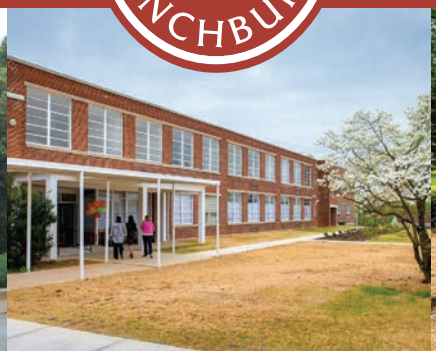

CAPER

Consolidated Annual Performance and Evaluation Report

City of Lynchburg, Virginia
Grants Administration Office

Program Year 2015
July 1, 2015 - June 30, 2016

CAPER 2015-2016
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Executive Summary

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

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

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

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

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

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

for the period from July 1, 2015 through June 30, 2016. The draft Program Year (PY) 2015 CAPER is presented in a format that is prescribed by HUD. Data and narrative are entered into a federal database system called the Integrated Disbursement and Information System (IDIS) and the Action Plan report is then downloaded into a Word format. The CAPER template in IDIS has a series of prescribed questions that align with the CDBG and HOME Program Consolidated Plan program regulations. The report you are reviewing is the result of that data entry process and is the prescribed and recommended format by HUD.

Citizen Participation

HUD requires the City to provide the public an opportunity for input. The City will provide this opportunity to comment on the CAPER at a public hearing scheduled before City Council on September 27, 2016 at 7:30 p.m. in the City Council Chambers at City Hall, 900 Church Street, Lynchburg, VA. A copy of the draft CAPER is available for public review at the following locations in and throughout the City:

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

For More Information

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

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

CR-05 - Goals and Outcomes

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

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

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

Within the City of Lynchburg's Five-Year Consolidated Plan and Program Year (PY) 2015 Annual Action Plan, the City committed to the overarching goal of undertaking activities that would result in substantial public benefit through the revitalization of depressed areas and in assistance to low and moderate-income residents. These are the central City neighborhoods that surround the downtown business district and are the six contiguous census tracts that comprise the CDBG target area: Census Tracts 4, 5, 6, 7, 11, and 19. The Census Tract Map on the following page 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 City-wide providing persons and/or households with assistance who met the eligibility criteria of the applicable program. These funds were allocated to projects and activities classified as housing (rental and homeowner rehabilitation), public facilities improvements (infrastructure), public housing rehabilitation, and public services (community and homeless service organizations). The project accomplishments, as well as an analysis of expenditures are provided throughout the Consolidated Annual Performance and Evaluation Report (CAPER).

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

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

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

Goal	Category	Source/Amount	Indicator	Unit of Measure	Expected-2015-2020 Consolidated Plan	Expected-Program Year 2015	Actual-Program Year 2015
Improve the City's Infrastructure	Non-Housing Community Development	CDBG: $1,803,472.55 (funding for all indicators)	Public Facility or Infrastructure Activities Other than Low/Moderate Income Housing Benefit	Persons Assisted	4000	3125	5860
Increase the Number of Affordable Rental Units	Affordable Housing	HOME: $750,000	Rental Units Constructed	Household Housing Unit	50	28	28
Increase the Number of Owner-Occupied Units	Affordable Housing	HOME: $600,000 (funding for all indicators)	Homeowner Housing Added	Household Housing Unit	5	1	1
Increase the Number of Owner-Occupied Units	Affordable Housing		Direct Financial Assistance to Homebuyers	Households Assisted	30	5	5
Promote Public Service Activities	Public Services	CDBG: $264,530 (funding for all indicators)	Public service activities other than Low/Moderate Income Housing Benefit	Persons assisted	150	150	203
Promote Public Service Activities	Public Services		Homelessness Prevention	Persons assisted	2000	400	0
Provide Homeless Services	Homeless	CDBG: $250,000	Homelessness Prevention	Persons assisted	2875	575	718
Rehabilitate Substandard Housing Units	Affordable Housing	CDBG: $150,000 HOME: $500,000 (funding for all indicators)	Rental Units Rehabilitated	Household Housing Unit	15	50	49
Rehabilitate Substandard Housing Units	Affordable Housing		Homeowner Housing Rehabilitated	Household Housing Unit	30	5	3

***See Narrative regarding accomplishments on pages 3-7 and goals not achieved**

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

This section of the CAPER examines the similarities and differences in the proposed and actual accomplishments of the goals identified on the preceding table within the 2015-2020 Consolidated Plan for the Community Development Block Grant (CDBG) and HOME program. These goals helped to form the priorities identified in the City's 2015 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 (PY) 2015, which is the first reporting period of the 2015-2020 Consolidated Plan.

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

Planning and Administration: There was $92,000 in CDBG funds allocated for Planning and Administration for PY 2015 and during this reporting period $90,980 of PY 2015 and prior year funding was expended for administration of the CDBG program and fair housing activities. Within the HOME Program there was $22,926 allocated for administration and $18,760 was expended with PY 2015 and prior year funding. Staff continues to utilize these funds for administration and oversight of CDBG and HOME projects.

