

City of Winchester Economic Development Authority
Notes Receivable
September 30, 2019

		Account no.	Interest rate	Beginning balance 7/1/19	New notes	Total payments received	Principal applied	Interest received	Ending balance 9/30/2019
Note receivable - 116.01-03									
	Taylor Hotel Landlord, LC - \$200k	1638	1.75%	159,650.09		2,470.74	1,774.86	695.88	157,875.23
	Once Upon A Find	1618	7.00%	3,513.93		447.43	424.45	22.98	3,089.48
	Iron Rose	1639	7.00%	3,363.40		-	-	-	3,363.40
	Iron Rose	1639	7.00%	2,387.22		-	-	-	2,387.22
	TJIS Properties LLC	1674	2.72%	255,335.90		5,049.50	3,887.57	1,161.93	251,448.33
	TJIS Properties LLC	1674	2.54%	32,000.00		-	-	-	32,000.00
	Susan Dolinar	1686	7.00%		8,826.25	689.37	689.37	-	8,136.88
	Total Notes Receivable			456,250.54					458,300.54
Revolving Loans - 116.01-05									
	Bonnie Blue Southern Partners	1640	2.54%	45,517.77		3,743.76	3,462.03	281.73	42,055.74
	Healens LLC	1636	2.54%	10,756.80		-	-	-	10,756.80
	Winchester Book Gallery	1650	3.27%	21,111.60		1,356.66	1,187.31	169.35	19,924.29
	Total Revolving Loans			77,386.17					72,736.83
Facade Loans - 116.01-04									
	135 N Braddock (Sowers)	1637	2.50%	14,469.29			3,690.39	144.56	10,778.90
	Healens LLC	1636	2.50%	2,310.87			-	-	2,310.87
	Total Facade			16,780.16					13,089.77
				550,416.87	8,826.25	13,757.46	15,115.98	2,476.43	544,127.14

09/16/19

FUND 778 ECONOMIC DEVELOPMENT AUTH

ACCOUNT	DESCRIPTION	DEBIT BALANCE	CREDIT BALANCE
0000-101.01-09	CHECKING ACCOUNT / EDA BB&T CHECKING	351,788.51	
0000-101.01-10	CHECKING ACCOUNT / EDA BANK OF CLARKE COUNTY	1,040,094.81	
0000-104.02-01	STATE POOLED FUNDS / LGIP	44,743.67	
0000-115.10-20	MISCELLANEOUS / BILLING SYSTEM	1,079.84	
0000-116.01-03	NOTES RECEIVABLE / NOTES RECEIVABLE	458,300.54	
0000-116.01-04	NOTES RECEIVABLE / FACADE LOANS	13,089.77	
0000-116.01-05	NOTES RECEIVABLE / REVOLVING LOANS	72,736.83	
0000-161.02-01	BUILDINGS & IMPROVEMENTS / PROPERTIES HELD FOR DEVEL	1,320,286.52	
0000-165.00-00	FIXED ASSETS / MACHINERY & EQUIPMENT	9,779.00	
0000-165.10-00	MACHINERY & EQUIPMENT / ACCUMULATED DEPRECIATION		9,029.00
0000-202.06-02	DEFERRED REVENUE / LOANS		1,079.84
0000-261.00-00	RETAINED EARNINGS / RETAINED EARNINGS		3,275,174.66
0000-315.01-01	INTEREST / INTEREST EARNINGS		1,865.79
0000-318.98-05	FEES / BOND ADMINISTRATION FEES		111,715.00
0000-318.99-60	DONATIONS & SPECIAL GIFTS / WINCHESTER		24,583.34
0000-319.02-01	RECOVERIES / MISCELLANEOUS		1,087.56
0000-341.04-11	PROCEEDS FROM INDEBTEDNES / LOAN INTEREST		2,577.40
8151-481.31-20	PROFESSIONAL SERVICES / ACCOUNTING AND AUDITING	231.95	
8151-481.31-30	PROFESSIONAL SERVICES / MANAGEMENT CONSULTING	5,912.00	
8151-481.31-32	PROFESSIONAL SERVICES / MANAGEMENT FEE	7,083.34	
8151-481.31-50	PROFESSIONAL SERVICES / LEGAL SERVICES	2,368.80	
8151-481.31-70	PROFESSIONAL SERVICES / OTHER PROFESSIONAL SERV	64,328.00	
8151-481.38-44	PURCHASE SERV OTHER GOVMT / SANITARY LANDFILL USAGE	1,756.40	
8151-481.56-01	CONTRIBUTION OTHER ENTITY / BUSINESS DEVELOPMENT GRAN	3,898.61	
8151-481.56-99	CONTRIBUTION OTHER ENTITY / OTHER PYMTS/CONTRIBUTIONS	34,600.00	

