



## Executive Summary

### AP-05 Executive Summary - 91.200(c), 91.220(b)

#### 1. Introduction

On an annual basis, the City of Winchester and the Northern Shenandoah Valley HOME Investment Partnership Consortium receive funds from the United States Department of Housing and Urban Development. As a requirement of receiving said funds, both agencies are required to craft a planning document, which builds on a participatory process among citizens, organizations, businesses, and other stakeholders, on an annual and bi-decennial basis. The functions of the planning document are the creation of a strategy that is to be followed in carrying out HUD program and a management tool for assessing performance and tracking results. The 2024 Annual Action Plan is a HUD mandated and approved planning document.

#### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items, or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis, or the strategic plan.

The 2024 Annual Action Plan is a continuation of the 2023-2028 Consolidated Plan, with the City of Winchester continuing to focus its resources on two broad goals (1) economic growth through public infrastructure and (2) providing safe, affordable, and accessible housing. The City of Winchester entitlement community and Northern Shenandoah Valley HOME Consortium focus on the goals have resulted in the distribution of the majority of 2023 HOME funds to non-profit organizations and new firefighting protection equipment for City of Winchester volunteer firefighters.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Winchester has a strong background in spending CDBG funds on eligible activities such as Public Facilities and Improvements and Program Administration Costs. The City of Winchester has recently undertaken the following eligible activities:

- Rehabilitation; and
- Planning and Capacity Building.

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The City of Winchester and Northern Shenandoah Valley Consortium held public meetings in compliance with its adopted Citizen Participation Plan. Only one person was in attendance and requested CDBG funds from the City for spending on Public Services.

### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The City of Winchester and Northern Shenandoah Valley Consortium did not receive any written correspondence. The only person to attend either public meeting asked that the City support their non-profit with funds from CDBG.

### **6. Summary of comments or views not accepted and the reasons for not accepting them**

N/A

### **7. Summary**

N/A

**PR-05 Lead & Responsible Agencies - 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
Lead Agency	WINCHESTER	
CDBG Administrator	WINCHESTER	City Manager's Office or Designee
HOPWA Administrator		
HOME Administrator	WINCHESTER	City Manager's Office or Designee
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

**Narrative**

The City of Winchester is the representative entity for the Northern Shenandoah Valley Consortium (i.e., City of Winchester, Frederick County, Clarke County, Shenandoah County, Warren County, and Page County). The City of Winchester is in a contract with the Northern Shenandoah Valley Regional Commission regarding administration of the HOME Investment Partnership Program.

**Consolidated Plan Public Contact Information**

## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

The City of Winchester and Northern Shenandoah Valley Regional Commission utilize existing institutions to better understand the picture of housing and community development in the Northern Shenandoah Valley. Much of the housing discussions in the region is done through the Western VA 513 Continuum of Care, and the Housing Coalition of the Northern Shenandoah Valley. Communication is maintained through meeting attendance and correspondence.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies (91.215(l)).**

The Western Virginia 513 Continuum of Care meetings held every other month gather representatives from various agencies to discuss specific topics related to ending homelessness. Often, there are special program spotlights about new resources or partnerships in the region, such as local health care system, legal assistance resources, and mental health care service providers.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The goal of the Western Virginia 513 Continuum of Care (CoC) is to make the most of the resources given. The CoC, together with partners in the community, identifies the most vulnerable persons who are homeless and provides case referencing and prioritized case management through community outreach and coordination of services. With this initiative (Built for Zero), the CoC hopes to reduce the numbers of chronically homeless and homeless veterans in our region.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS.**

No entities in the Northern Shenandoah Valley received ESG funds. City of Winchester staff have served on the Western Virginia 513 Continuum of Care's Data Committee regarding policies and procedures for the operation and administration of HMIS. CoC staff are likely to be compliant with the 2009 HEARTH Act.

### **2. Agencies, groups, organizations, and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated.**

1	<b>Agency/Group/Organization</b>	WINCHESTER
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Entitlement community for CDBG grants and elected representative unit of general local government for HOME Consortium funds.
2	<b>Agency/Group/Organization</b>	NORTHERN SHENANDOAH VALLEY REGIONAL COMMISSION
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Education Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Co-administrator of HOME Consortium funds.

