

# COLONIAL HEIGHTS CITY COUNCIL AGENDA

## SPECIAL MEETING CITY HALL

### Council Members

Michael A. Cherry  
Kenneth B. Frenier  
W. Joe Green, Jr.  
John E. Piotrowski  
John T. Wood  
Elizabeth G. Luck, Vice-Mayor  
T. Gregory Kochuba, Mayor

June 16, 2020

201 James Avenue, Colonial Heights, VA

6:00 PM

1. Call To Order
2. Roll Call
3. Declarations Of Personal Interest
4. Reading Of Manner Of Addressing Council.  
ANY MEMBER OF THE PUBLIC addressing the Council shall approach the lectern, give his name and address in an audible tone of voice for the record, AND ADDRESS THE COUNCIL AS A BODY RATHER THAN SPEAK TO ANY MEMBER. Unless further time is granted by the Council, ANY MEMBER OF THE PUBLIC shall address the Council for a maximum of five (5) minutes, regardless of the number of issues he desires to discuss. PROVIDED however, that the main proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Council initially for a maximum of ten (10) minutes and later in rebuttal for a maximum of three (3) minutes.

5. Advertised Public Hearing

- A. A RESOLUTION NO 20-25

Adopting the City of Colonial Heights Housing and Community Development Annual Action Plan, Consolidated Plan, Citizen Participation Plan, and Budget for 2020-2021.

Documents:

[EX SUMMARY 2020 CDBG SUMMARY.PDF](#)  
[A RESOLUTION NO 20-25.PDF](#)  
[PY2020\\_FUND ALLOCATION LETTER.PDF](#)  
[CDBG FUND CARES LETTER.PDF](#)  
[DRAFT PY2020-24 PLAN.PDF](#)  
[DRAFT CITIZEN PARTICIPATION PLAN.PDF](#)  
[CDBG-CV APPLICATION.PDF](#)  
[CDBGCV UTILITIES GUIDELINES.PDF](#)  
[CDBG\\_PY2020\\_PUBLICHEARING\\_PRES.PDF](#)

6. Work Session On The Following Items:

- A. ORDINANCE NO 20-21

(*First Reading*) Awarding the City Manager a 4% bonus.

Documents:

[EX SUM ORD20-21.PDF](#)  
[AN ORDINANCE NO 20-21.PDF](#)

B. AN ORDINANCE NO 20-FIN-12

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by increasing appropriations by \$4,320 to 1) transfer anticipated revenue for vehicle rental tax in the amount of \$210,701 from use of money and property to intergovernmental revenue; and 2) appropriate \$4,320 in state asset forfeiture funds for training.

Documents:

[EX SUMMARY 20-FIN-12.PDF](#)  
[BUDGET SUMMARY 20-FIN-12.PDF](#)  
[AN ORDINANCE NO 20-FIN-12.PDF](#)

C. Presentation Of The Quarterly Financial Report

Documents:

[EX SUMMARY QUARTERLY FINANCIAL REPORT.PDF](#)  
[MAY REPORT.PDF](#)

D. Public Safety Compression Adjustments

Documents:

[EX SUMMARY COMPRESSION ADJUSTMENTS.PDF](#)  
[PUBLIC SAFETY COMPRESSION ADJUSTMENTS.PDF](#)

E. Discussion Regarding The Tri-City Chili Peppers

Documents:

[EX SUMMARY CHILI PEPPERS.PDF](#)  
[CITY-CBE LEASE AGREEMENT-8-28-19 SIGNED COPY.PDF](#)

F. Discussion Regarding July 4th Fireworks

Documents:

[EX SUM JULY4 FIREWORKS.PDF](#)



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting

**MEETING DATE:** June 16, 2020

**ITEM:** Resolution No. 20-25

**DEPARTMENT:** Planning & Community Development

**PROPOSED ACTION:** Public Hearing for PY2020 CDBG Consolidated Plan and Budget and approval of Resolution No. 20-25.

#### **BACKGROUND:**

The City of Colonial Heights, Virginia is required by the U.S. Department of Housing and Community Development (HUD) to prepare a (1) Consolidated Plan, (2) Annual Action Plan, (3) Citizen Participation Plan and (4) Analysis of Impediments Report. This requires soliciting citizen views on the proposed Community Development Block Grant (CDBG) program activities contained in this document. These comments are collected over a 30 day-period that ends in a public hearing. The PY2020 CDBG entitlement for the City of Colonial Heights is \$168,034. Of this total, 50% or \$84,639 of the total funds will be used by the subrecipient, Project: HOMES, a not-for-profit organization to provide home repair assistance, 37% for a Water Utility grant or \$62,237, approximately 6.5% for an annual Water Utility grant or \$10,579 and approximately 6.5% or \$10,579 for Administrative and Program costs. The proposed CDBG activities will help sustain safe and affordable housing by addressing deteriorating building conditions due to lack of owner funds for very low to moderate income residents in the City of Colonial Heights through the Home Repair Program and the Water Utility Grant program. In addition to the annual CDBG funds received, the City was also granted CDBG-CV supplemental funds due to the impact of COVID-19.

#### **BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** Approve Resolution 20-25

#### **ATTACHMENTS:**

A RESOLUTION NO 20-25  
PY2020\_Fund Allocation Letter  
CDBG FUND CARES Letter  
DRAFT PY2020-24 PLAN  
DRAFT Citizen Participation Plan

CDBG\_CV Application  
CDBG\_CV Utilities Guidelines  
CDBG\_PY2020\_PublicHearing\_Pres

- Staff will be making a detailed presentation on this agenda item at the meeting.**
- Staff will provide brief comments and answer questions on this item at the meeting.**
- This is a routine procedural item and no presentation is planned for the meeting.**

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

A RESOLUTION NO. 20-25

Adopting the City of Colonial Heights Housing and Community Development Annual Action Plan, Consolidated Plan, Citizen Participation Plan, and Budget for 2020-2021.

WHEREAS, the City of Colonial Heights, Virginia, an entitlement city under the U. S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program, is required to prepare an Annual Action Plan for Housing and Community Development, Consolidated Plan, and Citizen Participation Plan, in order to receive this federal funding; and

WHEREAS, the City of Colonial Heights has conducted a public hearing on the City's 2020-2021 CDBG program to receive input from citizens on the needs of the community and to explain the City's proposed uses for the CDBG program funds; and in accordance with federal regulations governing the development of consolidated plans, all comments have been included in the final draft of the Plan along with responses to these comments; NOW, THEREFORE,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. The City Council hereby adopts the City of Colonial Heights Housing and Community Development Annual Action Plan, Consolidated Plan, Citizen Participation Plan, and Budget for 2020-2021 listed below, prepared by the City Planning and Community Development Department staff for submission to HUD as an application for Community Development Block Grant entitlement program funds for Program Year 2020-21:

<u>CDBG Project Year 2020-21 Funding</u>	<u>Amount</u>
CDBG Annual Funding	\$105,797
CDBG – COVID Funding	\$ 62,237
Total:	\$168,034

<u>Proposed Use of Funds</u>	<u>Estimated Amount</u>
Emergency Home Repair Grant (50%)	\$84,639
Annual Water Utility Grant (6.5%)	\$10,579
COVID Water Utility Grant (37%)	\$62,237
Administrative and Program Costs (6.5%)	<u>\$10,579</u>
 Total CDBG funds (100%)	 <u>\$168,034</u>

2. Douglas E. Smith, City Manager, is hereby designated the agent on behalf of the City of Colonial Heights to execute the Annual Action Plan, Consolidated Plan, and Citizen Participation Plan; and the Clerk is directed to attest his signature and affix the official seal hereto.

3. Douglas E. Smith, as the designated agent for the City of Colonial Heights, is hereby authorized to approve amendments to such Annual Action Plan, Consolidated Plan, and Citizen Participation Plan that HUD requires.

4. That this resolution shall be in full force and effect upon its approval.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above resolution was:

Adopted on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

February 18, 2020

The Honorable T. Kochuba  
Mayor of Colonial Heights  
201 James Avenue  
P.O. Box 3401  
Colonial Heights, VA 23834

Dear Mayor Kochuba:

I am pleased to inform you of your jurisdiction's Fiscal Year (FY) 2020 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special needs populations across the country. President Trump signed Public Law 116-94 on December 20<sup>th</sup>, 2019, which includes FY 2020 funding for these programs. Your jurisdiction's FY 2020 available amounts are as follows:

Community Development Block Grant (CDBG)	\$105,797
HOME Investment Partnerships (HOME)	\$ 0
Housing Opportunities for Persons With AIDS (HOPWA)	\$ 0
Emergency Solutions Grant (ESG)	\$ 0

This letter highlights several important points related to these programs. We remind grantees that CPD seeks to develop viable communities by promoting integrated approaches that provide decent housing and suitable living environments while expanding economic opportunities for low- and moderate-income and special needs populations, including people living with HIV/AIDS. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including both for-profit and non-profit organizations.

Based on your jurisdiction's CDBG allocation for this year, you also have \$528,985 in available Section 108 borrowing authority. Since Section 108 loans are federally guaranteed, this program can leverage your jurisdiction's existing CDBG funding to access low-interest, long-term financing to invest in Opportunity Zones or other target areas in your jurisdiction.

Because the funds are not appropriated by Congress, Housing Trust Fund (HTF) formula allocation will be announced at a later date under separate cover.

HUD continues to emphasize the importance of effective performance measurements in all of its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensuring grantees are complying with program requirements and policies, providing demographic and income information about the persons that benefited from a

community's activities, and allowing HUD to monitor grantees. Your ongoing attention to ensuring complete and accurate reporting of performance measurement data continues to be an invaluable resource with regard to the impact of these formula grant programs.

The Office of Community Planning and Development is looking forward to working with you to promote simple steps that will enhance the performance of these critical programs and successfully meet the challenges that our communities face. If you or any member of your staff have questions, please contact your local CPD Office Director.

Sincerely,

A handwritten signature in blue ink that reads "David C. Woll, Jr." The signature is written in a cursive style with a large initial 'D' and a distinct 'W'.

David C. Woll, Jr.  
Principal Deputy Assistant Secretary



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

April 2, 2020

The Honorable T. Kochuba  
Mayor of Colonial Heights  
201 James Avenue  
P.O. Box 3401  
Colonial Heights, VA 23834

Dear Mayor Kochuba:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department is immediately allocating \$2 billion based on the fiscal year 2020 CDBG formula. The remaining \$3 billion shall be allocated based on needs using best available data, in the following tranches: \$1 billion shall be allocated to States and insular areas within 45 days of enactment of the Cares Act, and \$2 billion shall be distributed to states and local governments at the discretion of the Secretary. Up to \$10 million will be set aside for technical assistance. Given the immediate needs faced by our communities, the Department has announced the first allocation of funds. Your jurisdiction's allocation is \$62,237.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the Secretary to grant waivers and alternative requirements of statutes and regulations the Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative requirements can be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The Department is developing a notice that will further describes the CARES Act's provisions, a Quick Guide to the CARES Act flexibilities and other provisions, and other resources

to enable swift implementation of CDBG-CV grants. As these become available, they will be posted on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits. HUD will provide guidance and technical assistance on DOB and regarding prevention of fraud, waste, and abuse and documenting the impact of this program for beneficiaries.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or [CPDQuestionsAnswered@hud.gov](mailto:CPDQuestionsAnswered@hud.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "John Gibbs", written in a cursive style.

John Gibbs  
Acting Assistant Secretary  
for Community Planning and Development  
U.S. Department of Housing and Urban Development

## Executive Summary

### ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

The 2020-2024 Consolidated Plan was developed through collaboration and partnership of governmental agencies, City departments, nonprofit agencies, private entities, and citizens.

The purpose of the 2020-2024 Consolidated Plan is to ensure a comprehensive assessment of the City's community needs and the establishment of goals and objectives based on current and anticipated resources. Goals and objectives are consistent with the City's continuing commitment to safe and assessable living environments and the improvement of housing, especially for low to moderate-income (LMI) citizens. The five-year plan was developed through extensive coordination with public and non-profit, health, and social service agencies.

The Annual CDBG Allocation chart will show the City's CDBG grant entitlements have both decreased and increased over the years. The City has been notified by HUD that it will receive \$105,797 in CDBG allocations for the 2020 grant year cycle.

Year	Amount	
2005	\$100,411	
2006	\$90,409	
2007	\$89,932	
2008	\$86,560	
2009	\$111,021	
2010	\$94,234	
2011	\$78,399	
2012	\$69,234	
2013	\$79,555	
2014	\$67,032	
2015	\$78,219	
2016	\$84,367	
2017	\$87,108	
2018	\$94,495	
2019	\$104,899	
2020	\$105,797	

2020-CV	\$62,237	
2009	\$23,510	CDBG-R

**Table 1 - Annual CDBG Allocation Chart**

**2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview**

The Consolidated Plan will cover a five (5) year period beginning July 1, 2020, and ending June 30, 2021, and the Annual Action Plan will cover a one (1) year period beginning July 1, 2020 and ending June 30, 2020. Included in this document is data from City's Needs Assessment Survey, the Census Bureau's American Community Survey, and a Housing Profile completed as part of the City's Comprehensive Plan, adopted in January 2015, and HUD CHAS Data. The compilation of this data along with input from citizens and area service providers was used to develop the following proposed strategic goals and objectives:

**Goal 1:** To Preserve existing housing stock

**Objective 1:** Improve the living conditions of substandard housing occupied by low-income households.

**Outcome 1:** Decent and safe housing and code-compliant housing stock.

**Goal 2:** To Improve public welfare, health, and safety of residents

**Objective 2:** Remove conditions that threaten public health and safety.

**Outcome 2:** Revitalized neighborhoods.

**3. Evaluation of past performance**

Since the program began in 2005, the full Community Development Block Grant (CDBG) entitlement has been used to fund the Emergency Home Repair Program for low to moderate-income (LMI) and owner-occupied households.

The CDBG entitlement funds for the Emergency Home Repair Program were used citywide to serve low to moderate-income (LMI) households who are often the hardest pressed to meet the costs of necessary home repairs, the chosen home repair program activities help maintain safe, decent and affordable housing.

Eight LMI households will be served with Program Year (PY) 2019 having an allocation of \$104,899. All eight activities will be completed prior to the start of PY 2020.

The City of Colonial Heights CDBG Emergency Home Repair Program is run in accordance with the Federal Fair Housing Law. As of the writing of this plan, there were still repairs being done for Program Year 2019-2020. Colonial Heights will submit a Consolidated Annual Performance Report (CAPER) which details the status of the community development goals and objectives as required by HUD in September 2015.

#### **4. Summary of citizen participation process and consultation process**

Input and participation are encouraged throughout the CDBG planning and implementation process through a variety of methods. During the program year, numerous contacts and meetings occur with agencies and individuals, both formal and informal. The CDBG administrator regularly participates and interacts with several local public and private agencies, such as the Crater Area Coalition on Homelessness (the local Continuum of Care), Chesterfield-Colonial Heights Department of Social Services, housing providers and CDBG Administrators in the Richmond Metro and Tri-Cities area in order to learn from others, strengthen relationships and work cooperatively with the local network, which is essential to the success of Colonial Heights' CDBG program.

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

TBD

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

TBD

#### **7. Summary**

The five (5) year Plan portion of the Consolidated Plan details the City's needs and the prioritized multi-year strategies and goals based on the existing conditions and funding availability. The period covered is July 1, 2020 through June 30, 2025. The Annual Action Plan portion outlines the proposed specific Strategic Plan activities to be convened, the partners who will convene the proposed activities, the anticipated resources to be used, and the anticipated outcomes during the program period beginning July 1, 2020 and ending June 30, 2020.

Input for the PY2020-2024 Consolidated Plan and PY2020-21 Annual Action Plan was provided through a variety of methods, including research, surveys, meetings and individual contacts. The City of Colonial

## Demo

Heights gathered input and information from the many agencies that serve the City as well as the surrounding jurisdictions. Public input indicated strong support for continuing the priorities of the current five-year plan, and also for the specific activities in the current Annual Action Plan.

## The Process

### PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

**1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source**

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

Agency Role	Name	Department/Agency
CDBG Administrator	COLONIAL HEIGHTS	Department of Planning and Community Development

**Table 2 – Responsible Agencies**

### Narrative

The City receives Community Development Block Grant (CDBG) funds from the Department of Housing Urban Development. The City’s Department of Planning Community Development is the lead agency for the development of the Consolidated Plan administers the CDBG program.

### Consolidated Plan Public Contact Information

Address: City of Colonial Heights - 201 James Avenue, Colonial Heights VA 23834

Contact Person: Brandi Payne, Assistant Director of Planning - [payneb@colonialheightsva.gov](mailto:payneb@colonialheightsva.gov)

Phone: 804-520-9297

Fax: (804) 524-8755

City Website: [www.colonialheightsva.gov](http://www.colonialheightsva.gov)

## **PR-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(I) and 91.315(I)**

### **1. Introduction**

The City of Colonial Heights' PY2020-PY2024 Consolidated Plan was developed through a unified collaboration and partnership of governmental agencies, City departments, nonprofit agencies, private entities, and citizens. The purpose was to ensure a comprehensive assessment of the City's needs and the establishment of "need-based" goals and objectives based on current and anticipated resources. Goals and objectives set are consistent with the City's continuing commitment to safe and assessable living environments and the improvement of housing, especially for low to moderate-income citizens. The five-year plan was developed through extensive coordination with public and non-profit, health, and social service agencies. The City of Colonial Heights conducted a needs assessment to gather information on the City's priorities based on funding availability and current conditions.

### **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(I)).**

The City of Colonial Heights conducted a survey to identify community needs and priority funding areas and discussions were held with Tri-Cities and Richmond Region CDBG Administrators to discuss existing services and identify needs. The survey was distributed to housing and social service providers, City of Colonial Heights Department Heads, and the Crater Area Coalition on Homelessness (local the Continuum of Care).

Opportunities for feedback are provided throughout the CDBG program year, but during the planning process for the consolidated plan and each annual action plan a more formal effort is made to solicit input, following, at a minimum, the guidance provided by Colonial Heights Citizen Participation Plan. A list of contacts from local housing and service providers, Colonial Heights City officials and staff, local institutions and media were notified of, and invited to, each public hearings and a notice of the availability of draft plans and the public comment period. Notice of the availability of the draft plans is also provided to the local Continuum of Care, Crater Area Coalition on Housing, with opportunity for input provided during the public comment period.

A public hearing was held on TBD, to review needs assessment and to solicit input for the PY2020-PY2024 consolidated plan, and to set priorities for the program year 2020 activities. Staff prepared a detailed presentation on the results of the Need Assessment and Impediments identified for the City's Analysis of Impediments to Fair Housing Choice (AI), which will be submitted as part of this process.

## Demo

The second public hearing held on TBD held to review the draft PY2020-PY2024 Consolidated Plan and 2020 Annual Action Plan. The draft plans will be posted on the City website with information on how to provide for feedback. Notice of the availability of the draft plans will be emailed to the local Continuum of Care (Crater Area Coalition on Homelessness). The submittal of the final plan will be presented at a public meeting of the Colonial Heights City Council.

CACH serves as the Continuum of Care (CoC) for the Tri-Cities and the surrounding area. CACH seeks to prevent, reduce, and alleviate homelessness through effective and coordinated community-wide efforts and services. In addition to planning staff, there is a representative on the CoC from the Chesterfield-Colonial Heights Department of Social Services.

The City works to ensure that coordination of activities involves all relevant City, non-City agencies, organizations, and service providers. As stated in other sections of this Plan, the development of this document and the goals outlined involved a number of partners who will be integrally involved in program implementation.

The local Continuum of Care, Crater Area Coalition on Homelessness (CACH), was consulted through a stakeholder interview. The CACH is a group of public and private agencies that meet monthly and serves the geographic area of Petersburg, Colonial Heights, Hopewell, Dinwiddie, Prince George, Surry, Sussex, Greenville, and Emporia.

### **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**

Colonial Heights staff has worked closely with the Crater Area Coalition on Homelessness (CACH). Colonial Heights Planning and Youth Social Services Staff attend the monthly CACH meeting to receive updates on regional efforts to reduce homelessness. This includes participating in the annual homeless point-in-time county every January. The homeless PIT count is a coordinated effort with the Colonial Heights police and business owners who frequently serve the homeless population to get an accurate count. Specifically, the police and business owners of 24-hour businesses (retail stores, gas stations, and laundromats) provide insight into the location of tent cities and/or people regularly sleeping in cars.

The 2020 PIT count included a collection of toiletries by CACH to provide to individuals who were counted in the PIT count. The Colonial Heights Youth and Social Services department also provided \$10 gift cards in addition to the toiletries for the Colonial Heights count.

The City works to ensure that coordination of activities involves all relevant City, non-City agencies, organizations, and service providers.

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

The City does not receive or allocate ESG funds, but the draft PY2020-PY2024 Consolidated Plan and 2020 Annual Action Plan were distributed to the Crater Area Coalition on Homelessness (CACH) for review and comment.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities**

**Table 3 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Project Homes
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Lead-based Paint Strategy Market Analysis Anti-poverty Strategy
	<b>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Project HOMES, the current sub-recipient of CDBG funds was consulted by email about other repairs that may be eligible for CDBG funding that is not part of the current program.

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

No agency types were excluded from consultation.

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

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Crater Area Coalition on Homelessness	The CACH CoC is currently developing its five-year strategic plan. Their plan is expected to be complete in the fall of 2020. Colonial Heights CACH members have provided input for their plan at the monthly CACH meetings.

**Table 4 – Other local / regional / federal planning efforts**

**Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I))**

Colonial Heights Planning Staff is in regular communication with CACH, Colonial Heights Youth and Social Services, and Departments of Social Services to ensure there is no overlap in services to residents and funds are being used to benefit residents in great need. In 2020, Virginia Legal Aid came to City Hall to meet with staff and provide specific information for the Colonial Heights residents about their legal rights. In 2019, several tenant rights passed as law and they wanted to ensure that Colonial Heights residents know about the new tenant rights.

**Narrative (optional):**

Demo

## **PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)**

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

Input for the PY2020-2024 Consolidated Plan and 2020 Annual Action Plan were obtained through the following:

- Colonial Heights Housing Assessment Survey: DATE
- Public hearing to present and receive comments on the Needs Assessment and Consolidated Plan Goals and Objects, DATE
- The public comment period for the draft 2020-2024 Consolidated Plan and 2020 Annual Action Plan, May 15th-June 16th, 2020
- Public hearing to review current plans and take input for draft 2020-2024 Consolidated Plan and 2020 Annual Action Plan, May 16th, 2020

Opportunities for feedback are provided throughout the CDBG program year, but during the planning process for the consolidated plan and each annual action plan a more formal effort is made to solicit input, following the guidance provided by Colonial Heights' Citizen Participation Plan. A list of contacts from local housing and service providers, CACH, Colonial Heights officials, local institutions, and housing providers were invited to participate in focus groups and notified of the public hearings and notice of the availability of the draft annual plan and the public comment period.

**Citizen Participation Outreach**

<b>Sort Order</b>	<b>Mode of Outreach</b>	<b>Target of Outreach</b>	<b>Summary of response/attendance</b>	<b>Summary of comments received</b>	<b>Summary of comments not accepted and reasons</b>	<b>URL (If applicable)</b>

**Table 5 – Citizen Participation Outreach**

## Needs Assessment

### NA-05 Overview

#### Needs Assessment Overview

The City of Colonial Heights' population is located in five census tracts with Census tracts 8302 and 8304 having the highest concentrations of low to moderate-income and minority concentrated populations. Both of these census tracts contain existing CDBG target areas, the Ellerslie/Dunlop District, and the Violet Bank District. These districts were chosen because of their concentration of low to moderate-income residents.

CDBG target areas are chosen based on Census income eligibility data, and on the basis of signs of deterioration in housing and infrastructure. The strategy is to focus on housing rehabilitation and within a specific neighborhood in order to maximize the impact per dollar spent. CDBG funds the City receives are not adequate to carry out large-scale projects, and the City will continue to use local funds for additional investment. The benefit of combining CDBG funds with City funds is that a much greater impact can be achieved than could be achieved with CDBG funds alone.