ACCOUNT	DESCRIPTION	DEBIT BALANCE	CREDIT BALANCE
8151-481.58-06	MISCELLANEOUS / BANKING FEES	355.63	
8151-481.60-02	MATERIALS & SUPPLIES / FOOD & FOOD SERVICE	68.75	
8151-481.60-14	MATERIALS & SUPPLIES / OTHER OPERATING SUPPLIES	10.87	
8151-481.60-26	MATERIALS & SUPPLIES / COMPUTER HARDWARE/SOFTWAR	3,425.00	
8151-481.93-07	RESERVES / LOANS		8,826.25
FUND TOTALS		3,435,938.84	3,435,938.84

FUND IS IN BALANCE

EDA Cash Reconciliation

778-0000-101.01-09

As of EOM: Sept 2019

GL balance, Beginning of Month:	373,564.01 ✓
Plus Deposits and Other Credits	7,230.29
Less Check Registers for Sept	(28,857.32)
Less Other Debits and Service Charges	<u>(148.47)</u>
GL Balance @ Sept 2019	351,788.51 ✓
Plus Outstanding Checks @ 9/30/19	3,712.52 ✓
Adjusted GL @ Sept 2019	355,501.03
BB&T Bank Balance @ Sept 2019	<u>355,501.03</u> ✓
Difference	<u>-</u>

CO
10/8/19

	DEBITS	CREDITS
ASSETS		
101.01-09 CHECKING ACCOUNT / EDA BB&T CHECKING	351,788.51	
101.01-10 CHECKING ACCOUNT / EDA BANK OF CLARKE COUNTY	1,040,094.81	
104.02-01 STATE POOLED FUNDS / LGIP	44,743.67	
115.10-20 MISCELLANEOUS / BILLING SYSTEM	1,079.84	
116.01-03 NOTES RECEIVABLE / NOTES RECEIVABLE	458,300.54	
116.01-04 NOTES RECEIVABLE / FACADE LOANS	13,089.77	
116.01-05 NOTES RECEIVABLE / REVOLVING LOANS	72,736.83	
161.02-01 BUILDINGS & IMPROVEMENTS / PROPERTIES HELD FOR DEVE	1,320,286.52	
165.00-00 FIXED ASSETS / MACHINERY & EQUIPMENT	9,779.00	
165.10-00 MACHINERY & EQUIPMENT / ACCUMULATED DEPRECIATION		9,029.00
TOTAL ASSETS		3,302,870.49
LIABILITIES		
202.06-02 DEFERRED REVENUE / LOANS		1,079.84
TOTAL LIABILITIES		1,079.84
FUND EQUITY		
RETAINED EARNINGS		3,301,790.65
TOTAL FUND EQUITY		3,301,790.65
TOTAL LIABILITIES AND FUND EQUITY		3,302,870.49



448-01-01-00 47001 0 C 001 30 50 004
ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF WINCHESTER VIRGINIA
15 N CAMERON ST
WINCHESTER VA 22601-6082

Your account statement

For 09/30/2019

Contact us



BBT.com



(800) BANK-BBT or
(800) 226-5228

BB&T Merchant Services

Let BB&T Merchant Services streamline your payment acceptance with the latest in new payment technologies including mobile, tablet based, and support for contactless payments including Apple Pay™ and Google Pay. We offer next-business-day¹ funding, competitive pricing, free 24/7 technical support, and a monthly maintenance fee waiver on Business Value 200 and Business Value 500 checking accounts². Our consultant will tailor a payment processing solution for you, designed to work for business.