3	<b>Agency/Group/Organization</b>	HABITAT FOR HUMANITY, WINCHESTER-FREDERICK COUNTY
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Elderly Persons
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Developer
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Lead agency in the Housing Coalition of Northern Shenandoah Valley.
4	<b>Agency/Group/Organization</b>	Faithworks
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Involved
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Agency in the Housing Coalition of Northern Shenandoah Valley.

**Identify any Agency Types not consulted and provide rationale for not consulting.**

All applicable agency types were consulted per applicable code of federal regulations and adopted citizen participation plan. Lack of response is a common occurrence.

**Other local/regional/state/federal planning efforts considered when preparing the Plan.**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Western Virginia 513 Continuum of Care	the CoC is currently revising its goals.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative**



**AP-12 Participation - 91.401, 91.105, 91.200(c)**

**1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal setting.**

Below is a table describing the citizen participation process:

The one person in attendance was a local non-profit seeking 15% of FY2024 CDBG funds for the eligible activity of Public Services. Municipal staff did not include the request in the 2024 Annual Action Plan draft document and will ask the Common Council of the City of Winchester how they would like to proceed with the request.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	NA.	NA.	NA.	<a href="https://www.publicnoticevirginia.com/(S(adijtgfv30jn5mrgnngbmt43))/Details.aspx?SID=adijtgfv30jn5mrgnngbmt43&amp;ID=388358">https://www.publicnoticevirginia.com/(S(adijtgfv30jn5mrgnngbmt43))/Details.aspx?SID=adijtgfv30jn5mrgnngbmt43&amp;ID=388358</a>
2	Internet Outreach	Non-targeted/broad community	None.	None.	NA.	<a href="https://cityofwinchester.my.webex.com/cityofwinchester.my/j.php?MTID=m85a9cdc82f07d2d7f1cb237352eee7c8">https://cityofwinchester.my.webex.com/cityofwinchester.my/j.php?MTID=m85a9cdc82f07d2d7f1cb237352eee7c8</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	One attendee.	Requested CDBG funds for Public Services eligible activity.	None.	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

#### Introduction

As of May 1st, 2024, local administrators of HUD grant programs have not received CPD appropriations allocation amounts. Per notice CPD-24-01 Guidance on Submitting Consolidated Plans and Annual Action Plans for Fiscal Year (FY) 2024, The City of Winchester and the Northern Shenandoah Valley Consortium will include contingency provision language in the 2024 Annual Action Plan that will explain how the plan will be adjusted to match actual allocation amounts once actual amounts become known.

Contingency Provisions - Budgets will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	225,124	0	362,396	587,520	675,372	The City of Winchester expects to spend the bulk of its budget on completing the rehabilitation of the Timbrook House.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	664,114	0	688,202	1,352,316	1,992,342	The HOME Consortium expects to allocate its funds to a combination of homebuyer assistance programs, new construction for ownership, and TBRA.

**Table 2 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state, and local funds), including a description of how matching requirements will be satisfied.**

The Northern Shenandoah Valley Consortium has provided a letter of recommendation to a local Certified Housing Development Organization (CHDO) in their competitive state grant application that would leverage local CHDO set-aside funds, state Housing Trust Funds (HTF) via Virginia’s Department of Housing and Community Development, and private funds generated by the CHDO.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.**

The City of Winchester is allowing the Northern Shenandoah Valley Substance Abuse Coalition to occupy 305 East Piccadilly Street with \$1.00 rent for several years. The City of Winchester spent CDBG funds in the 2023 program year on the rehabilitation of 305 East Piccadilly Street and intends to finish rehabilitation during the 2024 program year.