Lynchburg Redevelopment and Housing Authority (LRHA) was allocated $128,882 of CDBG funds in PY 2015 for administration and delivery costs. These funds are utilized to provide project oversight and administration for the various CDBG-funded projects/activities at LRHA. During this reporting period there was $78,986 of CDBG funds expended for administration and delivery costs associated with property dispositions, and rental and public housing rehabilitations. LRHA disposed of two (2) properties during PY15 and provided $64,500 of program income for the dispositions. With these dispositions there remains twelve (12) properties on the CDBG Property Inventory.

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

The City is in the process of installing streetscape improvements in conjunction with planned water/sewer/storm line upgrades for the Downtown Infrastructure project. The design work for Downtown Infrastructure Improvements has been completed with construction anticipated to begin in PY 2016. City Capital Improvement funds were used in addition to the CDBG funds ($360,694) for the completion of the design work for this project. The activity benefits the area of Census Tract 5 and 6 with a population of approximately 3,125 people with 75.68% in the low to moderate income range.

The Tinbridge Hill Infrastructure project was completed during this reporting period. This project is located in Census Tract 5 and there are approximately 2,840 persons within the neighborhood with 76.76% of those persons being low-to-moderate income. There was $328,149 of CDBG funds expended during this program year for this project. The project accomplishments included the installation and replacement of sidewalks with American with Disabilities Act (ADA) ramps in areas that lacked adequate pedestrian facilities. Since walking is often a frequent mode of transportation for low-income neighborhoods it was important to connect the residents to important uses around them: Fifth Street Commercial Corridor, Johnson Health Center, Yoder Recreational Center, Hollins Mill Park and Blackwater Creek Trail. In addition there were crosswalks installed at various intersections and landscaping placed throughout the neighborhood that greatly enhanced the aesthetics and appearance of the area.

In PY 2015 the Riverside Park Improvements project was completed. There was $89,540 of CDBG funds expended during this reporting period for this project. While the Park is utilized by all City residents, and particularly adjacent target area census tracts residents, this project is located in Census Tract 4 and has approximately 3,020 persons with 61% of the residents being low-to-moderate income.

The project included the redesign and construction of the primary parking area at Riverside Park, Lynchburg's second oldest park. Major renovation components included the repair and overlay of the existing asphalt; construction of a new asphalt apron with drive lanes and a drop off area for handicapped visitors; a permeable paver apron was added between this new asphalt apron and the existing walkways of the playground features. The two center rows of parking were removed and replaced with permeable pavers, a landscaped median with two ends of row islands. The four ADA parking spaces and two access aisles were moved to the center row parking section and are located closer to the playground features. Site furnishings

provided with the design include concrete wheels stops, decorative wrought iron post and chain fencing along the perimeter of three side of the parking lot. The fourth side adjacent to the play features is a combination of post and chain fencing and decorative bollards. The installation of the landscape plan for the center parking lot median and end of row islands provided a mixture of trees and multiple shrubs. The total project cost was $309,320 with $125,000 of CDBG funds being contributed to the project and the City providing $184,320 of Capital Improvement Program (CIP) funds. The project is complete.

Increase the Number of Affordable Rental Units: The City recognizes the need to increase the availability of affordable housing for renters; especially housing that meets the varied needs of the City's lower-income population. The City continues to support and partner with housing and public service providers to meet the needs of low-to-moderate income persons, homeless persons and families, and persons with disabilities or other special needs. In PYs 2013 and 2014 there was $185,500 in HOME Program funds allocated to the Rush Homes Armstrong Place Apartments project for the rehabilitation and new construction of 28 housing units of which 11 units were completed with the use of the HOME Program funds. This project has been completed and all of the units are occupied by persons with disabilities.

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

The City increased the number of owner occupied units by six (6) during PY 2015. The City's partnership with Greater Lynchburg Habitat for Humanity (GLHFH) provided Homebuyer Homeownership for five (5) units through its Down Payment Assistance Project to eligible clients for the purchase of homes constructed at 3229 Maryland Avenue, 508 Harrison Street, 207 Warren Avenue, 621 Federal Street, and 308 Walnut Street. There was $75,000 in HOME funds allocated to GLHFH for this program in PY 2015 and $90,000 in PY 2014. During this reporting period $78,960 was expended from PY 2014 funds for down payment assistance to these home buyers.

Lynchburg Community Action Group (Lyn-CAG) through its Community Housing Development Organization (CHDO) project acquired and rehabilitated one (1) housing unit for a low-moderate income first-time homebuyer at 5916 Quaker Parkway. Lyn-CAG expended $140,044 of HOME Program funds allocated in prior years on the acquisition and rehabilitation of this

housing unit in PY 2015. This project provided an affordable housing unit that otherwise may not have been possible without the assistance of the HOME program funds.