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¹Not all clients or processing solutions are eligible for next-business-day funding.

²Deposit maintenance fees are waived for a BB&T Merchant Services qualifying transaction, which is a payment card settlement (e.g., Visa®, MasterCard®, American Express® or Discover®) from a BB&T Merchant account deposited to a linked BB&T checking account at least once for Business Value 200 Checking and at least twice for Business Value 500 Checking during the monthly statement cycle. Services fee apply. See the Business Services Pricing Guide for details. Refer to the Business Services Product and Pricing Guide for more information.

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BB&T Merchant Services are subject to business type and credit approval. BB&T Merchant Services are offered by Branch Banking and Trust Company. Member FDIC.

■ PUBLIC FUND INT CHECKING 3557

Account summary

Your previous balance as of 08/31/2019	\$385,170.18
Checks	- 36,750.97
Other withdrawals, debits and service charges	- 148.47
Deposits, credits and interest	+ 7,230.29
Your new balance as of 09/30/2019	= \$355,501.03

Interest summary

Interest paid this statement period	\$2.74
2019 interest paid year-to-date	\$16.44
Interest rate	0.01%

Checks

DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)
09/04	3270 Callahan QBO	126.95	09/11	3276 Taylor Man. Fee	3,541.67	09/19	3280 Demo	24,000.00
09/03	* 3274 Nate Adams PLC	1,631.70	09/03	3277 Final WACO payment	328.00	09/30	* 3283 Nate Adams PLC	737.10
09/05	3275 Talent Strategy	5,912.00	09/16	* 3279 EDA Credit Card	68.75	09/30	3284 Landfill Fees	404.80

* indicates a skip in sequential check numbers above this item

Total checks = \$36,750.97

Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT(\$)
09/03	BUS ONLINE MANAGE USERS FEE 7261	5.00
09/11	CHECK CHRGR HARLAND CLARKE ECONOMIC DEVELOPMENT A	57.75
09/23	SERVICE CHARGES - PRIOR PERIOD	85.72

Total other withdrawals, debits and service charges = \$148.47

■ PUBLIC FUND INT CHECKING 3557 (continued)

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
09/10	DEPOSIT	5,636.98
09/19	DEPOSIT	1,590.57
09/30	INTEREST PAYMENT	2.74
Total deposits, credits and interest		= \$7,230.29

APP NUMBER	PER.	CD	DATE	TRANSACTION	NUMBER	DESCRIPTION	DEBITS	CREDITS	BEGINNING / ENDING BALANCE
778-0000-101.01-09				CHECKING ACCOUNT / EDA BB&T CHECKING					373,564.01
GM 02072	03/20	AJ	09/03/19	Record Sept Transactions	AJ02072			148.47	
GM 01422	03/20	AJ	09/06/19	AP DISBURSEMENT	**OFFSET**			27,715.42	
CR 01525	03/20	AJ	09/10/19	TAYLOR MAN. FEE	0003998	3,541.67			
MR 01526	03/20	AJ	09/10/19	ERSLD	09/10/19 06	2,095.31			
MR 01709	03/20	AJ	09/19/19	MISC RECEIVABLES		1,590.57			
GM 01771	03/20	AJ	09/23/19	MISC RECEIVABLES	**OFFSET**			1,141.90	
GM 02072	03/20	AJ	09/30/19	AP DISBURSEMENT	AJ02072				
				Record Interest Income	54	2.74			
ACCOUNT TOTAL							7,230.29	29,005.79	351,788.51