In the focus neighborhoods, City Staff will continue to assist with the development and strengthening of neighborhood associations, as part of the overall CDBG implementation. As a way to address obstacles to meeting underserved needs, CDBG plan implementation will continue to be a cooperative effort of the City, service providers, and the individuals and families in the target neighborhoods. As identified in the City's Comprehensive Plan adopted in 2015, the City will work to strengthen neighborhood associations. As neighborhood associations develop, residents will address problems and work together to improve their living environment.

## NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

### Summary of Housing Needs

An analysis of housing needs is based on data from the 2018 Census, the most recent decennial census, and the 2009-2015 Comprehensive Housing Affordability Strategy (CHAS) data provided through the American Community Survey (ACS), an annual survey that replaces the detailed survey portion of the decennial Census. Additional data from the 2020 Richmond Regional Analysis of Impediments will be used in this Plan as well.

Demographics	Base Year: 2009	Most Recent Year: 2015	% Change
Population	17,411	17,515	1%
Households	7,219	7,105	-2%
Median Income	\$49,734.00	\$50,304.00	1%

**Table 6 - Housing Needs Assessment Demographics**

**Data Source:** 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

### Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	740	955	1,780	690	2,940
Small Family Households	170	175	790	225	1,440
Large Family Households	95	105	75	40	220
Household contains at least one person 62-74 years of age	130	205	315	155	720
Household contains at least one person age 75 or older	200	290	335	155	375
Households with one or more children 6 years old or younger	130	115	349	45	170

**Table 7 - Total Households Table**

**Data Source:** 2011-2015 CHAS

**Housing Needs Summary Tables**

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Substandard Housing - Lacking complete plumbing or kitchen facilities	0	95	30	4	129	0	0	30	0	30
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	0	0	25	0	25	0	0	0	0	0
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	20	0	0	4	24	0	0	15	0	15
Housing cost burden greater than 50% of income (and none of the above problems)	300	150	0	0	450	150	125	95	10	380
Housing cost burden greater than 30% of income (and none of the above problems)	70	235	370	4	679	70	135	140	135	480

Demo

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Zero/negative Income (and none of the above problems)	10	0	0	0	10	25	0	0	0	25

**Table 8 – Housing Problems Table**

Data 2011-2015 CHAS  
Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Having 1 or more of four housing problems	320	245	55	10	630	150	125	140	10	425
Having none of four housing problems	115	310	855	165	1,445	120	270	735	505	1,630
Household has negative income, but none of the other housing problems	10	0	0	0	10	25	0	0	0	25

**Table 9 – Housing Problems 2**

Data 2011-2015 CHAS  
Source:

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>								
Small Related	95	95	245	435	40	80	110	230
Large Related	95	60	0	155	0	35	10	45
Elderly	160	200	105	465	105	85	90	280
Other	40	95	50	185	80	65	65	210
Total need by income	390	450	400	1,240	225	265	275	765

**Table 10 – Cost Burden > 30%**

Demo

Data 2011-2015 CHAS  
Source:

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>								
Small Related	95	35	0	130	20	30	25	75
Large Related	95	20	0	115	0	0	0	0
Elderly	90	110	0	200	65	50	30	145
Other	40	20	0	60	70	45	55	170
Total need by income	320	185	0	505	155	125	110	390

Table 11 – Cost Burden > 50%

Data 2011-2015 CHAS  
Source:

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Single family households	20	0	25	0	45	0	0	0	0	0
Multiple, unrelated family households	0	0	0	4	4	0	0	15	0	15
Other, non-family households	0	0	0	0	0	0	0	0	0	0
Total need by income	20	0	25	4	49	0	0	15	0	15

Table 12 – Crowding Information – 1/2

Data 2011-2015 CHAS  
Source:

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 13 – Crowding Information – 2/2

Data Source  
Comments:

**Describe the number and type of single person households in need of housing assistance.**

**Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.**

**What are the most common housing problems?**

The most common housing problems are accessibility needs for the home such as wheelchair ramps, porches, and steps. Another top need is structural repairs to the home such as replacing roofs to prevent indoor leaking and mold.

**Are any populations/household types more affected than others by these problems?**

**Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance**

**If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:**

**Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness**

**Discussion**

**NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)**

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

**Introduction**

**0%-30% of Area Median Income**

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	610	90	35
White	445	90	15
Black / African American	155	0	0
Asian	4	0	14
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	0	0

**Table 14 - Disproportionally Greater Need 0 - 30% AMI**

Data Source: 2011-2015 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

**30%-50% of Area Median Income**

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	745	215	0
White	615	190	0
Black / African American	50	0	0
Asian	45	4	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	30	10	0

**Table 15 - Disproportionally Greater Need 30 - 50% AMI**

Demo

Data Source: 2011-2015 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

**50%-80% of Area Median Income**

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	705	1,075	0
White	480	815	0
Black / African American	165	175	0
Asian	15	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	14	80	0

**Table 16 - Disproportionally Greater Need 50 - 80% AMI**

Data Source: 2011-2015 CHAS

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

**80%-100% of Area Median Income**

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	160	530	0
White	145	450	0
Black / African American	8	30	0
Asian	4	4	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	20	0

**Table 17 - Disproportionally Greater Need 80 - 100% AMI**

Data Source: 2011-2015 CHAS

\*The four housing problems are:

## Demo

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

### **Discussion**

**NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)**

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

**Introduction**

**0%-30% of Area Median Income**

<b>Severe Housing Problems*</b>	<b>Has one or more of four housing problems</b>	<b>Has none of the four housing problems</b>	<b>Household has no/negative income, but none of the other housing problems</b>
Jurisdiction as a whole	470	235	35
White	330	210	15
Black / African American	135	20	0
Asian	0	4	14
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	0	0

**Table 18 – Severe Housing Problems 0 - 30% AMI**

Data Source: 2011-2015 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

**30%-50% of Area Median Income**

<b>Severe Housing Problems*</b>	<b>Has one or more of four housing problems</b>	<b>Has none of the four housing problems</b>	<b>Household has no/negative income, but none of the other housing problems</b>
Jurisdiction as a whole	370	580	0
White	305	500	0
Black / African American	50	0	0
Asian	20	35	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	40	0

**Table 19 – Severe Housing Problems 30 - 50% AMI**

Demo

Data Source: 2011-2015 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

**50%-80% of Area Median Income**

<b>Severe Housing Problems*</b>	<b>Has one or more of four housing problems</b>	<b>Has none of the four housing problems</b>	<b>Household has no/negative income, but none of the other housing problems</b>
Jurisdiction as a whole	195	1,590	0
White	160	1,135	0
Black / African American	25	315	0
Asian	0	15	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	4	90	0

**Table 20 – Severe Housing Problems 50 - 80% AMI**

Data Source: 2011-2015 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

**80%-100% of Area Median Income**

<b>Severe Housing Problems*</b>	<b>Has one or more of four housing problems</b>	<b>Has none of the four housing problems</b>	<b>Household has no/negative income, but none of the other housing problems</b>
Jurisdiction as a whole	20	670	0
White	14	580	0
Black / African American	4	34	0
Asian	0	10	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	20	0

**Table 21 – Severe Housing Problems 80 - 100% AMI**

Data Source: 2011-2015 CHAS

## Demo

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

## Discussion

**NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)**

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

**Introduction:**

**Housing Cost Burden**

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	4,870	1,310	900	30
White	4,110	990	720	15
Black / African American	405	199	155	0
Asian	65	50	20	14
American Indian, Alaska Native	25	0	0	0
Pacific Islander	0	0	0	0
Hispanic	210	40	0	0

**Table 22 – Greater Need: Housing Cost Burdens AMI**

Data Source: 2011-2015 CHAS

**Discussion:**

**NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)**

**Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?**

**If they have needs not identified above, what are those needs?**

**Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?**

**NA-35 Public Housing – 91.205(b)**

**Introduction**

**Totals in Use**

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	38	0	9,092	3	8,912	60	11	93

**Table 23 - Public Housing by Program Type**

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

**Characteristics of Residents**

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	
Average Annual Income	0	8,365	0	11,574	10,649	11,543	10,848	7,925	
Average length of stay	0	3	0	6	2	6	0	4	
Average Household size	0	1	0	2	1	2	1	3	
# Homeless at admission	0	0	0	17	0	16	0	1	

Demo

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher	
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program
# of Elderly Program Participants (>62)	0	10	0	1,551	0	1,535	4	0
# of Disabled Families	0	27	0	3,350	1	3,235	26	5
# of Families requesting accessibility features	0	38	0	9,092	3	8,912	60	11
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 24 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Race of Residents

Race	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	33	0	4,103	3	4,022	9	4	62
Black/African American	0	5	0	4,920	0	4,822	51	7	30
Asian	0	0	0	30	0	30	0	0	0
American Indian/Alaska Native	0	0	0	24	0	24	0	0	0

Demo

Program Type									
Race	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Pacific Islander	0	0	0	15	0	14	0	0	1
Other	0	0	0	0	0	0	0	0	0

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Table 25 – Race of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Ethnicity of Residents

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	0	189	0	189	0	0	0
Not Hispanic	0	38	0	8,903	3	8,723	60	11	93

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Table 26 – Ethnicity of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

**Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:**

**Most immediate needs of residents of Public Housing and Housing Choice voucher holders**

**How do these needs compare to the housing needs of the population at large**

**Discussion**

## **NA-40 Homeless Needs Assessment – 91.205(c)**

### **Introduction:**

**If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):**

**Nature and Extent of Homelessness: (Optional)**

<b>Race:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
<b>Ethnicity:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>

**Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.**

**Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.**

**Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.**

**Discussion:**

## **NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)**

**Introduction:**

**Describe the characteristics of special needs populations in your community:**

**What are the housing and supportive service needs of these populations and how are these needs determined?**

**Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:**

**Discussion:**

**NA-50 Non-Housing Community Development Needs – 91.215 (f)**

**Describe the jurisdiction’s need for Public Facilities:**

**How were these needs determined?**

**Describe the jurisdiction’s need for Public Improvements:**

**How were these needs determined?**

**Describe the jurisdiction’s need for Public Services:**

**How were these needs determined?**

# Housing Market Analysis

## MA-05 Overview

### Housing Market Analysis Overview:

Single-family residential homes are the prevailing use in Colonial Heights. The City has a wide variety of architectural styles that would appeal to a population seeking both older homes and newer homes at affordable prices. About 10% of City housing predates 1940; about 80% of housing predates 1978. Only a small percentage of housing has been built in the last decade. Most of the newer development is infill housing or multifamily. The newest housing is mostly larger-lot, higher-end homes. Since the 2010 Census, the City had a decrease in housing units, approximately 56. Over the last decade, *occupied* units have decreased by 21 units for a total of 7,054 in 2018. Over the last decade, *rental* units increased by 147, for a total of 2,570 in 2018. Of the occupied units, there was a 147-unit increase in *renter-occupied* units. Vacant housing units experienced a small decrease of 26 units from 2010 to 2018 for a total of 698 units.

As for the change in types of households between 2010 and 2018, there was a decrease in family households for a total of 4,453 households (decrease of 102 households). A family household is defined as two or more people related by birth, marriage, or adoption residing in the same housing unit. Conversely, a nonfamily household is one that could be a roommate situation or an older individual living alone whose children have reached adulthood and moved out and their spouse has died. There has been a large increase in single-parent households during this period. See table for numbers and types of families with children under 18: Total Number of Families, Single Male and Female Households.

Housing is a substantial concern in Colonial Heights. A crucial element to the success of housing programs is an overarching policy and strategic direction to guide program development and implementation. Housing is an important part of maintaining a high quality of life and a powerful economic development tool to attract new residents and jobs.

It is well established that City residents are getting older and there is a need for senior housing in the City. There is also a need to attract younger adults and young families and housing will play a major role in drawing these populations to the City.

According to an estimate done by the US Census, the growth for families was steady but there is an increase in individuals living below the poverty level.

For study purposes, the City's area has been divided into 10 planning districts and the names come from historic and neighborhood characteristics.

There are infrastructure needs being addressed throughout the City by the Capital Improvements Plan and funding from the Virginia Department of Transportation. The City will continue to address its housing needs with CDBG funding.

ACS Survey Year	Number of Families	Single Male Households	Single Female Households	Total Single Households
2010	726	194	495	689
2015	702	381	1037	1418
2018	698	266	1164	1430

**Table 27 - Families in Colonial Heights with a child under 18**

ACS Year	Poverty Level
2012	7.3%
2015	11.4%
2018	13.5%

**Table 28 - Poverty Level in Colonial Heights**

### **Oak Hill District**

**Oak Hill District** is the most popular name for this area. Oak Hill is the name of a private residence (built c. 1825) on Carroll Avenue which is on the National Register of Historic Places. The Oak Hill District is bound on the north by Dupuy and Bradsher Avenues, the south by the Appomattox River, the west by the Chesterfield County Line, and the east by the Boulevard. The bordering properties with a Bradsher Avenue or Boulevard address, are included in this district. Dupuy Avenue addresses in the 100 and 200 blocks are also included. Assessment records show this area was developed from 1910 onwards.

### **Violet Bank-Flora Hill District**

**Violet Bank-Flora Hill District** takes its name from the Violet Bank Museum (built c. 1800) and the Flora Hill neighborhood. The Violet Bank Museum is on the National Register of Historic Places. The Violet Bank-Flora Hill District is bound on the north by Westover Avenue, the south by the Appomattox River, the west by the Boulevard, and the east by the Seaboard Rail Road Line. The Violet Bank-Flora Hill district includes the Chesterfield Highlands Historic District. Assessment records show that this area was developed from 1911 to 1940. Approximately 60% of the City’s pre-1940 houses are located here.

### **Shepherd Stadium District**

**Shepherd Stadium District** takes its name from Shepherd Stadium. The District is bound on the north by the CSXT Railroad Right of Way, the south by Bradsher and Dupuy Avenues, the west by the Chesterfield County line, and the east by the Boulevard. Assessment records show that most of this area was developed from 1914 to 1960 and approximately 15% of the City’s pre-1940 houses are located here.

## **Westover-Snead District**

**Westover-Snead District** does not have a popularly identifiable name. Residents usually refer to their own individual streets and subdivision names when referring to this area. The name Westover-Snead references Westover Avenue, the district's southern boundary, and Snead Avenue, which runs north to south parallel to the Boulevard from James Avenue to Spring Drive. The Westover-Snead District is bound on the north by Old Town Creek, the south by East Westover Avenue, the west by the Boulevard, and the east by the Seaboard Coastline Right of Way. Assessment records show that the majority of this area was developed from 1940 to 1970.

## **Lakeview District**

**Lakeview District** takes its name from Lakeview Avenue which runs across it from east to west. The District is bound on the north by Swift Creek Lake and Sherwood Drive, the south by the CSXT Railroad Right of Way, the west by the Chesterfield County line, and the east by the Boulevard. City assessment records show that most of this area was developed between 1950 and 1960. The southeastern section of this district also experienced new residential single-family development from 2000 to 2004.

## **Sherwood Hills District**

**Sherwood Hills District** takes its name from the subdivision which makes up most of the area. The District is bound on the north by the Chesterfield County line, the south by Swift Creek Lake and Sherwood Drive, the west by the Chesterfield County line, and the east by Swift Creek and the Boulevard. Assessment records show that the majority of this area was developed in the 1960s.

## **Toll House District**

**Toll House District** does not have a popularly identifiable name. Residents usually refer to their own individual streets in this area. It is bound by the Boulevard, and the east by Swift Creek and the CSXT Rail Road Right of Way. Various apartment and multi-family dwellings are located between Ellerslie Avenue and the Boulevard. This area has a low homeownership rate. Assessment records show that the majority of residential properties were built in the 1960s.

## **Ellerslie District**

**Ellerslie District** is comprised of the Dunlop Farms area and the neighborhood directly to the south of it. The neighborhoods are divided by Ellerslie Avenue. The Ellerslie mansion (built c. 1856,) which is located within Dunlop Farms, is on the National Register of Historic Places. The District is bound on the north by Swift Creek, the south by Old Town Creek, the east by Interstate 95, and the west by the CSXT Rail Road, Right of Way. Assessment records show that the northern part of this district (Dunlop Farms PUD) was developed from 1982-2003. The southern portion was developed in sections from 1956 to 1983.

### **Fort Clifton District**

**Fort Clifton** does not have a popularly identifiable name and references the Fort Clifton Archeological Site (c.1850) which is on the National Register of Historic Places. The District is bound on the north by Swift Creek, the south by Ellerslie Avenue and Yacht Basin Drive, the east by the Appomattox River, and the west by Interstate 95. Assessment records show that the oldest homes date back to 1960.

### **Mt Pleasant- Southpark District**

**Mt. Pleasant –Southpark District** combines the Mount Pleasant and Southpark areas. The District is bound on the north by Ellerslie Avenue, Yacht Basin Drive, and Old Town Creek, the south and east by the Appomattox River, and the west by Interstate 95 and the Seaboard Rail Road Line. Assessment records show that residential development in this area took place from 1960 to 2003.

## MA-10 Number of Housing Units – 91.210(a)&(b)(2)

### Introduction

Since the 2010 Census, the City has remained steady in its number of housing units. City Building Officials confirmed the slight decrease as normal attrition. Mobile homes increased by 25 units which have been noticed by Code Enforcement officials. The City allows for recreational vehicles as long as they are parked behind the front plane of the property. The majority of lots in Colonial Heights are small, so this potential violation is enforced to maintain the health and safety of its citizens.

### All residential properties by number of units

Property Type	Number	%
1-unit detached structure	6,025	77%
1-unit, attached structure	165	2%
2-4 units	625	8%
5-19 units	615	8%
20 or more units	360	5%
Mobile Home, boat, RV, van, etc	25	0%
<b>Total</b>	<b>7,815</b>	<b>100%</b>

**Table 29 – Residential Properties by Unit Number**

Data Source: 2011-2015 ACS

### Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	20	0%	130	5%
1 bedroom	25	1%	290	11%
2 bedrooms	765	17%	1,170	44%
3 or more bedrooms	3,650	82%	1,055	40%
<b>Total</b>	<b>4,460</b>	<b>100%</b>	<b>2,645</b>	<b>100%</b>

**Table 30 – Unit Size by Tenure**

Data Source: 2011-2015 ACS

### Low-Income Housing Tax Credit Properties in Colonial Heights, Virginia

Apartment	Address	Number of Units	Target Type	Expiration Date
Clearfield Apartments	100 Clearfield Circle, 23834	144	General	December 2027
Dunlop Farms	1000 Dunlop Circle, 23834	87	Elderly	November 2034
Oaks of Dunlop	101 Old Oak Lane, 23834	135	General	September 2024
Riverview Apartments	205 Archer Avenue, 23834	88	General	November 2035
Terrace View Apartments	2020 Lakeview Park Road, 23834	62	General	October 2032

### LIHTC Colonial Heights Virginia

**Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.**

Since the program began in 2005, the full Community Development Block Grant (CDBG) entitlement has been used to fund an Emergency Home Repair Program for low to moderate-income, owner-occupied households. The CDBG entitlement funds for the Home Repair Program used funds citywide to serve low to moderate-income (LMI) households who are often the hardest pressed to meet the costs of necessary home repairs. The chosen home repair program activities help maintain safe, decent and affordable housing.

Since 2005, the City has received \$1,292,365.00 in CDBG funding and has been able to provide Emergency Home Repair Grants to 151 low to moderate-income, owner-occupied households citywide.

**Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.**

The affordable housing inventory decreases as houses fall into disrepair and fail to meet the housing code. However, the City has five (5) LIHTC properties that provide affordable housing. The Virginia Housing Development Authority provided dates that affordability would roll-off properties in the attachment titled: LIHTC Properties Colonial Heights VA. The next property with an expiration date upcoming is Dunlop Farms in 2024. It will be important for the City to provide an incentive for this affordable housing to be maintained in Colonial Heights if the developer chooses not to renew their tax credits.

**Does the availability of housing units meet the needs of the population?**

It is well established that City residents are getting older and there is a need to maintain senior housing in the City. American Community Survey results for Colonial Heights show there has been an increase in families moving to the City as well. Housing will play a major role in these populations for the City.

**Describe the need for specific types of housing:**

There is always a need to provide opportunities for the development of new housing units; particularly housing that meets the need of the elderly population. As many residents reach retirement age and look for alternative housing, there is little opportunity for them to stay in the City. It is imperative, that affordable housing units for the elderly such as Dunlop Farms be maintained.

**Discussion**

Housing is a substantial concern in Colonial Heights as the homes continue to age. A crucial element to the success of housing programs is an overarching policy and strategic direction to guide program

development and implementation. Housing is an important part of maintaining a high quality of life and a powerful economic development tool to attract new residents and jobs.

## MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

### Introduction

Housing in Colonial Heights is affordable compare to most of the region. Single-family, residential homes are the prevailing use in Colonial Heights. The City has a wide variety of architectural styles that would appeal to a population seeking both older homes and newer homes at affordable prices. Since 2015 the median home value has remained constant at \$169,900 whereas the median rent went up 16%.

### Cost of Housing

	Base Year: 2009	Most Recent Year: 2015	% Change
Median Home Value	169,900	169,300	(0%)
Median Contract Rent	674	785	16%

Table 31 – Cost of Housing

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	349	13.2%
\$500-999	1,905	72.0%
\$1,000-1,499	380	14.4%
\$1,500-1,999	0	0.0%
\$2,000 or more	10	0.4%
<b>Total</b>	<b>2,644</b>	<b>100.0%</b>

Table 32 - Rent Paid

Data Source: 2011-2015 ACS

### Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	100	No Data
50% HAMFI	515	305
80% HAMFI	1,860	1,495
100% HAMFI	No Data	2,064
<b>Total</b>	<b>2,475</b>	<b>3,864</b>

Table 33 – Housing Affordability

Data Source: 2011-2015 CHAS

## Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	0	0	0	0	0
High HOME Rent	0	0	0	0	0
Low HOME Rent	0	0	0	0	0

**Table 34 – Monthly Rent**

Data Source Comments:

### **Is there sufficient housing for households at all income levels?**

The elderly population experiences a high housing cost burden. Despite the Dunlap Farms senior housing, which is LITHC apartment units, a lack of affordable senior housing is an issue in the City of Colonial Heights.

