

CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: October 7, 2014 **CUT OFF DATE:** __

RESOLUTION X **ORDINANCE** **PUBLIC HEARING** X

ITEM TITLE: Approval of Consolidated Annual Performance and Evaluation Report (CAPER)

STAFF RECOMMENDATION: Approval for submission to HUD

PUBLIC NOTICE AND HEARING: Authorize advertisement of CAPER for purposes of receiving public comment and hold public hearing October 14th, 2014.

ADVISORY BOARD RECOMMENDATION: The City's Community Development Committee has discussed and recommend the attached proposal

FUNDING DATA: N/A

INSURANCE: N/A

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. Finance _____	<u> <i>JS</i> </u>	_____	<u> 9/15/14 </u>
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. City Attorney	<u> <i>AS</i> </u>	_____	<u> 9/16/2014 </u>
6. City Manager	<u> <i>AS</i> </u>	_____	<u> 24 Sept 14 </u>
7. Clerk of Council	_____	_____	_____
Initiating Department Director's Signature: _____	<u> <i>[Signature]</i> </u>	_____	<u> 9/15/14 </u>
	Economic Development Coordinator		Date



APPROVED AS TO FORM:

 [Signature] 9/16/2014
CITY ATTORNEY



CITY ATTORNEY

APPROVED AS TO FORM

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Tyler Schenck, Economic Development Coordinator
Date: October 7, 2014
Re: The City of Winchester's Adoption of the Consolidated Annual Performance and Evaluation Report

THE ISSUE: Recipient jurisdictions of Community Development Block Grant, HOME Investment Partnership, Emergency Shelter or Housing for Persons with AIDS/HIV program funding must submit to the US Department of Housing and Urban Development (HUD) a Consolidated Annual Performance and Evaluation Report (CAPER) describing our use of federal funds on an annual basis. The CAPER is submitted to HUD using the Integrated Disbursement & Information System (IDIS). Most of the data provided in the CAPER is auto-populated by IDIS, and there have been numerous technical difficulties associated with this program. Currently, our numerical data in the CAPER reflects errors in IDIS, and we have been advised by HUD (see attached memo) to submit our CAPER prior to the October 26th deadline despite the recognized errors.

RELATIONSHIP TO STRATEGIC PLAN: Our allocations are used to help create a more livable City for all.

BACKGROUND: The CAPER includes a summary and evaluation of how our Community Development Block Grant and HOME funds were used to carry out the goals and objectives in our Consolidated Plan and Annual Action Plan. The CAPER is submitted to HUD annually for their review.

BUDGET IMPACT: The adoption of the CAPER has no impact on the City's budget.

OPTIONS: Council may approve or disapprove the CAPER

A RESOLUTION THAT AUTHORIZES THE CITY MANAGER TO SUBMIT THE CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, agencies that receive U.S. Department of Housing and Urban Development (HUD) funds must prepare and submit a Consolidated Annual Performance and Evaluation Report (CAPER) every year; and

WHEREAS, the City of Winchester desires to receive HUD funds to develop a viable urban community and to expand economic opportunities; and

WHEREAS, the City of Winchester has developed a Consolidated Annual Performance and Evaluation Report and has satisfactorily followed HUD requirements for the creation of the document.

THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINCHESTER, AS FOLLOWS:

SECTION 1. The adoption of this Resolution shall serve as provisional approval of the Consolidated Annual Performance Evaluation Report pending final public comment.

SECTION 2. The Mayor, or presiding officer, is hereby authorized to affix his or her signature to this Resolution signifying its adoption by the City Council of the City of Winchester, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

SECTION 3. The City Manager, or their designee, is directed to submit the Consolidated Annual Performance Evaluation Report to the U.S. Department of Housing and Urban Development.



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TO: COMMON COUNCIL OF THE CITY OF WINCHESTER
FROM: TYLER SCHENCK, ECONOMIC DEVELOPMENT COORDINATOR
DATE: OCTOBER 7, 2014
RE: COMMENTS ON CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT

SUBJECT

Per the current agreement with the Northern Shenandoah Valley Regional Commission (NSVRC), the City of Winchester is responsible for compiling and submitting performance data related to the use of CDBG funds and any other community development resources made available. The NSVRC is responsible for compiling and submitting performance data related to the use of HOME funds in the form of the Consolidated Annual Performance and Evaluation Report (CAPER). This year, the CAPER is due to HUD no later than October 26, 2014. Prior to submission to HUD, the CAPER must be made available for public comment during a 15-day public comment period.

