfront redevelopment/infrastructure projects totaling \$15.4 million that have been completed or are underway include: D Street Bridge Replacement (completed); Rivermont Bridge Renovations (completed); Lower Bluff Walk-Phase I; Jefferson Street South; Kanawa Canal Bridge Improvements; Blackwater Trail Relocation to the North side of Riverfront Park and Parking Improvements; and Lower Bluff Walk – Phase II and III. Funds in the amount of \$2.0 million were expended on these projects during this program year.

During Program Year 2012 the City's Office of Economic Development reported the following accomplishments within the realm of economic development for the City:

- (1) expanded the City's two Enterprise Zones, providing development and job creation assistance to growing businesses in commercial areas throughout the City. In the past few years the Office of Economic Development has made several thousand additional acres of commercial property eligible for investment grants, and it is paying dividends. There was \$657,686 in state cash grants which leveraged \$25 million in private commercial real property investment. Job Creation Grants of \$120,944 supported the creation of 171 new jobs.
- (2) Innovative Wireless Technologies relocated their offices to 1100 Main Street in August 2012 bringing 40 technology jobs to Downtown.
- (3) The Local Enterprise Zone Redevelopment Grant provides an investment overlay district corresponding to existing Enterprise Zone boundaries. Designed to support small business investments and expand real estate tax receipts for the City, the grant has been effective in incentivizing public-private partnerships and investments. Less than \$30,000 in grant funding supported increasing property values and helped to establish a new public park along the Blackwater Creek Trail, while saving the City over \$50,000 in maintenance and development costs.
- (4) Enterprise Zone 46 saw two existing business expansions: (a) in July 2012, Babcock & Wilcox mPower, Inc., a division of B&W's nuclear power company, completed an expansion associated with its modular nuclear reactor systems. Capital investments of \$5 million were made in support of the uniquely adaptable reactor, primarily concentrated in their Fuel Technology Center operations. This expansion included 12 new jobs with highly attractive wages in the energy engineering field; and (b) in June 2013, Tessy Plastics completed a \$1.6 million capital investment and created 23 new jobs. The Tessy Lynchburg facility, located in LEDA's Lynchpin Industrial Park, will accommodate its newest product lines and attendant growth in physical plant and workforce.
- (5) Several million dollars of business financing was available to Lynchburg companies to support existing business expansion and entrepreneurial development. The \$1 million Lynchburg Economic Development Authority (LEDA) Revolving Loan Fund directly provided \$407,000 in small business financing, creating two new businesses and supporting one existing Lynchburg company, along with the attendant employment growth. Four of these loans were made to businesses in Downtown Lynchburg.
- (6) The Arts & Cultural District Project Program continues to provide a great return on investment. The Office of Economic Development received a grant from the Virginia Commission for the Arts. This grant combined with local funds provided a local arts and cultural endowment of \$34,999. These funds leveraged private financing to 14 arts & cultural initiatives and events. The Program with \$35,000 in funding leveraged more than \$197,000 in private investment to not only support Lynchburg's cultural environment but also generate

economic activity of over \$700,000. The District is located in Downtown and along 5th Street.

- (7) Recognizing the impact of State and Federal Historic Tax Credits on the pace and volume of investment and redevelopment, the Office of Economic Development pursued state and federal Historic District designation for the 5th Street corridor. The application for historic status was approved, opening the door to Historic Tax Credit eligibility and greater private investment in 5th Street to compliment the major public improvements. While the beautification of this commercial district near completion, the Office of Economic Development remains engaged with local businesses.
- (8) Cognizant of the implications of Lynchburg's industrial past, the City's Office of Economic Development has actively pursued testing, remediation and redevelopment opportunities for commercial brownfield sites. Leveraging sunk costs along 5th Street, the Office of Economic Development secured a \$41,000 Virginia Brownfields Assistance Fund (VBAF) grant from the Virginia Economic Development Authority and Department of Environmental Quality in April 2012. The VBAF grant supports environmental re-views, remediation and stabilization to encourage private investment. The grant was used to complete Phase 1 Environmental Reports (ERs) in November 2012. While the Phase I ERs on all subject parcels indicated the need for further testing through Phase II ERs, the City also wanted to pursue the longer "shelf life" of the testing and documentation provided by the Phase II ERs; a primary objective of the project being to make the properties more marketable to private owners. With project partners in agreement, Phase II ERs were directed in January 2013 and completed on all parcels in April 2013.
- (9) The Office of Economic Development also organized citizen stakeholders and pro bono consultants and prepared an application for an EPA Community Wide Brownfields Assessment Grant in November 2012. A private development proposal for multiple parcels has already resulted from these activities.

In the Consolidated Plan (2000-2005) the City guaranteed \$3,200,000 in HUD Section 108 loan funds for the Bluffwalk Center project. The project has produced approximately \$8,838,038 in Historic and New Market Tax Credit equity, most of which went directly into the Lynchburg economy in terms of construction jobs and construction materials. As a result of these investments, 54.6 full-time equivalent jobs were made available to low-to-moderate-income persons within this project.

During this reporting period the hotel component of the Bluffwalk Center project has continued to experience financial challenges. In Program Year 2012, the City paid \$263,084 of the Section 108 principal and interest payment loan obligation to HUD.

PRIORITY #8: SUPPORT OF PROGRAMS FOR THE HEALTHY DEVELOPMENT OF THE CITY'S AT-RISK YOUTH, ADULTS AND FAMILIES

Goal 8: Promote activities which support the healthy development of the City's at-risk youth, adults and families

The City supports and will continue to serve at-risk youth, adults and families to provide comprehensive, collaborative, and quality services that empower youth and families. Goals established include: identifying the needs of youth and families and working collaboratively to meet those needs, providing high quality service and programs needed by youth and community programs that impact youth and families, and development of prevention resources and programs.

As evidenced in identifying families with children, especially those of low-income having significant housing needs, the City also recognizes that support services to these families are needed in addition to housing resources. Therefore, significant resources are invested in the City's many neighborhood and community centers which are beginning to benefit from partnerships with private sector groups and organizations to maximize the public benefit.

In addition, the City continues to support public service providers in order to meet the needs of the low-to-moderate income persons, persons with disabilities, substance abuse or addiction, persons with AIDS, persons that are homeless, and elderly persons. In addition to the services provided by the City's Division of Social Services there are many nonprofit organizations that coordinate with the City to provide the services needed. These organizations include: Young Women's Christian Association (YWCA)-Domestic Violence Prevention Center, United Way of Central Virginia, Miriam's House, The Gateway, and Rush Homes.

(3) Describe the manner in which the recipient would change its program as a result of its experiences.

The City acknowledges the challenges of producing affordable housing options and providing programs and services to low-income communities and people. The City continues to review its approach to how we administer, evaluate, make decisions, and implement the CDBG and HOME programs. We intend to address this by redefining desired outcomes for all of our programs and strategically planning a path by which to achieve these outcomes.

The City annually reviews its subrecipient agreements to update any necessary regulation changes, revisits policies and procedures, provides additional oversight and monitoring of agencies utilizing federal funds, and is available to provide training for non-profits and entities applying for and receiving CDBG and HOME Program funds. The training provides a foundation for non-profits to operate within program guidelines and regulations, as they work for the greater good of the Lynchburg community. In addition to the training, recipients of federal funds are provided one-on-one technical assistance based upon their individual needs. City staff continues to take advantage of training opportunities to build internal capacity.

With these strategic and deliberate steps the City will continue to improve the quality of service delivery and housing in our community. However, as the housing market continues to recover from the recent global recession and increases in the cost of

doing housing rehabilitation, the City will be challenged to come up with strategies to address these issues.

(4) Affirmatively Furthering Fair Housing:

a. Provide a summary of impediments to fair housing choice.

The City's Consolidated Plan contains a number of objectives that address housing goals for lower-income persons or people with incomes ranging from 30% to 80% of the area median income. Using CDBG, HOME Program, and Shelter Plus Care grant funds, the City continued to address the housing needs of this population during the program year.

In Program Year 2012 the City allocated \$30,000 to conduct an Analysis of Impediments to Fair Housing (AI). With new Census information and a community engagement program focused on housing it is the goal of the City to complete the AI by January 2014. A contract has been issued for the development of the AI. The AI will include and identify the actions necessary to overcome effects of the impediments identified.

b. Identify actions taken to overcome effects of impediments identified.

As stated above, the City is working towards completing an updated Analysis of Impediments to Fair Housing. However, during this reporting period, the following actions were taken to further fair housing in our community:

- Fair Housing brochures were distributed to the public through the CDBG and HOME Program subrecipients and to persons visiting City Hall, the public libraries, multiple off-site City departments located throughout the City, and the Grants Administration Office.
- The City is a member of the Homeless and Housing Coalition of Central Virginia, composed of service providers who prepare the Continuum of Care to address the needs of homeless persons and the special needs of persons that are not homeless but require supportive housing.
- Lynchburg Redevelopment and Housing Authority (LRHA) posted in every building for which Section 8 occupants are located a Federal Fair Housing Poster. There is also a poster in each LRHA staff person's office located at 918 Commerce Street.
- In addition to the web site and newspaper advertisements, City staff ensured that all bid documents and contract solicitation for City, Federal and State projects included solicitation of minority-owned and women-owned businesses.
- A public notice was published in April 2013 for "Fair Housing Month".
- All non-profits that receive CDBG and HOME Program funds have their own marketing policy that indicates recruitment and solicitation of minority-owned and women-owned businesses where possible.
- City staff assisted contractors in obtaining the certified list of minority-owned and women-owned businesses. The vendor/contractor list provided on the State of Virginia's web site was distributed to contractors, as requested.

(5) Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.

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 and home buying activities. 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 the 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.

The City of Lynchburg continues to support cooperative ventures, and to initiate cooperation where it is lacking. City Council exercised a coordinating role in its allocation of CDBG and HOME Program funds to subrecipient organizations, and through the establishment of the Consolidated Plan. Other examples of coordination include the Community Code Compliance Team, where citizens and City staff meet in neighborhoods to discuss code violation issues and plan corrective actions to be taken to address the issues.

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, and coordinated supportive services. 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.

City staff reviews the quarterly reports for each CDBG and HOME project that is funded to ensure that the City is meeting the goals and objectives stated in the Consolidated Plan. For projects that are not meeting the goals established in the Consolidated Plan and Annual Action Plan, City staff contacts the agency to discuss the project and the necessary action that will be needed to bring the project to a current status.

City staff reviews each CDBG and HOME project to ensure that funds are being expended in accordance with the program regulations and that the project funds are being expended in a timely manner. If a project has not expended funds during the quarterly review, City staff contacts the agency to discuss the project status and the importance of expending the project funds in a timely manner.

For ongoing HOME Program rental projects City staff requires the agency responsible for the project to submit to the City an annual Project Compliance Report for Rental Housing, and Project Compliance Checklist. This information is reviewed for HOME Program compliance.

The City's CDBG and HOME Program funds are audited in conjunction with the City's annual audit.

(6) Leveraging Resources

a. Identify progress in obtaining "other" public and private resources to address needs.

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 details of this leverage.

b. How Federal resources from HUD leveraged other public and private resources.