.00

7,230.29

29,005.79

351,788.51

FUND TOTAL

PREPARED 10/08/2019, 8:17:19
PROGRAM GW362LA

GENERAL LEDGER ACTIVITY

FISCAL YEAR: 2020

ACCOUNT NUMBER SELECTION
ACCOUNT: 778-0000-101.01-09
TYPE: O (O-ONLY, R-RANGE, S-SELECTIVE)

PERIOD...FROM: 03 TO: 03

PRINT SUMMARY TOTALS ONLY (Y/N) : N
SUPPRESS PRINTING OF ACCOUNTS WITHOUT ACTIVITY (Y/N) : N
EXCLUDE REVENUE AND EXPENSE SUMMARY ACCOUNTS (Y/N) : N
PRINT PERIOD BALANCE (Y/N) : N
PAGE BREAK ON ACCOUNT (Y/N) : N
PAGE BREAK BY FUND (Y/N) : Y

PREPARED 10/04/2019, 10:44:42
 PROGRAM: GM172L
 CITY OF WINCHESTER
 BANK: 20 EDA BB&T Checking

RECONCILED CHECKS REGISTER
 SELECTED BY PAID DATE
 FROM: 09/01/2019 TO: 09/30/2019

PAGE 1
 ACCOUNTING PERIOD 03/2020
 REPORT NUMBER 12

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE
3270	17598	MICHAEL CALLAHAN AND ASSOCIATE	08/09/2019	126.95	09/30/2019	20
3274	10497	NATE L ADAMS III PC	08/23/2019	1,631.70	09/30/2019	20
3275	17197	FREDERICK COUNTY ECONOMIC	08/23/2019	5,912.00	09/30/2019	20
3276	16656	TAYLOR MASTER TENANT LLC	08/23/2019	3,541.67	09/30/2019	20
3277	15266	WACO INC	08/23/2019	328.00	09/30/2019	20
3279	6851	BB&T FINANCIAL, FSB	09/06/2019	68.75	09/30/2019	20
3280	11858	DEHAVEN'S MASONRY CONCRETE	09/06/2019	24,000.00	09/30/2019	20
3283	10497	NATE L ADAMS III PC	09/23/2019	737.10	09/30/2019	20
3284	845	TREASURER, FREDERICK CO	09/23/2019	404.80	09/30/2019	20

NO. OF CHECKS: 9

TOTAL CHECKS RECONCILED

36,750.97 ***

PREPARED 10/04/2019, 10:44:59
 PROGRAM: GMI72L
 CITY OF WINCHESTER
 BANK: 20 EDA BB&T Checking

OUTSTANDING CHECKS REGISTER
 SELECTED BY CHECK DATE
 FROM: 01/01/2017 TO: 09/30/2019

PAGE 1
 ACCOUNTING PERIOD 03/2020
 REPORT NUMBER 27

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	BANK CODE
3260	17598	MICHAEL CALLAHAN AND ASSOCIATE	07/12/2019	65.85	20
3281	17598	MICHAEL CALLAHAN AND ASSOCIATE	09/06/2019	105.00	20
3282	16656	TAYLOR MASTER TENANT LLC	09/06/2019	3,541.67	20

NO. OF CHECKS: 3 TOTAL CHECKS OUTSTANDING 3,712.52 ***

EDA Bank of Clarke Cash Reconciliation
778-0000-101.01-10
As of EOM: Sept 2019

GL balance, Beginning of Month:		1,039,556.28 ✓
Plus Deposits and Other Credits		548.53 ✓
Less Checks Cleared/Other Debits		<u>(10.00) ✓</u>
GL Balance @	Sept 2019	1,040,094.81 ✓
Bank Of Clarke Acct # 9037 Bal @	Sept 2019	890,373.81 ✓
Bank Of Clarke Acct # 6264 Bal @	Sept 2019	149,721.00 ✓
BOC Total Bank Balance @	Sept 2019	1,040,094.81
Variance		-