FINANCIAL IMPACT & SUMMARY

For program year 2013, \$455,775 was spent for housing and community development activities in the City of Winchester and surrounding Northern Shenandoah Valley Region through regular HOME and CDBG allocations. This amount reflects the NSVRC's and City's commitment to fund identified activities in our Annual Action Plan and Consolidated Plan.

RECOMMENDATION

It is the recommendation of City Staff that the Common Council proceed with Resolution approval. We have set a public comment period for September 30-October 14, during which time members of the community may review the draft report and submit comments. Members of the public may also attend the Winchester Common Council regular meeting on Tuesday, October 14, 2014 at 7:00 PM to give verbal comments to the City Council.

**Notice of Public Comment regarding Housing and Community Development activities in the Northern Shenandoah Valley Region:
HOME and CDBG Programs**

Concurrent public comment periods will be held to solicit public comment on the draft 2013 Consolidated Annual Performance Evaluation Report (CAPER) and amendments to the 2013-2017 Consolidated Plan for use of federal funding to meet housing and community development priorities for the Northern Shenandoah Valley Region. The Draft CAPER summarizes use of federal housing and community development funds during Fiscal Year 2014(ending June 30, 2014) and progress in meeting goals identified in the 2013-2017 Consolidated Plan. Proposed amendments are summarized below. Please note that the CDBG funds in Winchester are directed by the Community Development Committee and Winchester City Council, while the regional HOME funds are directed by the Housing and Community Services Policy Board and the Northern Shenandoah Valley Regional Commission (NSVRC).

Copies of the draft 2013 CAPER are available from the respective office(s) as follows and can be downloaded from www.NSVregion.org.

- Winchester City Attn: Department of Economic Redevelopment, 15 North Cameron Street Winchester VA 22601
- NSVRC, Attn: Community Development Program, 400E Kendrick Lane Front Royal Virginia 22630.

The following is a summary of the proposed amendments to the 2013 Consolidated Plan and 2011, 2012 and 2013 Annual Action Plans:

1. Reduce the proposed CDBG program benefits to 500 persons assisted through public facility or infrastructure activities other than Low/Moderate Income Housing Benefit.
2. Reallocation of \$263,422.42 of HOME funding available from 2011, 2012 and 2013 program years to the activities listed below. Funds were originally proposed in the respective Action Plans for homeownership development in the Town of Shenandoah, Winchester City and Frederick County (81%) and rental housing development (19%) in Woodstock :
 - \$15,000 for a Pre-Development Loan to evaluate site feasibility for development of affordable rental housing in Front Royal; and
 - \$248,422.42 for a rental housing development project known as Luray Meadows in Luray. The project was included in the 2013Annual Action Plan for funding; the total funding proposed to be available for the project if the current proposed Action Plan amendment is approved will be \$583,254.42.

Please take note of the opportunity for public comment, outlined as follows:

The City of Winchester staff will receive public comment on the CDBG portions of the CAPER and proposed Consolidated Plan amendment identified in item one above. NSVRC staff will receive public comment on the HOME portions of the CAPER and proposed reallocation of HOME funding identified in item two above.

Comments regarding the CAPER may be submitted to the appropriate contact during a 15- day public comment period beginning September 30, 2014 and ending October 14, 2014.

Comments regarding the proposed amendments to the 2013-2017 Consolidated Plan and 2011, 2012 and 2013 Action Plans may be submitted to the appropriate contact during a 30-day public comment period beginning on September 15, 2014 and ending on October 14, 2014.

Written comment regarding CDBG matters may be mailed to: City of Winchester, Attn: Economic Redevelopment, 15 N. Cameron Street, Winchester, Virginia 22601 or emailed to tyler.schenck@winchesterva.gov. Written comment regarding HOME matters may be mailed to: NSVRC, Attn: Community Development Program, 400E Kendrick Lane, Front Royal, Virginia 22630 or emailed to aschweiger@NSVregion.org.