Public Resources:

The City of Lynchburg operates several programs and services which contribute to community revitalization. These include the following:

- The Code Compliance Division of the Community Development Department enforces ordinances regarding abandoned vehicles, illegal dumping, and weeds.
- The Buildings & Grounds Division of the Public Works Department coordinates the following programs:
 - Adopt a Flower Bed: Businesses purchase plants, which City employees plant and maintain. Currently there are about twenty flower beds, mostly along the highways.
 - Arbor Day: A day to celebrate and promote planting trees within the City.
 - Public Works Academy: Public Works has developed a Work Place Academy for challenged upper level alternative educational students to expose them to Public Works jobs as a career option.
- The Litter Control Program within the Public Works Department operates the Adopt a Street/Spot Program. Sixty (60) locations throughout the City, each at least one-half mile long, are cleaned by volunteers at least four times during the year.
- Combined Sewer Overflow (CSO) Project - In older parts of the City the sanitary sewer system and the stormwater system are combined into a single

pipe network. This is known as a combined sewer. During heavy rains the additional stormwater exceeds the capacity of the pipelines and overflows occurs. As this excess stormwater overflows at multiple locations, it carries untreated sewage with it into the City's streams and river. State and federal environmental mandates require the City to eliminate the sewer overflows, and the City's Combined Sewer Overflow (CSO) Project is the largest capital improvement project the City has ever undertaken. This project separates the stormwater and waste water system from the current – one system- into two systems. The work, which affects more than 170 miles of underground pipe, will take more than 30 years to complete and is costing nearly \$274 million. Much of the funding comes from sewer usage fees, with the rest drawn from a variety of state and federal grants and loans. Of the 88 projects initially identified in the program, 52 have been completed, 12 are in either design or construction, and 24 remain to be addressed. One hundred twelve of the 132 combined sewer overflow points have been closed. Thus far, the Program has spent \$37 million of local funding (provided by sewer fees); \$133 million in State funding (VCWRLF loans); \$41 million in federal and State funding (grants); and \$19 million in Federal Stimulus (ARRA) funding.

- The Inspections Division of the Community Development Department administers a complaint-based Property Maintenance (land and structure) or Code Compliance Program. Under this Program properties are cited for various violations of the City's Property Maintenance Code where owners are given certain deadlines for compliance. If compliance is not attained, the City takes the owner to Court for judgment and resolution of the violation(s).
- The City's Division of Social Services (DSS) manages nine (9) programs that coincide with CDBG-funded public service activities provided to nonprofits. Many of the non-profit agencies utilize the services provided by the City for their clients. They are listed as follows:
 - Child Care Services: Provided to enable low-income families (regardless of Temporary Assistance to Needy Families (TANF) status) to be employed or to prepare for employment.
 - Prevention Services: Works with families to prevent foster care.
 - Employment Services: Provided to TANF recipients to help secure employment, education, or training. Several services are offered.
 - Services to Adults: Services to the elderly and disabled, including emergency assistance with prescription medications, food, clothing, and shelter.
 - Energy Assistance Program: Programs to offset rising costs of heating (and, if available, cooling). Also provides assistance with heating equipment and fuel.
 - Supplemental Nutrition Assistance Program (SNAP): Supplements the food purchasing power for low-income households.
 - Medicaid Assistance Program (MEDICAID): Pays for medical, dental, pharmaceutical, and optometric care for recipients of public assistance and medically needy persons.
 - Temporary Assistance to Needy Families (TANF): Monthly assistance to needy families with children ages birth to 18 years.

- Temporary Assistance to Needy Families - Unemployed Parent (TANF-UP): Monthly assistance to needy two-parent families with children children ages birth to 18 years when the primary wage-earner is unemployed.
- Virginia Initiative for Employment not Welfare (VIEW): Clients are given up to two years of supportive services and an additional year of transitional services to obtain gainful employment. This program is required for all TANF recipients.

Other HUD grants used in the community are the Supportive Housing Program, Shelter Plus Care, Housing Opportunities for Persons with AIDS, and McKinney-Vento Homeless Assistance. McKinney-Vento Homeless Assistance funds are provided to Miriam's House, Lyn-CAG, LNDF, the Salvation Army, and YWCA.

Quasi-Public Resources:

The Homeless and Housing Coalition of Central Virginia (HHC-CVA) is a group of service providers in the greater Lynchburg area presenting a continuum of care to the public. Many of these service providers are funded in whole or in part by federal grant money.

In Program Year 2011 through a series of meetings known as "Lynchburg is Listening: A Conversation on Housing" the City of Lynchburg engaged citizens and stakeholders on housing issues in the City. A consultant, HOME (Housing Opportunities Made Equal), prepared a City-wide Housing Assessment to facilitate the stakeholders' housing conversations. The housing assessment covered demographics, housing characteristics, subsidized housing, homelessness, and a market analysis. Once completed, there were identified strategies including: (1) a leader of the housing efforts should be identified and a housing resources inventory is needed to help identify service gaps; (2) a high level of importance on youth development including housing education within the public school system and tracking the health of children relative to their living/housing conditions; (3) the importance of addressing blight and substandard housing conditions; and (4) more effort is needed to address special-needs population housing needs, such as encouraging universally designed housing.

In order for these strategies to take shape, a Housing Collaborative was formed to initiate and facilitate the strategies. The Housing Collaborative includes housing partner representatives, realtors, developers, bankers, and other engaged stakeholders, as well as City staff. The results of the community on housing conversations have allowed the City to set a path for the future of housing and the strategies that have been developed by the stakeholders reflect the housing needs of the City. During Program Year 2012 the Housing Collaborative has continued the conversation and facilitating possible strategies to address the housing needs and trends.

Private Resources:

The Salvation Army and Lynchburg Daily Bread are two places in the City where people from the greater Lynchburg area can come for a hot meal every day, with no questions asked. The Salvation Army offers breakfast and supper, whereas Lynchburg Daily Bread offers lunch. The Salvation Army has been serving Lynchburg

and the surrounding counties of Campbell, Bedford, Amherst, Appomattox, and Nelson for over 100 years.

In addition, at The Salvation Army there is the Center of Hope facility which offers transitional shelter, emergency shelter services, and the community meals program. There are family suites available in the transitional shelter section.

The Salvation Army also houses a day care program on its campus. Salvation Army staff offer life skills and lay-counseling to needy persons and helps them to find employment and establish credit.

Lynchburg Daily Bread receives food from businesses, churches, persons, and the USDA. Any excess is shared with other non-profit organizations. When lunch is over, the facility is used as a day shelter for persons and families.

The Gateway House, Inc. is a program for homeless men recovering from substance abuse. The Gateway receives in-kind contributions, and donations from churches, community organizations, businesses, and persons. Volunteers live at the Gateway four nights per week to assist residents.

In Program Year 2012 the United Way of Central Virginia funded fifty-five (55) programs for thirty (30) agencies in Central Virginia, including agencies who also receive HUD grant funds. Local foundations funding area non-profits include: Greater Lynchburg Community Trust, Centra Foundation, Retail Merchants Foundation, Easley Foundation, and Plymale Foundation.

The Free Clinic of Central Virginia, a private, non-profit corporation, exists "to provide primary medical, nursing, dental, pharmaceutical, and educational services to those in Central Virginia who do not have the resources to obtain this basic health care." The Free Clinic screens clients and targets the underinsured and uninsured. Funding for the Free Clinic is provided by the United Way and charity events such as the Smith Mountain Lake Home Tour, the Downtown Lofts Tour, and the James River Basketball Tournament. The majority of the professionals and support staff provide their services free of charge, thus maximizing the impact of each dollar raised to support the Free Clinic.

Lynchburg Covenant Fellowship (LCF) began as an ecumenical ministry launched by The Church of the Covenant. It has grown over the past sixty-three (63) years to become its own organization. Over the years LCF has been involved in many programs, some of which have spun off into separate 501(c) (3) organizations such as Interfaith Outreach Association, Camp Kum-Bah-Yah, Rush Homes and The Gateway. In 1970, LCF saw a need for housing for low-income individuals and families and focused its efforts on providing safe, decent and affordable housing for these individuals, disabled, elderly and families. LCF owns and/or manages several project-based Section 8 Housing communities. LCF partners with Horizon Behavioral Health Services (formerly Central Virginia Community Services) providing a group home for mentally challenged individuals in Appomattox and two group homes in Amherst. Another small project-based Section 8 apartment community in Lynchburg provides housing for mentally ill individuals who are referred by Horizon Behavioral Health Services. Other Department of Housing and Urban Development (HUD) subsidized housing communities include Lynchburg High Apartments, Shalom Apartments and Frank Roane Apartments. Lynchburg High provides affordable housing for elderly, disabled and multi-families and Shalom provides affordable

housing for individuals and families. Frank Roane is an elderly community for individuals 62 years of age and older. LCF owns 26 "market rate" apartments in the City. Although these are labeled market rate, the rents are much lower than typical market rate apartments. LCF also owns the Hospice House that is rented and staffed by CENTRA.

LCF has had and continues to have housing contracts with HUD for the HUD subsidized properties. LCF also has relationships with the Virginia Housing Development Authority (VHDA), the City of Lynchburg, the Lynchburg Housing and Development Authority, Horizon Behavioral Health Services, Rush Homes, Lynchburg Neighborhood Development Foundation, Interfaith Outreach Association, CENTRA, Department of Social Services, Central Virginia Area Agency on Aging, Lynchburg Health Department, Lynchburg Presbyterian Home and Alliance for Families, Department of Housing and Community Development, Virginia Community Capital, Boston Capital and other private, local businesses along with businesses and companies located in other areas within the state and outside of Virginia.

Lyn-CAG "serves to effectively assist low-income families and persons in the Central Virginia Region 2000 community to move from economic and social dependency to self-sufficiency." Region 2000 encompasses the Cities of Lynchburg and Bedford and the counties of Amherst, Appomattox, Bedford, and Campbell. Lyn-CAG is a United Way agency. Lyn-CAG offers crisis intervention, shelters, housing, transportation, housing improvement, financial and educational training, and community reentry (for released inmates) services. The Housing Rehabilitation Program is funded by the CDBG Program. The Substantial Rehabilitation Program is funded by the HOME Program. Lyn-CAG is one of the City's two Community Housing Development Organizations (CHDOs) and rehabilitates and/or constructs homes for first-time home buyers.

c. How matching requirements were satisfied.

The HOME program 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 jurisdictions 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 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 Program Year 2012.

With respect to HOME Program funds, the City began the Program Year 2012 period with \$1,757,365 in excess match carried over from the prior year. During Program Year 2012, the City accrued \$160,286 in additional match credit from Greater Lynchburg Habitat for Humanity (GLHFH) HOME-assisted units. Based on the HOME Matching Liability Report (PR33) from the HUD Integrated Disbursement and Information System (IDIS), a total of \$606,167 in HOME funds were disbursed

requiring a match liability from July 1, 2012 to June 30, 2013, of which \$73,371 was subject to the 12.5% match requirement applied to the City. A balance of \$1,844,280 in excess match to carry over to Program Year 2013 remains available for future years.

Managing the Process

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 3 CAPER Managing the Process response:

The City of Lynchburg ensures compliance with program and local requirements by incorporating approved accounting procedures, providing internal and external audits, monitoring and following HUD regulations and requirements.

Citizens provide an additional layer of compliance monitoring through community input and the Citizen Participation Plan. Additionally, comprehensive planning with other governmental entities ensures continual adjustments to long-term statistics relative to housing, homeless and other special needs populations.