### **How is affordability of housing likely to change considering changes to home values and/or rents?**

### **How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?**

## **Discussion**

## MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

### Introduction

### Definitions

### Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	930	21%	1,240	47%
With two selected Conditions	25	1%	120	5%
With three selected Conditions	15	0%	0	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	3,490	78%	1,285	49%
<b>Total</b>	<b>4,460</b>	<b>100%</b>	<b>2,645</b>	<b>101%</b>

**Table 35 - Condition of Units**

Data Source: 2011-2015 ACS

### Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	400	9%	159	6%
1980-1999	760	17%	815	31%
1950-1979	2,665	60%	1,305	49%
Before 1950	630	14%	365	14%
<b>Total</b>	<b>4,455</b>	<b>100%</b>	<b>2,644</b>	<b>100%</b>

**Table 36 – Year Unit Built**

Data Source: 2011-2015 CHAS

### Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	3,295	74%	1,670	63%
Housing Units build before 1980 with children present	310	7%	135	5%

**Table 37 – Risk of Lead-Based Paint**

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

## Vacant Units

	<b>Suitable for Rehabilitation</b>	<b>Not Suitable for Rehabilitation</b>	<b>Total</b>
Vacant Units	0	0	0
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

**Table 38 - Vacant Units**

Data Source: 2005-2009 CHAS

## Need for Owner and Rental Rehabilitation

### Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

## Discussion

## MA-25 Public and Assisted Housing – 91.210(b)

### Introduction

### Totals Number of Units

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	0	39		9,227	0	9,227	427	0	890
# of accessible units									
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 39 – Total Number of Units by Program Type

Data Source: PIC (PIH Information Center)

Describe the supply of public housing developments:

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

**Public Housing Condition**

Public Housing Development	Average Inspection Score

**Table 40 - Public Housing Condition**

**Describe the restoration and revitalization needs of public housing units in the jurisdiction:**

**Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:**

**Discussion:**

**MA-30 Homeless Facilities and Services – 91.210(c)**

**Introduction**

**Facilities and Housing Targeted to Homeless Households**

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)					
Households with Only Adults					
Chronically Homeless Households					
Veterans					
Unaccompanied Youth					

**Table 41 - Facilities and Housing Targeted to Homeless Households**

**Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons**

**List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.**

## **MA-35 Special Needs Facilities and Services – 91.210(d)**

### **Introduction**

**Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs**

**Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing**

**Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)**

**For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))**

**MA-40 Barriers to Affordable Housing – 91.210(e)**

**Negative Effects of Public Policies on Affordable Housing and Residential Investment**

# MA-45 Non-Housing Community Development Assets – 91.215 (f)

## Introduction

### Economic Development Market Analysis

#### Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	19	0	0	0	0
Arts, Entertainment, Accommodations	811	2,273	12	25	13
Construction	509	155	8	2	-6
Education and Health Care Services	1,074	1,832	16	20	4
Finance, Insurance, and Real Estate	371	393	6	4	-1
Information	85	73	1	1	0
Manufacturing	588	113	9	1	-8
Other Services	292	371	4	4	0
Professional, Scientific, Management Services	579	236	9	3	-6
Public Administration	0	0	0	0	0
Retail Trade	1,101	3,445	17	38	21
Transportation and Warehousing	408	58	6	1	-5
Wholesale Trade	327	111	5	1	-4
Total	6,164	9,060	--	--	--

**Table 42 - Business Activity**

Data Source: 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)

## Labor Force

Total Population in the Civilian Labor Force	8,370
Civilian Employed Population 16 years and over	7,670
Unemployment Rate	8.36
Unemployment Rate for Ages 16-24	23.24
Unemployment Rate for Ages 25-65	5.39

**Table 43 - Labor Force**

Data Source: 2011-2015 ACS

Occupations by Sector	Number of People
Management, business and financial	1,505
Farming, fisheries and forestry occupations	289
Service	880
Sales and office	1,945
Construction, extraction, maintenance and repair	709
Production, transportation and material moving	405

**Table 44 – Occupations by Sector**

Data Source: 2011-2015 ACS

## Travel Time

Travel Time	Number	Percentage
< 30 Minutes	5,750	77%
30-59 Minutes	1,480	20%
60 or More Minutes	280	4%
<b>Total</b>	<b>7,510</b>	<b>100%</b>

**Table 45 - Travel Time**

Data Source: 2011-2015 ACS

## Education:

### Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	425	75	340
High school graduate (includes equivalency)	2,075	185	685
Some college or Associate's degree	2,205	140	475

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Bachelor's degree or higher	1,590	60	195

**Table 46 - Educational Attainment by Employment Status**

Data Source: 2011-2015 ACS

**Educational Attainment by Age**

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	0	110	40	120	265
9th to 12th grade, no diploma	210	140	115	310	350
High school graduate, GED, or alternative	665	685	725	1,525	1,305
Some college, no degree	325	600	485	955	720
Associate's degree	80	145	180	500	155
Bachelor's degree	220	280	270	675	425
Graduate or professional degree	0	140	200	405	220

**Table 47 - Educational Attainment by Age**

Data Source: 2011-2015 ACS

**Educational Attainment – Median Earnings in the Past 12 Months**

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	19,375
High school graduate (includes equivalency)	33,922
Some college or Associate's degree	34,853
Bachelor's degree	46,326
Graduate or professional degree	52,917

**Table 48 – Median Earnings in the Past 12 Months**

Data Source: 2011-2015 ACS

**Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?**

**Describe the workforce and infrastructure needs of the business community:**

**Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.**

**How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?**

**Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.**

**Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?**

**If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.**

**Discussion**

## **MA-50 Needs and Market Analysis Discussion**

**Are there areas where households with multiple housing problems are concentrated?  
(include a definition of "concentration")**

**Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")**

**What are the characteristics of the market in these areas/neighborhoods?**

**Are there any community assets in these areas/neighborhoods?**

**Are there other strategic opportunities in any of these areas?**

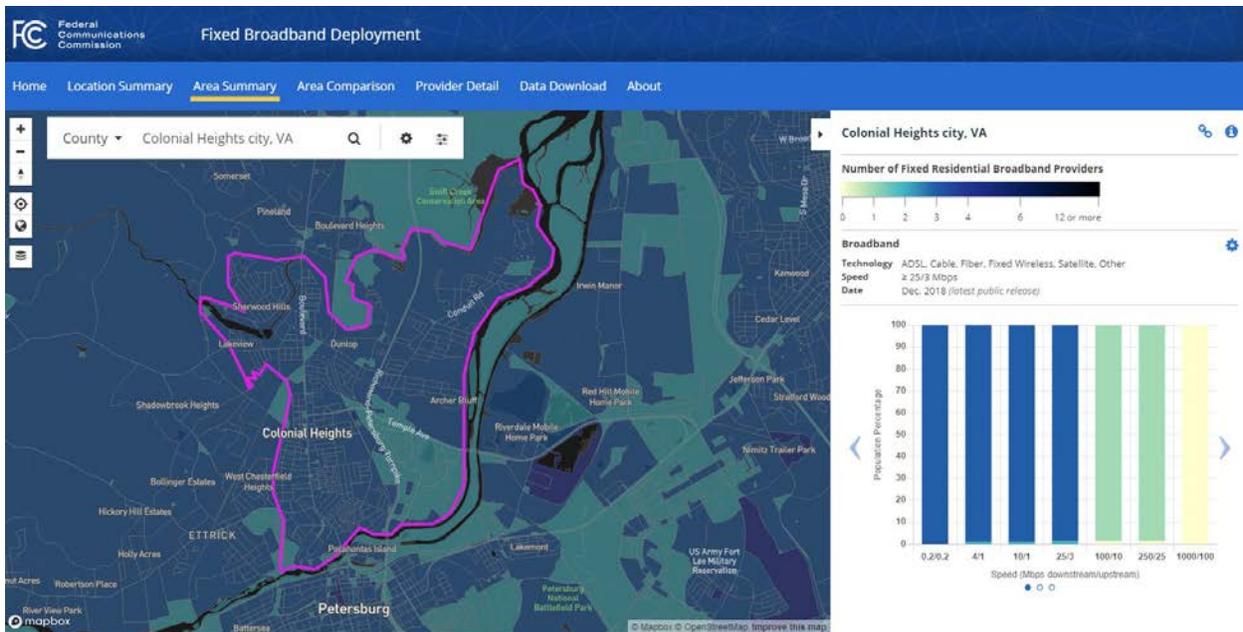
## **MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)**

### **Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.**

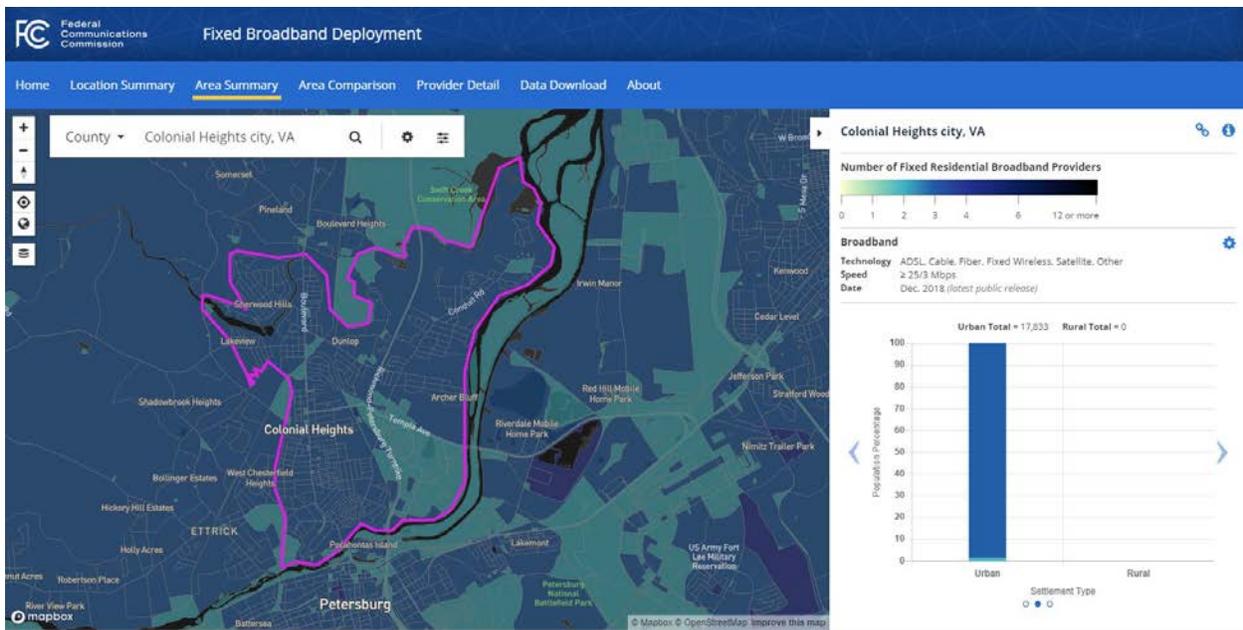
Internet is an essential communications and information platform that allows users to take advantage of the increased interconnectedness of business, education, commerce, and day to day utility. Reliable access to the internet is becoming a necessity to thrive in the modern environment. Communities that lack broadband access struggle to keep pace with the country. Locations without broadband access impede its population's ability to take advantage of the educational and entrepreneurial opportunities available online. This is particularly problematic for LMI areas where economic opportunities are already often lacking. Studies suggest a strong correlation between increased high-speed internet access and increased education and employment opportunities, especially in small cities and rural areas. Colonial Heights does not have significant gaps in broadband coverage. Most of the city has multiple options for internet providers, to include LMI areas. The average Colonial Heights household has approximately 3-4 options for broadband-quality Internet service; however, an estimated two percent (2%) of locals still don't have access to more than one provider. The following map shows residential broadband access throughout the City. Broadband access is defined as advertised internet speeds of 768 kilobits per second or higher. FCC data shows five major infrastructure options within Colonial Heights: cable, ADSL, fiber, fixed wireless, and satellite.

### **Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.**

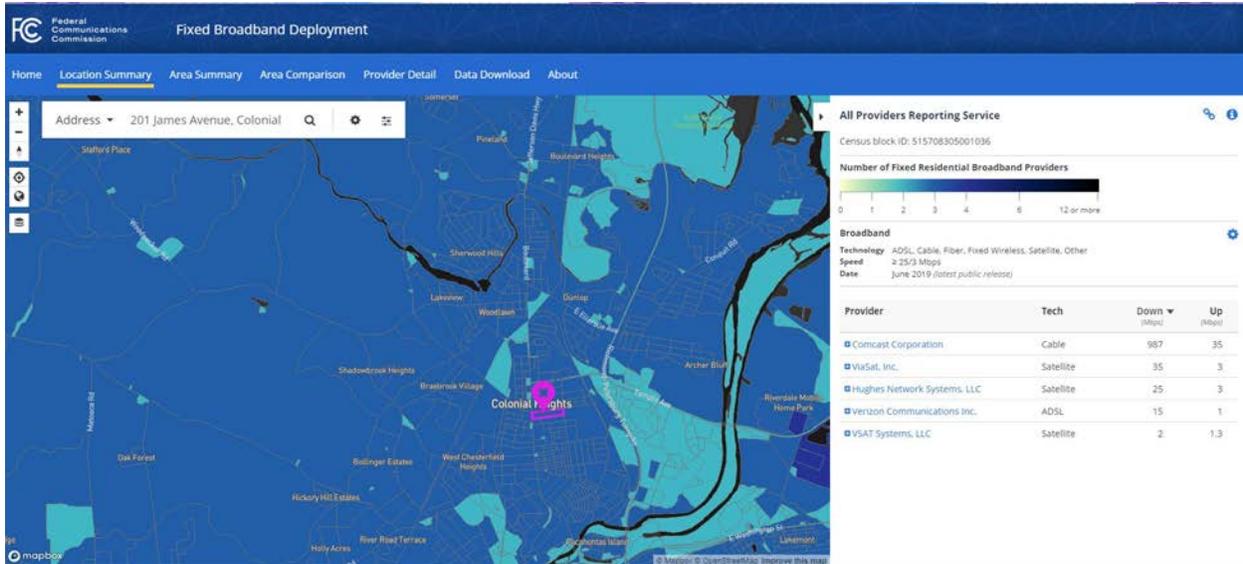
Once broadband access has been obtained, it is important to ensure there is competition among service providers. Any single provider that has a de facto monopoly on an area may not be incentivized to provide standard and consistent services. Colonial Heights has a total of five (5) Internet providers offering residential service. Verizon (ADSL) and Comcast (Cable) are the strongest providers in Colonial Heights so far as coverage. The average Colonial Heights household has three (3) options for broadband-quality Internet service. These providers frequently overlap around the city. Most of the city has at least three options of high-speed internet with competitive providers, though there are some tracts with lower populations that only have access to one provider.



FCC-Fixed Broadband Deployment 1



FCC-Fixed Broadband Deployment 2



### FCC-Fixed Broadband Deployment 3

## **MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)**

**Describe the jurisdiction's increased natural hazard risks associated with climate change.**

The City has the following natural hazard risks: flooding,

**Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.**

# Strategic Plan

## SP-05 Overview

### Strategic Plan Overview

In the continuing belief that the future availability of affordable, safe, and sanitary housing relies on preserving and maintaining the City's older housing stock, CDBG funds for Program Year 2020 will be directed towards a home repair program for LMI homeowners throughout the City of Colonial Heights. Priority shall be given to elderly residents and people with disabilities.

The 2020-2021 CDBG entitlement for the City of Colonial Heights is \$105,797.00. Of this total, ninety-five percent (95%) or \$100,507.15 of the total funds will be used by Project: Homes, a not-for-profit organization to provide home repairs assisting LMI homeowners with housing problems citywide. The remaining five percent (5%) or \$5,289.85 will be used by the City for program administration expenses.

### PROGRAM PARTICIPATION PROCESS

This will be the tenth year the Emergency Home Repair program will be administered by Project: Homes a not-for-profit organization. In 2020-2021, approximately **10** households will be served. All of which incomes will be at, or below, 80% of the MFI, and who own and reside in single-family homes within the city limits. Grants will be distributed based on income eligibility that is identified by FY 2020 HUD Income Limits and need. All things being equal, priority will be given to elderly residents and people with disabilities. Withstanding extraordinary circumstances, grants will be capped at **\$10,000**.

Recipients must complete an application between July 1 and July 31, 2020. Assistance with the application will be provided as needed. The need for the home repair and the completed work will be verified by the City of Colonial Heights Building Inspectors and CDBG Administrator.

### ELIGIBLE & INELIGIBLE ACTIVITIES

Eligible activities under this program are physical improvements, adaptations, or modifications. This includes removing possible health and safety hazards, including barriers to habitability. Qualifying activities include repairs or replacement of mechanical, electrical, plumbing and structural systems which show obvious signs of deterioration; lead hazard evaluation and reduction (See Environmental Compliance below); and modifications made to increase safety and independence to the residences of elderly or physically handicapped persons such as wheelchair ramps, railings, tub cuts, accessible kitchen cabinets, and grab bars needed by physically disabled or elderly persons.

**Home Repairs Which May Qualify For a Grant but is not limited to the following:**

- Structural repairs to the roof, ceiling, walls, floors, stairs, railing, banisters, etc., where hazards exist
- Roof repair or replacement
- Plumbing repairs
- Repair/replacement of heating /or cooling systems
- Porch repairs
- Window and door repairs
- Home security repairs: security lights, metal security doors
- Electrical repairs where hazards exist or are necessary to install a heating system
- Accessibility improvements needed by elderly citizens and/or people with disabilities such as wheelchair ramps, railings, grab bars, kitchen and bathroom adaptations, or doorway widening.
- Lead hazard evaluation and reduction

General property improvements and maintenance are not allowed:

- Exterior/Interior painting
- Gutter cleaning
- Additions or upgrades
- Tree removal
- Decks
- Landscaping
- Repairs to storage sheds, outbuildings, garages, or any structure not attached to the living unit and costs associated with any necessary pre-work clearing or clean-up activities are not eligible for CDBG assistance.

### **Additional Overview Information**

The City of Colonial Heights has a large inventory of houses with historic integrity. All activities will comply with Section 106 of the National Historic Preservation Act.

Lead-based paint testing will be required for all pre-1978 homes participating in the CDBG Home Repair Program. If the homes have not been previously tested, children under the age of six years will be encouraged to be tested for elevated lead blood levels.

The CDBG program for Colonial Heights does not generate income. The City does not receive HOME, ESG, HOPWA or LIHTC. The City will, however, partner with local, state and federal agencies to maximize resources to help meet the goals of this plan.

## SP-10 Geographic Priorities – 91.215 (a)(1)

### Geographic Area

Table 49 - Geographic Priority Areas

1	<b>Area Name:</b>	Archer's Hill
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Housing
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	
	<b>Identify the needs in this target area.</b>	
	<b>What are the opportunities for improvement in this target area?</b>	
	<b>Are there barriers to improvement in this target area?</b>	
2	<b>Area Name:</b>	Fort Clifton
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Housing
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	
	<b>Identify the needs in this target area.</b>	
	<b>What are the opportunities for improvement in this target area?</b>	
	<b>Are there barriers to improvement in this target area?</b>	

3	<b>Area Name:</b>	Lakeview
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Housing
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	
	<b>Identify the needs in this target area.</b>	
	<b>What are the opportunities for improvement in this target area?</b>	
	<b>Are there barriers to improvement in this target area?</b>	
4	<b>Area Name:</b>	Shepherd Stadium
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Housing
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	
	<b>Identify the needs in this target area.</b>	
	<b>What are the opportunities for improvement in this target area?</b>	
	<b>Are there barriers to improvement in this target area?</b>	
5	<b>Area Name:</b>	Toll House
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	

	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Housing
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	
	<b>Identify the needs in this target area.</b>	
	<b>What are the opportunities for improvement in this target area?</b>	
	<b>Are there barriers to improvement in this target area?</b>	
6	<b>Area Name:</b>	VIOLET BANK FLORA HILL
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	
	<b>Revital Type:</b>	Housing
	<b>Other Revital Description:</b>	
	<b>Identify the neighborhood boundaries for this target area.</b>	
	<b>Include specific housing and commercial characteristics of this target area.</b>	
	<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	
	<b>Identify the needs in this target area.</b>	
	<b>What are the opportunities for improvement in this target area?</b>	
	<b>Are there barriers to improvement in this target area?</b>	
7	<b>Area Name:</b>	Westover-Snead
	<b>Area Type:</b>	Local Target area
	<b>Other Target Area Description:</b>	
	<b>HUD Approval Date:</b>	
	<b>% of Low/ Mod:</b>	

<b>Revital Type:</b>	Housing
<b>Other Revital Description:</b>	
<b>Identify the neighborhood boundaries for this target area.</b>	
<b>Include specific housing and commercial characteristics of this target area.</b>	
<b>How did your consultation and citizen participation process help you to identify this neighborhood as a target area?</b>	
<b>Identify the needs in this target area.</b>	
<b>What are the opportunities for improvement in this target area?</b>	
<b>Are there barriers to improvement in this target area?</b>	

### **General Allocation Priorities**

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

Although the program is available to residents citywide, priority will be given to those households in the Violet Bank-Flora Hill and Shepherd Stadium Districts. These two areas of Colonial Heights have the oldest homes and most concentrated areas of LMI residents. First-time applicants, elderly citizens, and/or people with disabilities, and those needing repairs that threaten the safety or well-being of the household members will be given priority. Target areas are based on area income. Priorities are based on a needs assessment of each applicant.

## **SP-25 Priority Needs - 91.215(a)(2)**

### **Priority Needs**

**Table 50 – Priority Needs Summary**

#### **Narrative (Optional)**

The Consolidated Plan will cover a five (5) year period beginning July 1, 2020, and ending June 30, 2025, and the Annual Action Plan will cover a one (1) year period beginning July 1, 2020, and ending June 30, 2025. Included in this document is data from City's Needs Assessment Survey, the Census Bureau's American Community Survey, and a Housing Profile completed as part of the City's Comprehensive Plan update adopted in January 2015 and HUD CHAS Data. The compilation of this data along with input from citizens and area service providers was used to develop the following proposed strategic goals and objectives:

**Goal 1:** To Preserve existing housing stock

**Objective 1:** Improve the living conditions of standard housing occupied by low-income households.

**Outcome 1:** Decent and safe housing, code-compliant housing stock.

**Goal 2:** To Improve public welfare, health, and safety of residents

**Objective 2:** Remove conditions that threaten public health and safety.

**Outcome 2:** Revitalize neighborhoods.

## SP-30 Influence of Market Conditions – 91.215 (b)

### Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	CDBG funds will not be used for tenant-based rental assistance.
TBRA for Non-Homeless Special Needs	CDBG funds will not be used for tenant-based rental assistance for Non-Homeless Special Needs.
New Unit Production	CDBG funds will not be used for new unit production.
Rehabilitation	Approximately 95% of Colonial Heights CDBG funds will be used for rehabilitation due to this being the majority housing type in the City.
Acquisition, including preservation	CDBG funds will not be used for acquisition, including preservation.

**Table 51 – Influence of Market Conditions**

**SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)**

**Introduction**

Since 2005, the City has received nearly **\$1,398,162** in CDBG funding and has been able to provide Emergency Home Repair Grants to 159 LMI owner-occupied households citywide. The City will receive \$105,797 in CDBG funding for the program year 2020-21. The City will use the funding to run the Colonial Heights Home Repair Program. The program does not generate income but will partner with local, state and federal agencies to maximize resources to help meet the goals of this plan.

Local not-for-profit agencies funds will be used for housing accessibility and rehabilitation efforts, including volunteer hours. The Chesterfield-Colonial Heights Department of Social Services will continue to operate the Housing Choice Voucher program.

**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	105,797	0	0	105,797	0	

Table 52 - Anticipated Resources

**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 federal, state and local resources expected to be made available to address the needs identified in the CDBG annual plan, among other programs, include:

- Chesterfield-Colonial Heights Department of Social Services, Housing Choice Voucher program
- Crater District Area Agency on Aging Weatherization Program
- Project: Homes Ramp Program

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

In the program year 2020, 0% of the CDBG budget will be used for public facilities and improvements in the City of Colonial Heights. The City's departments of Engineering and Parks and Recreation pursue public and private funding for these needs in the City. The CDBG program for the City is used to alleviate problems of safe and decent housing in LMI households.

**Discussion**

## SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
COLONIAL HEIGHTS	Government	Ownership Planning	Jurisdiction

**Table 53 - Institutional Delivery Structure**

### Assess of Strengths and Gaps in the Institutional Delivery System

The City of Colonial Heights's CDBG plan will be carried out through the Planning and Community Development Department. A staff member of the City of Colonial Heights Planning and Community Development will serve as the CDBG Project Manager and is responsible for all aspects of the project including the overall implementation and management of the program. The Project Manager works with Project: Homes to run the day-to-day operation of the program along with the City's Procurement Specialists and Building Inspectors to ensure the quality and cost control of the rehabilitation construction projects.

Project: Homes, Inc., a not-for-profit organization was hired by the City of Colonial Heights to run the day-to-day operation of the program, is responsible for work write-ups, cost estimates, bid packages maintaining project budgets, budget revisions, CDBG file maintenance, submitting reports as needed, labor compliance, application intake and verification, compliance reviews, and closeout of individual projects. They will coordinate all necessary City code inspections and certifications. Project: Homes will also handle contractor bids or quotes and make recommendations for contract award. Contracts are awarded to the lowest responsive and responsible bidder.

The repairs and completed work will be verified by the City of Colonial Heights Building Inspectors. The Building Inspectors adhere to the Uniform Statewide Building Code. Once work is completed, the building inspectors will certify those relevant code violations where present, have been alleviated.