A total of three input sessions will be held during the comment periods. All scheduled input sessions fall within the comment periods. Those wishing to submit comment in person regarding the proposed CAPER and CDBG Program Amendments may do so during a public hearing scheduled in conjunction with the Winchester Community Development Committee Meeting scheduled for September 16, 2014 at 9 am. The meeting location is Winchester City Hall, 15 North Cameron Street in Winchester, Virginia. Those persons wishing to submit comment in person regarding the CAPER and HOME Program Amendments may do so during a public hearing scheduled in conjunction with the NSVRC's Housing and Community Services Policy Board meeting scheduled for October 2, 2014 at 9:30 am at the NSVRC Office located at 400 Kendrick Lane, Suite E in Front Royal, Virginia.

A final Public Hearing for all matters described in this notice will be held on October 14, 2014 at 7 pm in conjunction with the Winchester City Council's regular meeting in the City Council Chambers at Winchester City Hall, 15 North Cameron Street in Winchester, Virginia. Attendees may be required to sign in to speak regarding this matter. The City of Winchester will take action regarding the 2013 CAPER and proposed amendments to the 2013-2017 Consolidated Plan and 2011, 2012, 2013 Action Plans following the close of the Public Comment Period and Public Hearing.

Interpretation and special needs services are available for all three public meetings upon request. Individuals that request accommodations for accessibility or language assistance should contact the City of Winchester or NSVRC at least 7 days prior to the respective scheduled meetings to assure requests can be accommodated.

The City of Winchester and NSVRC ensure nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you have questions or concerns about civil rights compliance with this program or require special assistance for persons with disabilities or limited English proficiency, contact the office(s) listed above.

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.

Regarding 2013 CDBG funding, the following activities were funded in the noted amounts below:

- Section 108 Loan Repayment: \$303,139.28
- Administration: \$42,558.47

Regarding 2013 HOME funding, the following organizations were awarded the noted amounts below:

- Shenandoah Alliance for Shelter; Tenant Based Rental Assistance: \$50,000
- Faithworks, Inc.; Tenant Based Rental Assistance: \$42,000
- People, Inc.; Owner Occupied Home Repair: \$45,000
- Blue Ridge Housing Network; Homeownership Development: \$96,000
- Habitat for Humanity; Homeownership Development \$78,000

The Tenant Based Rental Assistance program was able to assist 77 families at or below 80% area median income afford housing costs such as rent, utility costs, security deposits, and/or utility deposits. Five homebuyers received direct financial assistance to help bridge the gap between what they can afford and the cost of local housing. Four homeowners received funding used to assist low-income homeowners in the rehabilitation of their homes. Such HOME assistance can meet a critical need for homeowners who lack the funds to make necessary physical improvements to their homes.

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.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected - Strategic Plan	Actual - Strategic Plan	Percent Complete	Expected - Program Year	Actual - Program Year	Percent Complete
Address special needs population housing	Affordable Housing Public Housing Non-Homeless Special Needs	CDBG: \$- HOME: \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	0	0.00%		0	
	Affordable Housing Public Housing Non-Homeless Special Needs	CDBG: \$- HOME: \$0	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	100	0	0.00%		0	
	Affordable Housing Public Housing Non-Homeless Special Needs	CDBG: \$- HOME: \$0	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	100	77	77.00%		0	

Address special needs population housing	Affordable Housing Public Housing Non-Homeless Special Needs	CDBG: \$- HOME: \$0	HIV/AIDS Housing Operations	Household Housing Unit	25	0	0.00%	0	0
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$223294 HOME: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	0	0.00%	0	0
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$- HOME: \$0	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0	0.00%	0	0
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$- HOME: \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	0.00%	0	0
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$- HOME: \$0	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0	0.00%	0	0
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$- HOME: \$0	Facade treatment/business building rehabilitation	Business	0	0	0.00%	0	0

Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$- HOME: \$0	Jobs created/retained	Jobs	0	0	0.00%	0	
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$- HOME: \$0	Businesses assisted	Businesses Assisted	0	0	0.00%	0	
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$- HOME: \$0	Buildings Demolished	Buildings	0	0	0.00%	0	
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$- HOME: \$0	Other	Other	0	0	0.00%	0	
Prevent and End Homelessness	Homeless	CDBG: \$- HOME: \$0	Rental units constructed	Household Housing Unit	100	0	0.00%	0	
Prevent and End Homelessness	Homeless	CDBG: \$- HOME: \$0	Rental units rehabilitated	Household Housing Unit	100	0	0.00%	0	
Prevent and End Homelessness	Homeless	CDBG: \$- HOME: \$0	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	100	77	77.00%	0	
Prevent and End Homelessness	Homeless	CDBG: \$- HOME: \$0	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	25	0	0.00%	0	