Promote Public Service Activities: 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. 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. The Lynchburg Police Department partnered with the Boys and Girls Club of Greater Lynchburg to provide a program opportunity for at-risk youth to develop relationships with local law enforcement through

basketball/baseball and other programs to develop lessons about teamwork, communication, respect and leadership. There were 203 youth who participated in the Badges for

Baseball/Basketball and Fun Fridays program. The Boys and Girls Club was allocated $7,687 in CDBG funds for PY 2015 and expended $5,844. This activity will be completed in PY 2016.

The Affordable Housing Resource Center (AHRC) will be staffed with a Housing Navigator to provide a centralized access point to all affordable housing resources and programs available in the City. The Coordinated Homeless Intake Assessment (CHIA) Coordinator will be located in the AHRC. The project is a collaboration of the Lynchburg Housing Collaborative partners, the Central Virginia Continuum of Care (CVCoC), the City of Lynchburg, and the Lynchburg Redevelopment and Housing Authority (LRHA). It will be designed as a "one stop shop" for accessing housing resources. While no accomplishments have been made during this program year, LRHA is currently working toward staffing the AHRC. LRHA was allocated $45,219 in CDBG funds for the AHRC.

Provide Homeless Services: The City supports efforts to develop, sustain, and coordinate a comprehensive, seamless system of services for homeless citizens in order to move the homeless population toward obtaining permanent housing. Through the Coordinated Homeless Intake and Assessment (CHIA) Coordinator at the Lynchburg Redevelopment and Housing Authority (LRHA) a uniform intake tool has been developed to quickly assess individual and family needs and assure they are diverted from the homeless response system or expeditiously placed in the most appropriate housing program. CHIA diverts households from homelessness, understands client's need and eligibility for existing programs and identifies the needs through the consistent use of a uniform assessment tool. CHIA exceeded the goal of 575 persons and served 718 people during PY 2015 to include 161 families and 220 children. LRHA was allocated$50,000 in PY 2015 for CHIA and during this reporting period expended $39,758 of PYs

2014 and 2015 CDBG funds for this project. This activity has greatly enhanced the coordination of housing and services for the homeless.

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

Three homeowner units were rehabilitated by Lyn-CAG in PY 2015. There were $75,000 and $100,000 HOME Program funds allocated in PYs 2014 and 2015 to Lyn-CAG's Substantial Rehabilitation for Homeowner rehabilitations. Lyn-CAG expended $51,482 on the rehabilitation of these three housing units. While the goal of five (5) housing units was not accomplished due to the changes made in the program guidelines for homeowners contributions and issuing construction contracts, there are three units currently under construction to be completed in PY 2016.

During this reporting period, thirty-eight (38) rental units were rehabilitated. Lynchburg Redevelopment and Housing Authority (LRHA) renovated three (3) rental units including public housing units and a private rental unit and replaced windows and doors at the Dearington Apartments for thirty-four (34) units within Phase I of this project. Thirty-four (34) units will receive window and door replacements during Phase II in PY 2016. One (1) unit, utilizing HOME Program funds was renovated by Lynchburg Covenant Fellowship (LCF) at the Frank Roane Apartments. LRHA was allocated $50,000 in CDBG funds with $5,000 being expended for rental rehabilitation. In PY 2014 LRHA was allocated $180,000 for the Brookside Apartments rehabilitation of public housing units, in which $97,406 was expended during this reporting period for the completion of the rehabilitation of the two (2) public housing units. There was $125,000 in CDBG funds allocated to Dearington window replacements in Phase I with all funds expended. In PY 2014, $60,000 of HOME funds was allocated for the rehabilitation of one housing unit at the Frank Roane Apartments and all of these funds were expended during this reporting period.

CR-10 - Racial and Ethnic composition of families assisted

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

	CDBG	HOME
White	1	11
Black or African American	70	23
Asian	0	0
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	0	0
Total	**71**	**34**
Hispanic	0	0
Not Hispanic	71	34

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

Narrative

The Table above provides a total racial and ethnic summary of the number of persons in the households served with the CDBG and HOME Program funds. The households served were as follows: Lynchburg Redevelopment and Housing Authority (LRHA) assisted three (3) families through rental rehabilitation within the public housing units and one private landlord. LRHA also assisted thirty-four families (34) at the Dearington apartments with window and door replacements. Lynchburg Covenant Fellowship (LCF) assisted one (1) rental household through the rehabilitation of the Frank Roane Apartments; Greater Lynchburg Habitat for Humanity assisted five (5) families through its Homebuyer Down Payment Assistance program; Lynchburg Community Action Group (Lyn-CAG) assisted three (3) households through the Homeowner Housing Rehabilitation program; and one (1) household through its Community Housing Development Organization (CHDO) Homebuyer program. Rush Homes assisted eleven (11) households at Armstrong Place with HOME program funds. A total of fifty-eight(58) households were assisted; and one hundred and five (105) persons were assisted.