Citizen Participation

Program Year 3 CAPER Citizen Participation response:

1. Provide a summary of citizen comments.

On September 7, 2013 a public notice was published in the *News and Advance* stating that a draft of the proposed Program Year 2012 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 24, 2013 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
- Downtown Branch Library, City Hall, Basement Floor, 900 Church Street, Lynchburg, Virginia 24504
- City website at <http://www.lyncburgva.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.

Any citizen comments received during the public comment period or at the City Council public hearing will be addressed in the final submission of the CAPER to HUD.

Citizen Comments –

- 2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.**

The goal of this report is to compare the anticipated benefits projected in the City's Annual and Five-Year Plans with the actual accomplishments achieved. This report also allows local citizens and elected officials, and representatives of HUD to evaluate the City's performance and assess its status in meeting the five-year goals established in the 2010-2015 Five-Year Consolidated Plan.

The CAPER reviews how the City of Lynchburg used federal funding provided by HUD to successfully implement programs and projects that address its community development objectives during Program Year 2012 (July 1, 2012 through June 30, 2013).

Within the City of Lynchburg's Five-Year Consolidated 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 seven contiguous census tracts that comprise the CDBG target area: Census Tracts 4, 5, 6, 7, 11, and 19. The Census Tract Map attached to this document (Appendix A - Map 1) depicts the boundaries of the CDBG target areas in the City. In addition, within the HOME Program, homebuyer assistance was provided to low-to-moderate income persons based on individual needs for affordable housing.

The majority of the CDBG and HOME Program funding this reporting period was allocated for activities classified as housing, parks and recreation, public improvements, and removal of blighted properties. Details of the programs, accomplishments, and an analysis of expenditures are provided throughout the CAPER and within the IDIS reports included with this CAPER. The Project Location Map (Appendix A - Map 2) depicts the locations of the funded projects.

Institutional Structure

- 1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.**

Program Year 3 CAPER Institutional Structure response:

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 are 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.

Information of funding proposals and awards are advertised and distributed to non-profit entities and other interested organizations and City departments so that they are aware of available funding and funding awards. Applicants provide information on other funding sources for the project and for their organization.

The City's Community Development Advisory Committee (CDAC) reviews all funding requests and makes recommendations to the City Council on all activities proposed to be funded through the CDBG and HOME programs. City Council makes the final funding decisions. The Grants Administration Office oversees the administration of the CDBG and HOME Program and reviews the progress of subrecipient grantees toward meeting their programmatic goals.

City of Lynchburg residents and other interested persons had several opportunities during the program year to comment and offer suggestions on funding through regular meetings and public hearings.

The Grants Administration Office is responsible for the preparation of the City's Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER). The Grants Administration Office also coordinates interdepartmental discussion regarding priorities and programs which arise from or affect the City's planning process and ensures that federally funded programs are addressing the City's priority needs in compliance with its Consolidated Plan.

Monitoring

Program Year 3 CAPER Monitoring Response:

1. Describe how and the frequency with which you monitored your activities.

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 providing 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 Financial Services 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.

Some activities were monitored remotely through quarterly performance reports and information provided with reimbursement requests.

2. Describe the results of your monitoring including any improvements.

The City is conducting on-site monitoring visits at the following agencies for the Program Year 2012 CDBG and HOME funded projects:

- 1) Greater Lynchburg Habitat for Humanity;
- 2) Lynchburg Redevelopment and Housing Authority;
- 3) Lynchburg Community Action Group; and
- 4) Lynchburg Neighborhood Development Foundation.

At the time of the preparation/submittal of the CAPER these reviews have not been completed. However, they are in progress and the agencies' staff will be provided with a written report when the reviews are completed. At the time reimbursement requests are submitted City staff conducts a desk monitor of each request for client and program documentation.

3. Self Evaluation

a. Describe the effect programs have in solving neighborhood and community problems.

Using HUD funds, the City of Lynchburg continues to play a critical role in ensuring the sustainability and operation of activities and programs of significant benefit to our residents. The City has used CDBG funds to provide services to Lynchburg's most vulnerable populations, with programs that include facilities and services for the homeless, programs for at-risk youth, programs for persons experiencing domestic violence, and seniors. CDBG funds have also been used to improve parks, public facilities, and provide business and technical assistance for businesses located in low-income areas. HOME Program and CDBG funds have been used to improve substandard housing, provide assistance to purchase homes, and create new affordable housing. These activities directly enhanced the overall quality of life in the target areas.

b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.

The City of Lynchburg's Consolidated Plan contains goals to address community needs and improve the quality of life for its residents, especially low- and moderate-income residents. City staff regularly reviews the five-year goals and priority needs as defined in the City's 2010-2015 Consolidated Plan and recommends any

modifications to programs based on those reviews. Any amendments to the Consolidated Plan are presented to the Community Development Advisory Committee (CDAC) for review. If approved by CDAC, amendments are submitted to City Council for approval before submission to the HUD Richmond Office.

The City believes that it has effectively used its HUD funding to address as broad a range of community development objectives as possible. It plans to continue to support a wide range of programs and activities that will provide services, affordable housing and economic development opportunities for low-and moderate-income persons.

c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low-and moderate-income persons.

The City obligated all of its CDBG and HOME funds to specific programs, projects, and activities. Using the federal entitlements and program income Lynchburg funded: eight (8) housing projects this program year with CDBG and HOME Program funds. Of the HOME funds, one (1) HOME CHDO project, Rush Homes, Inc., was funded during this reporting period to develop 28 affordable housing units for persons with disabilities. There were two (2) projects funded in the CDBG Program for public improvements and parks and recreation; both of these projects are located in the CDBG targeted neighborhoods.

The City maintained its effort in promoting the priority needs, goals, and objectives stated in its Annual Action Plan. The City did not make any changes to the program year objectives. It focused on addressing housing needs in the CDBG-targeted areas and City-wide. The City continued to evaluate ways to increase available resources, improve the strategic use of resources to leverage more non-profit and private sector activity, and increase activity that would eliminate major blighting influences that might impede the conservation and redevelopment of neighborhoods.

d. Indicate any activities falling behind schedule.

There are two CDBG activities behind schedule: Program Year 2010 Rebuilding Together Lynchburg Housing Rehabilitation Program and Program Year 2009 Rental Rehabilitation Program administered by the Lynchburg Redevelopment and Housing Authority (LRHA). Both of these projects have had funds expended during this reporting period and City staff is closely monitoring these projects for completion.

In addition, LRHA has numerous CDBG-acquired properties from prior years that have not been disposed of by LRHA. Due to a transition in leadership this has slowed progress in the disposition of these properties and other programs at LRHA. City and LRHA staff is actively coordinating the disposition of these properties and monitoring closely the progress of prior year projects and allocation of funds.

e. Describe how activities and strategies made an impact on identified needs.

During the reporting period, CDBG and HOME Program funds made possible a number of activities to address the housing, economic, human and neighborhood development, and homeless services needs of the community. Under the General

Questions Section (Pages 6-19) a partial list of the results achieved is provided in reaching over persons, families and households. The impact on their needs was achieved through activities and strategies focused on:

- developing homeownership opportunities
- eliminating blighting structures and conditions
- repairing and rehabilitating owner-occupied housing
- maintaining and operating shelters and services for the homeless
- developing decent, affordable multi-unit rental housing
- emergency, elderly and other special needs housing assistance
- neighborhood facilities and infrastructure improvements
- developing project experience for neighborhood organizations

f. Identify indicators that would best describe the results.

At the present time, the output indicator of over 3,013 people served and thirty-three (33) units of housing assistance (homeownership rehabilitation) provide reasonable indicators of the results achieved during the reporting period. For additional output indicators, see item 1.a. under the General Questions Section (Pages 6-19).

g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.

The overall economic climate and reduced funding allocations in the City's federal programs have provided barriers to the City's progress in fulfilling strategies and vision. The consistent reduction in federal funding directly impacts the ability of the City and non-profit agencies to meet low-income, underserved populations in our community.

h. Identify whether major goals are on target and discuss reasons for those that are not on target.

Major housing and non-housing goals were on target during this program year.

i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

Areas to expand and improve in Program Year 2013 include:

- City staff will monitor expenditures and actively work to ensure that programs and projects are completed within a timely manner; Review policies, procedures, guidelines and other documents for the CDBG and HOME programs; and
- Provide training opportunities for staff and subrecipients, as needed.

Lead-based Paint

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

Program Year 3 CAPER Lead-based Paint response:

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 five (5) contractors and all had current certifications to conduct lead-based paint renovation, repair, and painting activities pursuant to 40 CFR Part 745.89.

HOUSING

Housing Needs

Program Year 3 CAPER Housing Needs response:

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Preserving existing housing and promoting the production of new affordable housing is a primary mission of the City of Lynchburg. To that end, the City funded a number of programs aimed at addressing this issue. Agencies funded included Lynchburg Redevelopment and Housing Authority (LRHA), Lynchburg Community Action Group (Lyn-CAG), Lynchburg Neighborhood Development Foundation (LNDF), Rebuilding Together Lynchburg, Rush Homes, and Greater Lynchburg Habitat for Humanity (GLHFH).

A strong emphasis remains on citizen participation through public hearings, technical assistance, and public notices in the newspaper. City staff also works continuously with persons and agencies to assess housing needs, identify plans of action, and ensure that projects that are funded with federal funds meet those needs.

Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.

It is extremely difficult to commit to serving a specific number of households at given income levels, because these numbers tend to change due to the financial structure of a development or situation. Housing development is generally a multi-year process that is dependent on many funding sources and is often vulnerable to delays and cost increases. A housing development or project proposed to serve extremely low-income families is often not awarded the amount of subsidy needed to reach the targeted income scale. Also, this type of project may need to be restructured to serve higher income families because there is insufficient subsidy to make the rents or payments low enough to pay operating costs, mortgages, and other expenses.

Therefore, it becomes very difficult to commit to serving exact numbers of residents in certain income levels. To assist in mitigating this challenge, the City is completing subsidy layering and underwriting guidelines in place for applicable projects. The City is in the early stages of committing dedicated staff hours to define a specific housing strategy for the City.

In spite of the comments above, the City worked to provide affordable housing assistance to owners and renters at various income levels throughout the program year. The City allocated \$245,000 in CDBG funding and \$330,424 in HOME Program funds for housing projects and activities that will ultimately benefit primarily extremely low-income, low-income, and moderate-income renter and owner households.

Please see 1.a. under "HOME / American Dream Downpayment Initiative (ADDI)" (Pages 37-43) and I.b. under "Community Development" for detailed discussions of the projects involved and the income levels of beneficiaries (Pages 48-56).

2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.

The Section 215 definition of affordable housing relates to units assisted with HOME funds. Please see 1.a. under "HOME / American Dream Downpayment Initiative (ADDI)" for detailed discussions of the projects involved and the income levels of beneficiaries (Pages 37-43).

3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

"Worst case" housing needs involved persons, often (but not exclusively) renters, with very low-incomes who spend more than half of their gross income on housing costs or who live in severely inadequate housing. The City's efforts to address this circumstance is through assistance for rehabilitation of owner-occupied housing, assistance to homebuyers, and assistance for the development of low-income rental housing. During the reporting period, owner-occupied rehabilitation activities were conducted by Lyn-CAG, Rebuilding Together Lynchburg, and Lynchburg Redevelopment and Housing Authority (LRHA) through its Rental Rehabilitation Program. These activities assist with limited and minor repairs that often resolve substandard conditions. Homeownership assistance during the reporting period was conducted by LNDP and Habitat for Humanity.