Prevent and End Homelessness	Homeless	CDBG: \$- HOME: \$0	Homelessness Prevention	Persons Assisted	300	0	0.00%	0	0	
Prevent and End Homelessness	Homeless	CDBG: \$- HOME: \$0	Housing for Homeless added	Household Housing Unit	50	0	0.00%	0	0	
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$- HOME: \$418108.3	Rental units constructed	Household Housing Unit	100	0	0.00%	0	0	
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$- HOME: \$418108.3	Rental units rehabilitated	Household Housing Unit	50	0	0.00%	0	0	
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$- HOME: \$418108.3	Homeowner Housing Added	Household Housing Unit	25	1	4.00%	0	0	
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$- HOME: \$418108.3	Homeowner Housing Rehabilitated	Household Housing Unit	50	4	8.00%	14	4	28.57%

Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$- HOME: \$418108.3	Direct Financial Assistance to Homebuyers	Households Assisted	50	8	16.00%	18	5	27.78%
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$- HOME: \$418108.3	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	100	77	77.00%	78	77	98.72%
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$- HOME: \$418108.3	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	15	0	0.00%		0	
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$- HOME: \$418108.3	Other	Other		0		1	1	100.00%

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

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.

The Winchester City Council has taken the position in its Consolidated Plan and Annual Action Plan that the repayment of the City's outstanding Section 108 Loan is top priority. The City has obligated 90% of its annual CDBG funding in its Annual Action Plan and Consolidated Plan to repaying the loan with the remaining funding covering administrative activities.

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	HOPWA
White	0	65	0
Black or African American	0	4	0
Asian	0	0	0
American Indian or American Native	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
Hispanic	0	6	0
Not Hispanic	0	63	0
Total	0	138	0

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The racial breakdown for these families assisted through HOME programs with reported beneficiary information to date for 2013 are as follows: 64 White, 20 African American. Of those 84 families, 4 are ethnically Hispanic. For comparison, the racial makeup of the city of Winchester as of the 2000 census was 82.06% White, 10.47% African American, 0.24% Native American, 1.59% Asian, 0.03% Pacific Islander, 3.46% from other races, and 2.14% from two or more races. Hispanic or Latino of any race was 6.47% of the population.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Expected Amount Available	Actual Amount Expended Program Year X
CDBG		893,176	345,698
HOME		2,298,410	110,077

Table 3 - Resources Made Available

Narrative

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG TARGET AREA	100	100	
HOME TARGET AREA	100	100	Regional Target Area

Table 4 – Identify the geographic distribution and location of investments

Narrative

DRAFT

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.

Federal funds will be leveraged to supplement resources to achieve goals outlined in the Consolidated Plan. Additional resources (private, state and local funds) were necessary to implement projects and programs on an annual basis. Subsidy layer analysis will be conducted for all funded projects to ensure that federal funds represent a small percentage of all project funding.

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

Table 5 – 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		

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

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 7 – Program Income

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	0	0	0	0	0	0
Number	0	0	0	0	0	0
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 8 – Minority Business and Women Business Enterprises

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					
Dollar Amount	\$0					

Table 9 – 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 10 – Relocation and Real Property Acquisition

DRAFT

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.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	36	5
Number of Non-Homeless households to be provided affordable housing units	60	86
Number of Special-Needs households to be provided affordable housing units	14	0
Total	110	91

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	78	77
Number of households supported through The Production of New Units	0	1
Number of households supported through Rehab of Existing Units	14	4
Number of households supported through Acquisition of Existing Units	18	5
Total	110	87

Table 12 – Number of Households Supported

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

The One-Year Goal for Rental Assistance was nearly reached, falling just one family short of the target of 78 families. Regarding the production of new units, rehab of existing units, and acquisition of existing units, barriers to reaching the One-Year Goals included delayed starts for numerous projects due to administrative changes due to the HOME Final Rule handed down last year. Another problem encountered in meeting these goals was financing related. The funding round for tax credits left a large scale project financially insecure.

Discuss how these outcomes will impact future annual action plans.