## **Discussion**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Economic Growth through Public Infrastructure	2023	2027	Non-Housing Community Development		CDBG: Public Facilities & Improvements Focus	CDBG: \$587,396	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 22 Persons Assisted
2	Provide Safe, Affordable, and Accessible Housing	2023	2027	Affordable Housing Homeless	HOME TARGET AREA	HOME: Safe, Decent, Affordable Housing	HOME: \$664,114	Homeowner Housing Added: 10 Household Housing Unit Direct Financial Assistance to Homebuyers: 10 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 75 Households Assisted

**Table 3 – Goals Summary**

#### Goal Descriptions

1	<b>Goal Name</b>	Economic Growth through Public Infrastructure
	<b>Goal Description</b>	<p>The City of Winchester will continue to spend funds on public facilities and improvements per 24 CFR 570.201 for the rehabilitation of 305 East Piccadilly Street. Funds may also be spent on fire protection equipment per 24 CFR 570.207(b)(1)(ii).</p> <p><u>Contingency Provisions</u> - The CDBG budget will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts. The City of Winchester will carry over all unspent funds from the 2023 program year and combine it with the actual amount allocated in fiscal year 2024.</p>
2	<b>Goal Name</b>	Provide Safe, Affordable, and Accessible Housing
	<b>Goal Description</b>	<p>The HOME Consortium will allocate its funding to activities that fall under the strategic goal of providing safe, affordable, and accessible housing.</p> <p><u>Contingency Provisions</u> - The HOME budget will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts.</p>

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

The City of Winchester will continue to spend funds on:

- 305 East Piccadilly Street
- Program Administrative Costs
- Neighborhood Design District Costs

The HOME Consortium will continue to spend funds on:

- Tenant Based Rental Assistance
- Down Payment Assistance
- CHDO Set Aside
- CHDO Operating
- Program Administration

#	Project Name
1	Winchester Census Tract 1.02 Public Facilities and Improvements
2	Planning and Capacity Building FY 2024
3	Program Year 2024 Administrative Costs
4	PY 2024 HOME Program Administration
5	PY 2024 TBRA
6	PY 2024 Down Payment Assistance
7	PY 2024 CHDO Operating
8	PY 2024 CHDO Set Aside

**Table 4 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs.**



**AP-38 Project Summary**  
**Project Summary Information**

<b>1</b>	<b>Project Name</b>	Winchester Census Tract 1.02 Public Facilities and Improvements
	<b>Target Area</b>	
	<b>Goals Supported</b>	Economic Growth through Public Infrastructure
	<b>Needs Addressed</b>	CDBG: Public Facilities & Improvements Focus
	<b>Funding</b>	CDBG: \$469,916
	<b>Description</b>	Spending funds in qualified census tract 1.02. Funds are expected to go towards the continued renovations of 305 East Piccadilly Street, home to the Northern Shenandoah Valley Substance Abuse Coalition. The City of Winchester is not certain of the final amount to renovate the property of interest. In the instance CDBG entitlement amounts are not sufficient, the City of Winchester will begin the Section 108 Loan process through HUD to secure additional funding and complete the project. Contingency Provisions - The CDBG funds for this project will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts. The City of Winchester will continue to fund this project at 80% of its total CDBG entitlement funds and will adjust accordingly, after actual allocation amounts are known.
	<b>Target Date</b>	6/30/2024
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The proposed number of families is still set at 22 as that is the current number of participants working with Northern Shenandoah Valley Substance Abuse Coalition located
	<b>Location Description</b>	The address is:
	<b>Planned Activities</b>	The rehabilitation of 305 East Piccadilly Street per the eligible activity of public facilities and improvements per 24 CFR 570.201(c).
<b>2</b>	<b>Project Name</b>	Planning and Capacity Building FY 2024
	<b>Target Area</b>	
	<b>Goals Supported</b>	Economic Growth through Public Infrastructure
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$22,200