The Assistant Director of Planning and Community Development is responsible for the payment request approvals and any change order approvals. Should grievances arise, the homeowner /or contractor should contact the Assitant Director of Planning and Community Development.

The City of Colonial Heights Procurement Specialist will pay Project: Homes, Inc. once the process stated above is completed.

### Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	X	X	
Legal Assistance	X	X	
Mortgage Assistance	X	X	
Rental Assistance	X	X	
Utilities Assistance	X	X	
<b>Street Outreach Services</b>			
Law Enforcement	X		
Mobile Clinics			
Other Street Outreach Services			
<b>Supportive Services</b>			
Alcohol & Drug Abuse	X	X	
Child Care	X	X	
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X	X	
HIV/AIDS	X	X	
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation	X	X	
<b>Other</b>			

**Table 54 - Homeless Prevention Services Summary**

**Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)**

The Home Repair Program does not directly target the homeless or the population with HIV. The City does have programs and serves to meet these population needs through the Department of Youth and Social Services. The City Health Department provides services for people with HIV. This includes prevention, testing, and medical care.

The local Continuum of Care, Crater Area Coalition on Homelessness (CACH) is a group of public and private agencies who meet bi-

monthly and serves the geographic area of Petersburg, Colonial Heights, Hopewell, Dinwiddie, Prince George, Surry, Sussex, Greenville, and Emporia. The City is an active participant in this organization.

**Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above**

The CACH is a group of public and private agencies who meet bi-monthly and serves the geographic area of Petersburg, Colonial Heights, Hopewell, Dinwiddie, Prince George, Surry, Sussex, Greenville, and Emporia.

St. Joseph's Villa, provides homeless prevention to Cities of Petersburg, Hopewell, Colonial Heights, and Dinwiddie, and Prince George Counties. Homeless Prevention services include rental assistance and rental arrears, housing stabilization financial assistance, housing stabilization case management, and housing search and placement for households residing in the jurisdictions listed above. St. Joseph's Villa provides rapid rehousing services to include rental assistance and rental arrears, housing stabilization financial assistance, housing stabilization case management, and housing search and placement for households in the Crater Region.

CARES (Crisis Assistance Response Emergency Shelter) is an emergency shelter for women and children. They serve the communities of Chesterfield, Colonial Heights, Dinwiddie, Hopewell, Petersburg, and Prince George.

The Colonial Heights Department of Youth and Social Services provides services for walk-in clients. This includes but is not limited to gift cards for basic purchases of food, diapers, and other basic needs. The department serves as space to directly contact social services in the community.

**Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs**

Although there is always room for improvement, strong partnerships exist between public, private, nonprofit and institutional groups in Colonial Heights and the Tri- Cities area. These relationships, which are facilitated through regular contact, ensure consistent implementation of the Consolidated and Annual Action plans and help address the gaps in the service delivery system. Service providers work together through the CACH to coordinate and discuss services to address and prevent homelessness. Input was provided by the CACH for the CDBG Consolidated plan. Many service providers are also on the CDBG contact list and receive regular updates about the CDBG program. These agencies were given the opportunity to provide input through surveys and through several public meetings.

## SP-45 Goals Summary – 91.215(a)(4)

### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Preserve existing housing stock	2020	2025	Affordable Housing	VIOLET BANK FLORA HILL Shepherd Stadium Westover-Snead Toll House Lakeview Fort Clifton Archer's Hill		CDBG: \$105,797	Homeowner Housing Rehabilitated: 8 Household Housing Unit
2	Improve welfare, health and safety of residents	2020	2025		VIOLET BANK FLORA HILL Shepherd Stadium Westover-Snead Toll House Lakeview Fort Clifton Archer's Hill		CDBG: \$105,797	Homeowner Housing Rehabilitated: 8 Household Housing Unit

Table 55 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Preserve existing housing stock
	<b>Goal Description</b>	The majority of homes in the City of Colonial Heights are owner-occupied, single-family homes by elderly residents. <i>Aging in place</i> is defined as a person making a conscious decision to stay in the inhabitation of their choice for as long as they can with the comforts that are important to them. As they age these may include adding supplementary services to facilitate their living conditions and maintain their quality of life which is definitely a goal of the CDBG program (seniorliving.org).
2	<b>Goal Name</b>	Improve welfare, health and safety of residents
	<b>Goal Description</b>	The City of Colonial Heights has a large senior population which makes them a target for technology scams, home repair scams and break-ins to their homes. It has been observed that some of the CDBG repairs in the past have been fixes to under or nonqualified contractors making repairs to some of the City's most vulnerable residents. Outreach and education will be increased for recipients of the program as well as a more broad outreach through the local channels of the Senior Transportation Department and Community Center. In addition, having the option of floodlights and deadbolt locks installed as a potential repair will improve the safety of the residents.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

The City is committed to supporting affordable housing, however, there are no public housing complexes in the City of Colonial Heights. There are fifty-six (56) Housing Choice Vouchers being used in the City and their use is geographically well-distributed throughout the City in both single-family homes and apartments. There is no particular concentration of voucher holders by race, ethnicity, elderliness or disability in any area.

Housing Choice Vouchers are provided by the Chesterfield-Colonial Heights Department of Social Services (DSS). The Chesterfield-Colonial Heights DSS recently noted that the waiting list for the vouchers has 280 people on their waitlist. Vouchers transferred from other localities and out of state can slow the reduction in people on the waiting list.

**SP-50 Public Housing Accessibility and Involvement – 91.215(c)**

**Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)**

Not applicable.

**Activities to Increase Resident Involvements**

Not applicable.

**Is the public housing agency designated as troubled under 24 CFR part 902?**

N/A

**Plan to remove the ‘troubled’ designation**

Not applicable.

## **SP-55 Barriers to affordable housing – 91.215(h)**

### **Barriers to Affordable Housing**

#### **Strategy to Remove or Ameliorate the Barriers to Affordable Housing**

The City will work with local, state and federal agencies to help improve access to affordable housing. A common barrier to affordable housing is a lack of information. The Department of Planning and Community Development will screen the Home Repair Applications to see if the applicants are also eligible for the real estate tax exemption for persons who are disabled or over the age of 65 and are not taking advantage of this program. The Commissioner of the Revenue's Office provides a real estate tax exemption for owner-occupied properties owned by persons 65 years or older or who are permanently and totally disabled. To qualify for the exemption, the household income must not exceed \$40,000 and assets (excluding the value of home and land up to one acre) must not exceed \$80,000. The income-based tax exemptions range from 10% to 100%. The maximum yearly tax exemption is \$1,600.

The City is not aware of any local ordinances or policies which create unreasonable barriers to affordable housing. The City will continue to explore incentives and opportunities available for the development of affordable housing and will continue to use local public resources for infrastructure improvements to enhance living conditions in low to moderate-income neighborhoods.

The City will also partner with consumer agencies such as AARP (American Association of Retired Persons) and the CFPB (Consumer Finance Protection Bureau) to educate the public about maintaining older homes in an affordable and safe manner.

#### **Strategy to Remove or Ameliorate the Barriers to Affordable Housing**

As has been discussed previously, the cost burden is the most significant housing issue, for both owners and renters. For owners, excessive cost burden means that maintenance and improvements are often deferred, resulting in the need for owner-occupied housing rehabilitation assistance. Renters with excessive cost burden may require rental assistance in order to have stable housing.

Strategies used to address barriers to affordable housing 1) are rehabilitation of owner-occupied homes for low to mod income homeowners, 2) through the Colonial Heights Emergency Home Repair Program and 3) rental assistance for low-income tenants and the homeless, and assistance for homeless persons and persons with special needs through St. Joseph's Villa and CARES.

The City has affordable housing apartment units through tax credits. These include:



## **SP-60 Homelessness Strategy – 91.215(d)**

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

Advocacy, education, and coordination of housing and homeless programs in Virginia are managed by the Virginia Housing and Community Development (VHCD), through the regional Continuum of Care (CoC) network. Every year, the City participates in the regional Homeless Point-In-Time count. In January 2020, the City partnered with CACH, St. Joseph's Villa, the Colonial Heights Youth and Social Services Departments and the Colonial Heights Police to perform the count. The Count included visiting all retail stores that are open 24 hours including gas stations and laundromats and speaking with overnight employees. The Police also went into areas that were tent communities that have been active in the summer months. During the count, the staff gave out essential bags that included a gift card to Wal-Mart, socks, toiletries and a list of social service resources. There were several people who were actively sleeping in cars but for purposes of the count, there was one person who self-identified as unsheltered.

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

Homeless Prevention services include rental assistance and rental arrears, housing stabilization financial assistance, housing stabilization case management, and housing search and placement for households residing in the Tri-Cities jurisdiction.

CARES is an emergency shelter for women and children and they serve the communities of Chesterfield, Colonial Heights, Dinwiddie, Hopewell, Petersburg, and Prince George. The Hopewell Cold Weather shelter is open from December 1, 2019, to March 31, 2020, annually by Commonwealth Catholic Charities. This shelter serves adults 18 years and older with a capacity of up to 49 individuals.

**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.**

St. Joseph's Villa provides rapid rehousing services to include rental assistance and rental arrears, housing stabilization financial assistance, housing stabilization case management, and housing search and placement for households in the Crater Region.

**Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving**

**assistance from public and private agencies that address housing, health, social services, employment, education or youth needs**

The most direct method of preventing homelessness is through the Housing Choice Voucher Program, which is operated by Chesterfield-Colonial Heights DSS. According to the Chesterfield-Colonial Heights DSS, approximately 56 are for units located in the City of Colonial Heights.

**SP-65 Lead based paint Hazards – 91.215(i)**

**Actions to address LBP hazards and increase access to housing without LBP hazards**

**How are the actions listed above related to the extent of lead poisoning and hazards?**

**How are the actions listed above integrated into housing policies and procedures?**

## **SP-70 Anti-Poverty Strategy – 91.215(j)**

### **Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families**

The anti-poverty strategy is a component of the housing objective and assumes that the most effective tools for reducing poverty are education, training, and access to supportive services. These are all key components of the Emergency Home Repair Program. CDBG Home Repair program will be a part of the overall strategy to provide households in poverty with education about services and support necessary for successful employment, such as transportation, rental housing assistance, case management, child care assistance, and healthcare assistance.

### **How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan**

The Housing Choice voucher program is an essential foundation of the City's housing strategy, as it assists families so that they pay no more than 30 percent of their gross income for rent and utilities. This reduces the need for constant shifting of housing units, and provides stability so children are able to remain in the same school. In addition to the Housing Choice voucher program. Affordable housing is also provided with tax credits. Below are the LIHTC Apartments City of Colonial Heights, VA.

## **SP-80 Monitoring – 91.230**

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

A number of actions occur each year to ensure long-term compliance with program requirements.

Home repair grants will continue to be distributed based on need. All recipients must complete an application which describes the eligible activities and conditions. The application includes a Fair Housing notice and delineates recipient eligibility based on annual HUD determined income limits by household size proof of ownership, IRS documents /or evidence of other proof of income, banking information, and proof of paid property taxes or exemption, and homeowner's insurance will continue to be required.

The types of activities eligible under this program are physical improvements, adaptations or modifications which are not of a cosmetic nature and are required to remove possible health and safety hazards such as repair or replacement of mechanical, electrical, plumbing and structural systems which show obvious signs of deterioration (or require repair or replacement); lead hazard evaluation and reduction if necessary.

Accessibility improvements or modifications to the residences of elderly citizens or people with disabilities such as wheelchair ramps, railings, tub cuts, accessible kitchen cabinets, and grab bars also eligible activities under this program.

Funds made available under the CDBG Home Repair Program may not be used to make purely cosmetic repairs or physical improvements. Repairs to storage sheds, outbuildings, garages or any structure not attached to the living unit are also not eligible for assistance.

The need for proposed repairs and the inspection of the completed work will be verified by the CDBG Program Manager and the City's Building Official. The City adheres to the Uniform Statewide Building Code. Price quotes will be verified and approved by the Project: Homes. The verifications and other processes will be documented in each program participant's confidential file which will be kept, both at the Project: Homes office and in the Department of Planning and Community Development office at 201 James Ave.

All repairs will comply with Section 106 of the National Historic Preservation Act to help preserve the character-defining features of the participating properties.

Planning and Community Development staff work very closely with the Project: HOMES throughout the application process, ranking and qualifying process, bidding process and rehabilitation process.

Additionally, the Monitoring Form Exhibit 24-1 Attachments A, B and C and Monitoring Form 3-11 will be completed to ensure lead compliance. These forms will be completed for each activity and copies are placed in each client file.

## Expected Resources

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

#### Introduction

Since 2005, the City has received nearly **\$1,398,162** in CDBG funding and has been able to provide Emergency Home Repair Grants to 159 LMI owner-occupied households citywide. The City will receive \$105,797 in CDBG funding for the program year 2020-21. The City will use the funding to run the Colonial Heights Home Repair Program. The program does not generate income but will partner with local, state and federal agencies to maximize resources to help meet the goals of this plan.

Local not-for-profit agencies funds will be used for housing accessibility and rehabilitation efforts, including volunteer hours. The Chesterfield-Colonial Heights Department of Social Services will continue to operate the Housing Choice Voucher program.

#### 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	105,797	0	0	105,797	0	

**Table 56 - 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 federal, state and local resources expected to be made available to address the needs identified in the CDBG annual plan, among other programs, include:

- Chesterfield-Colonial Heights Department of Social Services, Housing Choice Voucher program
- Crater District Area Agency on Aging Weatherization Program
- Project: Homes Ramp Program

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

In the program year 2020, 0% of the CDBG budget will be used for public facilities and improvements in the City of Colonial Heights. The City's departments of Engineering and Parks and Recreation pursue public and private funding for these needs in the City. The CDBG program for the City is used to alleviate problems of safe and decent housing in LMI households.

**Discussion**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator

Table 57 – Goals Summary

#### Goal Descriptions

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

### Projects

#	Project Name

Table 58 – Project Information

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

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

## **AP-50 Geographic Distribution – 91.220(f)**

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

Although the program is available citywide, priority will be given to households in the Violet Bank-Flora Hill and Shepherd Stadium Districts. First time applicants, persons who are elderly or disabled, and those needing repairs that threaten the safety or well-being of the household members are given priority.

The City of Colonial Heights' population is located in five Census tracts. Census tracts 8304 and 8305 have the highest concentrations of low to moderate-income and minority concentrated populations. One of these Census tracts contains the CDBG target area, identified as the Shepherd Stadium District. The second target area is the Violet Bank District. This area was identified because of its concentration of low to moderate-income residents.

The two CDBG target areas are chosen based on Census income eligibility data, and on the basis of signs of deterioration in housing and infrastructure. The strategy is to focus on housing rehabilitation and within a specific neighborhood in order to maximize the impact per dollar spent. CDBG funds the City receives are not adequate to carry out large-scale projects, and the City will continue to use local funds with CDBG funds for additional investment. The benefit of combining CDBG funds with City funds is that a much greater impact can be achieved than could be achieved with CDBG funds alone.

Census 2010 data indicate Colonial Heights's population is 82% White, 10% Black/African American, 3 % Asian, 4 % other and 2% Hispanic/Latino. There are two census tracts that have a higher population of Black residents as compared to the overall black population. These census tracts are 8302 and 8305. One of the two Census tracts includes the Shepherd Stadium District target area which has a high concentration of low to moderate-income residents. The other target area is the Violet Bank District target area. This area was chosen because it also has a high concentration of low to moderate-income residents.

During the program year 2020, the implementation of the City's Emergency Home Repair Program with CDBG grant funding will continue to give priority to the Violet Bank and Shepherd Stadium target areas.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
VIOLET BANK FLORA HILL	35
Shepherd Stadium	35
Westover-Snead	6
Toll House	6

Target Area	Percentage of Funds
Lakeview	6
Fort Clifton	6
Archer's Hill	6

**Table 59 - Geographic Distribution**

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

Although the program is available citywide, priority will be given to households in the Violet Bank-Flora Hill and Shepherd Stadium Districts. The target areas were identified based on the condition of housing stock and the concentration of low to moderate-income residents.

**Discussion**

N/A

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

Housing in Colonial Heights is affordable compare to most of the region. Single-family residential homes are the prevailing use in Colonial Heights. The City has a wide variety of architectural styles that would appeal to a population seeking both older homes and newer homes at affordable prices.

Elderly residents in Colonial Heights experience a high housing cost burden due to limited incomes. Despite the Dunlap Farms senior housing, which is LITHC apartment units, a lack of affordable senior housing is an issue in the City of Colonial Heights.

The Department of Planning and Community Development will screen the Home Repair Applications to see if the applicants are also eligible for the real estate tax exemption for persons who are disabled or over the age of 65 and are not taking advantage of this program. The Commissioner of the Revenue's Office provides a real estate tax exemption for owner-occupied properties owned by persons 65 years or older or who are permanently and totally disabled. To qualify for the exemption, the household income must not exceed \$40,000 and assets (excluding the value of home and l up to one acre) must not exceed \$80,000. The income-based tax exemptions range from 10% to 100%. The maximum yearly tax exemption is \$1,600.

The City of Colonial Heights CDBG 2020 Home Repair Program will be run in accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988) which states: "It is illegal to discriminate against any person because of race, religion, sex, handicap, familial status or national origin." The grant application package includes a Fair Housing notice.

Along with the Department of Professional and Occupational Regulation Fair Housing Specialist and the Richmond HUD Office of Fair Housing and Equal Opportunity Richmond Virginia Field Office, the City will continue to distribute its fair housing pamphlet to promote fair housing awareness.

The City will distribute fair housing flyers at public distribution sites such as the Colonial Heights Public Library, the Colonial Heights Health Department, the Colonial Heights Senior Center, and at various Colonial Heights City Offices. The flyers will also be distributed to all Colonial Heights CDBG Home Repair Program applicants and contractors.

The City will continue to allocate all Community Development Block Grant funds towards the CDBG Home Repair Program. Priority is given to elderly residents and people with disabilities. The Home Repair Program continues to make accessibility improvements a priority. To ensure those residents who are likely to have accessibility issues are reached, a copy of the Home Repair Program application is sent to those residents who receive tax exemption because they are elderly or disabled.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	8
Special-Needs	0
Total	8

**Table 60 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	8
Acquisition of Existing Units	0
Total	8

**Table 61 - One Year Goals for Affordable Housing by Support Type**  
**Discussion**

The City's CDBG program expects to provide emergency home repairs to approximately 8 owner-occupied homes with CDBG funds. This program targets low to moderate-income elderly, persons with disabilities, and both large and small related households. Assistance is provided in the form of grants. The intent is to focus on the two target areas, with a majority of the work. By improving owner-occupied homes, the hope is for landlords in the area to begin to improve their rental units.

The Home Repair Program also assists elderly residents and people with disabilities to continue living in their homes.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

There are no public housing units within the City of Colonial Heights. The City of Colonial Heights works with the Chesterfield /Colonial Heights Department of Social Services, Crater Area Agency on Aging, Project: Homes and other organizations to address housing and related needs. The future of the Housing Choice voucher program in Colonial Heights has been uncertain the past several years. There are no Section 8 or public housing complexes in the City of Colonial Heights. However, there are Section 8 vouchers being used in the City. Their use is geographically well-distributed throughout the City and consists of both single-family homes and apartments. There is no particular concentration of voucher holders by race, ethnicity, elderliness or disability in any area.

According to the Colonial Heights/Chesterfield Department of Social Services, approximately 56 housing vouchers are for units located in the City of Colonial Heights.

There are five apartment complexes in the City of Colonial Heights, including a designated senior apartment complex, that participates in the Low Income Housing Tax Credit Program. The LITC program requires that at least 20% of the units be occupied by households earning 50% or less of the area median income or that at least 40% of the units be occupied by tenants earning 60% or less of the area median income, adjusted for household size. However, according to the management offices, 100% of the LITHC apartment units in Colonial Heights have been set aside for low-income residents. There are monetary incentives for investors to do so. While this sounds like a positive step, it also presents a potential built-in concentration of poverty within the complexes themselves.

### **Actions planned during the next year to address the needs to public housing**

Although the City does not have public housing units, the City will support the housing voucher and tax credit programs. As of April 2020, the Housing Choice Voucher Program had approximately 280 applicants on the waiting list. According to the Chesterfield County-Colonial Heights Social Services, the most immediate housing needs are new vouchers, utility deposits, transportation, and rental deposits.

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

There are no public housing units within the City of Colonial Heights.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

N/A

**Discussion**

N/A

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

### **Introduction**

Advocacy, education, and coordination of housing and homeless programs in Virginia are managed by the Virginia Housing and Community Development (VHCD), through the regional Continuum of Care (CoC) network. Colonial Heights is part of the Crater Area Coalition on Homelessness (CACH), which meets bimonthly. Colonial Heights's CDBG administrator served on the board of directors of the CoC. The City of Colonial Heights does not expect to receive any direct public or private funding to address homeless needs and to prevent homelessness.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

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

The CDBG Administrator will continue to support homeless services by continuing to participate with the local Continuum of Care, Crater Area Coalition on Homelessness (CACH). The City will continue to support the efforts of St. Joseph's Villa. St. Joseph's Villa, provides homeless prevention to Cities of Petersburg, Hopewell, Colonial Heights, and Dinwiddie, and Prince George Counties. Homeless Prevention services include rental assistance and rental arrears, housing stabilization financial assistance, housing stabilization case management, and housing search and placement for households residing in all the jurisdictions listed. St. Joseph's Villa also provides rapid Re-Housing services to include rental assistance and rental arrears, housing stabilization financial assistance, housing stabilization case management, and housing search and placement for 100 households in the Crater Region.

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

In addition to continuing to participate with CACH, the City will support the efforts of CARES and the Cold Shelter in Hopewell. CARES is an emergency shelter for women and children. They serve the communities of Chesterfield, Colonial Heights, Dinwiddie, Hopewell, Petersburg and Prince George.

#### **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 local Continuum of Care, Crater Area Coalition on Homelessness (CACH), is a group of agencies and organizations interested in homelessness who meet regularly to share data and information on

homelessness, facilitate dialogue among service providers, and coordinate community resources and services for the benefit of individuals and families who are homeless or in imminent danger of becoming homeless, thereby reducing homelessness. The Coalition has participation from a large number of local agencies, including (in no particular order) Homeward, St. Joseph's Villa Flagler Housing Resource Center, American Red Cross, Hopewell Redevelopment & Housing Authority, Colonial Heights Office for Youth, Yeshua's House Transitional Home, Commonwealth Catholic Charities, Project: Homes, Madeline's House, Jordan's Quest Inc, CARES, INC, Serenity, Prince George DSS, County of Sussex, City of Petersburg, Programs Southside Community Partners, City of Hopewell, Department of Social Services-Petersburg, Cameron Foundation, Sussex Resource Center, Assn. for Wounded Veterans, Virginia Supportive Housing, United Way of Greater Richmond & Petersburg, Project HOPE, Urban League of Greater Richmond, Hope Center, Pathways to Success Foundation, Petersburg Downtown Churches United, Health Care for the Homeless Veteran, Office Hopewell DSS, Improvement Association, Emporia-Greenville DSS, Chesterfield-Colonial Heights DSS, The James House, Surry County DSS, and Legal Aid Justice Center.

The Coalition and direct connections with participating agencies are the primary structure through which the City of Colonial Heights will carry out its homelessness strategy.

**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 City will continue to support St. Joseph's Villa. St. Joseph's Villa, provides homeless prevention to Cities of Petersburg, Hopewell, Colonial Heights, and Dinwiddie, and Prince George Counties. Homeless Prevention services to include rental assistance and rental arrears, housing stabilization financial assistance, housing stabilization case management, and housing search and placement for households residing in the jurisdictions listed above. St. Joseph's Villa provides rapid Re-Housing services to include rental assistance and rental arrears, housing stabilization financial assistance, housing stabilization case management, and housing search and placement for households in the Crater Region.

## **Discussion**

The City works to ensure that coordination of activities involves all relevant City, non-City agencies, organizations, and service providers. As stated in other sections of this Plan, the development of this document and the goals outlined involved a number of partners who will be integrally involved in program implementation.