In future action plans, the focus will be on funding fewer projects in number, but at a higher level of funding. The focus on fewer projects will allow more resources to be put into projects which can have a

bigger community impact than several small projects could. In the 2015 Annual Action Plan, the benchmarks from previous CAPERS will be used to assess the difference between goals and outcomes of these projects.

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	0	29
Low-income	0	41
Moderate-income	0	14
Total	0	84

Table 13 – Number of Persons Served

Narrative Information

Homeownership continues to be exclusive of low and moderate income residents in the region, but homes are more affordable than during the recent housing bubble in 2005-2006. The housing crisis has led to more affordable homes for moderate and middle income earners. However, the qualification criteria have become more stringent. Area income levels, qualification criteria (cash on hand, credit) and emerging trends about homeownership in general continue to affect the increasing demand for affordable rental opportunities. The NSVRC is currently updating our priorities and goals for the number of units to be developed of affordable housing by tenure and focusing a greater proportion of funds to activities that support rental housing development.

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

As outlined in the region's Ten Year Plan to End Homelessness, the Continuum of Care (CoC) has formed a broad-based advisory committee comprised of members throughout the community, including elected officials, representatives of local government, the United Way, community and health foundations, and other influential community leaders who are dedicated to ending homelessness.

Addressing the emergency shelter and transitional housing needs of homeless persons

Recent changes in the US Department of Housing & Urban Development's (HUD) programming for homelessness has lead the CoC, through the 10 Year Planning to End Homelessness, to begin actively

transitioning shelter and service providers from emergency shelters and transitional housing operations towards permanent supportive housing. During this time, the CoC looks to successfully transition existing providers to permanent supportive housing and create new permanent supportive housing facilities throughout the region.

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

The region's Ten (10) Year Plan to End Homelessness proposes the following goals to address helping homeless persons and families access affordable housing options:

Permanent Supportive Housing: Permanent supportive housing has been identified as a solution to homelessness for a sub-set of the population who experience homelessness for long periods of time (chronic homelessness) with multiple barriers to housing stability, including mental disabilities, chemical dependence, and other chronic health conditions. Permanent supportive housing provides first a home and then continuing supportive services to help individuals maintain a home. These support services either directly provide or connect individuals to services in the community. Support services include direct or coordinated care in the areas of mental health, substance abuse, health care, dental care, education, employment, and access to benefits.

Rapid Re-Housing: Rapid re-housing is a strategy to assist families and individuals experiencing homelessness to access housing as quickly as possible and then deliver uniquely tailored services to help them maintain stable housing. It follows a housing first philosophy which says that individuals and families experiencing homelessness need housing first, and then they need services. Rapid re-housing differs from traditional homeless assistance in that it does not require a family or individual to live in emergency shelter or transitional housing for a certain length of time prior to returning to permanent housing. It can, however, be delivered in an emergency shelter or transitional housing setting and is not mutually exclusive from emergency shelter and transitional housing settings. Services are consumer-driven in that the person, with the help of a case manager, determines the services that she or he needs to maintain their housing. Services are critical to help a family maintain their housing, access and maintain employment, and increase their self-sufficiency and well-being. It is the housing and services that make rapid re-housing an effective permanent solution to homelessness.

Partnering with Landlords: Many agencies and community organizations have developed partnerships with landlords, and these partnerships have resulted in access to affordable housing options for those experiencing and at risk of homelessness. The partnership is an agreement that the landlord will rent to this population and, in some cases, the service agency agrees to maintain contact and provide services to help the household remain stably housed. It is a win-win situation for all parties in that the person

accesses affordable housing, the service agency helps to house their clients, and the landlord has a source of support if any problems with the tenant arise.

Partnering with Affordable Housing Developers: Non-profit and for-profit affordable housing developers can be important partners in the financing and development of affordable, subsidized, and permanent supportive housing that can serve as a resource to homeless assistance agencies who wish to increase housing available to people experiencing homelessness

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

The COC, in meeting the goals and strategies outline in the Ten (10) Year Plan to End Homelessness, proposed creating a "Supportive Services" and "Prevention" committees, which will be tasked with meeting their respective goals. The Supportive Services committee will be responsible for: Overseeing the implementation of strategies that increase income through employment; Overseeing the creation of a system of centralized intake and assessment; Overseeing the implementation of strategies that increase access to disability and other benefits for those who are eligible; Overseeing increased access to supportive services.