Suggesting to owners of substandard rental units to rehabilitate their property is never an easy matter. The City has a Rental Inspection Program which compels owners to make improvements to meet Code. However, because of the federal rules involved with the use of CDBG and HOME Program funds, owners of substandard rental property often choose not to avail themselves of assistance that may be available. Most progress that is made, therefore, is as a result of Code compliance due to rental inspections.

With respect to addressing the housing needs of the disabled, Rush Homes is currently in the development stage of the rehabilitation and a new construction addition to the former Armstrong School building located at 1721 Monsview Place. When completed, the development will provide 28 one-and two-bedroom apartment units known as Armstrong Place. All of the apartments will be accessible to people with physical disabilities and 50% of the units will conform to HUD's interpretation of the accessible design requirements of Section 504 of the Rehabilitation Act of 1973. The City contributed \$175,000 in HOME Program Community Housing Development Organization (CHDO) funds to this project during Program Year 2012. Preliminary development activities have begun for this project. The project should be completed in Program Year 2013.

In some cases, homeownership may be a feasible alternative to substandard rental housing, even for very-low-income families. In worst case situations, such families may be spending more for rent than may be arranged for homeownership. In such instances, a combination of downpayment and closing cost assistance from the City,

a reduced purchase price (made possible by HOME development subsidies) and low-interest financing from such sources as VHDA SPARC funds, may be packaged and offer an appropriate path out of inadequate housing.

The City has enhanced its ability to address the housing needs of the disabled through policy and educational initiatives. These involve establishing a focus on the requirements of Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and the Fair Housing Act as they pertain to the use of the City's CDBG and HOME Program funds by housing providers.

Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 3 CAPER Public Housing Strategy response:

During this reporting period the Lynchburg Redevelopment & Housing Authority (LRHA) has completed Capital Fund projects consisting of: installation of new interior and exterior doors, replaced handrails on interior of apartments, replaced floors, roofs, and lighting on porch areas. Water pressure reducing valves were replaced throughout one community. Appropriate landscaping has been completed to ensure the safety of rental units where needed.

LRHA took measures in making sure residents and the community was aware of the Text Telephone (TTY) availability by placing availability information on LRHA letterhead and any other advertisements that were published.

Additional measures were taken to ensure that residents and the community were notified of the availability of rental units by placing an ad in the local "*Burg*" weekly newspaper that is free to the public.

Residents were informed of who they should contact to address any special accommodation needs. A memo was sent out in the monthly rental statements.

All staff have taken training classes to ensure Fair Housing Laws are understood and followed through accordingly for the residents.

The Public Housing Admissions and Continued Occupancy Policy and Section 8 Administrative Plan have been reviewed and are currently in public comment period. A public hearing for both documents will be held September 19, 2013 and then will be adopted by the Board of Commissioners.

Barriers to Affordable Housing

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Program Year 3 CAPER Barriers to Affordable Housing response:

A primary barrier to affordable housing in the target area is the very low property values that currently apply to lots 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 extent of renovation 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. Agencies funded included the LNDF, Rebuilding Together Lynchburg, LRHA, Greater Lynchburg Habitat for Humanity, and Lyn-CAG.

Lynchburg is a city of relatively low housing costs. Therefore, average income and cost-of-living reflect these somewhat lower housing costs. Recently, there has been a resurgence of housing development, primarily in the outlying areas of the City closest to a local university. 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, 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.

Despite the cost-to-value disparity, there are several incentives that the City offers to private and corporate entities interested in development in the targeted census tracts. Businesses located in the enterprise zone benefit from tax exemptions on improvements and other tax incentives. Developers may be given incentives if access to public transportation is located at the development site.

On occasion, the City will either waive or offset fees (e.g., utilities and liens) in cases of non-profit housing providers developing affordable housing units in a manner consistent with the City's plans.

In order to assist in addressing barriers to affordable housing, City Council has taken the appropriate role of supporting cooperative ventures and to initiate 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.

HOME/ American Dream Down Payment Initiative (ADDI)

Program Year 3 CAPER HOME/ADDI response:

1. Assessment of Relationship of HOME Funds to Goals and Objectives

- a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.**

On January 10, 2012, City Council approved the goals for housing and non-housing development, which constitute the priority needs stated in the Plan for the reporting period of July 1, 2012 through June 30, 2013. These goals reflect the needs that historically have been the needs of the very low-, low-, and moderate-income persons living within the target census tracts and the City. Four (4) of those goals apply to the HOME Program.

PRIORITY #1: CREATE NEW HOMEOWNERSHIP OPPORTUNITIES FOR LOW-TO-MODERATE-INCOME FAMILIES

PRIORITY #2: REHABILITATION OF SUBSTANDARD HOUSING UNITS

PRIORITY #3: SUPPORT PROGRAMS THAT ASSIST LOW-TO-MODERATE INCOME PERSONS IN RETAINING THEIR HOMES

Goal 1: 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 incorporate these elements.

[Greater Lynchburg Habitat for Humanity \(GLHFH\)](#)

The GLHFH used HOME Program funds to provide assistance for down payment and closing costs to its program participants, and to finance some of the pre-construction costs associated with site development.

In Program Year 2011, GLHFH was allocated \$50,000 of HOME Program funds to provide assistance to eligible first-time homebuyers. During this reporting period GLHFH utilized \$35,000 of HOME funds for assistance to two (2) homebuyers with down payment and closing costs. Additionally, there was \$110,761 in private funding used for the construction of these two (2) new housing units by Habitat for Humanity. Because of these new homeownership opportunities, the homeownership rate in the targeted neighborhoods was increased. These projects were located in Census Tracts 6 and 7. The beneficiaries included seven (7) persons, all of which were African-American. Both households were within the 30-50% area median income level.

[Lynchburg Neighborhood Development Foundation \(LNDF\) – Lynchburg Homeownership Program \(LHP\)](#)

LNDF has been a long-time advocate and developer of affordable homeownership in the City of Lynchburg. In Program Year 2012, LNDF was allocated \$15,000 in HOME funds to help financially facilitate its LHP.

During Program Year 2012 the LHP provided down payment and principal write down assistance to one (1) homebuyer and expended \$6,400 of HOME Program funds. The assistance was provided to four (4) persons in the household who were African-American and was within the 51-80% Median Family Income (MFI) level.

[Lynchburg Neighborhood Development Foundation \(LNDF\) – Single- Family Development Program](#)

During Program Year 2012 LNDF was allocated \$65,424 for a single-family development project. LNDF is in the process of identifying the property to be developed with these funds.

[Lynchburg Neighborhood Development Foundation \(LNDF\) - Neighborhood Stabilization Program \(NSP\)/Homeownership Program](#)

The Neighborhood Stabilization Program (NSP) funds were awarded to LNDF in 2009 for \$1,056,600 by the Virginia Department of Housing and Community Development (DHCD). The intent of the Program was to stabilize neighborhoods hurt from the foreclosure crisis in Virginia, by purchasing foreclosed and abandoned properties, rehabilitating them and reselling them to low moderate-and middle-income families.

LNDF partnered with Lynchburg Community Action Group, Rush Homes, and the Greater Lynchburg Habitat for Humanity (GLHFH) in the acquisition, rehabilitation, and transfer of ten (10) properties that were in foreclosure. This has resulted in nine (9) low-to-moderate income individuals or families becoming homeowners. In addition, the property that Rush Homes acquired was a duplex and has been leased to two tenants as a part of their supportive housing program. As the properties were transferred, program income was returned to DHCD and redistributed to grantees continuing in the Program. LNDF was able to acquire two additional properties, 1100 16th Street and 201 Warren Avenue.

Rehabilitation of 1100 16th Street is now complete; the property is being leased to Roads to Recovery, formerly known as SAARA of Virginia, for operation of a managed residential home for men recovering from substance abuse disorders. LNDF finalized a master three year lease agreement with Roads to Recovery in March 2013. In the relatively short time the program has been functioning at 16th Street, it already is housing a Resident Manager and several program participants.

Rehabilitation of 201 Warren Avenue continues to progress well. LNDF anticipates completing this rehabilitation by the end of summer 2013.

Goal 2: Rehabilitate substandard housing units through support of public and private programs. Emphasis is to be placed on programs which require an investment of funds and/or labor on the part of the owner, which are commensurate with the owner's resources. In addition, maintenance of homes will be enforced through applicable ordinances and building code requirements, and through owner initiatives to rehabilitate existing rental properties.

Goal 3: Rehabilitate substandard housing units through support of public and private programs. Emphasis is to be placed on programs which require

an investment of funds and/or labor on the part of the owner and which are commensurate with the owner's resources.

Note: These two goals are directly related, therefore, the accomplishments for them are combined.

[Lynchburg Community Action Group \(Lyn-CAG\) - Substantial Rehabilitation Program](#)

Lyn-CAG received \$75,000 in HOME funds for Program Year 2012 to finance its "Substantial Homeowner Rehabilitation Program". The Substantial Rehabilitation Program targets low-to-moderate-income homeowners who are in need of assistance to make extensive repairs and/or address significant building code related problems.

Through this Program, Lyn-CAG expended HOME Program funds in the amount of \$66,475 from prior program years for substantial rehabilitation assistance for three (3) households. These properties were located at: 1022 Fillmore, 190 Chamber Street, and 1720 Floyd Street. These assisted households consisted of five (5) persons and the incomes were within the 30-50% and 50-80% of the Area Median Income (AMI) level.

[Lynchburg Community Action Group \(Lyn-CAG\) - CHDO Homeownership Project](#)

In Program Year 2012 Lynchburg Community Action Group (Lyn-CAG), as a certified Community Housing Development Organization (CHDO), sold the previously completed new construction structure located at 210 C Street. This property is located within the Daniel's Hill neighborhood. A total of \$196,366 was expended for the acquisition, demolition, and construction of this home. Lyn-CAG was able to sell this housing unit to a first-time homebuyer through its affordable housing assistance program.

In Program Year 2012 Lyn-CAG had \$133,478 of prior years' allocation of HOME Program CHDO funds available for the acquisition and rehabilitation of additional housing units. Lyn-CAG expended \$41,025 during Program Year 2012 for the acquisition of 714 Pierce Street. The rehabilitation of this housing unit is underway and a first-time homebuyer has been identified for the purchase of this unit. Lyn-CAG staff is currently pursuing an additional property for acquisition and rehabilitation to expend the remaining CHDO funds.

[Lynchburg Neighborhood Development Foundation \(LNDF\) - Hilltop Homes](#)

Hilltop Homes is a scattered site, multi-family rental project started by LNDF in 2006 and completed in Program Year 2012 to improve neighborhoods, provide quality affordable housing, and preserve existing housing stock in several downtown neighborhoods of Lynchburg. This was the third project of its type undertaken by LNDF – prior projects were College Hill Homes and Central City Homes that resulted in sixty-five (65) new affordable units for low-income households in several preserved buildings in the City.