The local Continuum of Care, Crater Area Coalition on Homelessness (CACH), was consulted through the survey. The CACH is a group of public and private agencies who meet bi-monthly and serves the

geographic area of Petersburg, Colonial Heights, Hopewell, Dinwiddie, Prince George, Surry, Sussex, Greenville, and Emporia.

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

### **Introduction:**

#### **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 City will work with local, state and federal agencies to help improve access to affordable housing. A common barrier to affordable housing is a lack of information. The Department of Planning and Community Development will screen the Home Repair Applications to see if the applicants are also eligible for the real estate tax exemption for persons who are disabled or over the age of 65 and are not taking advantage of this program. The Commissioner of the Revenue's Office provides a real estate tax exemption for owner-occupied properties owned by persons 65 years or older or who are permanently and totally disabled. To qualify for the exemption, the household income must not exceed \$40,000 and assets (excluding the value of home and 1 up to one acre) must not exceed \$80,000. The income-based tax exemptions range from 10% to 100%. The maximum yearly tax exemption is \$1,600.

The City is not aware of any local ordinances or policies which create unreasonable barriers to affordable housing. The City will continue to explore incentives and opportunities available for the development of affordable housing and will continue to use local public resources for infrastructure improvements to enhance living conditions in low to moderate-income neighborhoods.

The City will also partner with consumer agencies such as AARP (American Association of Retired Persons) and the CFPB (Consumer Finance Protection Bureau) to educate the public about maintaining older homes in an affordable and safe manner.

#### **Strategy to Remove or Ameliorate the Barriers to Affordable Housing**

As has been discussed previously, the cost burden is the most significant housing issue, for both owners and renters. For owners, excessive cost burden means that maintenance and improvements are often deferred, resulting in the need for owner-occupied housing rehabilitation assistance. Renters with excessive cost burden may require rental assistance in order to have stable housing.

Strategies used to address barriers to affordable housing 1) are rehabilitation of owner-occupied homes for low to mod income homeowners, 2) through the Colonial Heights Emergency Home Repair Program and 3) rental assistance for low-income tenants and the homeless, and assistance for homeless persons and persons with special needs through St. Joseph's Villa and CARES.

The City has affordable housing apartment units through tax credits. These include:

**Discussion:**

As has been discussed previously, the cost burden is the most significant housing issue, for both owners and renters. For owners, excessive cost burden means that maintenance and improvements are often deferred, resulting in the need for owner-occupied housing rehabilitation assistance.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

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

Within the areas eligible for CDBG funding, obstacles to meeting underserved needs include an inadequate amount of CDBG funding and a lack of awareness of services. These obstacles to meeting underserved needs will be addressed primarily through the cooperative implementation of this plan, with the City, local public service organizations and the individuals and families in the neighborhoods working together. Part of the strength of the Colonial Heights CDBG program is a result of the positive working relationships between the City and local partners, including other public agencies, non-profit agencies, and neighborhood residents.

As identified in the City's recently adopted Comprehensive Plan, the City will continue to work together to develop and strengthen neighborhood associations. There is an organized neighborhood association in the Violet Bank Target Area. When neighborhood associations are active, residents work together to improve their neighborhood and the implementation of the CDBG program is more effective.

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

A common barrier to affordable housing is a lack of information. The Department of Planning and Community Development will screen the Home Repair Applications to see if the applicants are also eligible for the real estate tax exemption for persons who are disabled or over the age of 65 and are not taking advantage of this program. The Commissioner of the Revenue's Office provides a real estate tax exemption for owner occupied properties owned by persons 65 years or older or who are permanently and totally disabled. To qualify for the exemption, the household income must not exceed \$40,000 and assets (excluding value of home and land up to one acre) must not exceed \$80,000. The income-based tax exemptions range from 10% to 100%. The maximum yearly tax exemption is \$1,600.

The City of Colonial Heights CDBG Emergency Home Repair Program is and run in accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988) which states: "It is illegal to discriminate against any person because of race, religion, sex, handicap, familial status or national origin." The grant application package includes a Fair Housing notice.

The City will continue to allocate all Community Development Block Grant funds towards the CDBG Home Repair Program. Priority is given to the elderly and the disabled. The Emergency Home Repair Program continues to make accessibility improvements a priority. To ensure those residents who are

likely to have accessibility issues are reached, a copy of the Emergency Home Repair Program application is sent to those residents who receive tax exemption because they are elderly or disabled.

Along with the Department of Professional & Occupational Regulation Fair Housing Specialist and the Richmond HUD Office of Fair Housing and Equal Opportunity Richmond Virginia Field Office, the City designed a fair housing pamphlet. The City will distribute them to promote fair housing awareness activities during Program Year 2013.

The City will distribute fair housing flyers at public distribution sites such as the Colonial Heights Public Library, the Colonial Heights Health Department, the Colonial Heights Senior Center, and at various Colonial Heights City Offices. The flyers will also be distributed to all Colonial Heights CDBG Home Repair Program applicants and contractors.

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

The anti-poverty strategy will remain the same as what has been used in previous CDBG program years. The anti-poverty strategy is a component of each housing objective and assumes that the most effective tools for reducing poverty are education, training, and access to supportive services. These are all key components to the success of the Emergency Home Repair program.

The City will continue to support the Housing Choice Voucher program. This is done through the Chesterfield-Colonial Heights. Department of Social Services. The Chesterfield-Colonial Heights Department of Social Services recently noted that the waiting list for the vouchers has been frozen and that there are approximately 280 people on their waitlist. Vouchers transferred from other localities and out of state have been an issue which has kept the waiting list stagnant. They foresee no change in the status of the current vouchers.

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

The City will continue to support the Housing Choice Voucher program and vocational job training opportunities in the Tri-Cities area.

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

The City of Colonial Heights's five-year plan will be carried out through the Planning and Community Development Department. A staff member of the City of Colonial Heights Planning and

Community Development will serve as the CDBG Project Manager and is responsible for all aspects of the project including the overall implementation and management of the program. The Project Manager works with Project: Homes, a not-for-profit organization to runs the day-to-day operation of the program along with the City's Procurement Specialists and Building Inspectors to ensure the quality and cost control of the rehabilitation construction projects.

There is also close coordination with the local Continuum of Care (CACH), which meets bi-monthly to coordinate and discuss services to address and prevent homelessness in the geographic area of Petersburg, Colonial Heights, Hopewell, Dinwiddie, Prince George, Surry, Sussex, Greenville, and Emporia.

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

Although opportunities for feedback are provided throughout the CDBG program year, during the planning process for each annual action plan a more formal effort is made to solicit input, following, at a minimum, the guidance provided by Colonial Heights's Citizen Participation Plan. A list of contacts from local housing and service providers, and City of Colonial Heights and staff, local media were notified of, and invited to, each public meeting, and are also provided notice of public hearings and notice of the availability of the draft plan and the public comment period. Notice of the availability of the annual plan was also provided to the local Continuum of Care (CACH), and public comment was encouraged.

Coordination between housing, health and social service agencies will continue to be strengthened through regular interaction. Strong local networks are in place which address several priorities outlined in this plan. For example, the CDBG administrator participates in the Crater Area Coalition on Homelessness (CACH), which is a group of public and private agencies who meet bimonthly to coordinate and discuss services to address and prevent homelessness in serves the geographic area of Petersburg, Colonial Heights, Hopewell, Dinwiddie, Prince George, Surry, Sussex, Greenville, and Emporia.

### **Discussion:**

## Program Specific Requirements

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

#### Introduction:

Projects planned with the CDBG funds expected to be available during the plan 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.

#### 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.	95.00%

This method provides assurance that not less than 70% of funds are spent on low-income residents.

### Appendix - Alternate/Local Data Sources

<b>1</b>	<b>Data Source Name</b> Census 2010
	<b>List the name of the organization or individual who originated the data set.</b> Department of Commerce - Census Bureau
	<b>Provide a brief summary of the data set.</b> 2010 housing and demographic info
	<b>What was the purpose for developing this data set?</b> It was used as part of the City's Comprehensive Plan Process -for both the Housing Profile and Infrastructure Profile
	<b>How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population?</b> It is Citywide.

	<b>What time period (provide the year, and optionally month, or month and day) is covered by this data set?</b> 2010
	<b>What is the status of the data set (complete, in progress, or planned)?</b> It is complete



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# COMMUNITY DEVELOPMENT BLOCK GRANT CITIZEN PARTICIPATION PLAN

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CITY OF COLONIAL HEIGHTS, VIRGINIA

ADOPTED: 2020

PREVIOUSLY AMENDED: MAY 2019

Department of Planning & Community Development  
201 James Avenue Colonial Heights, VA 23834

The City of Colonial Heights encourages the public to participate in the development of Community Development Block Grant (CDBG) plans and programs, as well as to comment on the City's past performance in its use of CDBG funds. The following citizen participation plan contains policies to achieve this end and conforms to the Code of Federal Regulations, Title 24, Part 91.105, Citizen Participation Plan - Local Governments.

## POLICIES AND PROCEDURES

The City will provide the opportunity for the public to participate in the following planning developments:

1. Developing Community Development Plans
2. Substantially amending Community Development Plans
3. Evaluating the Implementation of Community Development Plans

The City's Citizen Participation Plan is designed to encourage participation by low to moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and by citizens of predominantly low- and moderate-income neighborhoods. The City encourages the participation of all its citizens, including minorities and non-English speaking persons and people with disabilities.

Predominantly low to moderate-income neighborhoods are defined as those where greater than fifty percent (50%) of citizens have total household incomes which are at or below 80% of the area median income. Data on households and income levels is collected from the U.S. Census by tract and block group.

Low- and moderate-income households (individuals or families residing in one residence) are defined as those which have total household incomes of eighty percent (80%) of median income or below, adjusted according to household size in accordance with the most current Housing Choice Voucher income limit thresholds, as provided by the U.S. Department of Housing and Urban Development (HUD) (24 CFR 5.609).

## Developing Community Development Plans

### Policies

1. Before the City adopts a Community Development Plan, it will make available to citizens, public agencies, and other interested parties, information that includes the amount of assistance the City expects to receive, including grant funds and program income.
2. This information will include the range of activities that may be undertaken, and the estimated amount that will benefit low to moderate-income persons.
3. This information will be provided on an annual basis.
4. Any comments or views of citizens received in writing or orally, will be considered in preparing the Plan. A summary of these comments or views shall be attached to the Plan.

**Anti-Displacement:** The City will minimize displacement of persons and will assist any persons displaced if necessary as a result of CDBG activities. In the event that displacement is necessary, the City will make information available through public notice. Additional information will be available at the Department of Planning and Community Development.

## Substantially amending Community Development Plans

### Policies

The following is criteria the City will use for determining what changes in the City's planned or actual activities constitute a **substantial amendment** to the Plan. The City will amend its' Plan whenever it makes one of the following decisions:

1. A twenty (20%) fiscal change in allocation priorities or the method of distribution of CDBG funds
2. Carries out an activity using funds from any program covered by the Consolidated Plan (including program income) not previously described in the Action Plan
3. Changes the purpose, scope, location or beneficiaries of an activity
4. Changes in the use of CDBG funds from one HUD eligible activity to a different activity

5. Any comments or views of citizens received in writing or orally, will be considered in preparing the amendment. A summary of these comments or views shall be attached to the amendment in the Plan.

## Evaluating the Implementation of Community Development Plans

### Policies

1. Citizens will be provided with reasonable notice and an opportunity to comment on the Consolidated Annual Performance and Evaluation Report (CAPER).
2. This information will be provided on an annual basis.
3. Any comments or views of citizens received in writing, or orally will be considered in preparing the CAPER. A summary of these comments or views shall be attached to the CAPER.

### Public Notice Procedures

Following preparation of the Plan, the City will ensure citizens, public agencies, and other interested parties have reasonable opportunity to examine its contents and comment. Reasonable notice and an opportunity to comment will be **no less than 30 days**.

1. A notification of the public hearings will be published in the Progress-Index newspaper and the City's website ([colonialheightsva.gov](http://colonialheightsva.gov)). This advertisement will describe the Plan and specify where copies of the full report may be examined.
  - a. The first notice must be published no less than 15 days prior to the public hearing and no more than 21 days prior to the hearing.
  - b. The second notice must be published at least 5 days before the public hearing.
  - c. The two notices must run at least 6 days apart.
  - d. The first notice must be at least 15 days prior to the hearing and the second notice at least 7 days prior to the meeting date.
2. Additional notifications of the public hearings will be posted at the Colonial Heights Public Library (1000 Yacht Basin Drive), Colonial Heights City Hall (201 James Avenue) and the Colonial Heights Community Center (157 Roanoke Avenue).
3. This advertisement will describe the Plan and specify where copies of the full report may be examined.
4. Copies of the report will be available on the City's website ([colonialheightsva.gov](http://colonialheightsva.gov))

and in the Department of Planning and Community Development (City Hall, 201 James Avenue).

### Public Hearing Procedures

The City will conduct public hearings to obtain citizens' views and to respond to proposals and answer questions about the Plan. Public hearings will be held at times and locations convenient to potential and actual beneficiaries and with accommodations for people with disabilities. The needs of Non-English-speaking citizens will be met where a significant number of non-English speaking citizens can be reasonably expected to participate.

There will be a minimum of two (2) hearings at different stages of the program year. Together, these hearings will address housing and community development needs, the development of proposed activities, and the review of program performance.

1. During development and before formal adoption of the Plan, the City will hold public hearings annually to obtain the views of citizens on community development needs.
2. One hearing will be held at City Hall Chambers (201 James Avenue).
3. Another hearing will coincide with one of City Council's regularly scheduled public hearings at the City Hall Chambers.

### Public Comment Procedures

1. A period of not less than 30 days will be given to receive comments from citizens on the Plan.
2. The City will provide citizens with a reasonable opportunity to comment on the Plan or substantial amendments.
3. The City will make the Plan or substantial amendments available in a format accessible to persons with disabilities, upon request.
4. The City will consider any comments or views of citizens received in writing, or orally.
5. The City's procedures to address complaints from citizens related to the Plan or amendments are as follows:
  - a. The City will provide a timely substantive written response to every written citizen complaint, within 15 working days of receipt.

6. Any comments or views of citizens received in writing or orally, will be considered in preparing the Plan.

#### Community Agency and Organization Input

1. When preparing the Plan, the City will consult with other public and private agencies that provide assisted housing, health services, and social services including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons.
2. In addition to the public hearings, the City will contact each predominantly low- to moderate income neighborhood/civic association and neighborhood/civic association where there is a concentration of minority members within the City. An offer will be extended to meet with them directly and solicit public comments at an organization's regularly scheduled meeting.
3. The portion of the Plan concerning lead-based paint hazards, the City will consult with State or local health and child welfare agencies and examine existing data related to lead-based paint hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead poisoned.
4. When preparing the description of priority non-housing community development needs, the City will notify adjacent units of general local government, to the extent practicable including local government agencies with metropolitan-wide planning responsibilities where they exist, particularly for issues that go beyond the City's jurisdictional boundaries.

#### Access to Records

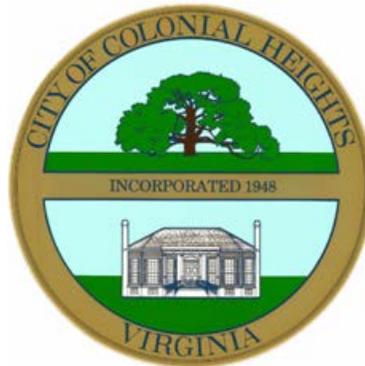
Citizens, public agencies, and other interested parties will be provided with reasonable and timely access to information and records relating to the City's Plan. This also includes the City's use of CDBG assistance under the programs covered by this part during the preceding five years.

#### Technical Assistance

1. Technical assistance will be provided to groups that are representative of people of low-and moderate-income who request such assistance in developing proposals for funding assistance. under the programs covered by the Plan with the level and type of assistance determined by the City.
2. Technical assistance provided does not indicate that funds will be provided to such groups.

### Use of Citizen Participation Plan and Responsibility

The City will follow its current Citizen Participation Plan until amended. The requirement for citizen participation does not restrict the responsibility or authority of the City for the development and execution of its Consolidated Plan (Required per 91.505).



**CITY OF COLONIAL HEIGHTS  
2020-21  
COLONIAL HEIGHTS COMMUNITY FIRST  
UTILITY GRANT RELIEF  
GUIDELINES AND APPLICATION**

**IMPORTANT**

**After all documents have been completed and returned to the office, the review process of your application will begin. Please do not take this application apart; if application is returned and pages are missing your application will not be processed.**

**Please address inquiries to:**

**Brandi Payne  
City of Colonial Heights Planning Department  
201 James Avenue  
Colonial Heights, VA 23834  
Phone: (804) 520-9297/Fax: (804) 524-8755  
Email: [payneb@colonialheightsva.gov](mailto:payneb@colonialheightsva.gov)**



This program is run in accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). "It is illegal to discriminate against any person because of race, religion, sex, handicap, familial status, or national origin."

**Application Deadline: July 17<sup>th</sup> 2020**

## City of Colonial Heights CDBG-CV Program Guidelines

This program is made possible by the federal Community Development Block Grant Program. A grant of up to \$300 is available per home to assist with water utility payments to bring accounts into a "paid in full" status.

### Eligibility

In order to be considered for this grant:

1. The applicant must be a Colonial Heights resident.
2. The resident must be past due on a current utility bill (due May 25<sup>th</sup> or June 25<sup>th</sup>).
3. A resident must show a loss of income and/or social service benefits due to COVID-19.
4. The water utility account for the applicant needs to be in good standing prior to March 1<sup>st</sup>, 2020.
5. Although the program is available citywide, priority will be given to households in the Violet Bank-Flora Hill, Shepherd Stadium, Westover-Snead, Toll House, and Ellerslie/Dunlop Districts, residents with a loss of income, and residents with disabilities.

**In order to be considered for the grant you MUST reply to all the questions in the Colonial Heights Community First Grant Relief application.**

**Due to HUD regulations, you MUST provide all documentation requested with your application, or you will not be eligible for any funding.** Persons whose applications are denied have 15 days from receipt of the letter to appeal the decision.

**Assistance is available for those needing help filling out the application.**

Please return applications and documentation to **no later than July 17<sup>th</sup>, 2020:**

Planning Department  
201 James Avenue  
Colonial Heights, VA 23834

**Application Deadline: July 17<sup>th</sup> 2020**

## Application for Assistance

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**Office Use Only Date Application Received:** \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Utility Account # \_\_\_\_\_

Are you the account holder of the water utility account? \_\_\_\_ Yes \_\_\_\_ No

If not, name of the utility account holder and relationship to applicant?  
\_\_\_\_\_

When was your last utility bill due? \_\_\_\_\_

Is this the first time your utility account has been past due? \_\_\_\_ Yes \_\_\_\_ No

Name of Property Owner or Lessor: \_\_\_\_\_

Do you have a disability?  YES  NO

Gender:  Male  Female  \_\_\_\_\_

Choose not to answer

Marital Status:  Married  Single  Divorced  \_\_\_\_\_

Choose not to answer

Race:

African American

American Indian or Alaskan Native

Asian

Hispanic/Latino Origin

Other \_\_\_\_\_

Multiracial/two or more races

White

Choose not to answer

**Application Deadline: July 17<sup>th</sup> 2020**

**Financial Information** (Please check the appropriate box)

1. Are you eligible for property tax relief?  
 YES  NO  UNSURE
2. Do you own any stocks, bonds, treasury bills, certificates of deposit, savings, or money market accounts worth over \$1,000?  YES  NO
3. Do you have an Individual Retirement Account (IRA), 401(k), or Keogh account?  
 YES  NO
4. Do you have a life insurance policy with a cash value available to you before death? (For example, surrender value of a whole life or universal life policy).  
 YES  NO
5. Do you own any personal property held as an investment? (such as gems, jewelry, coin collections, antique cars, cars).  YES  NO
6. Within the past 12 months, have you received any lump-sum or one-time receipts (such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements, or other amounts not intended as periodic payments)  
**This does not include the COVID-19 Income Stimulus Payment.**  
 YES  NO
7. Did you or another person living in your home receive a COVID-19 Income Stimulus relief check?  YES  NO

**Please list all members in household: (Use the back of the application if necessary for additional space).**

<b>Name:</b>	<b>Date of Birth:</b>	<b>Relationship:</b>

**PLEASE READ CAREFULLY BEFORE SIGNING**

**Attention: It is a criminal offense under Section 1001 of title 18 of the code of the United States to make willful false statements or misrepresentation of any information provided in completion of this application.**

I certify that the information provided is accurate to the best of my knowledge. Nothing requested has been omitted or misrepresented in this application. I understand that my eligibility for assistance from the City of Colonial Heights depends on verification of income.

**Attached is proof of income for each member of the household receiving income (i.e. payroll, Social Security and/or pensions).**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**REQUIRED Documentation of income – Attach Copies for file**

- 1. Proof of household income LOSS**
  - Furlough or layoff notice
  - Unemployment benefits letter
  - Independent Contractors ONLY (bank statements from March 2020 to present)
  
- 2. Proof of household income**
  - Paystubs
  - Social security benefits letter
  - Pension statements
  - Other documents to show regular income
  
- 3. Copy of Driver's license or State identification**

**Eligibility Determined & Completed By:**

\_\_\_\_\_  
Signature

**Application Deadline: July 17<sup>th</sup> 2020**

## Colonial Heights' CARES Utility Bill Relief Program

### CDBG-CV, HUD Requirements

- **CDBG-CV funds should be used to prevent, prepare for and respond to coronavirus.**
  - *Residents who have suffered unemployment/ income loss due to Covid-19 may be eligible for a one-time payment of their utility bills.*
  - *The goal of this grant program is to pay the water utility bill in full.*
  - *Preventing the cutoff of water utilities during this time will ensure residents can maintain hygienic practices and stay at home as needed.*
- **Funds should still be prioritized for low-moderate income individuals.**
  - *Priority points will be given for residents in low-moderate income neighborhoods: Violet Bank-Flora Hill, Shepherd Stadium, Westover-Snead, Toll House, and Ellerslie/Dunlop neighborhoods.*
- **Public Service Activities are eligible for utility payments as long as it does not exceed three months (24 CFR part 570.207(b)(4)).**
  - *This grant will be used as a one-time payment towards a water utility bill.*
- **The 15% public services cap on funds is lifted for CDBG-CV funds.**
  - *100% of the funds will be used for public services.*

### Who is eligible for a one-time utility payment?

- Colonial Heights Residents
- Residents who are past due on the billing cycles for April or May
- Unemployed residents who have experienced a loss of income due to COVID-19
- Current on utility bills as of March 1<sup>st</sup>, 2020
- Cannot have had more than two utility cut-offs (been on the cut-off list) in the past 5 billing cycles
- There are approximately 910 eligible households, based on past-due utility bill status.
- Additional documentation required:
  - Unemployment verification letter
  - Loss of benefits letter
  - Copy of identification showing Colonial Heights residency
  - Demonstration/Proof of lost revenue for independent consultants from March 1<sup>st</sup> to June 17<sup>th</sup>
  - Disability benefits letter, such as SSDI

### How will the funds be distributed?

- 100% of the CDBG-CV funds will be used for the utility relief grant program
- Funds will be used only to pay for water bills in full.
- The maximum amount received per address is \$300.

### How will residents know about the CH CARES relief program?

- Notifications will be made to:
  - Chesterfield-Colonial Heights Dept. of Social Services

- Posters at City Hall, Utility Billing and Planning Departments
- Notification on City website
- Notification on Facebook website
- 3.5x5" color postcard will be mailed to residents who are currently delinquent on their water utility bill (Approximately 910 households).
- Encourage City residents to apply for regular CDBG repair grants for water leaks and other home repairs.