The Prevention committee will be responsible for: Overseeing strategies that prevent the homelessness of people being discharged from hospitals and mental health institutions; Overseeing strategies that prevent the homelessness of people exiting from jails; Overseeing strategies that prevent the homelessness of youth aging out of foster care; Overseeing strategies that prevent the homelessness of unaccompanied youth.

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

Actions taken to address the needs of public housing

There is no public housing in the Northern Shenandoah Valley region.

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

There is no public housing in the Northern Shenandoah Valley region.

Actions taken to provide assistance to troubled PHAs

There is no public housing in the Northern Shenandoah Valley region.

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)

The Northern Shenandoah Valley HOME Consortium and the City of Winchester recognize that impediments to fair housing choice do exist and are working to improve fair housing choice. The Northern Shenandoah Valley Regional Commission held a fair housing workshop in March 2013 which reviewed the region's consolidated planning process and Landlord Outreach Network, and provided information on VA fair housing law to local officials, housing providers, service providers, and the public at-large. The City of Winchester and the Northern Shenandoah Valley Regional Commission continue to prioritize efforts to reduce fair housing impediments through the following strategies: 1. Increase transparency surrounding fair housing and complaint process. 2. Increase landlords' and property managers' knowledge of fair housing. 3. Assist person with disabilities to obtain access to housing and services. 4. Work to reduce NIMBYism by encouraging neighborhood diversity. 5. Encourage affordable housing development.

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

In 2013, for the third year, the special needs population was identified for project funding, including those individuals and families transitioning from homelessness. By integrating the Annual Action Plan with the planning process undertaken by the Continuum of Care, the region was able to increase the level of coordination as well as make resource allocation and service delivery more efficient. The Continuum of Care, with the support of the Northern Shenandoah Valley Regional Commission staff worked together to implement a strategic plan to end homelessness in the Northern Shenandoah Valley. This plan is included in the 2013-2017 Consolidated Plan.

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

Duplicate question-see above.

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

As part of the work program from 2013, NSVRC will be coordinating with the region's economic development directors to identify strategies to promote economic development and redevelopment opportunities throughout the region, including identification of resources available to persons who are at risk of poverty. Strategies include job retraining programs, small business development programs, micro-lending and general self-sufficiency programs.

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

NSVRC continues to coordinate with area stakeholders, namely human service providers, through staff support provided to the Housing and Community Services Technical Advisory Network. Currently in the midst of an ongoing “membership drive”, we hope to engage additional agencies not directly related to the provision and development of affordable housing but those who serve primarily low and moderate income individuals and families, or members of the prioritized special needs populations.

NSVRC will continue to host and promote training opportunities, particularly those focused on resource development, capacity building, and sustainability.

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

NSVRC continues to coordinate with area stakeholders, namely human service providers, through staff support provided to the Housing and Community Services Policy Board and the Continuum of Care.

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 Northern Shenandoah Valley HOME Consortium and the City of Winchester recognize that impediments to fair housing choice do exist and are working to improve fair housing choice. The Northern Shenandoah Valley Regional Commission will hold fair housing workshops to educate local officials, housing providers, service providers and the public at-large are aware of fair housing law. Outlined below are proposed strategies to be undertaken in reducing fair housing impediments:

1. Increase transparency surrounding fair housing and complaint process.
2. Increase landlords’ and property managers’ knowledge of fair housing.
3. Assist persons with disabilities to obtain access to housing and services.
4. Work to reduce NIMBYism by encouraging neighborhood diversity.
5. Encourage affordable housing development.

CR-40 - Monitoring 91.220 and 91.230

Description of 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 Northern Shenandoah Valley Regional Commission is responsible for HOME Program Administration. NSVRC is responsible for assuring the HOME programs maintains compliance with regulations. NSVRC currently has two full time staff members assigned to Community Development Programs. Staff members attend regular trainings provided by HUD or TA Consultants and participate in

regular conference calls with other Virginia Grantees. NSVRC staff members work with locally and regionally appointed members of advisory committees to review progress of funded projects and provide policy direction as needed.