The City HOME Program funds allocated in Program Years 2007 and 2008 and committed in Program Year 2009 in the amount of \$34,379 and \$49,833, respectively, were expended to assist with acquisition of the properties, soft costs, and stabilization costs for structures within the project. In Program Years 2010 and 2011 there was an additional \$48,163 and \$80,000 of City HOME Program funds

provided to assist with rehabilitation and permanent financing for this project. This was a total of \$212,375 of HOME Program funds expended for this project. The total cost of the project was approximately \$5,411,638 with other sources of funding being provided by private loans, grants, low-income housing tax credits, and owner's cash contribution.

This rental housing project consisted of 12 three-bedroom units; 11 two-bedroom units; and one four-bedroom unit. There were three residents within the 0-30% of the AMI; 20 within the 30-50% AMI; and one within the 50-60% of the AMI. This project is complete and all of the housing units are occupied.

PRIORITY #4: SUPPORT AFFORDABLE PERMANENT HOUSING INITIATIVES:

Goal 4: Support initiatives to increase permanent affordable rental and housing ownership for low-income households. In addition, the City supports assisting persons with disabilities, substance abuse or addiction, persons with AIDS, persons that are homeless, and elderly persons.

Rush Homes of Central Virginia – HOME CHDO

Rush Homes, as a designated Community Housing Development Organization (CHDO), is a nonprofit organization providing accessible homes to persons with mental and/or physical disabilities in Central Virginia.

As a CHDO project, Rush Homes purchased the 3.078 acre tract at Spring Street and Victoria Avenue (840 Victoria Avenue) and has constructed 24 one and two bedroom apartment units known as Victoria Ridge. All of the apartments are accessible to people with physical disabilities and 50 percent of the units conform to HUD's interpretation of the accessible design requirements of Section 504 of the Rehabilitation Act of 1973.

HOME CHDO funds in the amount of \$54,886 from Program Year 2008 and \$128,647 in Program Year 2009 were allocated to this project and have been expended. The construction of this twenty four (24) unit project has been completed and all 24 rental housing units are occupied. The eleven (11) HOME-assisted units were occupied in October 2012.

Rush Homes is in the development stages for another affordable housing project. This project will be known as Armstrong Place. This development is an adaptive reuse of the Armstrong Elementary School and new construction. The property is located within Census Tract 4, which is within the local targeted area for eligible HOME Program projects. The housing units within the project will be fully accessible units designed for individuals with disabilities whose rents will be affordable at the Low Income Housing Tax Credit (LIHTC) and HOME Program limits, whichever is the least amount. Construction consists of historic rehabilitation for the adaptive reuse of a vacant elementary school (Armstrong Elementary School) into 16 apartments. An additional 12 new construction units will be developed on the site. In addition, Rush Homes plans to renovate the gymnasium and make it available to the City of Lynchburg and the Monsview/Bedford Avenue area community for community activities. The City allocated \$175,000 of Program Year 2012 Home Program funds for this project; however, no funds were expended during the reporting period due to a delay in a complicated financing structure.

2. HOME Match Report

- a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.**

The HOME Match Report (HUD Form 40107-A) is included in the CAPER as Appendix E.

3. HOME MBE and WBE Report

- a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).**

The HOME MBE and WBE Report (HUD Form 40107) is included in the CAPER as Appendix E.

4. Assessments

- a. Detail results of on-site inspections of rental housing.**

In Program Year 2012 there were 104 annual inspections completed for the Hilltop Homes, Central City and College Hill rental units. In addition to these annual inspections, periodic monthly inspections are completed.

There were eight (8) annual inspections completed for the Cornerstone rental units. In addition, there are regular inspections/visits conducted by supportive services and management of these units.

- b. Describe the HOME jurisdiction's affirmative marketing actions.**

The City of Lynchburg encourages affirmative marketing and fair housing. All advertisements by the Grants Administration Office relative to affirmative marketing include the Fair Housing Logo. Posters are displayed in the Grants Administration Office and City Hall. Fair housing counseling is available and brochures on fair housing are available in the Grants Administration Office.

Additionally, from the Virginia Department of Minority Business Enterprise web site, a list of minority and women-owned businesses is available to sub-recipients and contractors for their use in soliciting participation.

LNDF, Lyn-CAG, Rush Homes, and Greater Lynchburg Habitat for Humanity follow a Marketing and Advertising Policy, established by each agency, for the housing programs that they administer.

- c. Describe outreach to minority and women owned businesses.**

Programs and projects conducted or assisted by the City are expected to make a good faith effort to engage minority- and women-owned business enterprises when procuring construction-related and other services. To enhance the capacity to do so, the City has made efforts to update its listings of such vendors.

Where federal grants or monies are involved, it is the policy of the City through its agents and employees to comply with the requirements set forth - Standards Governing State and Local Grantee Procurement - of the U.S. Office of Management and Budget Circular N. A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments, as they pertain to small and minority business utilization.

LNDF, Lyn-CAG, Rush Homes, and Greater Lynchburg Habitat for Humanity employ a procurement policy that encourages the use of local minority contractors.

5. Recapture Provisions

In accordance with HOME program regulations at 24 CFR Part 92, properties assisted must remain affordable during the affordability period. Under recapture provisions, this period is based on the direct HOME subsidy to the homebuyer and includes down payment assistance, "gap" financing, and interest rate buy-downs, as available.

The HOME affordability periods are as follows:

HOME Investment Per Unit	Length of the Affordability Period
Less than \$15, 000 subsidy	5 years
\$15, 000 - \$40,000 subsidy	10 years
More than \$40,000 subsidy	15 years
New construction of rental housing	20 years

HOME-assisted units are subject to affordability for the entirety of the affordability period. These HOME-assisted units are subject to a recapture provision in order to assure that the units either remain affordable (i.e. housing eligible clients) or that the City recovers its investment based on the terms of the agreement. Funds are recaptured only from the net proceeds of the sale or foreclosure. Please see specific HOME Program details for recapture provision specifics.

Homeless Needs

Program Year 3 CAPER Homeless Needs response:

1. Identify actions taken to address the needs of homeless persons.

The Housing and Homeless Coalition of Central Virginia (HHC-CVA) is a regional organization that serves as the lead entity for Supportive Housing Programs. The HHC-CVA currently has more than thirty-five (35) listed member organizations, agencies, persons, programs and businesses. The City is a member of the HHC-CVA.

Through the participation of its members, the Coalition can more effectively address the needs of homeless persons and families. Areas addressed include the following: homelessness prevention; outreach/assessment (i.e. case management); emergency services; transitional housing; and permanent supportive housing

The specific priority needs outlined in the Continuum of Care (CoC) strategy place high priority on the creation of new permanent housing beds for the chronically homeless, job training, and employment programs, and the journey from transitional to permanent housing for both families and persons. The CoC's homeless activities during the five-year period of the Consolidated Plan also coordinate homeless prevention services to those at risk of becoming homeless.

Most homelessness initiatives in the City are coordinated through HHC-CVA, a recipient of funding through the Stewart B. McKinney programs (Supportive Housing Program, Shelter Plus Care, etc.) Also participating in the HHC-CVA are the counties of Amherst, Appomattox, Bedford, and Campbell.

The City of Lynchburg utilized \$71,151 of its Program Year 2011 (March 1, 2012 through February 28, 2013) annual allocation for the Shelter Plus Care Program to provide rental assistance to twelve (12) homeless persons for permanent housing. The City has received its renewal grant in the amount of \$98,358 for Program Year 2012.

In addition, the following agencies received \$ of McKenny Vento Homeless Act funds through the Supportive Housing Program for Program Year 2012.

Applicant	Project	Amount
Lynchburg Community Action Group	The Family Living Center	\$ 44,665
Lynchburg Neighborhood Development Foundation	The Cornerstone	\$ 68,323
Miriam's House	HMIS	\$ 21,357
Miriam's House	Supportive Housing	\$ 87,252
Rush Homes, Inc.	Rush Homes	\$ 53,969
	Total:	\$ 275,566

The Point-in-Time Survey conducted in January 2013 identified 97 homeless households for a total of 150 persons; of these nine (9) were chronically homeless persons. There were seven (7) veterans in emergency shelters, transitional housing, and safe havens. The HHC-CVA has designated the creation of new permanent housing beds for chronically homeless persons as one of its strategic planning objectives.

The HHC-CVA provides a comprehensive response to the different needs of homeless persons and families so that they can make the critical transition from the streets to independent living.

It is important that a balance of emergency, transitional, and permanent supportive housing be provided, along with homeless prevention, case management and other supportive services, so that the transition of homeless persons to self-sufficiency becomes permanent.

2. Identify actions taken to help homeless persons make the transition to permanent housing and independent living.

Miriam's House and Lyn-CAG's Family Living Center strive to work closely with the emergency assistance programs offered at Interfaith Outreach Association, Salvation Army, and Lyn-CAG. Those programs have the ability to pay security deposits and the first month's rent for persons obtaining housing. Through this partnership, these agencies can assist residents moving out of transitional housing (TH) and into permanent housing (PH) or offer greater subsidy amounts. The Shelter/TL Directors met with local landlords of affordable housing to discuss ideas for transitioning persons from transitional housing (TH) to permanent housing (PH). Ideas included waiving security deposits or paying deposits in installments. Lastly, the Steering Committee reviews quarterly analysis of APR data from HMIS to determine which programs are experiencing low transition rates to PH and the reasons for these possible low rates. These reviews help in developing future strategies to increase transition rate percentages.

Miriam's House, a transitional housing program for women and children, has rearranged its rooms to allow for acceptance of larger families.

Rush Homes, one of the City's two (2) CHDOs, has a mission "to provide the opportunity for permanent, affordable homes to adults with low-incomes and significant mental and physical disabilities in Central Virginia." To that end, it has two (2) programs for independent living: Home of Your Own Program and Supportive Housing Program (SHP). The SHP is for persons with disabilities who are homeless. Services provided by SHP include case management, money management, property maintenance assistance, health care assistance, and transportation. Rush Homes' recent activities are in Lynchburg and nearby Madison Heights, within Amherst County. In Madison Heights, Rush Homes has renovated one three-bedroom home and a quadplex to create five (5) new units in "Mays Street Housing." Rush Homes receives HOME Program and SHP grant money, and is also funded through the Virginia Housing Development Authority (VHDA), Federal Home Loan Bank of Atlanta, private foundations, and fundraising.

Cornerstone is a project that is owned and managed by LNDF. Shelter Plus Care grant funds and McKinney-Vento assistance are part of this project. It is one of the first independent living arrangements for homeless persons, and receives applicants on a referral basis.

A Veterans Affairs Outpatient Clinic is able to meet the needs of homeless veterans in the area.

3. Identify new Federal resources obtained from Homeless SuperNOFA.

The Continuum of Care (CoC) is in a Hold Harmless Renewal status. New money is being channeled through McKinney-Vento Homeless Assistance.

Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.

Program Year 3 CAPER Specific Housing Prevention Elements response:

Lyn-CAG operates the Housing Rehabilitation Program and Substantial Rehabilitation Program, respectively funded by the CDBG and HOME Program. Both programs assist homeowners by rehabilitating their homes and enabling them to retain homeownership.

When children are old enough to leave foster care, the Lynchburg Division of Social Services and other local CoC agencies observe the Virginia Department of Social Services mandate to move young people to permanent housing. Discharge planning includes assisting youth in securing employment and housing.