Of the households assisted, fifty (50) of the households were within 0 to 30% of median income; four (4) were within 30 to 50% of median income; two (2) were within 50 to 60% of median income; and two (2) were within 60 to 80% of median income.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG		2,837,931	1,345,938
HOME		1,616,702	236,841

Table 2 - Resources Made Available

Narrative

In Program Year 2015 Fiscal Year (FY) 2016, the City received $686,040 in CDBG entitlement funds and $305,985 in HOME Program entitlement funds. Along with these entitlement funds, reprogrammed prior year funds and program income of $48,443 and $441,921, respectively, in the CDBG and HOME Program were allocated to eligible projects. The total amount of CDBG and HOME funds the City allocated for projects and activities in PY 2015 was $1,082,408. This represented a total of $734,482 in CDBG and $347,926 in HOME Program dollars.

In FY 2016, there was $1,345,938 of CDBG funds and $236,841 of HOME Program funds expensed for projects and activities. Narratives for the various projects and activities during PY 2015 have been included in Goals and Outcomes Section of the CAPER (See Pages 2 – 7).

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CENSUS TRACTS 4,5,6,7, 11, and 19	70	80	Housing services, public service, Infrastructure, Rehabilitation
Citywide	30	20	Citywide

Table 3 – Identify the geographic distribution and location of investments

Narrative

The City invested 80% of project funds for PY 2015 (FY16) in the Census Tracts 4, 5, 6, 7, 11 and 19 for Downtown Infrastructure Improvements, Rental Rehabilitation, Public service activities, and Homeowner Substantial Rehabilitation. The City invested 20% of funds in services and housing Citywide for the Centralized Homeless Intake services to assist those in need of homelessness prevention, establishment of a Housing Resource Center, and Greater Lynchburg Habitat for Humanity's Homeownership Down Payment Assistance program to provide affordable housing opportunities for eligible persons.

Leveraging

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

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

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

- The Water Resources Department operates the Combined Sewer Overflow (CSO) Program, the largest of all the City's CIP programs. During this program year there was$6 million of federal , state and local funds expended on this project;
- The City's Division of Social Services provides: Child Care Services, Prevention Services, Employment Services, Services to Adults, Energy Assistance Program, Supplemental Nutrition Assistance Program (SNAP), Medicaid, Temporary Assistance for Needy Families (TANF), Virginia Initiatve for Employment not Welfare (VIEW), Protective Services to Children, and Foster Care/Adoption;
- The City's Department of Community Development operates and enforces the Virginia Maintenance Code of the Uniform Statewide Building Code (USBC), in which the Rental Inspections Program is operated. This program provides protection for citizens and neighborhoods by ensuring sub-standard living conditions are reduced in order to produce thriving, attractive, safe neighborhoods and enhance citizen's quality of life;and
- Non-profit subrecipients and community partners used resources, both public and private to complement the investments from the entitlement allocations.

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

Fiscal distress can be categorized by the following criteria: 1) the family poverty rate is 125% or more of the national poverty rate; and 2) the per-capita income is less than 75% of the national

average. When a PJ meets one of these distress criteria, it is determined to be in fiscal distress average and thereby receives a 50% reduction of its match requirement. If a local jurisdiction satisfies both of the distress criteria, it is determined to be in severe fiscal distress and receives a 100% reduction of its match requirement. The City does not meet the criteria to be classified as severely distressed but has been determined to be in fiscal distress and received the 50% reduction of its match requirement for PY 2015.

With respect to the match requirements for the HOME Program funds, the City began the PY 2015 period with $2,292,111 in excess match carried over from the prior years. During PY 2015, the City accrued $484,305 in additional match credit from Greater Lynchburg Habitat for Humanity (GLHFH) HOME-assisted units that were constructed by Habitat. This match was accrued through volunteer labor and construction material costs. Based on the HOME Matching Liability Report (PR33) from the HUD Integrated Disbursement and Information System (IDIS), a total of $418,131 in HOME funds were disbursed requiring a match liability from July 1, 2015 to June 30, 2016 of $387,767 that was subject to the 12.5% match requirement applied to the City. The match requirement was $48,471. As depicted in the chart below, a balance of $2,725,824 in excess match is available to be carried over to PY 2016 and remains available for future years.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	2,292,111
2. Match contributed during current Federal fiscal year	484,305
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	2,776,416
4. Match liability for current Federal fiscal year	48,471
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	2,727,945

Table 4 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	**Date of Contribution**	**Cash (non-Federal sources)**	**Foregone Taxes, Fees, Charges**	**Appraised Land/Real Property**	**Required Infrastructure**	**Site Preparation, Construction Materials, Donated labor**	**Bond Financing**	**Total Match**
IDIS#1528	08/04/2015	0	0	0	0	$104,784	0	$104,784
IDIS#1533	05/26/2015	0	0	0	0	128,596	0	128,596
IDIS#1538	12/15/2015	0	0	0	0	87,010	0	87,010
IDIS#1544	06/27/2016	0	0	0	0	65,043	0	65,043
IDIS#1547	06/27/2016	0	0	0	0	96,751	0	98,872
Total						$484,305		$484,305

Table 5 – Match Contribution for the Federal Fiscal Year

HOME-Program Income

As the Table below indicates, there was no program income receipted for the HOME Program during PY 2015.