The NSVRC also appointed a committee to identify affordable housing and community development needs, known as the regional Housing and Community Services Policy Board (HCSPB). The HCSPB works with NSVRC staff to review regional data related to homelessness, affordable housing and community services to better inform the fund allocation process for the HOME Consortium. Additionally, HCSPB members direct NSVRC staff in pursuing additional resources to address affordable housing and community development priorities in the Region. In Program Year 2013, the HCSPB expanded its membership to include a representative from the local Continuum of Care (CoC), a local real-estate professional and an additional representative from a local Social Services department. The HCSPB continues to play an important role in informing and shaping the HOME program in the Northern Shenandoah Valley.

The Winchester City Council appointed a Community Development Committee (CDC) whose primary purpose is to identify community development needs within the City, make recommendations for allocation of local community development and CDBG funding and to review progress of funded projects. Committee members meet as needed, but typically not more than monthly.

NSVRC continues to provide technical assistance as requested to local jurisdictions interested in promoting affordable housing development locally. One of the major populations many jurisdictions have expressed concern for are moderate income residents that cannot access the homeownership market but have few opportunities for appropriately priced rental housing. NSVRC is working with jurisdictions to identify qualified buyers that fit this category and to promote the availability of NSP homes.

NSVRC also pursued grant funding through the National Alliance to End Homelessness (NAEH) in Program Year 2013 to support the development of a regional landlord network to assist low- and moderate-income residents, housing providers and other non-profit organizations in identifying

Finally, NSVRC also continued its bi-annual hosting of Fair Housing Seminars in partnership with the Virginia Fair Housing Office. These seminars, offered bi-annually (November & April), are targeted to local decision makers, housing providers and non-profits to educate these organizations in Fair Housing law and best practices. NSVRC also hosted a housing data and trends workshop (April 2013) in partnership with Housing Virginia, the Virginia Tech Center for Housing Research and VHDA which presented research, facts and figures on housing affordability in Virginia, specifically the Northern Shenandoah Valley and how to use this data in local planning and decision making. NSVRC hopes to continue to partner with other organizations to offer affordable housing centered programs and workshops in future years.

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

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

NSVRC and the City of Winchester hosted a 15 day public comment period for the 2013 CAPER covering both the CDBG and HOME Programs, beginning on August 21, 2013 and ending September 4, 2014. Consistent with the Citizen Participation Plan, a public hearing was also held on September 9, 2014 at a regular meeting of the Winchester City Council. As Grantee and Lead Entity for the CDBG and HOME Program respectively, the Winchester City Council took action that night to adopt the 2013 CAPER as presented. Staff also gave presentations regarding the CAPER and accomplishments in the CDBG and HOME Programs at the following meetings: HCSPB (September 4, 2014), Winchester City Council Work Session (August 19th, 2014) and Winchester City Council (September 9, 2014).

Two advertisements were placed in the Winchester Star and Northern Virginia Daily (locally circulated newspapers) regarding the public comment period and hearings. NSVRC also solicited for public comment on HOME accomplishments through the local Continuum of Care list serve and the www.NSVcommunity.org website. NSVRC has also utilized stakeholder networks in other program areas such as transportation and natural resources where there is applicability to housing and community development. The City of Winchester placed an additional advertisement in the Winchester Star with the regular meeting agenda. No public input was received. Winchester City Council took action to approve the CAPER for submission to HUD on Tuesday September 9, 2013. NSVRC Board took action to approve the CAPER submission to HUD on Thursday September 19, 2013.

NSVRC and the City of Winchester continue to develop strategies to reach out to the public to solicit meaningful participation in the planning and evaluation process.

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.

The City of Winchester amended its 2013 Consolidated Plan to provide 10% administration funding to City's CDBG Administrator. Section 108 Loan repayments described in the Consolidated Plan was reduced from 100% to 90% to reflect the change. The City estimates that it will be able to repay its Section 108 Loan obligation in the originally planned amount of time.

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

Inspections for ten newly completed projects are scheduled to occur at shortly and during the period of affordability to determine compliance with the applicable property standards.

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

Each agency does marketing actions for HOME units. NSVRC confirms and monitors the marketing actions of the agency throughout the program year.

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

N/A

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)

NSVRC pursued grant funding through the National Alliance to End Homelessness (NAEH) in Program Year 2013 to support the development of a regional landlord network to assist low- and moderate-income residents, housing providers and other non-profit organizations in identifying landlords who are willing to work with low- and moderate-income clients in finding affordable rental housing. NSVRC used funds to partner with the Virginia Housing Development Authority (VHDA) in marketing and outreach of VHDA's web-portal Housing Search to have local landlords sign-up to be matched with potential residents. NSVRC partnered with Access Independence, a local disability-advocate organization to utilize its stakeholder network for this projects outreach. NSVRC hopes to continue these efforts in future years.