	<b>Description</b>	Eligible Activity - Planning and Capacity Building described in 24 CFR 570.205 Eligible planning, urban environmental design, and policy-planning-management-capacity building activities. Note that the amount funded will not exceed limitations per 24 CFR 570.200(g) and 570.489(a)(3). The City of Winchester will likely spend said funds of its current planning project of Neighborhood Design District (NDD). Contingency Provisions - The CDBG funds for this project will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts. The City of Winchester will continue to fund this project at 10% of its total CDBG entitlement funds and will adjust accordingly, after actual allocation amounts are known.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	None
	<b>Location Description</b>	NA
	<b>Planned Activities</b>	Planning and Capacity Building described in 24 CFR 570.205.
<b>3</b>	<b>Project Name</b>	Program Year 2024 Administrative Costs
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$22,200
	<b>Description</b>	Payment of salaries, wages, and related costs of the recipient's staff, the staff of local public agencies, or other staff engaged in program administration per 24 CFR 570. 206.Contingency Provisions - The CDBG funds for this project will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts. The City of Winchester will continue to fund this project at 10% of its total CDBG entitlement funds and will adjust accordingly, after actual allocation amounts are known.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	None

	<b>Location Description</b>	15 North Cameron Street
	<b>Planned Activities</b>	Payment of program administrative costs per 24 CFR 570.206.
4	<b>Project Name</b>	PY 2024 HOME Program Administration
	<b>Target Area</b>	HOME TARGET AREA
	<b>Goals Supported</b>	Provide Safe, Affordable, and Accessible Housing
	<b>Needs Addressed</b>	HOME: Safe, Decent, Affordable Housing
	<b>Funding</b>	HOME: \$66,411
	<b>Description</b>	Per 24 CFR 92.207 A participating jurisdiction may expend, for payment of reasonable administrative and planning costs of the HOME program and ADDI, an amount of HOME funds that is not more than ten percent of the sum of the Fiscal Year HOME basic formula allocation plus any funds received in accordance with 24 CFR 92.102(b) to meet or exceed participation threshold requirements that Fiscal Year. The Consortium is setting aside ten percent of the funds towards payment of reasonable administrative and planning costs. Contingency Provisions - The HOME funds for this project will be proportionally increased or decreased from the estimated funding levels to match actual allocation amounts.
	<b>Target Date</b>	4/1/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A- Administrative
	<b>Location Description</b>	N/A
	<b>Planned Activities</b>	Planning and Administration to support the HOME program
5	<b>Project Name</b>	PY 2024 TBRA
	<b>Target Area</b>	HOME TARGET AREA
	<b>Goals Supported</b>	Provide Safe, Affordable, and Accessible Housing
	<b>Needs Addressed</b>	HOME: Safe, Decent, Affordable Housing
	<b>Funding</b>	HOME: \$191,266
	<b>Description</b>	Provide payments to make up the difference between the amount a household can afford to pay for housing and the local rent standard, and help tenant pay for security and utility deposits as allowed by 24 CFR 92.209.

	<b>Target Date</b>	4/1/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 75 families, with 90 percent of the total households assisted have incomes that do not exceed 60 percent of the area median income. The balance of rental units and TBRA assistance must assist tenants with incomes that do not exceed 80 percent of the area median income.
	<b>Location Description</b>	The City of Winchester, and the Counties of Frederick, Clarke, Warren, Page, and Shenandoah.
	<b>Planned Activities</b>	Provide temporary assistance to individual households to help them afford housing costs in market-rate units. This assistance helps the individual households, rather than subsidizing the unit.
6	<b>Project Name</b>	PY 2024 Down Payment Assistance
	<b>Target Area</b>	HOME TARGET AREA
	<b>Goals Supported</b>	Provide Safe, Affordable, and Accessible Housing
	<b>Needs Addressed</b>	HOME: Safe, Decent, Affordable Housing
	<b>Funding</b>	HOME: \$199,232
	<b>Description</b>	This project provides direct financial assistance for first-time homebuyers at or below 80 percent of the area median income (AMI) to purchase homes. The down payment assistance is provided with a mandatory period of affordability for the applicant to continue to occupy the house as their primary residence.
	<b>Target Date</b>	4/1/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	All HOME funds used for homeownership assistance must benefit homeowners whose family income does not exceed 80 percent of the area median income. Approximately 10 households will benefit from this activity.
	<b>Location Description</b>	The City of Winchester, and the Counties of Frederick, Clarke, Warren, Shenandoah, and Page.
	<b>Planned Activities</b>	Direct financial assistance to homebuyers.
7	<b>Project Name</b>	PY 2024 CHDO Operating
	<b>Target Area</b>	HOME TARGET AREA
	<b>Goals Supported</b>	Provide Safe, Affordable, and Accessible Housing
	<b>Needs Addressed</b>	HOME: Safe, Decent, Affordable Housing
	<b>Funding</b>	HOME: \$32,205