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

Table 6 – Program Income

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

The Table below provides the number and amount of contracts that were issued for the four homeowner rehabilitation projects completed by Lyn-CAG. There were no other construction contracts issued during PY 15 within the HOME program.

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	**Minority Business Enterprises**				**White Non-Hispanic**
		Alaskan Native or American Indian	**Asian or Pacific Islander**	**Black Non-Hispanic**	**Hispanic**	
Contracts						
Dollar Amount	109,548	0	0	33,000	0	76,548
Number	4	0	0	2	0	2
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

	Total	**Women Business Enterprises**	**Male**
Contracts			
Dollar Amount	0	0	0
Number	0	0	0
Sub-Contracts			
Number	0	0	0
Dollar Amount	0	0	0

Table 7 – Minority Business and Women Business Enterprises

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

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	**Minority Property Owners**				**White Non-Hispanic**
		Alaskan Native or American Indian	**Asian or Pacific Islander**	**Black Non-Hispanic**	**Hispanic**	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 8 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition		
Parcels Acquired	0	0
Businesses Displaced	0	0
Nonprofit Organizations Displaced	0	0
Households Temporarily Relocated, not Displaced	0	0

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

Table 9 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

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

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

The Tables below lists the goals and actual number of persons and households served by the CDBG and HOME Program in PY 2015 for each type of population.

	One-Year Goal	Actual
Number of Homeless persons to be assisted through CDBG activities (Housing Resource Center and CHIA)	400	718
Number of Non-Homeless persons assisted through CDBG activities (Downtown and Tinbridge Hill Infrastructure projects and Riverside Park Improvements)	1,500	5,860
Number of Special-Needs persons to be provided affordable housing units (Old Forest Village Apartments and Lynchburg Covenant Fellowship (LCF))	38	12
Total	**1,938**	**6,590**

Table 10 – Number of Persons Assisted

	One-Year Goal	Actual
Number of households supported through The Production of New Units	55	27
Number of households supported through Rehab of Existing Units	20	77
Number of households supported through Acquisition of Existing Units	0	1
Total	**75**	**105**

Table 11 – Number of Households Supported

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

Number of homeless to be provided assistance: Lynchburg Redevelopment and Housing Authority's (LRHA) Affordable Housing Resource Center (AHRC) will be implemented during PY 2016. During this program year, LRHA has worked to develop the goals and objectives of the AHRC and is currently working to staff the position that will employ a Housing Navigator to assist the homeless in finding affordable housing units and services needed for housing stability. The Coordinated Homeless Access Intake (CHIA) Coordinator served seven hundred and eighteen (718) persons in diverting homelessness and providing resources.

Number of Non-Homeless persons assisted through CDBG activities (Tinbridge Hill Infrastructure project and Riverside Park Improvements):
The Tinbridge Hill Infrastructure project was completed during this reporting period. This project is located in Census Tract 5 and there are approximately 2,840 persons within the neighborhood. The project included the installation of sidewalks with ADA ramps in areas that lacked adequate pedestrian facilities.

In PY 2015 the Riverside Park Improvements project was completed. While the Park is utilized by all City residents, and particularly adjacent target area census tracts residents, this project is located in Census Tract 4 and has approximately 3,020 persons with 61% of the residents being low-to-moderate income. The project included the redesign and construction of the primary parking area at Riverside Park, Lynchburg's second oldest park. Major renovation components included the repair and overlay of the existing asphalt; construction of a new asphalt apron with drive lanes and a drop off area for handicapped visitors; a permeable paver apron was added between this new asphalt apron and the existing walkways of the playground features.

Through the Downtown Infrastructure Improvements project the City plans to install streetscape improvements in conjunction with water/sewer/storm line upgrades. The design work for the project has been completed with construction anticipated to begin in PY 2016. There is a population of 3,125 in Census Tracts 5 and 6 that this project will serve once completed.

Number of special-needs to be provided affordable housing units (number of persons served):
Rush Homes will construct twenty-eight (28) units that will serve thirty-eight (38) special needs persons with the Old Forest Village project. During this reporting period, Rush Homes has worked to complete applications for all funding resources and pre-development activities.

Construction is anticipated to begin in PY 2016. Lynchburg Covenant Fellowship (LCF) assisted one (1) elderly person through a rental rehabilitation at Frank Roane apartments.

Number of persons supported through the production of new units: During PY 2015, twenty-seven (27) persons were supported through the production of new units: Greater Lynchburg Habitat for Humanity supported thirteen (13) people through direct financial assistance for five (5) units and Rush Homes supported fourteen (14) special needs people in the eleven (11) HOME assisted units at Armstrong Place Apartments.

Number of persons supported through rehab of existing units: During PY 2015, seventy-seven (77) persons were supported through the rehab of existing units. Lyn-CAG supported three (3) households (5 people) through the Homeowner Housing Rehabilitation program. Lynchburg Redevelopment and Housing Authority (LRHA) supported three (3) households (3 people) through Rental Rehabilitation Program and the rehabilitation of two (2) public housing units and thirty-four (34) households (68 people) through the Dearington Window Replacement-Phase I. Lynchburg Covenant Fellowship support one (1) household (1 person) through a rental rehabilitation at Frank Roane Apartments. A total of 77 people were supported through rehabilitation of existing units.