CB
10/18/19

	DEBITS	CREDITS
ASSETS		
101.01-09 CHECKING ACCOUNT / EDA BB&T CHECKING	351,788.51	
101.01-10 CHECKING ACCOUNT / EDA BANK OF CLARKE COUNTY	1,040,094.81	
104.02-01 STATE POOLED FUNDS / LGIP	44,743.67	
115.10-20 MISCELLANEOUS / BILLING SYSTEM	1,079.84	
116.01-03 NOTES RECEIVABLE / NOTES RECEIVABLE	458,300.54	
116.01-04 NOTES RECEIVABLE / FACADE LOANS	13,089.77	
116.01-05 NOTES RECEIVABLE / REVOLVING LOANS	72,736.83	
161.02-01 BUILDINGS & IMPROVEMENTS / PROPERTIES HELD FOR DEVE	1,320,286.52	
165.00-00 FIXED ASSETS / MACHINERY & EQUIPMENT	9,779.00	
165.10-00 MACHINERY & EQUIPMENT / ACCUMULATED DEPRECIATION		9,029.00
TOTAL ASSETS		3,302,870.49
LIABILITIES		
202.06-02 DEFERRED REVENUE / LOANS		1,079.84
TOTAL LIABILITIES		1,079.84
FUND EQUITY		
RETAINED EARNINGS		3,301,790.65
TOTAL FUND EQUITY		3,301,790.65
TOTAL LIABILITIES AND FUND EQUITY		3,302,870.49



2 East Main Street
Berryville, VA 22811

Statement Ending 09/30/2019

ADDRESS SERVICE REQUESTED

>009806 6838004 0001 092332 10Z

ECONOMIC DEVELOPMENT AUTHORITY OF THE
CITY OF WINCHESTER VIRGINIA
15 N CAMERON ST
WINCHESTER VA 22801-8082

Managing Your Accounts

- Phone (540) 955-2510
- Toll-Free 1-800-650-8723
- EAGLE-24 Banking 1-888-378-1881
- Online Access www.bankofclarke.com
- Mailing Address P.O. Box 391
Berryville VA 22811



Summary of Accounts

Account Type	Account Number	Ending Balance
MMDA Public Fnd	XXX9037	\$890,373.81

MMDA Public Fnd-XXX9037

Account Summary

Date	Description	Amount
09/01/2019	Beginning Balance	\$889,835.28
	1 Credit(s) This Period	\$648.53
	1 Debit(s) This Period	\$10.00
09/30/2019	Ending Balance	\$890,373.81
	Service Charges	\$10.00

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.75%
Interest Days	30
Interest Earned	\$0.00
Interest Paid This Period	\$548.53
Interest Paid Year-to-Date	\$4,975.61
Minimum Balance	\$889,835.28

Deposits

Date	Description	Amount
09/30/2019	Acct Earning Pymt Added to Account	\$648.53

Other Debits

Date	Description	Amount
09/30/2019	Service Charge	\$10.00

Daily Balances

Date	Amount	Date	Amount
09/01/2019	\$889,835.28	09/30/2019	\$890,373.81

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

2000/1000 STATEMENT NUMBER 109140





MMDA Public Fnd-XXX9037 (continued)

Service Charge Summary

Description	Amount
09/30/2019 Service Charge (Service Charge Balance: \$869835.28)	\$10.00
Total Service Charge	\$10.00



2 East Main Street
Berryville, VA 22611

Statement Ending 09/30/2019

Page 1 of 2

ADDRESS SERVICE REQUESTED

>003569 6638004 0001 092332 10Z

ECONOMIC DEVELOPMENT AUTHORITY OF THE
CITY OF WINCHESTER VIRGINIA
15 N CAMERON ST
WINCHESTER VA 22601-6082



Managing Your Accounts

- Phone (540) 955-2510
- Toll-Free 1-800-660-8723
- EAGLE-24 Banking 1-888-378-1881
- Online Access www.bankofclarke.com
- Mailing Address P.O. Box 391
Berryville VA 22611

Summary of Accounts

Account Type	Account Number	Ending Balance
Public Fund Chk	XXX6264	\$149,721.00

Public Fund Chk-XXX6264

Account Summary

Date	Description	Amount
09/01/2019	Beginning Balance	\$149,721.00
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
09/30/2019	Ending Balance	\$149,721.00

Daily Balances

Date	Amount
09/01/2019	\$149,721.00

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

1000/1000 147100 015500 400697 1-9500



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.