**When will the grant program start?**

- The Colonial Heights CDBG Citizen Participation Plan requires a 30-day public comment period that ends on June 16<sup>th</sup> 2020.
- The Colonial Heights City Council will vote on the proposed use of CDBG-CV funds on June 16<sup>th</sup>, 2020.
- The application period will be from June 17<sup>th</sup> to July 17<sup>th</sup>, 2020.
- Applications will be reviewed from July 18<sup>th</sup> to July 31<sup>st</sup>, 2020.
- Applicants will be notified by August 3<sup>rd</sup>, 2020.

**Selection Criteria**

**Category 1**

- (+5 points) Job loss OR
- (+5 points) Loss of benefits due to COVID OR
- (+5 points) Independent Contractor, lost revenue

**Category 2**

- (+4 points) Violet Bank-Flora Hill resident OR
- (+4 points) Shepherd Stadium OR
- (+4 points) Westover-Snead OR
- (+4 points) Ellerslie/Dunlop OR
- (+4 points) Toll House resident

**Category 3**

- (+3 points) Household with disabilities

**If there is a tie for points:**

- Has the applicant been past due in the last 9 months/5 billing cycles? (-5 points)
- Household size (+1 per person in a household)
- Submission date after points are tallied to order applications

## 1 Poverty Status Is Determined—Estimate

American Community Survey

Population for whom poverty status is determined

Product:

2018: ACS 5-Year Estimates Subject Tables

Geographies:

Census Tract

7  
ers

Download

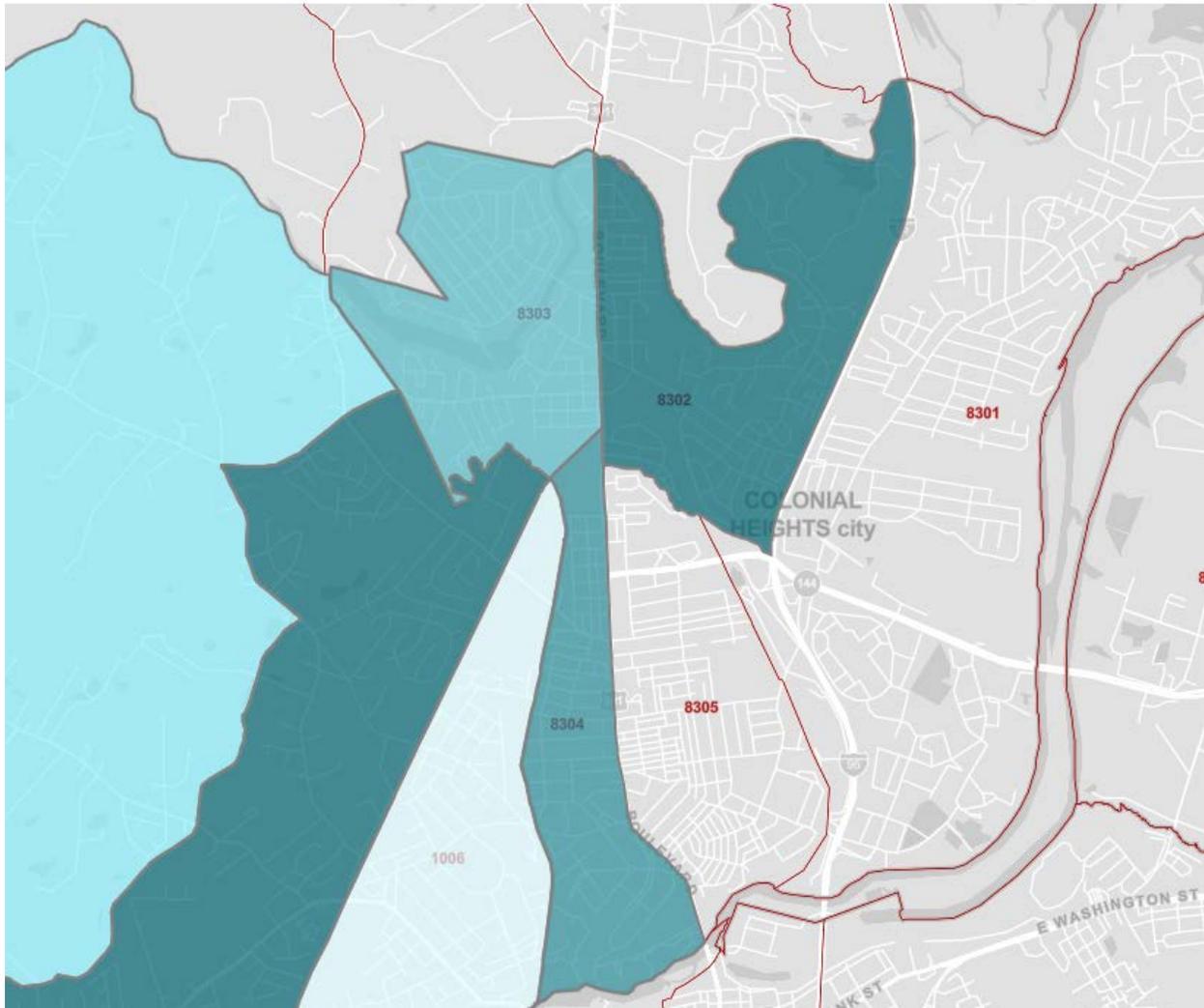
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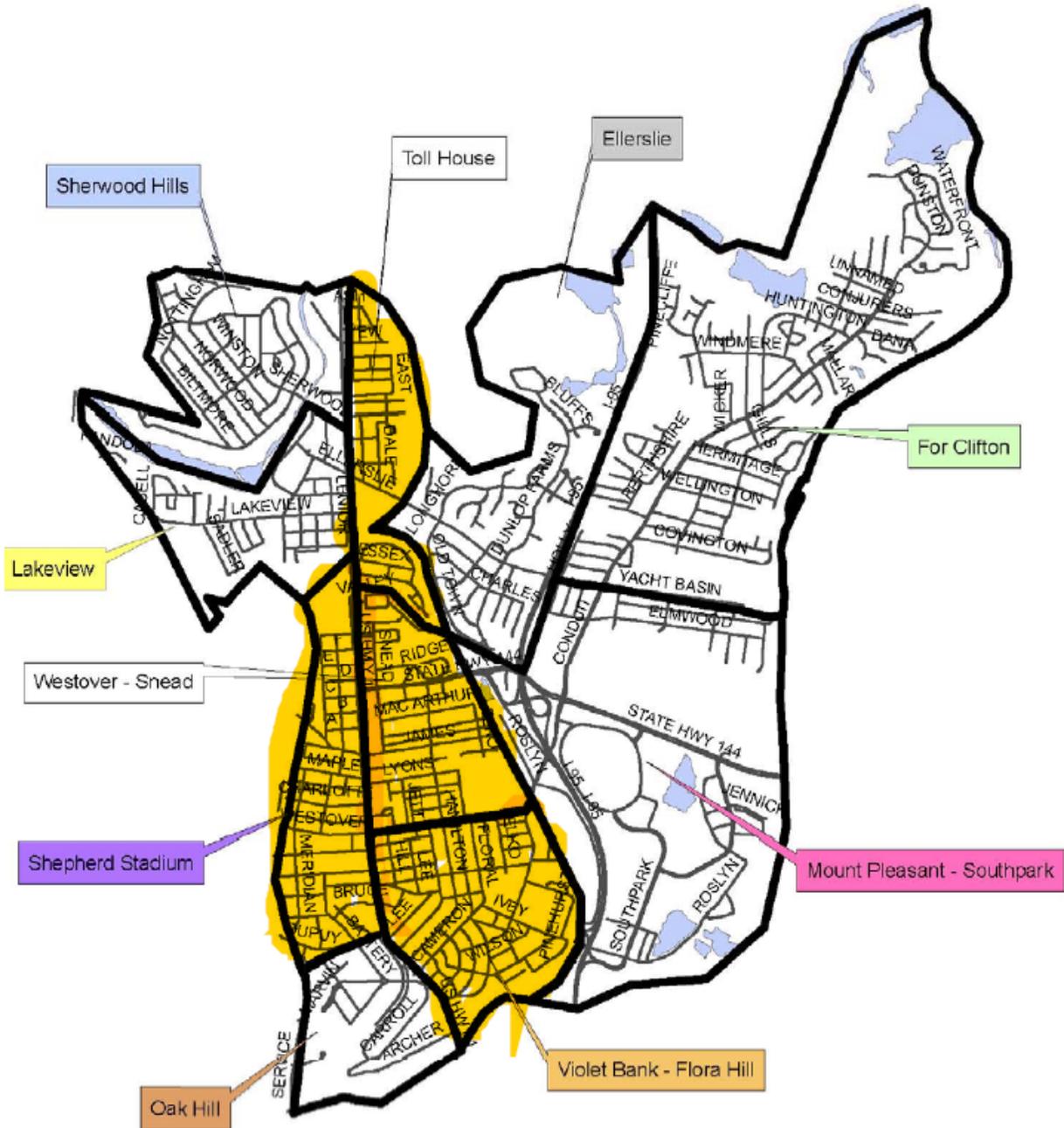
Share

Table

Chart

Data Notes







# COMMUNITY DEVELOPMENT BLOCK GRANT



CITY OF COLONIAL HEIGHTS, VA  
HOME REPAIR PROGRAM

June 16th, 2020



# CDBG FUNDING

- Federally-funded grant administered by Department of Housing and Urban Development (HUD)
- Awarded to entitlement communities on annual basis
- Amount determined by statutory formula

# HUD Planning and Reporting

- Consolidated Plan (5 year Plan)
  - Citizen Participation Plan
  - Analysis of Fair Housing Impediments
- Annual Action Plan
- Consolidated Action Plan Evaluation Report (CAPER)



# 2005-2020

- Since 2005, the City has received **\$1,460,399** in CDBG funding and has been able to provide home repair grants to **159** low to moderate income owner-occupied households citywide.



# Past Funding

- 2009 - \$111,021\*
- 2010 - \$94,234
- 2011 - \$78,399
- 2012 - \$69,234
- 2013 - \$79,555
- 2014 - \$67,032
- 2015 - \$78,219
- 2016 - \$84,367
- 2017 - \$87,108
- 2018 - \$94,495
- 2019 - \$104,899
- 2020 - \$168,034\*\*

\*2009 the City received CDBG-R stimulus funding

\*\*2020 the City received CBDG-CV stimulus funding

# Project Year 2020-21 Funding

- CDBG Annual Funding \$105,797
- CDBG-CV Supplemental Funding \$62,237
- **Total CDBG funds \$168,034**

## Proposed Use of Funds

50% \$84,639 Home Repair Grant

6.5% \$10,579 Annual Water Utility Grant

37% \$62,237 COVID Water Utility Grant

6.5% \$10,579 Administrative and Program Costs

100% \$168,034 CDBG funds

# HUD Income Limits (80% AMI) Project Year 2020-21

## FY 2020 Housing and Urban Development Income Limits

One	Two	Three	Four	Five	Six	Seven	Eight
\$50,500	\$57,200	\$64,350	\$71,500	\$77,250	\$82,950	\$88,700	\$94,400

# CONSOLIDATED PLAN

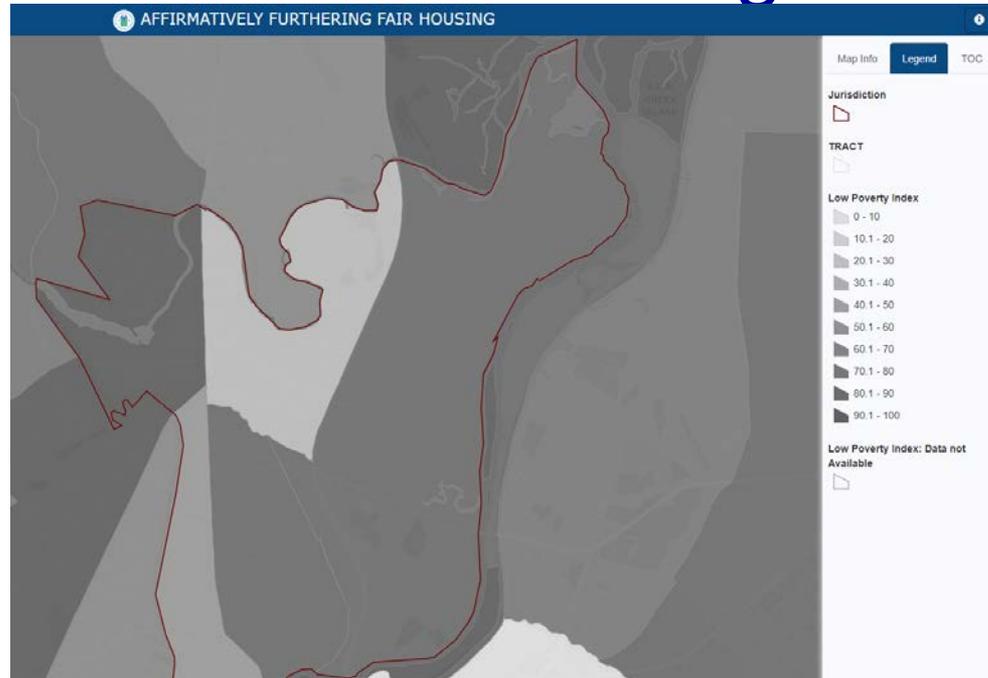
The Consolidated Plan is a five year update of how the annual CDBG funds will be used.

- Demographic shifts in the City
- Public comments
- Updated Citizen Participation Plan
- Analysis of Impediments Report
- Annual Action Plan



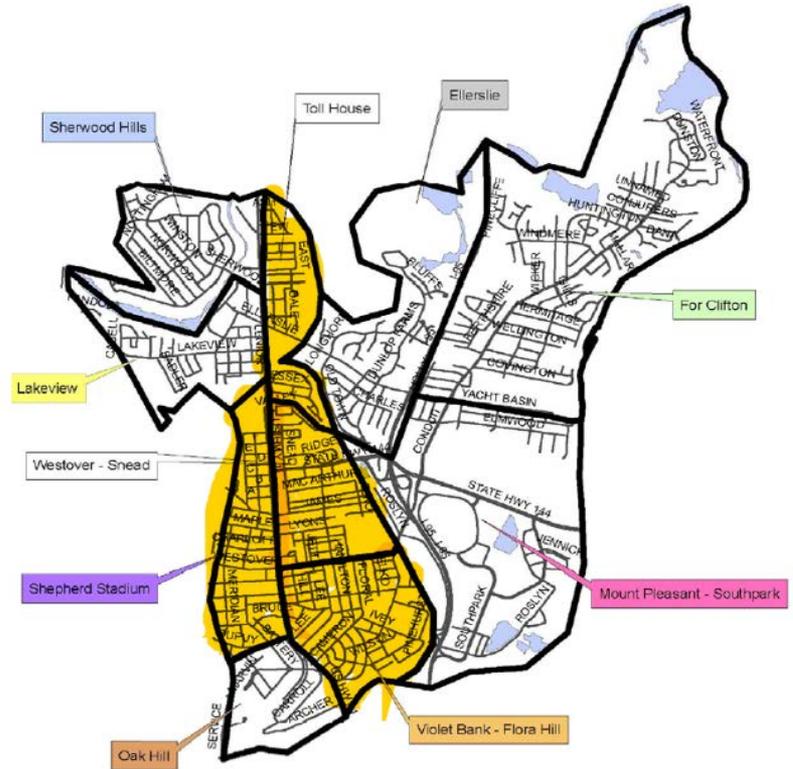
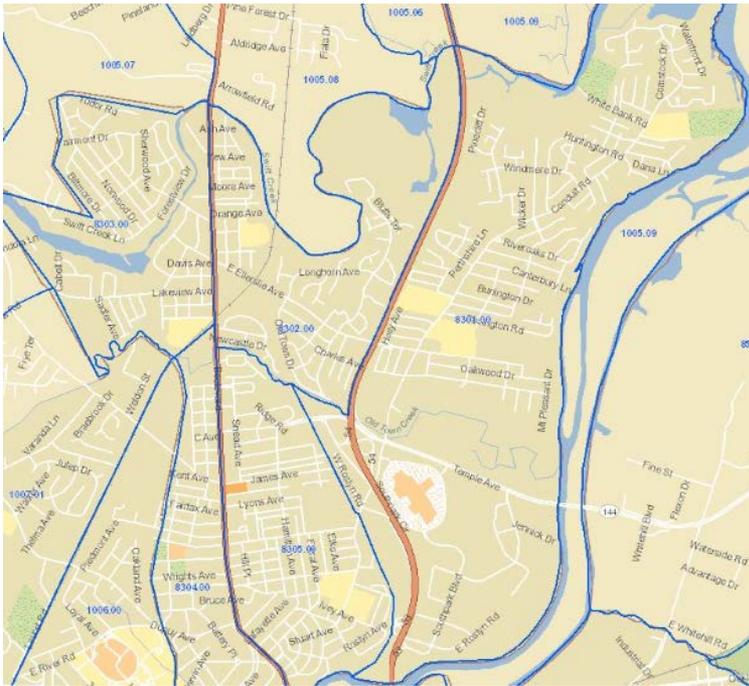
# CONSOLIDATED PLAN HIGHLIGHTS

## Low-Moderate Income Neighborhoods



Census Tract	Individuals in poverty	Percentage
8301	334	7%
8302	472	15%
8303	207	8%
8304	713	27%
8305	615	13.8%

# CONSOLIDATED PLAN HIGHLIGHTS



# CONSOLIDATED PLAN FEEDBACK

- The majority of low-moderate income (LMI) residents in the City are renters.
- All recipients of the program have been homeowners.
- Most LMI residents live along the Boulevard corridor with the majority being in the area of North Elementary School.
- The CDBG program has had minor impact on the exterior appearance of homes in LMI or historical neighborhoods.
- Many of the CDBG home repairs have been due to failed attempts from homeowners trying to repair issues in their home with limited funds or scam artists preying on a vulnerable population.

# CONSOLIDATED PLAN

## Citizen Participation Plan

The Citizen Participation Plan is required by HUD.

- It has been more than 5 years since the last update
- Increase outreach to active neighborhood committees
- Increase communication with Colonial Heights-Chesterfield Co. Dept. of Social Services and the Colonial Heights Youth and Social Services Dept.





# CONSOLIDATED PLAN

## Analysis of Impediments Report

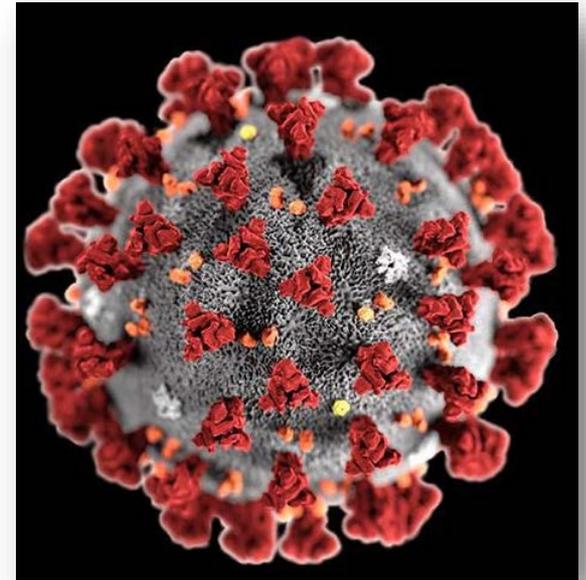
The Analysis of Impediments is a report required by HUD as part of the Consolidated Plan.

- The plan should identify impediments to fair housing in the City and steps to reduce those barriers.
- Best practices by HUD recommend taking a regional approach to reviewing fair housing.
- Richmond Region is doing a regional plan with the following localities: City of Colonial Heights, City of Richmond, City of Hopewell, City of Petersburg, Henrico County and Chesterfield County
- Root Policy firm was hired to conduct research on the region and provide specific feedback to each locality.

# Consolidated Plan

## HUD CDBG-CV Requirements

- Funds should be used to prevent, prepare for and respond to coronavirus.
- Funds should still be prioritized for low-moderate income individuals.
- 100% of CDBG-CV funds can be used for Public Service Activities (maximum of three months).
- The City of Colonial Heights received \$62,237 supplemental CDBG-CV funds.



# Consolidated Plan HUD CDBG-CV

## Colonial Heights Community First Water Utility Grant

- Residents who have experienced a loss of income due to COVID-19 can apply for a grant to help pay their water bill in full.
- The maximum grant amount is \$300.
- Priority points will be given for
  - LMI neighborhoods: Violet Bank, Flora Hill, Shepherd Stadium, Westover-Snead, Toll House, or Eilerslie/Dunlop
  - Households with disabilities
  - Households with income loss



**Colonial Heights  
Community First  
Water Utility Grant**

**Have you experienced loss of income due to COVID-19?  
Are you *past due* on your water bill?**

- Apply today for a grant to bring your water bill current!
- **The application period is from June 17th-July 17th 2020.**
- Applications are available online at [www.colonialheightsva.gov](http://www.colonialheightsva.gov)
- The CDBG Home Repair program for owner-occupied homes starts July 1st 2020.

# Annual Action Plan

## HOME REPAIR PROGRAM: ELIGIBLE PROJECTS

Eligible activities or repairs include but are not limited to the following:

- Unsafe electrical, heating or plumbing systems
- Faulty roofs
- Faulty porches and steps that present a safety risk
- Accessibility needs
- Lead-based paint testing
- NEW eligible activity:
  - Security upgrades such as deadbolts and floodlights



# Annual Action Plan

## Home Repair Program: Eligible Households

### Must...

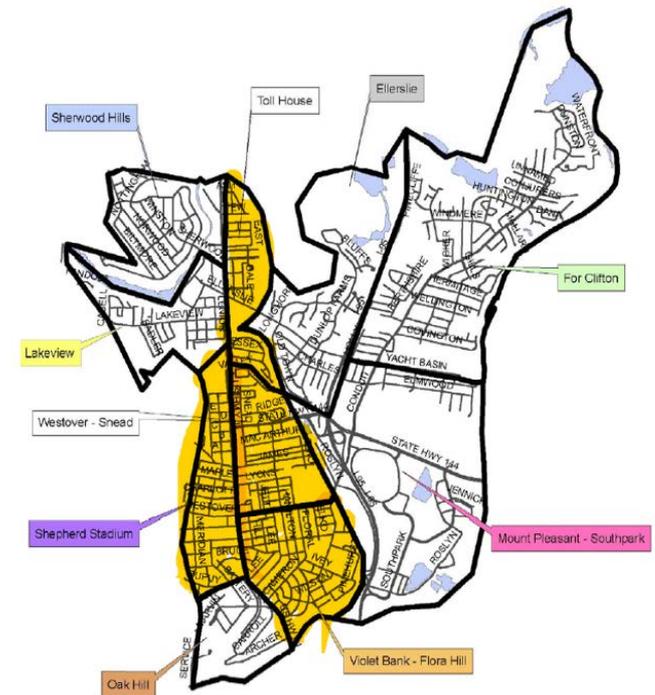
- Be a single-family homeowner
- NEW: Be a renter with a disability
- Have active home insurance
- Current on property taxes
- At or below 80% of the area median income
- Not have received the grant in the last 5 years



# Annual Action Plan

## Home Repair Program: Priorities

- Homeowners
- Neighborhoods: Violet Bank-Flora Hill, Shepherd Stadium, Westover-Snead, Toll House and Ellerslie/Dunlop
- First-time applicants
- Elderly residents
- People with disabilities
- Lower income and larger households
- Those needing repairs that threaten the safety or well-being of the household members.



# Annual Action Plan

## Home Repair Program: Application Process

The application will be available on June 28th, 2020.

- Website
- Social Media
- The City Focus

Assistance is available for individuals who may need help filling out the application.



# Annual Action Plan

## NEW: Public Service Activity

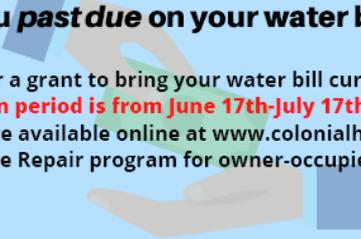
- 100% CDBG-CV funds are being used for overdue water bills due to COVID-19.
- Continue using a portion of CDBG funds annually to assist with the long-term impact of COVID-19.
- 10% of the funds will be used to help residents pay their water utility bill in full. (15% cap for Public Service Activities)
- Approximately 50-60 households can be served annually.