CENTRA social workers coordinate with CoC agencies to ensure safe and adequate placement of homeless, discharged patients. Mental health patients discharged through Horizon Behavioral Health Boards and in conjunction with the State hospital system must have placement upon discharge; in rare cases, they are discharged into a McKinney-Vento funded Program.

The Virginia Department of Corrections mandates that juveniles only be discharged to authorized persons. Adults may only be discharged to a verifiable address. They are required to work with the Community Release Unit and the local probation officer for discharge. Local CoC agencies observe Commonwealth protocol.

2. Identify actions taken to help homeless persons make the transition to permanent housing and independent living

The ultimate objective of homeless assistance is to help homeless families and persons obtain permanent housing and self-sufficiency. Miriam's House (MH) and Lyn-CAG continue to work closely with community agencies to rapidly move homeless persons and families into permanent housing. Both MH and Lyn-CAG continue building relationships with local subsidized housing agencies as they have done in the past. Participants in transitional housing continue to receive weekly case management that will link them to resources and empower them to live independently. These linkages will be to agencies in the areas of mental health, healthcare, financial assistance, education, employment, substance abuse, and

children's services. The CoC 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.

Emergency Shelter Grants (ESG)

Program Year 3 CAPER ESG response:

Not applicable to the City of Lynchburg.

- 1. Identify actions to address emergency shelter and transitional housing needs of homeless persons and families (including significant subpopulations such as those living on the streets).**
- 2. Assessment of Relationship of ESG Funds to Goals and Objectives**
 - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.**
 - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of persons and persons in households served with ESG funds.**
- 3. Matching Resources**
 - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.**
- 4. State Method of Distribution**
 - a. States must describe their method of distribution and how it rated and selected its local government agencies and private non-profit organizations acting as sub-recipients.**
- 5. Activity and Beneficiary Data**
 - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.**
 - b. Homeless Discharge Coordination**
 - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low-income persons and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.**
 - c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.**

COMMUNITY DEVELOPMENT

Community Development

Program Year 3 CAPER Community Development response:

1. **Assessment of Relationship of CDBG Funds to Goals and Objectives**
 - a. **Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.**
 - b. **Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.**
 - c. **Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.**

COMMUNITY DEVELOPMENT

1. a, b, & c. ASSESSMENT OF CDBG FUNDS TO PRIORITIES, GOALS AND OBJECTIVES IDENTIFIED IN THE 2010-2015 CONSOLIDATED PLAN

The summary below depicts the City's progress in meeting its stated annual goals in relation to the five-year Consolidated Plan.

Housing Ownership, Rehabilitation and Rental

PROGRAM	FIVE-YEAR GOALS					ANNUAL ACTUAL ACCOMPLISHMENTS				
	2010-(FY11)	2011-(FY12)	2012-(FY13)	2013-(FY14)	2014-(FY15)	2010-(FY11)	2011-(FY12)	2012-(FY13)	2013-(FY14)	2014-(FY15)
Homeownership-Owner-occupied (CHDO)	1	2	1	1	1	1	2	1		
Homeownership-Homebuyer	10	10	10	10	10	15	10	3		
Homeownership-Retention/Housing Rehabilitation	5	5	5	5	30	48	20	34		
Rental Units	0	24	24	28	0	0	49	1*		

*FY 13 goal was achieved ahead of schedule in FY 12

The City's goal in the Consolidated Plan is to make every housing unit safe, decent, and affordable. Assistance programs also extend to eligible rental activities. Another goal and important aspect of improving and sustaining community livability and services is to build on the existing assets within the various neighborhoods through revitalization and rehabilitation efforts. The City's plans also include creating opportunities to make home ownership available to qualified persons and providing assistance to help homeowners keep their homes. This in turn will help strengthen neighborhoods.

Lyn-CAG completed the occupancy requirements for 210 C Street. This property was acquired and rehabilitated with the use of CHDO funds previously allocated from HOME Program funds. The housing unit was sold during this reporting period and is occupied by a low-to-moderate income family.

A total of \$41,400 in HOME funds was expended for Homeownership Homebuyer projects this program year by providing down payment assistance to three (3) households. These funds were expended by LNDF and Greater Lynchburg Habitat for Humanity (GLHFH). Additionally, GLHFH utilized \$110,761 in private funding for the construction of two (2) new housing units created within the Homeownership Homebuyer Program.

Of the thirty-four (34) housing units that were rehabilitated, there was \$228,220 in CDBG and HOME Program funds expended for these properties. These funds were expended by Lyn-CAG and Rebuilding Together Lynchburg. These rehabilitation efforts in our CDBG-targeted neighborhoods helped to increase the property values as well as improve the overall aesthetics of the neighborhoods.

Rebuilding Together received funds in the amount of \$91,864 from other non-profits, foundations, corporations, and persons that enabled them to assist other low and very low-income persons within the CDBG targeted areas and the City of Lynchburg with minor rehabilitation repairs.

LNDF converted the housing unit located at 714 Madison Street from a home buyer unit to a rental unit. The unit is occupied by a low-income person.

Support of Neighborhoods

PROGRAM	FIVE-YEAR GOALS					ANNUAL ACTUAL ACCOMPLISHMENTS				
	2010 (FY11)	2012 (FY12)	2012 (FY13)	2013 (FY14)	2014 (FY15)	2010 (FY11)	2012 (FY12)	2012 (FY13)	2013 (FY14)	2014 (FY15)
Neighborhood/ Community Meetings	5	5	5	5	5	96**	88**	97**		
Infrastructure Improvements	1	1	1	1	1	1	1	1		

**Includes neighborhood meetings in Tinbridge Hill, Federal Hill, Fairview Heights, Dearington, Birchwood, Garland Hill, Dearing Street, Diamond Hill, College Hill, Seminary Hill, Richland Hills, Three Fountains, Georgetown Forest, Fort Hill, Walden Pond, James Crossing, McGurk House, Dearing Street, and VES/Hydro Street.

Neighborhoods are an important foundation for improving and sustaining community livability and services. Strong neighborhoods help to create more active and informed citizens which in turn result in a stronger community. Within neighborhoods there are shared identities, issues, concerns, and interests. Each neighborhood has its own unique priorities and character. The neighborhoods within Lynchburg's Historic Districts may be working to preserve the historical aesthetics of the neighborhood. Some neighborhoods have traffic problems while others are dealing with beautification, crime, youth, socioeconomic, and/or family concerns. Each neighborhood needs an avenue to deal with its individual needs so that the community continues to be strengthened and protected.

During this reporting period, The Code Compliance Team and other neighborhood groups met and conducted five (5) "walk-throughs" in CDBG targeted areas to review housing and Code-related issues. These "walk-throughs" occurred in Dearing Street, Fort Hill, Euclid Avenue, Tinbridge Hill and Richland Hills Neighborhoods.

During this reporting period, the neighborhood associations met monthly and discussed their accomplishments and concerns related to issues within the neighborhood (i.e. crime, safety, aesthetics). City representatives from different departments attended these meetings and assisted the residents in resolving their concerns. A total of ninety-seven (97) neighborhood meetings were held in Tinbridge Hill, Federal Hill, Fairview Heights, Dearington, Birchwood, Garland Hill, Dearing Street, Diamond Hill, College Hill, Seminary Hill, Richland Hills, Three Fountains, Georgetown Forest, Fort Hill, Walden Pond, James Crossing, McGurk House, Dearing Street, and VES/Hydro Street.

Phase II of the Fifth Street improvement project which includes the blocks from Harrison to Main Street started construction in September 2011 and is scheduled for completion in September 2013. The project includes the same streetscape amenities as constructed in Phase I, but includes more significant water and sewer line replacements funded by the City's utilities fund. During this reporting period, \$245,463 of CDBG funds were expended on the Phase II project. An additional \$9,252 of CDBG funding was expended to purchase street benches and identity banners.

The Fifth Street Corridor is one of the major accesses to Downtown Lynchburg. It encompasses at least three (3) of the seven (7) "Hills" (College Hill, Garland Hill, and Tinbridge Hill), all of which are within the CDBG-targeted census tracts.

In addition to the Fifth Street infrastructure project, the City's Public Works Department utilized \$578,633 in City funds during the reporting period of July 1, 2012 through June 30, 2013 on 68 projects located in low/mod areas. These projects included repairs to paving, handrails, sidewalk, guardrail and curb and gutter work.

Economic Development Efforts

PROGRAM	FIVE-YEAR GOALS					ANNUAL ACTUAL ACCOMPLISHMENTS				
	2010 (FY11)	2011 (FY12)	2012 (FY13)	2013 (FY14)	2014 (FY15)	2010 (FY11)	2011 (FY12)	2012 (FY13)	2013 (FY14)	2014 (FY15)
Enterprise Zone	2	2	2	2	2	2	2	2		
Downtown Redevelopment Improvements	1	1	1	1	1	1	2	1		

The City's goal is to encourage more commercial and industrial development in order to provide more employment opportunities in the inner city.

The City has two Enterprise Zones: Enterprise Zone Number 2 - Downtown and Enterprise Zone Number 46 - Lynchpin. Downtown redevelopment and commercial development will increase the number of jobs and wages for low-to-moderate-

income persons, decrease vacant and/or dilapidated non-revenue producing properties, increase business sales volume in the revitalized neighborhoods, and increase small business loans in targeted neighborhoods.

The City's Office of Economic Development once again expanded the City's two Enterprise Zones, providing development and job creation assistance to growing businesses in commercial areas throughout town. In Program Year 2012 there was \$657,686 in State cash grants which leveraged \$25 million in private commercial real property investment. The Job Creation Grants of \$120,944 supported the creation of 171 new jobs.

Public downtown and Riverfront redevelopment/infrastructure projects totaling \$10.8 million that have been completed or are underway include: Rivermont Bridge Renovations (Completed); Lower Bluff Walk-Phase I; Jefferson Street South; and Lower Bluff Walk – Phase II and III. Funds in the amount of \$1.9 million were expended on these projects during this program year.

Public Service Providers for At-risk Youth, Adults and Families

PROGRAM	FIVE-YEAR GOALS					ANNUAL ACTUAL ACCOMPLISHMENTS				
	2010 (FY11)	2011 (FY12)	2012 (FY13)	2013 (FY14)	2014 (FY15)	2010 (FY11)	2011 (FY12)	2012 (FY13)	2013 (FY14)	2014 (FY15)
Housing for Homeless Agencies	2	2	2	2	2	2	2	1		
Public Service Providers (Youth Activities-Recreation and Education, Senior Program, Domestic Violence)	2	2	2	2	2	2	2	**		

**In Program Year 2010 City Council updated its Citizen Participation Plan (CPP) and restructured programs and activities that would be funded with CDBG funds. This restructuring provided for public service activities to be conducted in partnership with City department projects. During Program Year 2012 there were no public service activities funded with CDBG funds. The City continues to support public service providers in order to meet the needs of the low-to-moderate income persons, persons with disabilities, substance abuse or addiction, persons with AIDS, persons that are homeless, and elderly persons. In addition to the services provided by the City's Division of Social Services, there are many nonprofit organizations that coordinate with the City to provide the services needed.

The City was awarded the Shelter Plus Care Grant during Program Year 2012. This grant provided assistance to twelve (12) persons and/or families that were homeless and was in need of permanent housing.