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	192	192.00%			
Address special needs population housing	Affordable Housing Public Housing Non-Homeless Special Needs	CDBG: \$ / HOME: \$	HIV/AIDS Housing Operations	Household Housing Unit	25	37	148.00%			
Enhance Economic Growth and Infrastructure	Non-Housing Community Development	CDBG: \$ / HOME: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	200	100.00%	3940	0	0.00%
Prevent and End Homelessness	Homeless	CDBG: \$ / HOME: \$	Rental units constructed	Household Housing Unit	100	0	0.00%			
Prevent and End Homelessness	Homeless	CDBG: \$ / HOME: \$	Rental units rehabilitated	Household Housing Unit	100	0	0.00%			
Prevent and End Homelessness	Homeless	CDBG: \$ / HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	100	192	192.00%			

Prevent and End Homelessness	Homeless	CDBG: \$/ HOME: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	25	0	0.00%			
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	100	0	0.00%			
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$/ HOME: \$	Rental units rehabilitated	Household Housing Unit	50	0	0.00%			
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$/ HOME: \$	Homeowner Housing Added	Household Housing Unit	25	4	16.00%			
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$/ HOME: \$	Homeowner Housing Rehabilitated	Household Housing Unit	50	0	0.00%	14	9	64.29%

Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$ / HOME: \$	Direct Financial Assistance to Homebuyers	Households Assisted	50	9	18.00%	18	9	50.00%
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$ / HOME: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	100	192	192.00%	78	192	246.15%
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$ / HOME: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	15	0	0.00%			
Provide Safe, Affordable, and Accessible Housing	Affordable Housing	CDBG: \$ / HOME: \$	Other	Other	0	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.

Completed installation of new sidewalks utilizing CDBG funds, as specified in our current ConPlan. Outstanding Section 108 loan debt is currently in repayment.

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	149
Black or African American	0	53
Asian	0	0
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	0	0
Total	0	202
Hispanic	0	17
Not Hispanic	0	52

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

Narrative

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	public - federal	1,231,081	1,110,228
HOME	public - federal	459,682	

Table 3 - Resources Made Available

Narrative

CDBG resources made available includes proceeds from Section 108 loan and annual entitlement allocation.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG TARGET AREA	90	100	
HOME TARGET AREA	100	100	Regional Target Area

Table 4 – Identify the geographic distribution and location of investments

Narrative

HOME Funds are distributed among subrecipient agencies who serve the entire Northern Shenandoah Valley Regional Commission's geographic footprint, including the Counties of Frederick, Warren, Page, Shenandoah, Clarke and the City of Winchester. The CDBG target area is the City of Winchester.

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.

Local Funds from the contributions of the the member jurisdictions of the Northern Shenandoah Valley Regional Commission were leveraged with HOME funds, and matching requirements were satisfied with excess match carried over from previous years.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	1,022,698
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	1,022,698
4. Match liability for current Federal fiscal year	144,707
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	877,991

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 begin-ning 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

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	0	0
Number of Non-Homeless households to be provided affordable housing units	75	202
Number of Special-Needs households to be provided affordable housing units	0	0
Total	75	202

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	175	202
Number of households supported through The Production of New Units	3	5
Number of households supported through Rehab of Existing Units	0	1
Number of households supported through Acquisition of Existing Units	0	0
Total	178	208

Table 12 – Number of Households Supported

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

The TBRA program had provided the most assistance of the HOME program projects in the Northern Shenandoah Valley region. The number of households served was beyond the Consortium's goals in the Action Plan and Consolidated Plan due to the fact that reallocated money from other projects tends to be reallocated to the TBRA program, due to the constant need in the area

Discuss how these outcomes will impact future annual action plans.