### Colonial Heights Community First Water Utility Grant

Have you experienced loss of income due to COVID-19?  
Are you *past due* on your water bill?

- Apply today for a grant to bring your water bill current!
- **The application period is from June 17th-July 17th 2020.**
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### Colonial Heights Community First Water Utility Grant

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- The CDBG Home Repair program for owner-occupied homes starts July 1st 2020.



# Annual Action Plan

## NEW: Diversify use of funds for Administrative and Program activities

- Funds have typically been used to post required advertisements in the Progress Index newspaper.
- Expand outreach and education to residents about home maintenance and savings:
  - Selecting a qualified contractor for home repair
  - Recognizing home repair scams
  - Applying for property tax relief
  - Water conservation tips





# Annual Action Plan

## NEW: Diversify use of funds for Administrative and Project activities

### Project Year 2020-21

Total Amount of Funds \$105,797

80% \$84,639 Home Repair

10% \$10,579 Water Utility Grant

10% \$10,579 Administrative and Program Costs

# Annual Action Plan

## Subgrantee - Project:HOMES



In 2010 the City hired Project: HOMES to run the day-to-day business of the Home Repair Program.





## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting

**MEETING DATE:** June 16, 2020

**ITEM:** Ordinance No. 20-21

**DEPARTMENT:** City Council

**PROPOSED ACTION:** Approve first reading of Ordinance No. 20-21

**BACKGROUND:** City Council is awarding the City Manager a 4% bonus of his current annual salary after his annual performance evaluation.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** Approve first reading of Ordinance No. 20-21

**ATTACHMENTS:** AN ORDINANCE NO. 20-21.

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

AN ORDINANCE NO. 20-21

Awarding the City Manager a 4% bonus.

WHEREAS, the City Council has reviewed the City Manager’s performance during the last year and believes he should be awarded a 4% bonus of his current annual salary.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

- 1. That Douglas E. Smith, City Manager, is awarded a 4% bonus of his current annual salary.
- 2. That this Ordinance shall be effective upon approval on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting

**MEETING DATE:** June 16, 2020

**ITEM:** (First Reading 20-FIN-12) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by increasing appropriations \$4,320 1) to transfer anticipated revenue for vehicle rental tax in the amount of \$210,701 from use of money and property to intergovernmental revenue, and 2) to appropriate \$4,320 in state asset forfeiture funds for training.

**DEPARTMENT:** Finance

**PROPOSED ACTION:** This item is for first reading of requested budgetary changes.

#### **BACKGROUND:**

During the FY2019 audit it was discovered by staff that vehicle rental tax revenue was classified as rental revenue rather than a state revenue. The FY20 budget had already been adopted assuming these funds would be rental revenue, however, staff has corrected the actual postings in the current fiscal year. This item would appropriate the budget for this revenue to the correct line item.

Captain Rob Ruxer was previously selected to attend Command College at the Virginia State Police Headquarters. The Police Department has requested appropriation of \$4,320 in state asset forfeiture proceeds for tuition to Command College for Captain Ruxer. The total cost of tuition is \$8,985, and the Police Department will cover the remainder of the tuition with existing training funds.

#### **BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** The Director of Finance recommends approval.

#### **ATTACHMENTS:**

BUDGET SUMMARY 20-FIN-12; ORDINANCE 20-FIN-12

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

City of Colonial Heights  
 Ordinance/Resolution Recap Worksheet  
 June 2020 (2)

		Vehicle Rental Tax	Command College	Total
<b>GENERAL FUND</b>				
<u>REVENUE:</u>				
	Use of Money & Property	(\$210,701)		(210,701)
10-4647	Intergovernmental Revenues	\$210,701	\$4,320	215,021
10-4990	Fund Balance/ Reserves			-
	Total	\$0	\$4,320	\$4,320
<u>EXPENDITURES:</u>				
1401-5261	Public Safety		\$4,320	4,320
	Total	\$0	\$4,320	\$4,320

AN ORDINANCE NO. 20-FIN-12

To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by increasing appropriations by \$4,320 to 1) transfer anticipated revenue for vehicle rental tax in the amount of \$210,701 from use of money and property to intergovernmental revenue; and 2) appropriate \$4,320 in state asset forfeiture funds for training.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That section 1 of Ordinance No. 20-FIN-10, the General Fund Budget, is hereby amended and re-ordained as follows:

a. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, is hereby adopted; and that subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative	\$ 202,001	
General and Financial Administration	4,460,583	
Judicial Administration	5,879,750	
Public Safety	<del>42,428,439</del>	12,432,459
Public Works	5,950,693	
Health and Social Services	1,180,201	
Culture and Recreation	2,646,898	
Community Development	577,980	
Human Services	486,530	
Nondepartmental	600,901	
Debt Service	3,780,340	
Operating Transfers Out	<u>22,626,652</u>	
TOTAL	\$60,820,668	60,824,988

b. That the foregoing appropriation is based upon the following revenue for the fiscal year beginning July 1, 2019:

General Property Taxes	\$23,790,977	
Other Local Taxes	19,185,475	
Licenses, Permits & Fees	3,707,262	
Fines and Forfeitures	375,077	
Use of Money & Property	<del>322,738</del>	112,037
Intergovernmental Revenues	<del>7,758,284</del>	7,973,305
Charges for Current Services	2,577,996	
Miscellaneous	2,139,412	
Fund Balance/Reserves	<u>963,447</u>	
TOTAL	\$60,820,668	60,824,988

2. That this ordinance shall be effective upon approval on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable, John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Michael A. Cherry, Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable, John E. Piotrowski, Councilman: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable T. Gregory Kochuba, Mayor: \_\_\_\_\_.

---

City Clerk

Approved as to form:

---

City Attorney



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting

**MEETING DATE:** June 16, 2020

**ITEM:** Presentation of Quarterly Financial Report

**DEPARTMENT:** Finance

**PROPOSED ACTION:** Staff Presentation to City Council

**BACKGROUND:** Staff will provide a presentation of a special quarterly financial report for the period ended May 31, 2020, including projections to fiscal year end and analysis of anticipated revenue loss from Covid-19.

**BUDGET/FINANCIAL IMPACT:**

Funding for this item was:  included  not included in the current-year budget  N/A

**RECOMMENDATION:** N/A

**ATTACHMENTS:** May Financial Report

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

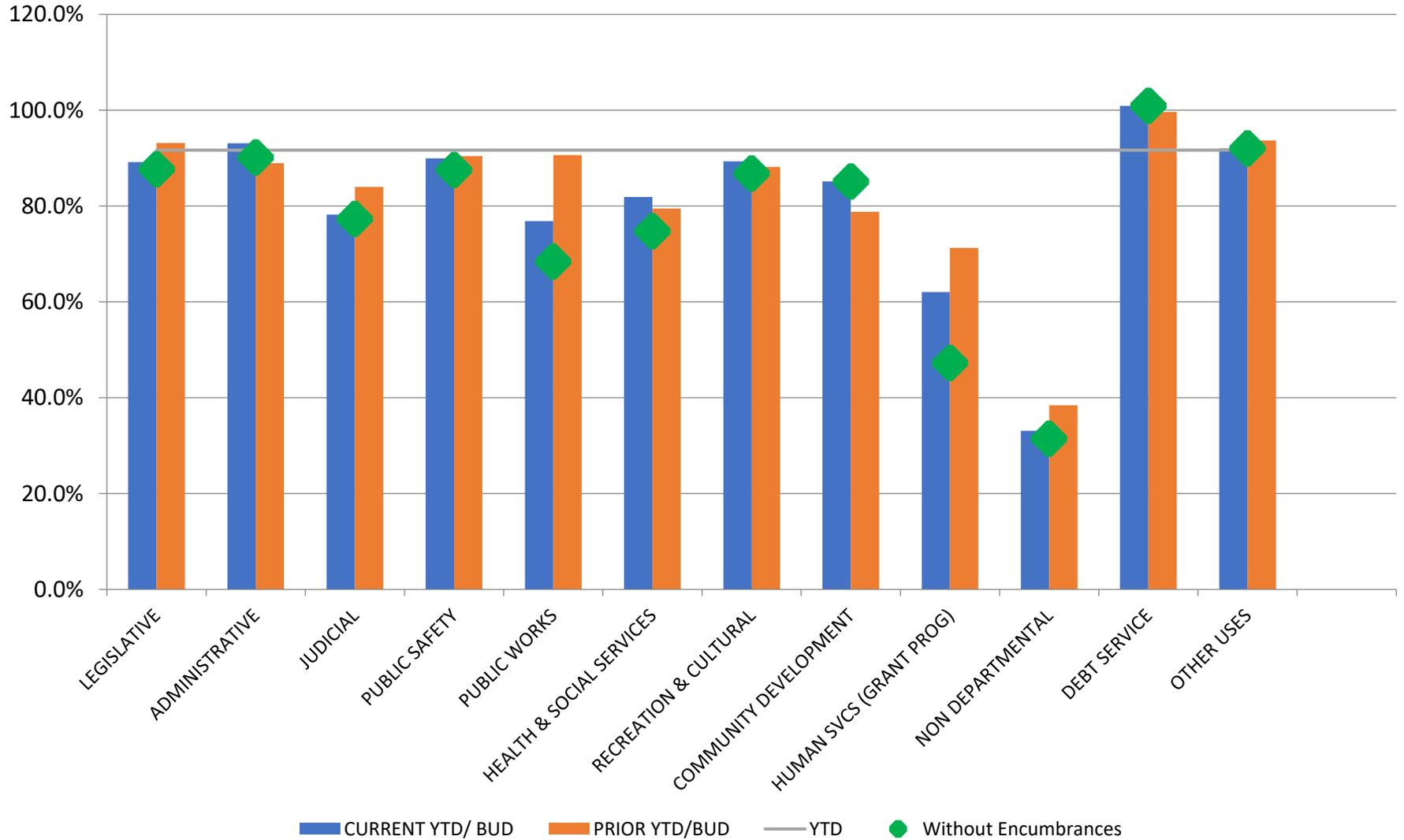
**City of Colonial Heights**  
**Quarterly Financial Report**  
**Revenue Collections FY2019-20 Through 5/31/20**

	1ST			MAY	YEAR TO DATE	AVAILABLE	CURRENT	PRIOR
FUND	SUBTOTAL	----- TITLE -----	BUDGET	RECEIPTS	RECEIPTS	BALANCE	YTD/ BUD	YTD/BUD
10	4100	GENERAL PROPERTY TAXES	23,790,977	8,361,272	21,428,059	2,362,918	90.1%	97.4%
10	4200	OTHER LOCAL TAXES	19,185,475	1,505,123	14,885,095	4,300,380	77.6%	82.1%
10	4300	LICENSE PERMITS & FEES	3,707,262	173,846	3,226,855	480,407	87.0%	104.2%
10	4400	FINES & FORFEITURES	375,077	19,041	221,717	153,360	59.1%	84.3%
10	4500	USE OF MONEY & PROPERTY	322,738	7,711	257,029	65,709	79.6%	152.2%
10	4600	INTERGOVERNMENTAL REVENUE	7,435,109	422,817	5,441,310	1,993,799	73.2%	70.2%
10	4700	CHARGES-CURRENT SERVICES	2,577,996	109,599	1,709,752	868,244	66.3%	67.9%
10	4800	MISCELLANEOUS	1,557,454	3,545	322,936	1,234,518	20.7%	25.7%
10	4900	NON-OPERATING INCOME	1,545,405	-	-	1,545,405	0.0%	0.0%
		<b>GENERAL FUND TOTAL</b>	<b>60,497,493</b>	<b>10,602,953</b>	<b>47,492,752</b>	<b>13,004,741</b>	<b>78.5%</b>	<b>86.3%</b>
25	4300	LICENSE PERMITS & FEES	31,250	-	-	31,250	0.0%	N/A
30	4600	INTERGOVERNMENTAL REVENUE	-	-	35,860	(35,860)	N/A	N/A
40	4700	CHARGES-CURRENT SERVICES	161,300	(2,946)	92,336	68,964	57.2%	84.0%
40	4800	MISCELLANEOUS	30,000	-	4,564	25,436	15.2%	0.0%
40	4900	NON-OPERATING INCOME	159,620	-	-	159,620	0.0%	0.0%
60	4500	USE OF MONEY & PROPERTY	-	4,641	142,979	(142,979)	N/A	0.0%
60	4600	INTERGOVERNMENTAL REVENUE	12,057,801	419,261	3,588,142	8,469,659	29.8%	7.9%
60	4800	MISCELLANEOUS	1,760,572	-	1,289,962	470,610	73.3%	94.6%
60	4900	NON-OPERATING INCOME	9,828,703	-	-	9,828,703	0.0%	0.0%
75	4700	CHARGES-CURRENT SERVICES	696,996	71,883	618,682	78,314	88.8%	80.9%
80	4700	CHARGES-CURRENT SERVICES	5,147,083	370,315	4,080,535	1,066,548	79.3%	81.1%
80	4800	MISCELLANEOUS	352,593	-	352,593	0	100.0%	39.9%
80	4900	NON-OPERATING INCOME	225,279	511	3,528	221,751	1.6%	1.9%
		<b>TOTAL, ALL REVENUE</b>	<b>90,948,690</b>	<b>11,466,618</b>	<b>57,701,933</b>	<b>33,246,757</b>	<b>63.4%</b>	<b>68.6%</b>

**City of Colonial Heights**  
**Quarterly Financial Report**  
**Expenditures FY2019-20 Through 5/31/20**

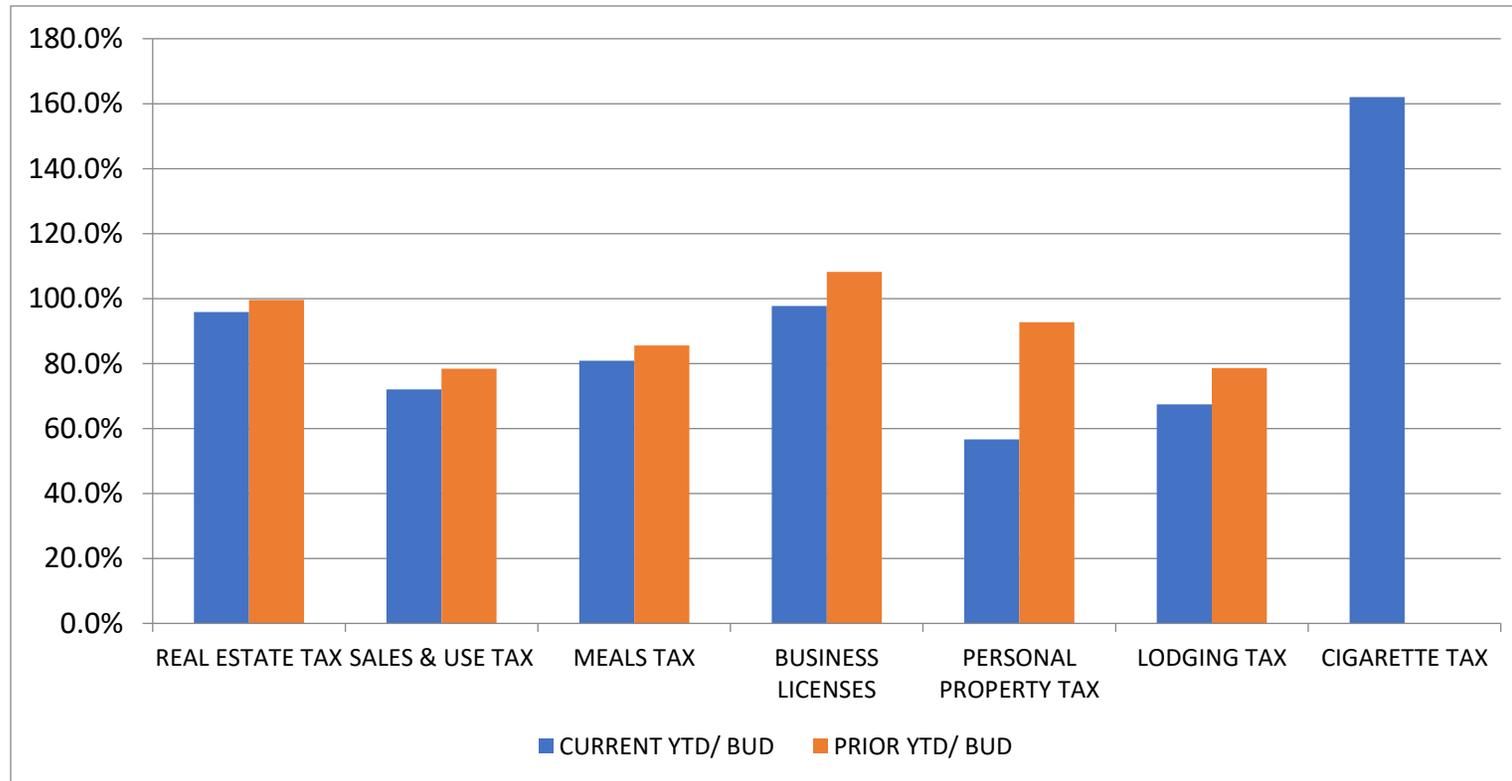
FD	DIV	----- TITLE -----	BUDGET	MAY EXPEND	ENCUMB OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	CURRENT YTD/ BUD	PRIOR YTD/BUD
10	101	LEGISLATIVE	202,001	13,622	2,997	177,177	21,827	89.2%	93.2%
10	105	ADMINISTRATIVE	4,423,583	255,067	129,761	3,988,028	305,794	93.1%	89.0%
10	135	JUDICIAL	5,879,750	314,647	53,030	4,546,609	1,280,112	78.2%	84.0%
10	140	PUBLIC SAFETY	12,141,964	835,907	293,030	10,628,795	1,220,140	90.0%	90.5%
10	145	PUBLIC WORKS	5,950,693	427,943	501,244	4,072,221	1,377,228	76.9%	90.7%
10	150	HEALTH & SOCIAL SERVICES	1,180,201	122,000	84,424	882,002	213,776	81.9%	79.5%
10	160	RECREATION & CULTURAL	2,646,898	175,194	66,859	2,297,809	282,230	89.3%	88.2%
10	175	COMMUNITY DEVELOPMENT	577,980	42,537	315	491,835	85,830	85.2%	78.8%
10	180	HUMAN SVCS (GRANT PROG)	486,530	8,637	72,016	229,895	184,619	62.1%	71.3%
10	190	NON DEPARTMENTAL	600,901	17,177	9,853	188,968	402,081	33.1%	38.4%
10	195	DEBT SERVICE	3,780,340	2,574,651	-	3,815,390	(35,050)	100.9%	99.7%
10	200	OTHER USES	22,626,652	1,797,200	-	20,829,447	1,797,205	92.1%	93.7%
<b>GENERAL FUND TOTAL</b>			<b>60,497,493</b>	<b>6,584,583</b>	<b>1,213,528</b>	<b>52,148,174</b>	<b>7,135,791</b>	<b>88.2%</b>	<b>90.6%</b>
25	250	ECON. DEV. AUTHORITY	31,250	-	-	5,500	25,750	17.6%	0.0%
30	300	EMERGENCY RESPONSE	-	27,478	54,835	31,568	(86,403)	N/A	N/A
40	420	RECREATION ACTIVITIES	350,920	2,230	591	272,249	78,080	77.7%	93.4%
60	601	GENERAL GOVERNMENT	7,336,917	44,540	4,861,878	1,187,861	1,287,179	82.5%	73.6%
60	610	RECREATIONAL FACILITIES	2,709,783	84,151	506,271	588,020	1,615,491	40.4%	64.8%
60	615	EDUCATIONAL FACILITIES	6,173	-	-	6,172	1	100.0%	104.6%
60	620	STREETS & BRIDGES	11,273,081	886,542	3,646,597	3,530,761	4,095,722	63.7%	54.5%
60	630	UTILITY IMPROVEMENT	1,815,742	-	57,429	-	1,758,313	3.2%	3.4%
60	650	STORMWATER PROJECTS	505,380	-	-	-	505,380	0.0%	0.0%
75	750	STORM WATER	696,996	148,762	75,352	487,895	133,749	80.8%	47.1%
80	810	UTILITIES	6,127,547	628,431	510,335	4,894,384	722,828	88.2%	91.5%
<b>TOTAL, ALL EXPENDITURES</b>			<b>91,351,282</b>	<b>8,406,716</b>	<b>10,926,816</b>	<b>63,152,584</b>	<b>17,271,881</b>	<b>81.1%</b>	<b>81.1%</b>

**City of Colonial Heights  
 Quarterly Financial Report  
 Expenditures as Percent of Budget  
 FY2019-20 Through 5/31/20**



**City of Colonial Heights  
Quarterly Financial Report  
Top Six Revenues Through 5/31/20  
(including Cigarette Taxes)**

FD	ACCT	----- TITLE -----	FY19 ACTUAL	FY 20 BUDGET	MAY RECEIPTS	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	CURRENT YTD/ BUD	PRIOR YTD/ BUD
10	4101	REAL ESTATE TAX	19,585,336	20,066,538	7,922,822	19,244,107	822,431	95.9%	99.6%
10	4203	SALES & USE TAX	8,171,187	8,257,414	622,804	5,946,297	2,311,117	72.0%	78.4%
10	4205	MEALS TAX	7,288,705	6,953,362	371,406	5,621,865	1,331,497	80.9%	85.5%
10	4301	BUSINESS LICENSES	3,148,433	2,920,442	85,962	2,854,566	65,876	97.7%	108.2%
10	4112	PERSONAL PROPERTY TAX	3,071,044	2,601,250	178,837	1,472,553	1,128,697	56.6%	92.8%
10	4207	LODGING TAX	1,235,791	1,280,483	25,390	863,092	417,391	67.4%	78.6%
10	4209	CIGARETTE TAX	134,345	460,000	6,660	745,249	(285,249)	162.0%	N/A



**City of Colonial Heights**  
**Quarterly Financial Report**  
**Cash and Investments as of 5/31/20**

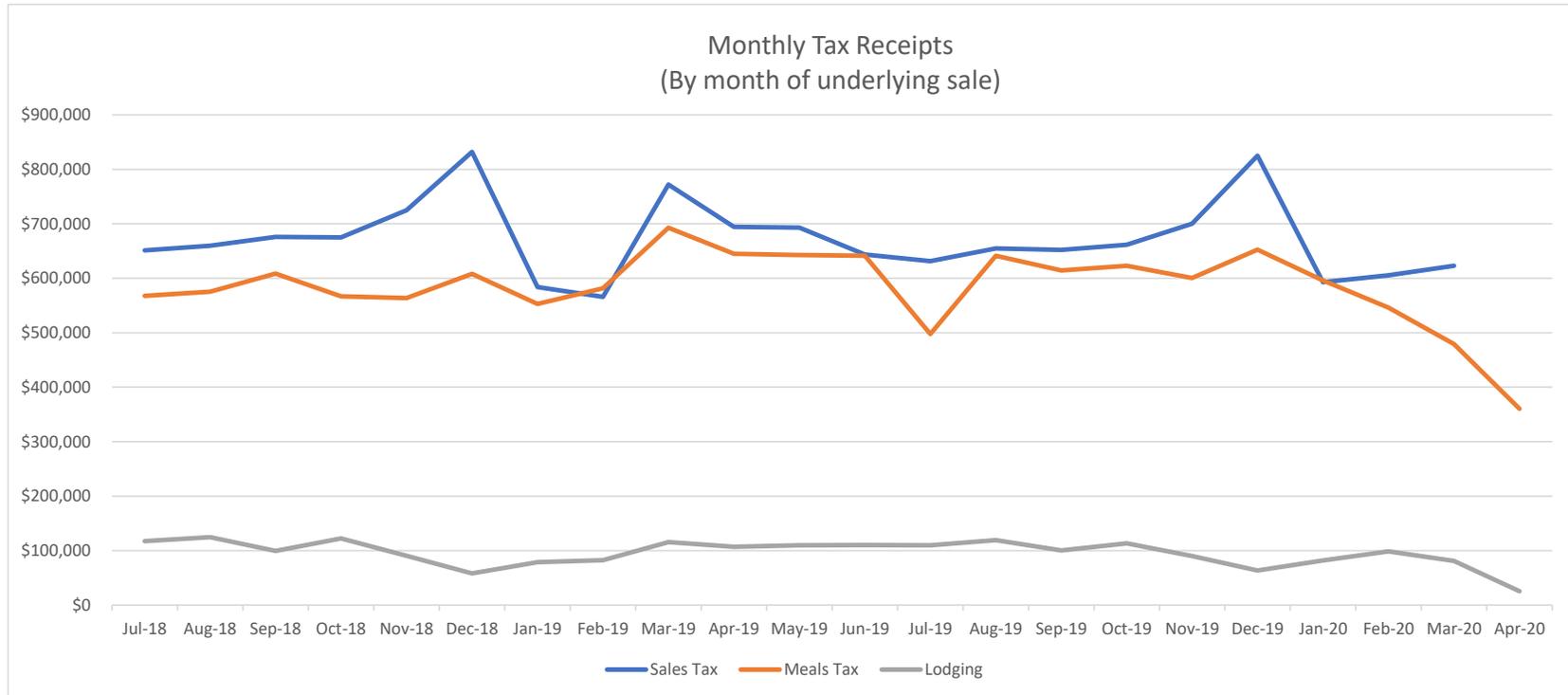
Truist Checking		\$ 2,326,117.41
Truist EDA		124,880.75
Truist EMS Deposit		570,547.04
LGIP		10,744,372.29
SNAP		8,194,668.76
2016 GO Bonds	4,543,406.51	
2018 Bond Proceeds	3,651,262.25	
Total Cash and Investments		<u><u>\$ 21,960,586.25</u></u>