	<b>Description</b>	Per 24 CFR 92.208 5 percent of the Consortium's HOME allocation have been set aside for the operating expenses of community housing development organizations (CHDOs). Operating expenses means reasonable and necessary costs for the operation of the community housing development organization. Such costs include salaries, wages, and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment; materials; and supplies. The requirements and limitations on the receipt of these funds by CHDOs are set forth in 24 CFR 92.300(e) and 24 CFR 92.300(f).
	<b>Target Date</b>	4/1/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	The City of Winchester, the Counties of Frederick, Clarke, Warren, Page, and Shenandoah.
	<b>Planned Activities</b>	32205
<b>8</b>	<b>Project Name</b>	PY 2024 CHDO Set Aside
	<b>Target Area</b>	HOME TARGET AREA
	<b>Goals Supported</b>	Provide Safe, Affordable, and Accessible Housing
	<b>Needs Addressed</b>	HOME: Safe, Decent, Affordable Housing
	<b>Funding</b>	HOME: \$175,000
	<b>Description</b>	These eligible set-aside activities include: the acquisition and/or rehabilitation of rental housing; new construction of rental housing; acquisition and/or rehabilitation of homebuyer properties; new construction of homebuyer properties; and direct financial assistance to purchasers of HOME-assisted housing that has been developed with HOME funds by the CHDO.
	<b>Target Date</b>	4/1/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

<p><b>Location Description</b></p>	<p>The City of Winchester Consortium geographic boundaries consist of the following local government districts:</p> <ul style="list-style-type: none"> <li>• Independent City of Winchester;</li> <li>• Clarke County and all towns within its geographic limits;</li> <li>• Frederick County and all towns within its geographic limits;</li> <li>• Page County and all towns within its geographic limits;</li> <li>• Shenandoah County and all towns within its geographic limits; and</li> <li>• Warren County and all towns within its geographic limits.</li> </ul> <p>Beneficiaries of the Community Housing Development Organization set aside will be located within the Consortium's geographic boundaries.</p>
<p><b>Planned Activities</b></p>	<p>These eligible set-aside activities include: the acquisition and/or rehabilitation of rental housing; new construction of rental housing; acquisition and/or rehabilitation of homebuyer properties; new construction of homebuyer properties; and direct financial assistance to purchasers of HOME-assisted housing that has been developed with HOME funds by the CHDO.</p>

**AP-50 Geographic Distribution - 91.420, 91.220(f)**

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed.**

The City of Winchester will spend CDBG funds in HUD qualified Census Tract 1.02. HOME Investment Partnership program funds will be distributed throughout the Consortium's area.

**Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
HOME TARGET AREA	90
North Kent Corridor	80

**Table 5 - Geographic Distribution**

**Rationale for the priorities for allocating investments geographically**

Focusing on qualified census tracts, the City of Winchester can satisfy HUD's requirement of spending, at a minimum, 70% of CDBG funds on eligible activities that benefit low to moderate income citizens.

**Discussion**



## Affordable Housing

### AP-55 Affordable Housing - 91.420, 91.220(g)

#### Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	75
Special-Needs	0
Total	75

Table 6 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	75
The Production of New Units	5
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	80

Table 7 - One Year Goals for Affordable Housing by Support Type

#### Discussion

## **AP-60 Public Housing - 91.420, 91.220(h)**

### **Introduction**

The Counties and towns that are part of the Northern Shenandoah Valley Consortium and the City of Winchester are not serviced by a local or regional public housing authority and defer to the Virginia's statewide Public Housing Authority (i.e., Virginia Housing Development Authority) for additional information on public housing.