Number of households supported through the acquisition of existing units: Lyn-CAG assisted one (1) (one person household) low-moderate income homebuyer acquire a home through the first-time homebuyer program.

Discuss how these outcomes will impact future annual action plans.

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

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

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	718	6
Low-income	3	0
Moderate-income	0	1
Total	**721**	**7**

Table 12 – Number of Persons Served

Narrative Information

Using CDBG funds, seven hundred and twenty-one (721) persons were served. The Coordinated Homeless Intake and Access (CHIA) Coordinator assisted seven hundred and eighteen (718) persons in the extremely low-income range in assessing a household's needs and providing available information and resources to divert homelessness. Lynchburg Redevelopment and Housing Authority (LRHA) assisted three (3) low-income persons through the Rental Rehabilitation with the use of CDBG funds.

Seven (7) persons were assisted with the use of HOME funds. Lyn-CAG's Substantial Rehabilitation program assisted five (5) people that were extremely low-income and Lynchburg Covenant Fellowship assisted one (1) extremely low-income person with a rental rehabilitation with HOME program funds. One (1) moderate-low income person was assisted through Lyn-CAG's First Time Homebuyer program using HOME Program funds.

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

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

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

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

During the last week of January, the U. S. Department of Housing and Urban Development (HUD) required all continuums of care around the country to conduct an annual survey of those experiencing literal homelessness within their regions. As a result of CHIA and the coordination of streamlined services, the Central Virginia region's homelessness decreased by 27 percent from the 2015 to 2016 Point-in-Time (PIT) counts. At the time of the respective PIT counts, there were 227 sheltered and 10 unsheltered persons in 2015 and in 2016 there were 153 sheltered and 21 unsheltered persons.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Coordinated Homeless Intake & Access (CHIA) assesses persons experiencing a housing crisis to divert, prevent homelessness, and refer to emergency assistance in an accessible manner via phone or in person. Persons fleeing domestic violence (DV) are identified and connected with victim service providers. Initial screening occurs for diversion/prevention. Eligible households receive prevention services; landlord mediation, eviction payment, relocation, housing stabilization. If other options do not exist, the household is referred to an emergency shelter that fits their needs and honors client choice (geographic location, accessibility). Shelter staff work with households to rapidly identify a housing plan and determine whether additional services (transitional housing, rapid-re-housing, and permanent

supportive housing) will expedite housing attainment. A uniform Housing Barrier Assessment is used by CHIA to determine severity of housing barriers and to connect to appropriate level of intervention.

As a result of the CHIA the Central Virginia region's homelessness decreased by 27 percent from the 2015 to 2016 Point-in-Time (PIT) counts. In addition, by CHIA staff completing the Housing Barrier Assessment and the case managers working with the clients, the average stay at a shelter has been reduced to 41 days and a goal is to be under 30 days.

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

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

Within the recently completed Central Virginia Continuum of Care (CVCoC) Ten Year Strategic Plan there are plans to engage police departments, jails, hospitals, mental health resources, local probation and parole, and other public institutions to divert consumers from homelessness. In addition, the CVCoC plans to create a short "Where to transport homeless" informational video for use by public safety officers and other service agencies that shows how to connect homeless persons with the response system.

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

LRHA continues administration responsibilities for the Permanent Supportive Housing grants for the Central Virginia Continuum of Care (CVCoC). There were three (3) grants being administered by three (3) separate entities. This was the first full year for LRHA to administer all three (3) grants. LRHA also was able to increase the number of clients assisted and continues to monitor expenses with the funding to determine when additional clients may be added to the program. This year LRHA has requested HUD approval to combine the three grants into one to make administration easier. HUD has approved this merger and is working to finalize this transition.

The permanent supportive housing programs within the CVCoC maintain and attempt to improve the quality of case management provided to each participant. The case managers of all permanent supportive housing programs develop a housing stability plan with each participant to ensure stability is achieved. The case manager develops a discharge plan with each participant exiting permanent supportive housing to ensure discharge to other more appropriate permanent housing. Additionally, the case managers continue to strengthen the network of community support and resources available to the permanent housing participants. Currently the CVCoC meets HUD's goal of 80% for this objective.

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

Actions taken to address the needs of public housing

During the past year the Lynchburg Redevelopment & Housing Authority (LRHA) has completed several capital fund projects. Two (2) more public housing units were renovated to meet Section 504/Americans with Disabilities Act (ADA) accessible compliance. LRHA completed Phase I of the replacement of doors and windows at Dearington Apartments and are ready to issue an Invitation for Bids for Phase II.

The Public Housing Flat Rents were reviewed and updated to 80% of Fair Market Rent as required by the 2015 Appropriations Act. Flat Rents are required to be updated annually with the publication of Fair Market Rents to assure continued compliance. The updated Flat Rents were adopted by the LRHA Board of Commissioners in November 2015 with an effective date of January 1, 2016. The Utility Allowances were updated for Public Housing and Section 8 and were adopted by the LRHA Board of Commissioners in November 2015 with an effective date of January 1, 2016.