**Sales, Meals and Lodging Tax Monthly Receipts  
FY2019 and FY2020 Year To Date  
By Month of Underlying Sale**

	July-18	August-18	September-18	October-18	November-18	December-18	January-19	February-19	March-19	April-19	May-19	June-19
Sales Tax	651,047	659,921	676,038	674,908	724,860	831,948	583,882	565,815	772,128	694,374	692,795	643,469
Meals Tax	567,559	575,536	608,699	566,599	563,686	607,999	552,728	581,810	692,714	644,872	642,606	641,322
Lodging Tax	117,449	124,606	99,529	122,293	90,337	58,125	78,914	82,305	115,513	107,197	109,842	110,313

	July-19	August-19	September-19	October-19	November-19	December-19	January-20	February-20	March-20	April-20
Sales Tax	631,592	654,920	652,136	661,359	700,242	824,925	592,871	605,380	622,804	
Meals Tax	497,617	641,181	614,225	622,962	600,388	652,550	595,976	546,313	479,248	360,333
Lodging Tax	109,835	119,213	100,109	113,307	89,946	63,379	81,941	98,423	80,919	25,390



## General Fund Estimated Year End Results of Operations

Revenue	Budget	Anticipated	Difference	Notes
Property Taxes	23,790,977	23,032,000	(758,977)	Collections in RE & PP
Other Local Taxes	19,185,475	16,262,000	(2,923,475)	Loss from COVID
Licenses & Permits	3,707,262	3,678,000	(29,262)	Loss in BPOL Collections
Fines & Forfeitures	375,077	272,000	(103,077)	Reduction in court fines
Use of Money & Property	322,738	113,000	(209,738)	Veh Rental Tax moved to IGR
Intergovernmental	7,243,100	7,446,000	202,900	Veh Rental Tax moved to IGR
Charges for Services	2,577,996	2,537,300	(40,696)	Loss in EMS Transport, other misc.
Miscellaneous	1,749,463	1,549,000	(200,463)	RRJA refund
Use of Fund Balance	1,545,405	-	(1,545,405)	Anticipated use of Fund Balance
	60,497,493	54,889,300		
<b>General Fund Revenue Shortfall</b>		<b>(5,608,193)</b>		
Non-COVID "shortfalls"				<b>Anticipated use of Fund Balance</b>
Use of Fund Balance		(1,545,405)		
RRJA Transfer		(200,000)		581,958 Original Appropriation, Transfer to CIP for:
				Holly Ave/ Jamestown 356,000
				Gateway Phase II 50,000
				Violet Bank 73,958
				City Hall HVAC 72,000
				911 Hardware Match 30,000
<b>COVID Shortfall</b>		<b>(3,862,788)</b>		
<b>Expenditures</b>				
Salary Savings		550,000		
Incarceration savings		550,000	539,946	Prior year encumbrances (incl. pavement pres)
Pavement Preservation		775,000	30,500	Shepherd Stadium Improvements
Existing Contingency		400,000	29,238	Asset Forfeiture balance for Police Vehicle
Reduction in Transfer to Schools		1,800,000	100,000	Reserves for Pumper equipment
Expenditure Hold		500,000	263,763	Conduit Road/ Pavement Preservation
CSA?		(200,000)		
			<u>1,545,405</u>	Appropriated use of fund balance
<b>Expenditure Savings</b>		<b>4,375,000</b>		



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting (Worksession)

**MEETING DATE:** June 16, 2020

**ITEM:** Public Safety Compression Adjustments

**DEPARTMENT:** City Manager

**PROPOSED ACTION:** Staff presentation for Council consideration

**BACKGROUND:** For the Police Department, Fire Department, Emergency Communication Center, and the Sheriff's Office, a methodology for recommended compression adjustments is included in the attached summary document. Staff will provide a presentation to City Council at the worksession.

**Funding for this item was**  **included**  **not included in the current-year budget**  **N/A**  
Funds for the proposed pay adjustments will be provided through the FY 21 Department Budgets, with year-end adjustments if needed.

**RECOMMENDATION:** Staff recommends approval to proceed with the proposed Compression Pay Adjustments effective July 1, 2020.

**ATTACHMENTS:** Public Safety Compression Adjustment Summary

- Staff will be making a detailed presentation on this agenda item at the meeting.**
- Staff will provide brief comments and answer questions on this item at the meeting.**
- This is a routine procedural item and no presentation is planned for the meeting.**

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

# Public Safety Compression Adjustments

The City Manager recommends the following Compression Pay Adjustments effective July 1, 2020:

## Police Department

- For Police Officers below supervisor level (\*Except as noted below):
- **Proposed base salary increase based on the following:**
  - Current new recruit officers: \$100
  - Years of service based salary increases based on July 1 (1/2 years of service rounded up) for officers with annual salary below \$51,000 (84 hour salary):
    - 1 year - \$500
    - 2 years - \$750
    - 3 years - \$1,000
    - 4 years - \$1,250
    - 5 + years - \$1,500
  - \*Note:** For officers with annual salary above \$51,000 (84 hour salary) and supervisors who were promoted after implementation of last year's pay study:
    - Base salary increase of \$500
- **Approximate Salary/Benefit Cost: \$34,000**

## Fire Department

- For Firefighters below supervisor level
- **Proposed base salary increase based on the following:**
  - Current new firefighter recruits: \$100
  - Years of service based salary increases based on July 1 (1/2 years of service rounded up) for firefighters with annual salary below \$51,000:
    - 1 year - \$500
    - 2 years - \$750
    - 3 years - \$1,000
    - 4 years - \$1,250
    - 5 + years - \$1,500
  - For firefighters (non-supervisors) with annual salary above \$51,000:
    - Base salary increase of \$500
- **Approximate Salary/Benefit Cost: \$31,000**

## Fire Department – Emergency Communications

- For Communications Officers below supervisor level
- **Proposed base salary increase based on the following:**
  - Recently hired Communications Officers: \$100
  - Years of service based salary increases based on July 1 (1/2 years of service rounded up) for Communications Officers with annual salary below \$40,000:
    - 1 year - \$500
    - 2 years - \$750
    - 3 years - \$1,000
    - 4 years - \$1,250
- **Approximate Salary/Benefit Cost: \$6,100**

## Sheriff's Office

- For full-time Deputy Sherriff staff below supervisor level (\*Except as noted below)
- **Proposed base salary increase based on the following:**
  - Years of service based salary increases based on July 1 (1/2 years of service rounded up):
    - 1 year - \$500
    - 2 years - \$750
    - 3 years - \$1,000
    - 4 years - \$1,250
    - 5 + years - \$1,500
  - \*Note: For previous Deputy Sheriff staff promoted since the last pay study (who did not receive a supervisor's percentage increase from the pay study) and Deputy Sheriff Staff with annual salary above \$42,000:
    - Base salary increase of \$500
- **Approximate Salary/Benefit Cost: \$8,000**



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting (Worksession)

**MEETING DATE:** June 16, 2020

**ITEM:** Discussion regarding the Tri-City Chili Peppers

**DEPARTMENT:** City Manager

**PROPOSED ACTION:** Staff discussion with City Council.

**BACKGROUND:** City Council previously approved an agreement with Collegiate Baseball Experience (CBE) to bring a Coastal Plain League baseball team to Shepherd Stadium. Unfortunately, due to the COVID-19 pandemic, the Tri-City Chili Peppers have canceled the 2020 season. At the worksession, staff will discuss with City Council the concept of revising the CBE agreement to include amending the years of the agreement due to the COVID-19 impact.

**BUDGET/FINANCIAL IMPACT:**

Funding for this item was  included  not included in the current-year budget  N/A

**RECOMMENDATION:** Staff recommends Council support for revising the CBE agreement due to the COVID-19 impact.

**ATTACHMENTS:** Current CBE Agreement.

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*

THIS LEASE AGREEMENT, (hereinafter "Lease") is made and entered into this 28<sup>th</sup> day of August, 2019, by and between the City of Colonial Heights, Virginia (hereinafter "City"), P.O. Box 3401, Colonial Heights, Virginia 23834, and Collegiate Baseball Experience (hereinafter "CBE"), a Virginia Corporation, 2300 Oak Lake Blvd., Midlothian, VA 23112.

WITNESSETH:

WHEREAS, the City owns certain real property in Colonial Heights, Virginia, locally known as Shepherd Stadium (hereinafter "Stadium") and located at 901 Meridian Avenue, Colonial Heights, Virginia, 23834; and

WHEREAS, CBE desires to operate a Coastal Plain League (hereinafter "CPL") franchise baseball team in Colonial Heights, Virginia and desires to lease the Stadium from the City; and

WHEREAS, the City and CBE desire to provide the citizens of Colonial Heights and surrounding localities the opportunity to attend and view summer baseball; and

WHEREAS, the City and CBE agree that it is their desire to reduce to writing their agreement relating to their respective rights and duties with respect to the Stadium, as provided herein;

NOW, THEREFORE, in consideration of the terms and conditions expressed herein and other good and valuable consideration, the parties agree as follows:

1. Term. The initial term of this Lease shall run from September 1, 2019 through August 31, 2022. CBE and the City shall have the right to extend and renegotiate the terms of this Lease for additional years, if either party gives the other at least six months written notice prior to the expiration of the initial term.
2. Purpose. CBE commits to operate a summer collegiate baseball team as a member of the CPL, which shall play all of its home games at the Stadium for the term of the agreement unless the City and CBE agree in writing to an alternative location.
3. Use of Stadium. Each year the team shall play at the Stadium approximately 26 regular season CPL games, any CPL post-season home playoff games, and up to five special events – such as a team naming event, fan appreciation nights, and sports' camps. CBE shall provide the City with a list of CBE's proposed scheduled games and events at the Stadium, which shall be subject to the City's approval. The City shall continue to schedule events at the Stadium, at its discretion, that do not interfere with the schedule for CBE games and events. CBE shall have the exclusive right to use those portions of the Stadium that are needed to operate CBE scheduled games, practices, and events, to include concession stand, City-owned concession equipment, press box, locker rooms, public address system, field lights, scoreboard, and reasonable access and use of a designated area of the Recreation & Parks Department office. It is expressly agreed and understood that during those times not specifically scheduled for CBE games, practices and sponsored events, the Stadium shall be open and available for use for other games and activities by the City.

4. Rental Payment. CBE shall pay the City \$11,000 for the first year of this Lease and payments of \$25,000 per year for the Leases' second and third years, according to the following schedule:

First Year – September 1, 2019 to August 31, 2020	\$5,500 payment due on October 1, 2019	\$5,500 payment due on April 1, 2020
Second Year – September 1, 2020 to August 31, 2021	\$12,500 payment due on October 1, 2020	\$12,500 payment due on April 1, 2021
Third Year – September 1, 2021 to August 31, 2022	\$12,500 payment due on October 1, 2021	\$12,500 payment due on April 1, 2022

Such fees shall offset a portion of planned capital improvements for the 2020 CPL season and three years of facility operation costs (field preparation, materials, labor, light and power, etc.).

5. Maintenance Responsibilities. CBE shall, during and following CBE events and at its expense, keep the interior of the Stadium, the exterior of the Stadium between the Stadium and the public streets immediately bordering the Stadium, and City parking lots designated by City for game day parking, in a neat, clean, safe, and sanitary condition, including but not limited to the removal of all waste and litter. The City shall provide for dumpster access for use by CBE. The City shall provide any reasonable equipment, materials, or supplies necessary for the maintenance. The City is responsible for providing CBE pregame field preparation and regular field and facility maintenance. The City shall provide minimal necessary and identified locker room and umpire area upgrades prior to the 2020 season, and assist CBE on game and other event days by making available for CBE's use items from the City inventory of event supplies, including but not limited to chairs, tables, and popup tents.
6. Capital Improvements. Prior to the start of the 2020 season, the City shall provide a dedicated sponsor wall (new wall for posting sponsors extending above a portion of the current outfield wall), outfield wall padding, heightened outfield and backstop netting, and relocated foul territory fencing. Other temporary facilities CBE desires for game and event operations are the sole responsibility of CBE. The City and CBE may mutually agree upon capital improvements for the Stadium and adjacent areas to be made during the initial Lease term. Any such agreed upon capital improvements during the initial lease shall be funded as the parties agree. CBE may provide other Stadium improvements at its own expense upon the City's approval.
7. Utilities. The City shall be responsible for all costs for water, sewer, and electricity services used under this Lease. CBE shall be responsible for any telephone, cable, and internet services used for its operations at the Stadium, which CBE may obtain separately or may be provided through City-paid services with reimbursement from CBE to the City at rates the parties mutually agree upon.
8. Staffing. CBE shall be responsible for all operations to conduct CBE games and other approved events. CBE, at its sole expense, shall be responsible for staffing of the Stadium, parking lot, in-game baseball field maintenance operations, and related facilities for CBE games and events. CBE shall hire at least one part-time employee who is a current Colonial Heights Department of

Recreation & Parks fulltime employee, and who is experienced in facilities maintenance to assist with game operations. Installation and removal of a City-provided tarp if there is rain shall be the responsibility of CBE.

9. Security. CBE shall provide and pay for adequate staffing to accommodate its patrons, and it shall pay for at least three off-duty Colonial Heights Police Department (CHPD) officers during its use of the Stadium for CPL home games. Based on Stadium attendance for CPL home games, the City may determine that more or less than three off-duty CHPD officers are needed at CPL home games and CBE shall pay for the number of off-duty CHPD officers required by the City. CBE shall pay for off-duty CHPD officers at other CBE events as required by the City. CBE shall provide sufficient staff and personnel to ensure, to the maximum extent practical, that good behavior is maintained and the public's safety is protected at all of its events. CHPD off-duty officers shall be on duty at the Stadium a minimum of one hour before the event and shall remain until at least 30 minutes after the conclusion of the event, or until the parking lot is cleared of substantially all vehicles.
10. Licenses and Taxes. CBE is responsible for all applicable state and local licenses, taxes, and permits, including building permits if CBE undertakes any City-approved capital improvements at the Stadium.
11. Damages. CBE agrees to pay the City for any damages to the Stadium, or to its fixtures, appliances, furniture, lockers, or other appurtenances, caused by CBE or its agents or employees, the home or visiting team, or other invitees of CBE, with the exception of standard wear and tear, and any such payments from CBE to the City shall be in sufficient amounts to restore the damaged areas to the condition in existence immediately before the damages occurred.
12. Insurance. CBE shall maintain statutory workers compensation insurance during the term of this Lease covering all CBE employees and volunteers. Also, CBE shall maintain during the term of this Lease comprehensive commercial general liability insurance against claims for bodily injury of persons and damage to property occurring on or about the Stadium in any way relating to or arising out of CBE's use of the Stadium, with minimum combined single limits of \$1,000,000. The City shall be named as an additional insured on the general liability policy. CBE shall maintain during the life of this agreement liquor liability insurance with liability coverage of not less than \$1,000,000. The City shall be named as an additional insured on the liquor liability policy. CBE shall provide the City with certificates establishing that this section's requirements have been met as a condition to CBE's right to use the Stadium under this Lease. All required insurance coverages shall require the insurance company to provide the City with notice of any policy's cancellation.
13. Indemnification and Hold Harmless. CBE shall exercise its privileges under this Lease at its own risk. CBE shall indemnify and hold the City harmless from and against any and all liability for damages, costs, and losses, resulting from or in any way connected with CBE's occupation or use of the Stadium, the occupation or use of CBE's invitees or guests, or CBE's failure of CBE to

perform fully all promises contained in this Lease. The City shall not be liable to CBE if a third party disturbs CBE's occupation or use of the premises under this Lease. It is expressly agreed that CBE shall be liable for any personal injuries or property damage caused by batted balls during CBE events.

14. Ticket Sales. CBE shall have the exclusive right to set ticket prices for admission to all of its events, including CPL home games; and CBE shall be entitled to receive and retain all gross revenues for ticket sales.
15. Concessions and Merchandise. CBE shall be permitted to sell concessions and team merchandise inside the Stadium at CBE events and to retain all gross revenues from the sales. Concessions shall be defined as food, non-alcoholic beverages, and subject to Section 16 of this Lease, beer and wine. Team merchandise and concessions, with the exception of beer and wine, shall be sold in City-designated areas surrounding the stadium if the City grants approval. CBE is permitted to use City fixed concession stand equipment. CBE shall supply, at its own expense, all other equipment, fixtures, and supplies not available from the City and staff persons needed to sell concessions and merchandise at the Stadium. CBE shall be solely responsible for obtaining all necessary permits and licenses and remitting all required taxes for such sales. CBE and its employees and volunteers shall abide by all Health Department rules and regulations in the operation of CBE's food and beverage concessions.
16. Alcohol Sales. Subject to the limitations set forth in this section; applicable law; and the City of Colonial Heights Policy for Alcoholic Beverages on City Owned Property, CBE shall be permitted to sell beer and wine during CBE games and CBE events. However, beer and wine shall not be sold at any CBE youth event, which is defined as an event dedicated specifically to youth age 17 and under. If an event not sponsored by CBE occurs earlier on the same day as a CBE sponsored event, CBE shall only sell beer and wine, post signage for beer and wine sale, and have beer or wine at the Stadium only after the non-CBE sponsored event has ended. Beer and wine shall be sold inside the Stadium at a separate kiosk from the concession stand. The beer and wine kiosk shall be operated by an adult of 21 years of age or older. Beer and wine shall be served in cups or cans, and bottles are prohibited. Each adult must present a valid ID to purchase beer or wine as required by Virginia law. All beer and wine sales shall cease at the end of the 7th inning for each game. All beer and wine shall be removed from the Stadium at the end of a CBE event. All signage regarding beer and wine sales shall be temporary in nature and removed at the end of each CBE event where beer and wine is sold. The City may revoke the authorization for CBE to sell beer and wine at the Stadium if there are reoccurring adverse incidents related to alcohol consumption. The City shall first attempt to meet with CBE to implement alternative solutions in order to avoid future issues. In the event the parties are unable to agree to an alternative solution or adverse incidents reoccur, the City may revoke the authorization with 10 days written notice to CBE.
17. Advertising and Promotion. CBE shall have the exclusive right to lease advertising space inside the Stadium on the outfield wall and sponsor wall, and subject to approval of the City, on or adjacent to the scoreboard or in other areas inside the stadium. Any advertising on public

property outside the Stadium shall be subject to City approval. CBE shall have the exclusive advertising rights to all programs and other print materials, to include scorecards and tickets. CBE shall have the exclusive radio and television broadcast rights for CBE games played at the Stadium. The City shall have the right to disapprove signs and advertising it considers objectionable and may require removal of, at CBE's expense, of objectionable signs and advertisements as well as signs the City considers in disrepair.

18. Notices. Any notice this Lease requires shall be in writing and be deemed given on the date of the mailing of such notice to the City or CBE, at the following address, by certified or registered mail, or electronic notification by email:

Collegiate Baseball Experience  
2600 Loch Gate Lane  
Powhatan, VA 23139  
Email: Chris@risebaseball.com

City of Colonial Heights  
c/o City Manager  
P.O. Box 3401  
Colonial Heights, VA 23834  
Email: smithd@colonialheightsva.gov

19. Termination. If either party breaches its obligations under this Lease, the other party may terminate this Lease by giving the breaching party at least 30 days' prior written notice. Such notice shall not result in termination if the breaching party cures that breach before the 30 day period elapses. The City shall also have the right to terminate this Lease, within 60 days of receiving notice that the CPL has disbanded or suspended operations or that CBE will not field a team at the Stadium during the coming season, by providing written notice that this Lease is terminated. This Lease may be terminated at any time by mutual written agreement of the Parties.
20. Condition of Stadium upon Termination or Expiration of Lease. Upon termination or expiration of this Lease, CBE shall remove from the Stadium any of the equipment or improvements funded solely by CBE, unless otherwise agreed to by the City; and CBE will restore the Stadium to its prior condition, reasonable wear and tear excepted, within 30 days of such termination or expiration. Any CBE equipment or improvements not removed by CBE within 30 days of the Lease's termination or expiration shall become City property.
21. Modification of Agreement. Any modification of this Lease shall be binding only if made in writing and executed by the parties.
22. Assignment or Sublease. CBE shall not assign or transfer this Lease or any interest herein, or sublet the whole or any part of the Stadium, without the City's prior written consent.

23. Controlling Law. This Lease shall be governed by, construed, and enforced in accordance with the laws of the State of Virginia.

24. Venue. Any litigation between the parties relating to this Lease shall be filed and tried in the appropriate state court in Colonial Heights, Virginia.

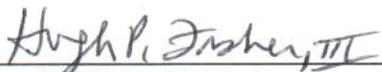
25. Entire Agreement. This Lease shall constitute the entire agreement between the City and CBE and any prior understanding or representation of any kind preceding the date of this Lease shall not be binding upon either party except to the extent incorporated in this Lease.

City of Colonial Heights

By:   
Douglas E. Smith

Title: City Manager

Approved as to form:

  
Hugh P. Fisher, III, City Attorney

Collegiate Baseball Experience

By: 

Title: MANAGING MEMBER

Attest: 

Title: Co-Owner



## Colonial Heights City Council Meeting Agenda Item Executive Summary

### City Council Meeting

**MEETING TYPE:** City Council Special Meeting (Worksession)

**MEETING DATE:** June 16, 2020

**ITEM:** Discussion Regarding July 4<sup>th</sup> Fireworks

**DEPARTMENT:** City Manager

**PROPOSED ACTION:** Further discussion with City Council.

**BACKGROUND:** Councilman Cherry requested the opportunity for further staff presentation (including Chief Faries) and Council discussion regarding the July 4<sup>th</sup> Fireworks.

**BUDGET/FINANCIAL IMPACT:**

**Funding for this item was:**  included  not included in the current-year budget  N/A

**RECOMMENDATION:** This item is for further discussion with staff and City Council.

**ATTACHMENTS:** N/A

- Staff will be making a detailed presentation on this agenda item at the meeting.
- Staff will provide brief comments and answer questions on this item at the meeting.
- This is a routine procedural item and no presentation is planned for the meeting.

*Councilmembers who have any detailed questions or would like to request additional information regarding this item are encouraged to contact the City Manager at their earliest convenience.*