### **Actions planned during the next year to address the need for public housing.**

NA

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

NA

### **If the PHA is designated as troubled, describe the way financial assistance will be provided or other assistance.**

NA

### **Discussion**

## **AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)**

### **Introduction**

The Northern Shenandoah Valley Consortium does spend funds on Tenant Based Rental Assistance and does so through several nonprofits and in coordination with:

- Western Virginia Continuum of Care
- City of Winchester Housing Choice Voucher Program (via Virginia Housing as the Public Housing Authority)
- Shenandoah County Housing Choice Voucher Program (via Virginia Housing as the Public Housing Authority)

**Describe the jurisdiction's one-year goals and actions for reducing and ending homelessness including reaching out to homeless people (especially unsheltered people) and assessing their individual needs.**

Both the Consortium and City of Winchester defer to the Western Virginia Continuum of Care for details of their goals and actions for reducing and ending homelessness.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Both the Consortium and City of Winchester defer to the Western Virginia Continuum of Care for details of their goals and actions for reducing and ending homelessness.

**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**

Both the Consortium and City of Winchester defer to the Western Virginia Continuum of Care for details of their goals and actions for reducing and ending homelessness.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The spending of Tenant Based Rental Assistance funds, coupled with the Western Virginia Continuum of Care and locally administrated Housing Choice Voucher Programs, aims at assisting as many extremely low-income, low-income, and low to moderate income individuals and families avoid becoming homeless.

## **Discussion**

## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

Individual units of general local government (UGLG) within the Northern Shenandoah Valley vary in their interest to examine and ameliorate the negative effects of public policies that serve as barriers to affordable housing. The more urban UGLG within the Northern Shenandoah Valley have expressed interest in the subject of affordable housing.

**Actions it planned 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.**

The Housing Coalition of Northern Shenandoah Valley, HDAdvisors, and Virginia Housing Development Authority finalized their white paper titled “City of Winchester Housing Policy Analysis and Recommendations” in September 2023. The recommendations discussed the following topics:

1. Zoning for Smart Growth
2. Affordable Housing Dwelling Unit Program
3. Community Land Trusts
4. Financing Affordable Housing

The proposals will impact land use/zoning, building and development fees, and the return on investment for new construction. The City of Winchester is still exploring the recommendations with the understanding that such decisions must be made by locally elected officials and that such officials will need the reassuring support of their citizenry.

The City of Winchester has been moving forward with its Neighborhood Design District (NDD). NDDs are areas identified for revitalization within Winchester municipal limits. The City of Winchester is examining the option of using tax incremental financing (TIF) to better the public infrastructure in the area upon instances of property redevelopment by private entities. The NDD may assist with increasing affordable housing stock within.

### **Discussion**

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

This section outlines the regions planned actions to carry out strategies outlined in the Consolidated Plan for: meeting underserved needs, furthering affordable housing development, reducing lead-based paint hazards, reducing poverty, developing institutional structure, and enhancing coordination among agencies.

### **Actions planned to address obstacles to meeting underserved needs.**

Administrative staff will continue to work with stakeholders to increase participation and buy in across our HUD funded projects and activities.

### **Actions planned to foster and maintain affordable housing.**

Actions planned to foster and maintain affordable housing in the Northern Shenandoah Valley region for the upcoming program year include building organizational capacity for housing providers to carry out affordable housing development (homeownership), and assistance to at-risk persons of homelessness through tenant based rental assistance (TBRA); further physical development and improvement to owner and rental units and continued financial assistance through down-payment and TBRA programs.

### **Actions planned to reduce lead-based paint hazards.**

As part of the monitoring and compliance activities, administrative staff will ensure that all subgrantees, subrecipients and CHDOs conform to the lead-based paint requirements associated with rehabilitation. Staff will ensure that proper environmental reviews are performed prior to any construction activities.

### **Actions planned to reduce the number of poverty-level families.**

Staff will coordinate with the region's economic development authorities and units of general local government 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 might include job retraining programs, small business development programs, micro-lending, and general self-sufficiency programs.