RHA continues performing the Annual Inspection/Housekeeping Inspection process that looks at each unit from: (1) an "asset" perspective – generating work orders for unit repair needs; (2) the "lease" perspective – generating counseling discussions and subsequent action for lease violations; (3) the "tenant" perspective – positively impacting tenant living conditions and attitudes; and (4) the "HUD" perspective – increasing the Real Estate Assessment Center (REAC) Physical Inspection Score. This process resulted in a significant increase in the REAC Physical Inspection scores in February 2016. LRHA increased their scores by 38% from 2015.

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

LRHA sent letters to all Public Housing residents advising them of opportunities for homeownership and encouraged them to contact Greater Lynchburg Habitat for Humanity to participate.

Actions taken to provide assistance to troubled PHAs

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

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

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

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

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 outside of the target areas, and thereby, negating the opportunities of redevelopment. This is also a large disincentive to development through renovation because the cost of repair typically exceeds the value of the renovated property.

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

The Lynchburg zoning ordinance was adopted in February 2016. The new zoning ordinance promotes higher density development, more flexibility in the development of smaller urban lots

and reduced setbacks in higher density residential zoning districts. The ordinance also allows for more opportunities for mixed-use development, helping promote transit oriented development in lower income neighborhoods. Finally, one major principle carried on throughout the ordinance is greater connectivity amongst neighborhoods, especially through the requirement of sidewalks in all high density residential zoning and commercial districts.

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.

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

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

To assist in addressing the housing and community development needs of underserved citizens, the City of Lynchburg focused a significant amount of federal resources on rehabilitation, homebuyer activities, and public infrastructure in the CDBG targeted areas. Several non-profit agencies were funded with CDBG and HOME Program funds to undertake rehabilitation and homeownership activities.

Financing availability continues to be one of the main obstacles in addressing underserved needs of the City's residents. With declining government program support, the private sector will have to play a key role in making up for this loss.

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

Shared responsibility also implies the open exchange of information and the combination of

scarce resources. The City maintains a leadership role in this regard, while opening the process to all interested parties, including low- and moderate-income citizens.

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

The City is developing an Affordable Housing Resource Center (AHRC), which is designed as a "one stop shop" for accessing resources and to address and solve people's housing questions and needs. The Center would offer a "Housing Navigator" who would assist citizens in navigating the vast sea of affordable housing challenges and opportunities in the City. Information, education and training programs would be offered to provide a number of learning tools to citizens to be successful in obtaining and maintaining stable housing. This will be staffed in PY 2016.

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

n 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 four (4) contractors and all had current certifications to conduct lead-based paint renovation, repair, and painting activities pursuant to 40 CFR Part 745.89 for the homeowner rehabilitation projects. Three (3) homes were made lead-free from July 1, 2015 to June 30, 2016.

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

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

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

  There have been several participants from the community (local churches, Centra Health, schools, Horizon, HumanKind, area Department of Social Services, etc.) have now been trained by Dr. Payne's staff to continue educating the public through more training. The City of Lynchburg now has a Bridges Out of Poverty day long training available to City employees through its employee development program, the EDGE program. Public trainings are being planned. The City provided $10,000 of General Fund Operating Budget resources for training associated with the "Bridges Out of

Poverty" model.

Other anti-poverty strategies and activities include:

- In December 2015 City Council received a report from the Demographics Research Group at the University of Virginia on "Poverty in Lynchburg, Virginia." This report provided a demographic analysis of Lynchburg with a focus on poverty indicators. There was $18,088 in the FY 2016 General Fund Operating Budget for this Report. City Council and staff continues to utilize this report for discussions on how Lynchburg might address the high rate of poverty in the City.
- In the FY 2017 General Fund Operating Budget, City Council allocated $50,000 of funding to serve as a resource to support any actions that may be identified to address poverty in the City.
- The Lynchburg Office of Economic Development created two initiatives/programs aimed at providing support to all Lynchburg citizens, including those living at or below the poverty level. The programs are: TechHire, a White House initiative to equip citizens with an employable skill through accelerated learning programs. The second program is CO.STARTERS, a nine-week training program for entrepreneurs. Through these programs, citizens, including those with barriers, would be equipped with the skills and support to obtain employment or start a business in the City.
- United Way of Central Virginia - In September 2014, the United Way of Central Virginia (UWCV) Board of Directors voted to designate a minimum of $500,000 over three years to Education Readiness, which refers to a set of skills children need by the time they begin kindergarten as a foundation to future learning.
- Lynchburg City Schools (LCS) - With more than 60% of our community's public school students eligible for free or reduced lunch, Lynchburg City Schools strives to reach not just the student but the family as well. By supporting students' families, they can collectively reach their mission of Every Child, By Name and by Need to Graduation. Recent LCS initiatives that support LCS families in poverty include the addition of three school social workers, three behavioral specialists, more frequent home visits to pre-K families through a partnership with HumanKind and the establishment of the Community Eligibility Program to provide free breakfast and lunch to every child at 10 elementary schools and sites with high poverty rates.
- Greater Lynchburg Transit Company (GLTC) has continued to foster job access to those in need, specifically with the opening of a new Transfer Station which is located in a disadvantaged area of the City. GLTC provided more prompt and efficient access to all routes in the bus system, while providing a badly needed facility in the heart of the

City's most needy populations.

