

CITY OF WINCHESTER, VIRGINIA

CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: September 22, 2015

RESOLUTION ORDINANCE DESCRIPTION/PRESENTATION

ITEM TITLE: Resolution to Approve the PY2014 Consolidated Annual Performance and Evaluation Report (CAPER)

PUBLIC HEARING DATE: October 13, 2015 at 12:00 AM

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. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

Review:

Tyler Schenck	Completed	09/11/2015 10:27 AM
Mary Blowe	Completed	09/11/2015 10:29 AM
Anthony Williams	Completed	09/17/2015 10:23 AM
Eden Freeman	Completed	09/17/2015 12:23 PM

Tyler Schenck

Tyler Schenck, Interim Human Resources Director 9/11/2015



APPROVED AS TO FORM:


CITY ATTORNEY


Eden Freeman, City Manager 9/17/2015

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Tyler Schenck, Interim Human Resources Director
Date: September 22, 2015
Re: Resolution to Approve the PY2014 Consolidated Annual Performance and Evaluation Report (CAPER)

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.

RELATIONSHIP TO STRATEGIC PLAN: Goal Three: Advance the Quality of Life for all Winchester Residents.

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: Approval of the CAPER has no impact on the City's budget.

OPTIONS: Council may approve or disapprove the CAPER.

RECOMMENDATIONS: Staff recommends approval of the CAPER.

**RESOLUTION TO APPROVE THE PY2014 CONSOLIDATED ANNUAL
PERFORMANCE AND EVALUATION REPORT (CAPER)**

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.

NOW, THEREFORE BE IT RESOLVED, the Winchester Common Council's adoption of this Resolution shall serve as approval of the Consolidated Annual Performance Evaluation Report; and,

BE IT FURTHER RESOLVED, the Mayor, or presiding officer, is hereby authorized to affix her signature to this Resolution signifying its adoption by the Common Council of the City of Winchester, and the City Clerk, or her duly appointed deputy, is directed to attest thereto; and,

BE IT FURTHER RESOLVED, the City Manager, or her designee, is directed to submit the Consolidated Annual Performance Evaluation Report to the U.S. Department of Housing and Urban Development.

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 2014 CDBG funding, the following activities were funded in the noted amounts below:

- Section 108 Loan Repayment: \$202,598.12
- Administration: \$22,629.95

Regarding 2014 HOME Funding, the following activities were funded in the noted amounts below:

HOME PROGRAM

- Administration: \$49,719.20
- CHDO Homeownership Development (Community Housing Partners): \$295,472.80
- Homebuyer Downpayment Assistance (Blue Ridge Housing Network): \$100,00
- Tenant Based Rental Assistance (Faithworks): \$52,000

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: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	0	0.00%			
Address special needs population housing	Affordable Housing Public Housing Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	100	0	0.00%			
Address special needs population housing	Affordable Housing Public Housing Non-Homeless Special Needs	CDBG: \$ / HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	100	0	0.00%			

Address special needs population housing	Affordable Housing Public Housing Non-Homeless Special Needs	CDBG: \$ / HOME: \$	HIV/AIDS Housing Operations	Household Housing Unit	25	0	0.00%			
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$ / HOME: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	500	100.00%			
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$ / HOME: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0				
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$ / HOME: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$ / HOME: \$	Facade treatment/business building rehabilitation	Business	0	0				

Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$ / HOME: \$	Jobs created/retained	Jobs	0	0				
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$ / HOME: \$	Businesses assisted	Businesses Assisted	0	0				
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$ / HOME: \$	Buildings Demolished	Buildings	0	0				
Create and Enhance Economic Opportunities	Non-Housing Community Development	CDBG: \$ / HOME: \$	Other	Other	0	0		1	0	0.00%
Prevent and End Homelessness	Homeless	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	0	0				
Prevent and End Homelessness	Homeless	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	0	0				
Prevent and End Homelessness	Homeless	CDBG: \$ / HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	100	23	23.00%	36	23	63.89%