Residential Rental Property Inspections Program and Property Maintenance Inspections

PROGRAM		FIVE-YEAR GOALS				ANNUAL ACTUAL ACCOMPLISHMENTS				
	2010 (FY11)	2011 (FY12)	2012 (FY13)	2013 (FY14)	2014 (FY15)	2010 (FY11)	2011 (FY12)	2012 (FY13)	2013 (FY14)	2014 (FY15)
Rental Property Inspections	462	450	450	450	450	760	394	436		
Property Maintenance Inspections	2400	2300	2200	2100	2000	5,078	5,033	2,465		

The City continues to provide support for the Rental Inspection Program by reducing the number of rental properties that have code violations and are health, safety, and public welfare concerns. While there were no HUD funds specifically expended on the Residential Rental Inspection Program, the City utilized General Operating funds to continue the enforcement of Property Maintenance Code violations in the rental housing stock in the CDBG-targeted neighborhoods. There were 436 rental inspections completed during this reporting period.

The Property Maintenance Code inspections that were completed during this reporting period include: pre-court inspections, court ordered inspections, initial inspections, and follow-up inspections. This Code enforcement effort provides a reduction in blighted properties and makes rental properties safer, more decent, and affordable for low-to-moderate-income persons. There were 2,465 Property Maintenance Inspections completed during this reporting period. Recent staffing turnover and a delay in the department's response time resulted in a decrease in the total number of FY 2013 inspections.

Demolition and Code Enforcement

PROGRAM	FIVE-YEAR GOALS					ANNUAL ACTUAL ACCOMPLISHMENTS				
	2010 (FY11)	2011 (FY12)	2012 (FY13)	2013 (FY14)	2014 (FY15)	2010 (FY11)	2011(FY12)	2012 (FY13)	2013 (FY14)	2014 (FY15)
Demolitions	2	2	2	2	2	3	2	3		
Weed Ordinance-Property Clearance	200	250	250	250	250	905***	896***	1,512***		
Removal of Abandoned Vehicles	60	85	100	125	135					

***The TrackIT Data System categorizes the data for weed ordinance/property clearance and abandoned vehicles in one database; therefore, this data is reported as a combined accomplishment.

The City's goal is to continue to eliminate neighborhood deterioration, blight, and blighting influences through staged redevelopment of public infrastructure, rehabilitation activities, code enforcement, or clearance where needed. The Code Compliance Team completed 1,512 inspections during this reporting period.

The City expended \$9,689 in local funds for the demolition of three (3) structures in the CDBG-targeted neighborhoods. The demolition and Code enforcement efforts reduced the number of derelict properties and further enhanced the living environment within the targeted neighborhoods.

2. Changes in Program Objectives

- a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program 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 2010-2015 Consolidated Plan.

3. Assessment of Efforts in Carrying Out Planned Actions

- a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.**

The City pursued all resources available to the grantee. During this reporting period, the City of Lynchburg used two (2) HUD programs, the CDBG and HOME Program. Funds received from a variety of federal, state, and local sources significantly leveraged Consolidated Plan grants. The CAPER section on leveraging provides an overview of the additional funds and in-kind contributions received by the City during the program year.

- b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.**

The City of Lynchburg provided Certifications of Consistency with the Consolidated Plan to all agencies that met the test of consistency. Grant Administration staff reviews each project application and certify that the proposed activity is consistent with the City's Consolidated Plan. Certification requests are reviewed to determine that the project location is within the City's jurisdiction; that the project's scope of services is consistent with the City's Consolidated Plan priorities; and that the project's services are received primarily by City residents.

During the Program Year 2012, the City processed certifications in the areas of public housing, competitive homeless grant programs, and transitional housing providers.

- c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.**

The City did not knowingly hinder Consolidated Plan implementation by action or willful inaction, and affirmatively pursued the goals, priorities, and strategies outlined in the Consolidated Plan. The City adhered to all requirements and certifications contained within the grant agreement executed with HUD for the CDBG and HOME Program.

4. For Funds Not Used for National Objectives

- a. Indicate how use of CDBG funds did not meet national objectives.**
- b. Indicate how did not comply with overall benefit certification.**

CDBG and all federal funds were used only in connection with the three National Objectives set forth in the regulations governing the CDBG grant, and the City fully complied with the requirement to expend at least 70% of federal funds received to benefit low-to-moderate-income persons over a three-year period. The City, as in years past, exceeded this requirement during this program year as detailed in the PR 26 (Financial Summary) report. The City fully complied with the overall benefit certification during the reporting period.

- 5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property**
- a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.**
 - b. Describe steps taken to identify households, businesses, farms or non-profit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.**
 - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or non-profit organizations.**

The City has adopted and follows an Anti-Displacement and Relocation Policy as part of the Citizen Participation Plan. It is the policy of the City of Lynchburg to minimize the displacement of families and persons from their homes and neighborhoods as a result of activities assisted with funds provided under the HOME and CDBG programs.

There were no temporary or permanent displacements that occurred during the reporting period.

- 6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons**
- a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.**
 - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.**
 - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.**

There were no economic development projects funded in this program period.

- 7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low- and moderate-income benefit**
- a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.**

The one CDBG funded activity that had a Broad National Objective (BNO) as low-to-moderate income area was located within the CDBG-targeted Census Tracts 5 and 6. Both of these Tracts have more than 51% of the residents who are low to-moderate income.

8. Program income received

- a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.**

N/A

- b. Detail the amount repaid on each float-funded activity.**

N/A

- c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.**

N/A

- d. Detail the amount of income received from the sale of property by parcel.**

Lynchburg Redevelopment and Housing Authority disposed of the following property during this reporting period:

Real Estate Disposed of Between July 1, 2012 - June 30, 2013			
Property	Deed Date	Sold/Conveyed to	Amount Received
119 I Street	5/13/2013	Sold to Teresa Jackson	\$1,500*

*Property was disposed of below fair market value (\$3,000); therefore, a Broad National Objective (BNO) was not met. LRHA remitted \$3,000 back to the City in July 2013 for this disposition.

9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:

- a. The activity name and number as shown in IDIS;**

N/A

- b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;**

- c. The amount returned to line-of-credit or program account; and**

- d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.**

10. Loans and other receivables

- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received. N/A**

- b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.**

Bluffwalk - One loan with outstanding principal of \$1,940,000 – Appendix G

- c. **List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.** N/A
- d. **Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.** N/A
- e. **Provide a List of the parcels of property owned by the grantee or its sub-recipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.**

The Real Property Inventory is included as Appendix F in the CAPER report.

Lump sum agreements

- f. **Provide the name of the financial institution.**
- g. **Provide the date the funds were deposited.**
- h. **Provide the date the use of funds commenced.**
- i. **Provide the %age of funds disbursed within 180 days of deposit in the institution.**

N/A

The City of Lynchburg returned a total of \$2,800 to HUD. The breakdown is as follows:

- (1) \$2,800 was returned to HUD as a result of HUD's review of the CAPER. The breakdown is as follows: 921 Taylor Street-\$21; 1017 Floyd Street-\$684; Daniel's Hill Acquisition-\$1,100; Spot Blight Abatement/Acquisition Program-\$995

11. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year

- a. **Identify the type of program and number of projects/units completed for each program.**
- b. **Provide the total CDBG funds involved in the program.**
- c. **Detail other public and private funds involved in the project.**

This information is included in Section 1 of this CAPER.

12. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

The City does not have an approved Neighborhood Revitalization Strategy.

Antipoverty Strategy

- 1. **Describe actions taken during the last year to reduce the number of persons living below the poverty level.**

Program Year 3 CAPER Anti-poverty Strategy response:

The City seeks to reduce the number of households with incomes below the poverty line this year by continuing with the long-term solutions such as education (including adult education and job skill training), economic development, and coordinated supportive services. 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.

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

Program Year 3 CAPER Non-homeless Special Needs response:

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

The facilities currently available for persons with supportive housing needs are limited to those offered by the ARC of Central Virginia, Horizon Behavioral Health, Central Virginia Training Center, Rush Homes, L'ARCHE Blue Ridge Mountains, Heart Haven, DePaul Family Services, Presbyterian Homes and Family Services, Lynchburg Covenant Fellowship (LCF), and selected housing facilities with units restricted for use by elderly or persons who are disabled. There are other for-profit companies that provide group homes, support services, and foster care for adults with mental retardation. Some of these include Laury Homes Residential Services, Lamano Agency, and Creative Family Solutions.

LCF owns and/or manages over 200 housing units for low-income, disabled, and elderly households. LCF has helped Horizon Behavioral Health develop 60 units for persons who have developmental disabilities in Lynchburg. Rush Homes (RLH) currently owns twelve (12) homes that provide permanent housing for adults with significant mental and physical disabilities that prevent them from owning and maintaining their own home.

Specific HOPWA Objectives

Program Year 3 CAPER Specific HOPWA Objectives response:

The City of Lynchburg does not receive HOPWA funds.

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives

Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:

- a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;**
- b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;**
- c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative**

- strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
- d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
 - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
 - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
- a. Grantee Narrative
 - i. Grantee and Community Overview
 - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
 - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
 - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
 - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
 - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other persons or organizations
 - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
 - ii. Project Accomplishment Overview
 - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
 - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
 - (3) A brief description of any unique supportive service or other service delivery models or efforts
 - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
 - iii. Barriers or Trends Overview
 - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement

- (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and**
- (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years**

b. Accomplishment Data

- i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).**
- ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).**

DRAFT

OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

Program Year 3 CAPER Other Narrative response:

INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM (IDIS) REPORTS

The Integrated Disbursement Information System (IDIS) is sponsored by the Office of Community Planning and Development (CPD) within the U. S. Department of Housing and Urban Development (HUD). The reporting system allows grantees who receive formula grant programs, Community Development Block Grant (CDBG) and HOME Program, to provide HUD with performance results related to their Consolidated Plan and Annual Action Plans. The required IDIS Reports are being submitted along with the CAPER narrative to HUD in the final document.

A draft copy of the IDIS reports and appendices were available in the Grants Administration Office for review.

September 16, 2013

Ms. Valeria P. Chambers
City Clerk
900 Church Street
Lynchburg, VA 24504

Dear Ms. Chambers:

My name is Derek Polley and I am the CEO of the Lynchburg Legends, Lynchburg's semi pro basketball team. I am requesting to speak before council at the next available meeting. I would like to elaborate on what the Legends are about, and see how the City can help get the word out about the new team in town.

Thank you,

Derek Polley
1000 Harrison Street
Lynchburg, VA 24504
Polley21@yahoo.com

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2013**

AGENDA ITEM NO.: 5

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **2013 Local Emergency Management Performance Grant**

RECOMMENDATION: Adopt a resolution to amend the FY 2014 City/Federal/State Aid Fund budget and appropriate \$46,846 with resources of \$23,423 from the Virginia Department of Emergency Management 2013 Local Emergency Management Performance Grant and \$23,423 of in-kind matching services to fund a part-time Emergency Management Administrative Services Associate position and overtime expenditures for emergency management activities within the Department of Emergency Services.

SUMMARY: The Emergency Management Performance Grant Program for all hazards is authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121, et seq.). Title VI of the Stafford Act authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from all hazards and to vest responsibility for emergency preparedness jointly in the federal government and the states and their political subdivisions.