- The City has worked with community organizations to identify food deserts and community gardens in order to improve access to fresh foods and healthier eating among low income persons.
- The City continued the funding of the Coordinated Homeless Intake and Access (CHIA) centralized system for intake assessment of the homeless population.
- The City funded, through the FY 2016 CDBG allocation, the establishment of a "one stop" Affordable Housing Resource Center.

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

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

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

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

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

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

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

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

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

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

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

Highlights of these actions include:

- Allocated the entire HOME Program funding ($305,985) for affordable housing projects within the targeted Census tracts and City-wide based on eligibility criteria.
- Greater Lynchburg Habitat for Humanity (GLHFH) provided down payment assistance to five (5) families in which they were able to write down their mortgage so that the housing units assisted would be affordable.
- GLHFH conducted eight (8) different home buyer counseling classes for persons seeking to purchase a home. Lynchburg Community Action Group (Lyn-CAG) conducted twelve (12) home buyer education classes.
- The City' Rental Inspection Program staff completed 423 cases (homeowner, rental, and neighborhood services) in which the properties were brought up to the Virginia Maintenance Code of the Uniform Statewide Building Code (USBC) standards.
- Lyn-CAG conducted two (2) Fair Housing Workshops in which educational materials regarding fair housing and hoarding rights/laws were provided to the participants.
- The Housing Collaborative organization, consisting of City and Lynchburg Redevelopment and Housing Authority (LRHA) staff, representatives from GLHFH, Lyn-CAG, Rush Homes, Lynchburg Covenant Fellowship (LCF), and Central Virginia Continuum of Care (CVCoC), met throughout the year and discussed proposed housing projects and providing housing for the homeless.
- The Lynchburg Zoning Ordinance was adopted in February 2016. The new zoning ordinance promotes higher density development, more flexibility in the development of smaller urban lots and reduced setbacks in higher density residential zoning districts. The ordinance also allows for more opportunities for mixed-use development, helping promote transit oriented development in lower income neighborhoods. Finally, one major principle carried on throughout the ordinance is greater connectivity amongst neighborhoods, especially through the requirement of sidewalks in all high density residential zoning and commercial districts.
- LRHA completed renovations of two (2) housing units to bring them into Section 504/UFAS compliance. The total is now six (6) public housing units that are compliant.

CR-40 - Monitoring 91.220 and 91.230

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

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

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

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

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

The City has conducted on-site monitoring visits at the following agencies for PY 2015 CDBG and HOME funded projects:

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

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

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

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

On September 12, 2016 a public notice was published in the *News and Advance* stating that a draft of the proposed Program Year 2015 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 27, 2016 to receive public comments regarding the draft CAPER.

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

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

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

within the various census tracts.

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

CR-45 - CDBG 91.520(c)

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

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

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?	No

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

CR-50 - HOME 91.520(d)

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

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

In PY 2015 there were 89 annual inspections completed by the Management Agency, Community Housing Partners (CHP), for the Hilltop Homes, Central City and College Hill rental units. In addition to these annual inspections, exterminations are done to each rental unit which allows for an additional opportunity for inspection.

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

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

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

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

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

There wasn't any program income for the HOME Program in PY 2015.

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

Section 8 funds: The Lynchburg Redevelopment and Housing Authority (LRHA) administers the HUD Section 8 Housing Choice Voucher Program (HCV) for the City and provides rent subsidies to 833 households. LRHA spent approximately $3,568,224 in Section 8 funding for PY 2015 The Housing Choice Voucher Program is the Federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses and apartments.

Low-Income Housing Tax Credits (LIHTC): The federal 4% and 9% LIHTC is the principal source of funding for affordable rental housing units that are constructed or rehabilitated. They are a dollar-for-dollar credit against federal tax liability. In Program Year 2015 Rush Homes and Lynchburg Covenant Fellowship utilized this federal resource for the rehabilitation of Armstrong Place and Frank Roane Apartments, which consisted of 54 rental housing units for persons with disabilities and the elderly.

HUD VASH: In Program Year 2015 LRHA received three (3) Veteran Affairs Supportive Housing (HUD-VASH) housing vouchers from the Roanoke Redevelopment and Housing Authority (RRHA) in order to house homeless veterans in Lynchburg who had formerly lived in the Roanoke, Virginia area. LRHA is not a direct recipient of HUD-VASH vouchers. These vouchers were issued to RRHA from the U. S. Department of Veteran Affairs. The HUD-VASH program combines housing choice voucher rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). The Roanoke Regional VA Office provides these services for participating Veterans within the Lynchburg area.