Prevent and End Homelessness	Homeless	CDBG: \$ / HOME: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0				
Prevent and End Homelessness	Homeless	CDBG: \$ / HOME: \$	Homelessness Prevention	Persons Assisted	300	0	0.00%			
Prevent and End Homelessness	Homeless	CDBG: \$ / HOME: \$	Housing for Homeless added	Household Housing Unit	50	0	0.00%			
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	0	0				
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	0	0				
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Added	Household Housing Unit	25	1	4.00%	0	1	
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	5	2	40.00%	15	2	13.33%

Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$ / HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	50	14	28.00%	5	14	280.00%
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$ / HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	100	0	0.00%			
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$ / HOME: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	15	0	0.00%			

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
White	0	65
Black or African American	0	13
Asian	0	0
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	0	0
Total	0	78
Hispanic	0	6
Not Hispanic	0	63

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

Narrative

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CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG			225,228
HOME		0	91,007

Table 3 - Resources Made Available

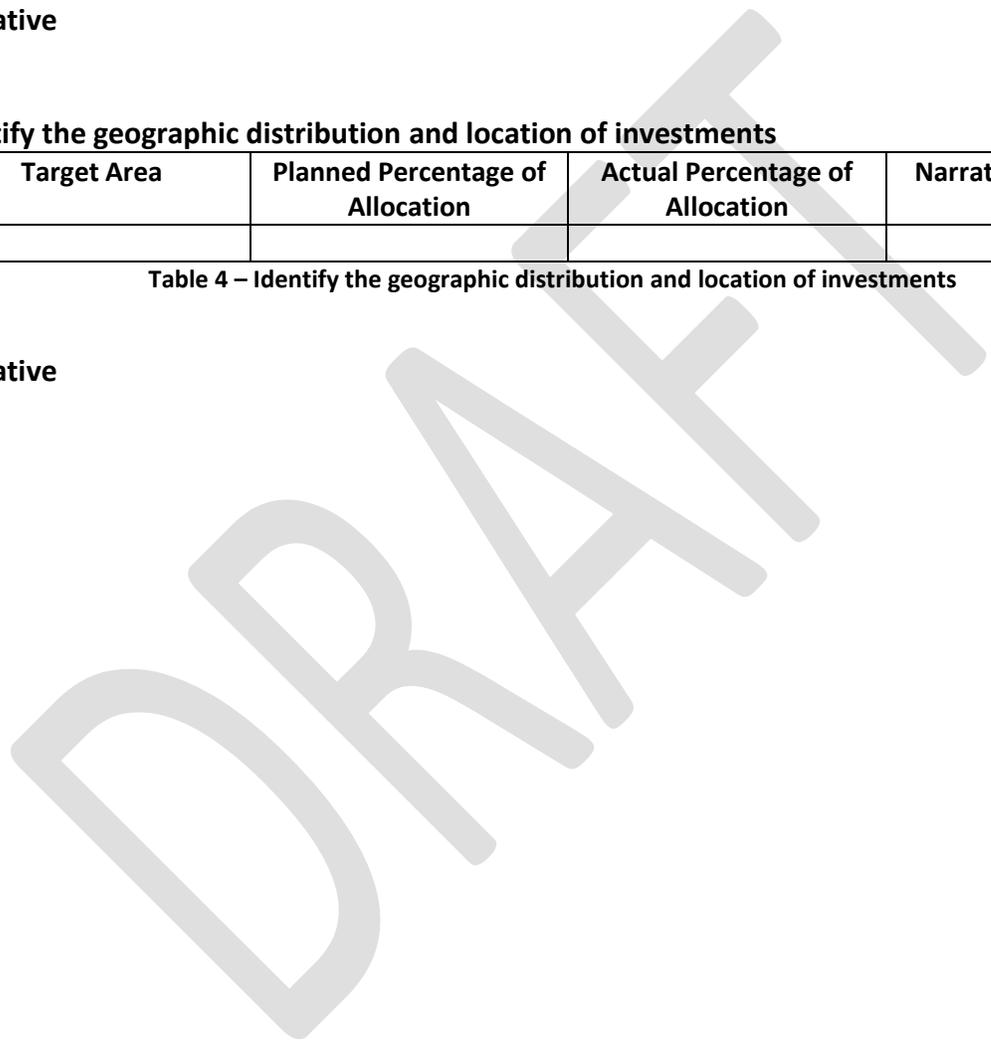
Narrative

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative



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.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	10,340,262
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	10,340,262
4. Match liability for current Federal fiscal year	68,426
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	10,271,836