It is the intention of the Consortium to continue to prioritize the TBRA program in future annual action plans, since the homeownership program still has significant funding. Since it has been about two years since TBRA has been funded at a high level, we now have better outcome data for how many households are served and will be able to better set goals based on past performance.

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 Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	58
Low-income	0	107
Moderate-income	0	31
Total	0	196

Table 13 – Number of Households Served

Narrative Information

Other than administration funds, all CDBG monies were used to repay the outstanding Section 108 loan. The funding from the loan was used to install new sidewalks in an eligible low/mod income census tract.

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 Planing to End Homelessness, to transition 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. Rapid Rehousing and Permanent Supportive Housing are the funded the highest of any CoC activities in the Northern Shenandoah Valley.

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 occurances 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

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.

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 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 region.

Actions taken to provide assistance to troubled PHAs

There is no public housing in the 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 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)

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.

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

Actions taken to reduce lead-based paint hazards include landlord outreach, so that property owners are aware of the regulations surrounding homes built pre-1978 and lead paint. Each unit is inspected for lead paint hazards as well. Staff intends to follow up with subrecipients more regularly to ensure compliance with lead paint issues. All of the subrecipients who currently do inspections are certified per HUD guidelines.

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

NSVRC has 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 substandards or unaffordable housing.

. 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.

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

The Northern Shenandoah Valley Regional Commission and the City of Winchester are participants in the Housing Coalition of the Northern Shenandoah Valley, and keep the group up to date on the HOME and CDBG programs.

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.

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.

A public comment period was held (15 days) and was advertised in the Winchester Star. The public was directed to send their comments regarding CDBG and HOME to the proper offices (City of Winchester and NSVRC). The public was invited to present their comments at the Winchester City Council Work Session and/or regular meeting.

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.

No changes to the administration and/or allocation of CDBG funds were encountered during the program year. If changes were needed, the City would comply with the appropriate guidelines in its citizen participation plan and applicable HUD regulations.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

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

CR-50 - HOME 91.520(d)

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

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

There were no projects due for inspection other than potential units for the TBRA program. Those units found deficient with housing codes and the Housing Quality Standards checklist were removed from eligibility until the landlord had remedied the noncompliant issue.

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

Each agency subgranted with HOME funds does marketing actions for HOME units. NSVRC confirms and monitors the marketing actions of the agency throughout the program year. The Western Virginia 513 Continuum of Care markets the TBRA program along with its Coordinated Assessment housing intake process.

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)

NSVRC continues to partner with other agencies to hold Landlord workshops throughout the year which serve to educate property owners on landlord rights, tenant rights, fair housing laws, and the programs available through the HOME Consortium and other resources. NSVRC staff has completed professional certification in housing development finance, and is working with local non-profits and for profit businesses in the area to explore areas of potential affordable housing development in the region. With a large surge in the TBRA program, NSVRC staff realizes that a focus on affordable housing development will be the next big challenge in the region, to ensure that there are enough affordable units for TBRA clients and the general population.

Remote Participation and Electronic Voting

- i. City board members are permitted to remotely participate in board meetings open to the public under limited and defined circumstances (Council resolution R-2014-36 and Code of Virginia §2.2-3708.1):
 1. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or
 2. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter; and
 3. Quorum of the board must be physically assembled at one primary and advertised location; and
 4. Public body must make arrangements for the voice of the remote participant to be heard by all persons at the physical location
- i. Participation through electronic communication means is limited each calendar year to two meetings
- ii. Minutes shall state the following:
 1. The remote location from which the member participated (location does not have to be open to the public)
 2. The fact that the member participated through electronic communications means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance
 3. The specific nature of the personal matter cited by the member