### **Actions planned to develop institutional structure.**

Administrative staff are working to enhance the institutional structures of administering current Community Planning and Development grant programs. The following is a list of items that staff strongly desires to reform or have enacted within the 2023-2028 Consolidated Plan period:

- Enhance Tenant Based Rental Assistance coordination between nonprofits, the Western Virginia Continuum of Care, and Housing Choice Voucher Programs throughout Northern Shenandoah; and
- Craft a Neighborhood Revitalization Strategy Area that would incorporate sections of census tract 2.01 and 1.02 of Winchester municipal limits.

**Actions planned to enhance coordination between public and private housing and social service agencies.**

Administrative staff will continue to coordinate with the Western Virginia Continuum of Care to strengthen the relationship between housing and social services.

**Discussion**

## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

This section addresses the program-specific requirements for the 2024 Annual Action Plan.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

#### HOME Investment Partnership Program (HOME)

##### Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

As outlined in the Northern Shenandoah Valley HOME Manual: because HOME funds are only one



source of funding, applicants are required to utilize leverage to complete the project. Leverage is all other sources of funding in a project or activity (excluding HOME funds). Leverage includes match. The application process requires a project to successfully utilize leverage. Leverage is essential for a successful project.

#### Sources of Leverage

- bank loans or other loans not repayable to the HOME account
- CDBG funds
- Contributions to units that are not HOME-assisted or HOME-eligible
- Federal funds, either grants or loans
- All forms of Owner Equity

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

To assure continued affordability of HOME assisted housing units, the Northern Shenandoah Valley (NSV) HOME Consortium imposed a recapture provision by which a portion of the direct subsidy for housing (i.e. the amount that enables the homebuyer to purchase the property) be recaptured from the net proceeds of the sale in the event a sale occurs during the affordability period.

For HOME assisted homebuyer projects/activities, recaptured funds will be based on net proceeds from the sale of the HOME assisted housing (either voluntary or involuntary) and be reduced on a pro rata basis for the time the homeowner has owned and occupied the housing measured against the affordability applicable period. For example, if \$15,000 in HOME assistance is provided and the unit sells in year four of ownership, the Consortium will require that \$3,000 be returned, if net proceeds are equal to or exceed this amount.

All HOME agreements with homebuyers and with CHDO's/subrecipients will include these resale/recapture provisions to ensure compliance with regulation.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds. See 24 CFR 92.254(a)(4) are as follows:

To assure continued affordability of HOME assisted housing units, the Northern Shenandoah Valley (NSV) HOME Consortium imposed a recapture provision by which a portion of the direct subsidy for housing (i.e. the amount that enables the homebuyer to purchase the property) be recaptured from

the net proceeds of the sale in the event a sale occurs during the affordability period.

For HOME assisted homebuyer projects/activities, recaptured funds will be based on net proceeds from the sale of the HOME assisted housing (either voluntary or involuntary) and be reduced on a pro rata basis for the time the homeowner has owned and occupied the housing measured against the affordability applicable period. For example, if \$15,000 in HOME assistance is provided and the unit sells in year four of ownership, the Consortium will require that \$3,000 be returned, if net proceeds are equal to or exceed this amount.

All HOME agreements with homebuyers and with CHDO's/subrecipients will include these resale/recapture provisions to ensure compliance with regulation.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

To assure continued compliance with HOME assisted multifamily housing that was rehabilitated with HOME funds, the Northern Shenandoah Valley HOME Consortium proposes the following plans to refinance existing debt as consistent with 24 CFR 92.206(b) and adopted in the NSV HOME Consortium Manual:

As required by the HOME regulations, to be funded under the CHDO set-aside category, a CHDO must assume the role of owner, developer and/or sponsor. In this scenario, the nonprofit is not assuming any of these three roles, as defined by the regulations. As a result, this unit in question would be classified as homeowner rehabilitation, which is not a CHDO-eligible activity.

Furthermore, if a nonprofit was funded for homebuyer activity, but under the CHDO set-aside category, the scenario would still be classified as homeowner rehabilitation and would not be eligible.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

The Consortium has not developed TBRA preferences for persons with special needs or disabilities.

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

Not applicable to the Consortium's TBRA activities.

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

The Consortium has not developed limitations or preferences for rental housing projects.