Table 5 – Fiscal Year Summary - HOME Match Report

DRAFT

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	0	0	0	0	0
Dollar Amount	0	0	0	0	0	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

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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	0
Number of Non-Homeless households to be provided affordable housing units	10	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	46	0

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	36	0
Number of households supported through The Production of New Units	5	0
Number of households supported through Rehab of Existing Units	5	0
Number of households supported through Acquisition of Existing Units	5	0
Total	51	0

Table 12 – Number of Households Supported

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

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. It was the intention of the Consortium to fund a major rental housing development project in the Town of Luray in Page County, Virginia. However, that project became infeasible and the funds were moved to TBRA. The Consortium is still committed to contributing to the stock of available affordable rental units through the HOME program as we move forward with organizations with the capacity to do so.

In the 2016 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	2
Low-income	0	11
Moderate-income	0	3
Total	0	16

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 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.

Additionally, in FY 2016 the Northern Shenandoah Valley Regional Commission gained a full time employee dedicated to Continuum of Care coordination efforts.

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 Planing 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.

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 COC, in meeting the goals and strategies outline in the Ten (10) Year Plan to End Homelessness, proposed creating a "Supportive Services" and "Prevention" committee's, 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.

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

One of the goal's of the Continuum of Care is to prevent homelessness through diversion programs, and shorten the length of time and number of occurrences of homelessness for those who do experience it.

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.
- **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

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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 area.

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

There is no public housing in the area.

Actions taken to provide assistance to troubled PHAs

There is no public housing in the area.

DRAFT

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 2014, for the fourth 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)

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

In 2014, NSVRC closely aligned the goals of the HOME Program with Continuum of Care. The influx of money into the Tenant Based Rental Assistance Program, along with working with Homeless Liasons in the local school systems will hopefully have a positive impact on families in poverty at risk of homelessness or those families currently living in unaffordable housing.

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 Policy Board. Over the past year, this board has become increasingly involved and engaged with the HOME program as well as the Community Development program at NSVRC. In addition, NSVRC will continue to host and promote training opportunities, particularly those focused on resource development, capacity building, and sustainability. NSVRC staff is registered for classes to earn a Housing Development Finance Professional credential, which will be an asset to the organization.

NSVRC has also gained a full time staff member dedicated to the administration of the Continuum of Care.

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. Staff would like to coordinate with the local departments of social services to make sure that their staff is aware of the efforts of the Continuum of Care regarding coordinated assessment/centralized intake as a resource.

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

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

The 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.

The Northern Shenandoah Valley Regional Commission is responsible HOME Program Administration. NSVRC is responsible for assuring the HOME programs maintains compliance with regulations. NSVRC currently has one 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 2014, the HCSPB expanded its membership to include a representative from the local Continuum of Care (CoC), a local banking professional, a United Way director, and an additional representative from a local Planning department. The HCSPB continues to play an important role in informing and shaping the HOME program in the Northern Shenandoah Valley.

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

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

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 orginally 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.

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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.

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

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

The Consortium does not use program income.

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)

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 subrecipient(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 07/01/2014

CAPER

Program Year End Date

06/30/2015

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name

City

State

Zip Code

DUNS Number

Is subrecipient a victim services provider

Subrecipient Organization Type

ESG Subgrant 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	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
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 - nighths 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)

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CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2012	2013	2014
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		
	2012	2013	2014
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		
	2012	2013	2014
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		
	2012	2013	2014
Street Outreach			
HMIS			
Administration			

Table 26 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2012	2013	2014

Table 27 - Total ESG Funds Expended

11f. Match Source

	2012	2013	2014
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	2012	2013	2014

Table 29 - Total Amount of Funds Expended on ESG Activities