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	WINCHESTER
Organizational DUNS Number	069380574
EIN/TIN Number	546001683
Identify the Field Office	RICHMOND
Identify CoC(s) in which the recipient or sub recipient(s) will provide ESG assistance	

ESG Contact Name

Prefix
First Name
Middle Name
Last Name
Suffix
Title

ESG Contact Address

Street Address 1
Street Address 2
City
State
ZIP Code
Phone Number
Extension
Fax Number
Email Address

ESG Secondary Contact

Prefix
First Name
Last Name
Suffix
Title
Phone Number
Extension
Email Address

2. Reporting Period—All Recipients Complete

Program Year Start Date 07/01/2013

CAPER

Program Year End Date

06/30/2014

3a. Sub recipient Form – Complete one form for each sub recipient

Sub recipient or Contractor Name

City

State

Zip Code

DUNS Number

Is sub recipient a victim services provider

Sub recipient Organization Type

ESG Sub grant or Contract Award Amount

DRAFT

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	-
Children	-
Don't Know/Refused/Other	-
Missing Information	-
Total	-

Table 14 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	-
Children	-
Don't Know/Refused/Other	-
Missing Information	-
Total	-

Table 15 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total
Adults	-
Children	-
Don't Know/Refused/Other	-
Missing Information	-
Total	-

Table 16 – Shelter Information

4d. Street Outreach

Number of Persons in Households	Total
Adults	-
Children	-
Don't Know/Refused/Other	-
Missing Information	-
Total	-

Table 17 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	-
Children	-
Don't Know/Refused/Other	-
Missing Information	-
Total	-

Table 18 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	-
Female	-
Transgender	-
Don't Know/Refused/Other	-
Missing Information	-
Total	-

Table 19 – Gender Information

6. Age—Complete for All Activities

	Total
Under 18	-
18-24	-
25 and over	-
Don't Know/Refused/Other	-
Missing Information	-
Total	-

Table 20 – Age Information

7. Special Populations Served—Complete for All Activities

Number of Persons in Households

Subpopulation	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters	Total
Veterans	-	-	-	-
Victims of Domestic Violence	-	-	-	-
Elderly	-	-	-	-
HIV/AIDS	-	-	-	-
Chronically Homeless	-	-	-	-
Persons with Disabilities:				
Severely Mentally Ill	-	-	-	-
Chronic Substance Abuse	-	-	-	-
Other Disability	-	-	-	-
Total (unduplicated if possible)	-	-	-	-

Table 21 – Special Population Served

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

10. Shelter Utilization

Number of New Units – Rehabbed	-
Number of New Units – Conversion	-
Total Number of bed - nights available	-
Total Number of bed - nights provided	-
Capacity Utilization	-

Table 22 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Expenditures for Rental Assistance	-	-	-
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	-	-	-
Expenditures for Housing Relocation & Stabilization Services - Services	-	-	-
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	-	-	-
Subtotal Homelessness Prevention	-	-	-

Table 23 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Expenditures for Rental Assistance	-	-	-
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	-	-	-
Expenditures for Housing Relocation & Stabilization Services - Services	-	-	-
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	-	-	-
Subtotal Rapid Re-Housing	-	-	-

Table 24 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Essential Services	-	-	-
Operations	-	-	-
Renovation	-	-	-
Major Rehab	-	-	-
Conversion	-	-	-
Subtotal	-	-	-

Table 25 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	FY 2009	FY 2010	FY 2011
Street Outreach	-	-	-
HMIS	-	-	-
Administration	-	-	-

Table 26 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	FY 2009	FY 2010	FY 2011
	-	-	-

Table 27 - Total ESG Funds Expended

11f. Match Source

	FY 2009	FY 2010	FY 2011
Other Non-ESG HUD Funds	-	-	-
Other Federal Funds	-	-	-
State Government	-	-	-
Local Government	-	-	-
Private Funds	-	-	-
Other	-	-	-
Fees	-	-	-
Program Income	-	-	-
Total Match Amount	-	-	-

Table 28 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	FY 2009	FY 2010	FY 2011
	-	-	-

Table 29 - Total Amount of Funds Expended on ESG Activities

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