These funds, which are distributed to localities by the Virginia Department of Emergency Management, will allow the Department of Emergency Services to fund a part-time position and overtime expenditures to assist in delivery of local emergency management programs and services. These programs and services include creating and overseeing exercises, providing public education programs concerning emergency planning and preparedness, and assisting with maintaining city-wide emergency operations plans and procedures.

The grant period is for one year; the part-time position is contingent upon this grant funding. The City is not obligated to retain the position after the conclusion of the grant. Grant funds are available annually; the department anticipates applying for renewed funding to continue this program.

The grant requires a 50% local match, which will be satisfied with in-kind services by the existing Emergency Management Coordinator's position salary. No additional local funding is needed.

PRIOR ACTION(S): September 24, 2013 Finance Committee; this will be the second year that the grant funds will be used for the purpose outlined above.

FISCAL IMPACT: None, the 50% matching funds requirement for this grant (\$23,423) will be satisfied with in-kind services by the existing Emergency Management Coordinator's position salary.

CONTACT(S): William A. Aldrich, Director of Emergency Services, 455-4285

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION

BE IT RESOLVED that the FY 2014 City/Federal/State Aid Fund budget is amended and \$46,846 is appropriated with resources of \$23,423 from the Virginia Department of Emergency Management 2013 Local Emergency Management Performance Grant and \$23,423 of in-kind matching services to fund a part-time Emergency Management Administrative Services Associate position and overtime expenditures for emergency management activities within the Department of Emergency Services.

Introduced:

Adopted:

Certified:

Clerk of Council

124K



Virginia Department of
Emergency Management

Grant Agreement

Page 1 of 4

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

Lynchburg City
900 Church Street
Lynchburg, VA 24504

4. AWARD NAME: 2013 Emergency Management
Performance Grant

5. PROJECT PERIOD: FROM 07/01/2013 TO 06/30/2014

BUDGET PERIOD: FROM 07/01/2013 TO 06/30/2014

6. AWARD DATE: September 9, 2013

2. GRANTEE IRS/VENDOR NO.

54-6001332

7. TOTAL AMOUNT OF THIS AWARD \$46,846.00

8. FEDERAL AMOUNT OF THIS AWARD \$23,423.00

9. RECIPIENT NON-FEDERAL COST SHARE REQUIREMENT
\$23,423.00

3. PROJECT TITLE

Local Emergency Management Performance Grant

10. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH
ON THE ATTACHED PAGE(S).

11. STATUTORY AUTHORITY FOR GRANT

The project is supported under *The Consolidated Appropriations Act, 2013 (Public Law 113-6)*

12. METHOD OF PAYMENT

Commonwealth of Virginia Accounting System

AGENCY APPROVAL

GRANTEE ACCEPTANCE

13. TYPED NAME AND TITLE OF APPROVING VDEM OFFICIAL

Michael M. Cline
State Coordinator

14. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE
OFFICIAL

L. Kimball Payne, III
City Manager

15. SIGNATURE OF APPROVING VDEM OFFICIAL

16. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

16A. DATE



Virginia Department of
Emergency Management

AWARD CONTINUATION SHEET

Grant Agreement

Page
2 of 4

Award Name: 2013 Emergency Management Performance Grant Grant Award Date: September 9, 2013

SPECIAL CONDITIONS

1. The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:
 - A. Administrative Requirements
 1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
 2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-I 10)
 3. Virginia Department of Emergency Management Sub-grantee Administrative Guide
 - B. Cost Principles
 1. 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)
 2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
 3. 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
 4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations
 - C. Audit Requirements
 1. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations
2. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.
3. The recipient must submit a Quarterly Progress Report. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure. Reports are due on January 15, April 15, July 15, and October 15. A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund draw downs may be withheld, if these reports are delinquent. The final Progress Report is due 90 days after the end date of the performance period.
4. In the event VDEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.

 Virginia Department of Emergency Management	AWARD CONTINUATION SHEET Grant Agreement	Page 3 of 4
<i>Award Name: 2013 Emergency Management Performance Grant Grant Award Date: September 9, 2013</i>		
5. The recipient shall not undertake (obligate/ expend federal and/or matching funds) any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures, and objects that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.		
6. The recipient agrees that federal funds under this award will be used to supplement, but not supplant, state or local funds for homeland security preparedness.		
7. The recipient agrees that the use of funds under this grant will be in accordance with the Fiscal Year 2013 Guidelines and must support the goals and objectives included in the State Homeland Security Strategy.		
8. The recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."		
9. The recipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."		
10. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.		



Virginia Department of
Emergency Management

AWARD CONTINUATION SHEET

Grant Agreement

Page
4 of 4

Award Name: 2013 Emergency Management Performance Grant Grant Award Date: September 9, 2013

11. National Incident Management System Implementation Compliance

In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the sub-grantee(s) has (have) made sufficient progress to disburse funds.

12. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The recipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. The Trip Report template can be found at www.vaemergency.gov under Grant Information. These reports must be remitted with your request for reimbursement. Failure to do so will result in a delay of payment until received.

13. Recipients agree that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. Prior to traveling for these activities outside of contiguous United States (OCONUS) as well as to Canada and Mexico, preapproval is required by the state and FEMA through the SAA office.

Please reference 2 CFR 225, App. A, C.1.a, in regard to reasonableness when considering requests for travel of this type. Where applicable, you should also reference the following regarding travel: the Western Hemisphere Travel Initiative (http://www.dhs.gov/files/programs/gc_1200693579776.shtm).

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2013**

AGENDA ITEM NO.: 6

CONSENT:

REGULAR: X

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: X

INFORMATION:

ITEM TITLE: **Police Department Participation in the DMV Highway Safety Grant – DUI Enforcement**

RECOMMENDATION: Adopt a resolution to amend the FY 2014 City/Federal/State Aid Fund budget and appropriate \$53,721 with resources of \$34,284 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$17,142, and \$2,295 transferred from the FY 2014 General Fund Police Department budget to provide selective DUI and occupant restraint enforcement activities, attend related training, and purchase equipment.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City a \$53,721 grant. The funds will be used for selective DUI and speed enforcement activities, to attend related training, and to purchase equipment for DUI enforcement.

This grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of \$2,295 is available for transfer from the FY 2014 Police Department budget to cover this expense.

An in-kind match of \$17,142 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): September 24, 2013 Finance Committee

BUDGET IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; \$2,295 will be transferred from the FY 2014 General Fund Police Department budget to cover this expense.

CONTACT(S):

Police Chief Parks Snead, 455-6104

Captain K.R. Edwards Police Department, 455-6119

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the FY 2014 City/Federal/State Aid Fund budget is amended and \$53,721 is appropriated with resources of \$34,284 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$17,142, and \$2,295 transferred from the FY 2014 General Fund Police Department budget to provide selective DUI and occupant restraint enforcement activities, attend related training, and purchase equipment.

Introduced:

Adopted:

Certified:

Clerk of Council

125K

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2013**

AGENDA ITEM NO.: 7

CONSENT:

REGULAR: X

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: X

INFORMATION:

ITEM TITLE: **Police Department Participation in the DMV Highway Safety Grant – Speed Enforcement**

RECOMMENDATION: Adopt a resolution to amend the FY 2014 City/Federal/State Aid Fund budget and appropriate \$11,827 with resources of \$7,500 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$3,750, and \$577 transferred from the FY 2014 General Fund Police Department budget to provide speed enforcement activities.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City an \$11,827 grant. The funds will be used speed enforcement activities.

This grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of \$577 is available for transfer from the FY 2014 Police Department budget to cover this expense.

An in-kind match of \$3,750 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): September 24, 2013 Finance Committee

BUDGET IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; \$577 will be transferred from the FY 2014 General Fund Police Department budget to cover this expense.

CONTACT(S):

Police Chief Parks Snead, 455-6104

Captain K.R. Edwards, Police Department, 455-6119

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the FY 2014 City/Federal/State Aid Fund budget is amended and \$11,827 is appropriated with resources of \$7,500 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$3,750, and \$577 transferred from the FY 2014 General Fund Police Department budget to provide speed enforcement activities.

Introduced:

Adopted:

Certified:

Clerk of Council

126K

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2013**

AGENDA ITEM NO.: **8**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **2013 Edward Byrne Memorial Justice Assistance Grant (JAG)**

RECOMMENDATION: Adopt a resolution to amend the FY 2014 City/Federal/State Aid Fund budget and appropriate \$40,753 with resources from an Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase Body Microphone Transmitters, Cradles, and in car DVR systems; a high capacity printer; and six tasers.

SUMMARY: The City is eligible to receive \$40,753 in Edward Byrne Memorial Justice Assistance Grant (JAG) funding. Funding will be utilized to purchase Body Microphone Transmitters, Cradles and in car DVR systems for the Police Department (\$31,924); a high capacity printer for the Office of the Commonwealth's Attorney (\$3,740); and six (6) tasers for the Sheriff's Department (\$5,089). Total equipment cost is \$40,753, which is fully reimbursable by the grant. No local matching funds are required.

PRIOR ACTION(S): June 25, 2013 City Council – Approval of application submission; September 24, 2013 Finance Committee

FISCAL IMPACT: None, no local match is required.

CONTACT(S):

Police Chief Parks Snead, 455-6104

Captain K.R. Edwards, Police Department, 455-6119

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the FY 2014 City/Federal/State Aid Fund budget is amended and \$40,753 is appropriated with resources from the 2013 Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase Body Microphone Transmitters, Cradles, and in car DVR systems; a high capacity printer; and six tasers.

Introduced:

Adopted:

Certified:

Clerk of Council

127K

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2013**

AGENDA ITEM NO.: **9**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Police Bulletproof Vest Partnership 2013 Grant Funding**

RECOMMENDATION: Adopt a resolution to amend the FY 2014 City/Federal/State Aid Fund budget and appropriate \$24,644 with resources of \$12,322 from the Bulletproof Vest Partnership 2013 Grant Program and \$12,322 transferred from the FY 2014 General Fund Police Department (\$10,967) and Sheriff's Office (\$1,355) budgets to purchase 33 replacement bulletproof vests for law enforcement officers.

SUMMARY: The Police Department and Sheriff's Office have been awarded a grant under the Bulletproof Vest Partnership. Funding will be used to purchase 33 replacement bulletproof vests for law enforcement officers.

Total vest replacement costs are \$24,644. The grant requires a 50% local match; these funds are available in the FY 2014 General Fund Police Department and Sheriff's Office operating budgets.

PRIOR ACTION(S): September 24, 2013 Finance Committee

FISCAL IMPACT: None, the required local match is budgeted in the FY 2014 General Fund Police Department and Sheriff's Office operating budgets.

CONTACT(S): Police Chief Parks Snead, 455-6104; Captain K.R. Edwards, 455-6119; Sheriff Ron Gillispie, 847-1301; Chief Deputy D.T. Sloan, 847-1301

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the FY 2014 City/Federal/State Aid Fund budget is amended and \$24,644 is appropriated with resources of \$12,322 from the Bulletproof Vest Partnership 2013 Grant Program and \$12,322 transferred from the FY 2014 General Fund Police Department (\$10,967) and Sheriff's Office (\$1,355) budgets to purchase 33 replacement bulletproof vests for law enforcement officers.

Introduced:

Adopted:

Certified:

Clerk of Council

128K