



COMMUNITY DEVELOPMENT BLOCK GRANT

Fiscal Year 2019-2020

FIFTH PROGRAM YEAR

ANNUAL ACTION PLAN

CITY OF COLONIAL HEIGHTS, VIRGINIA

City of Colonial Heights

Department of Planning & Community Development

201 James Avenue

Colonial Heights, VA 23834

Submission Date: May 2019

Executive Summary

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

1. Introduction

As an entitlement community, the City of Colonial Heights receives annual grant allocations from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG). The CDBG program assists low- and moderate-income households to achieve on or more of the following goals: (1) provide decent, affordable housing; (2) create suitable living environments, and (3) expand economic opportunities.

In order to access these funds, the City must conduct a Consolidated Plan every 5 years. The Consolidated Plan identifies the scope of housing and community development needs in its jurisdiction and how available funding can be best used to meet those needs. The current Consolidated Plan is the FY2015-2019 Consolidated Plan.

This document, the Annual Action Plan, serves as an annual update and implementation plan to the Consolidated Plan. The Annual Action Plan outlines the activities the City will undertake this year to carry out the goals identified in the Consolidated Plan. This PY2019 Annual Action Plan corresponds to the fifth year of the FY2015-2019 Consolidated Plan. Fiscal year begins July 1, 2019 and ends June 30, 2020.

2. Summarize the objectives and outcomes identified in the Plan

As a result of the implementation of this plan, approximately nine (9) households will benefit from emergency home repairs. All households served will meet Goal #1: Preserve Existing Housing Stock. Households with elderly and/or disabled members are prioritized. All elderly and disabled households served will meet Goal #2: Improve accessibility of the elderly and disabled.

3. Evaluation of past performance

Since the inception of the CDBG program in 2005, the City has received **\$1,182,741.25** in CDBG funding and has been able to provide Emergency Home Repair Grants to 127 owner-occupied, low- to moderate-income households citywide and 13 administration activities, one for each year. In Program Year 2019-2020, the City will receive \$104,899 in CDBG funding and plan to complete 9 emergency home repairs by the close of the program year plus one activity for administration.

4. Summary of Citizen Participation Process and consultation process

Public input was sought through public hearings in accordance with the Citizen Participation Plan. Notification for the 30-day citizen comment period and public hearing on this Action Plan was published in The Progress Index on Friday, March 29, April 5, April 29 and May 6, 2019. Additionally, notification flyers were posted at City Hall, the Colonial Heights Public Library, and the Colonial Heights Senior Citizen Center. Notification was made at least 30 days prior to the hearing which will be held May 14, 2019. The 30-day citizen comment period began Friday, April 5, 2019 and ended May 14, 2019. During the citizen comment period, a draft of the Annual Action Plan will be available at the counter in the Planning Department. Additionally, a summary of the Annual Action Plan will be available online at the City's website (www.colonialheightsva.gov).

5. Summary of public comments

No comments were received during the public comment period or during the public hearing.

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

No comments were received to be accepted or not accepted.

7. Summary

The PY2019 CDBG entitlement for the City of Colonial Heights is \$104,899. Of this total, at least ninety-five percent (95%) of the total funds will be allocated to the Emergency Home Repair Program, which provides home repairs to LMI homeowners with housing problems citywide. Up to five percent (5%) of the remaining funds will be used by the City for program administration expenses.

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

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

Describe the agency/entity 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	Brandi Payne	Department of Planning and Community Development

Table 1 – Responsible Agencies

Narrative (optional)

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

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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Colonial Heights conducted extensive consultation with governmental agencies, City departments, nonprofit agencies, private entities, and citizens during the development of the 2015-2019 Consolidated Plan.

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))

During the development of the 2015-2019 Consolidated Plan, the City surveyed housing and social service providers, the City’s department heads, and Crater Area Coalition of Homelessness (CACH) to identify community needs and priority funding areas. Additionally, the Tri-Cities CDBG Administrators collaborated to identify needs.

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’ CDBG administrator is an active member of Crater Area Coalition of Homelessness (CACH). 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. A representative from the Chesterfield - Colonial Heights Department of Social Services serves on the CoC board.

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

The City does not receive or allocate ESG funds.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Project: HOMES
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Over one hundred agencies, groups, and organizations were consulted during the development of the 2015-2019 Consolidated Plan. Agencies are listed in the Consolidated Plan. Project: HOMES was consulted in the development of this Action Plan. Project: HOMES implements the Emergency Home Repair program for a number of municipalities in the Richmond metropolitan area and has significant insight on housing conditions within our locality and throughout the region.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	CARES, Inc.	The goals are consistent.
Petersburg Consolidated Plan	City of Petersburg	The goals are consistent.
Chesterfield County Consolidated Plan	Chesterfield County	The goals are consistent.
Hopewell Consolidated Plan	City of Hopewell	The goals are consistent.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Colonial Heights Capital Improvement Plan	Colonial Heights Planning and Community Development	The goals are consistent.
Colonial Heights Comprehensive Plan	Colonial Heights Planning and Community Development	The goals are consistent.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

Over one hundred agencies, groups, and organizations were consulted during the development of the 2015-2019 Consolidated Plan. Agencies are listed in the Consolidated Plan.

AP-12 Participation – 91.105, 91.200(c)

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

In accordance with the Citizen Participation Plan, at least two public hearings are conducted each year to obtain citizens' views and to respond to proposals and questions. One public hearing is conducted for the CAPER and the other public hearing is conducted for the Annual Action Plan. Additionally, a 30-day public comment period was held for both the CAPER and the Annual Action Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	Public Hearing was held Tuesday, May 14, 2019 to review all comments received during comment period and approve the PY2019 Action Plan. Public Hearing was held during a City Council meeting and therefore attendance reflects for both City Council and the Public Hearing. Eleven individuals signed the sign-in sheet, but even more individuals were in attendance.			
2	Public Comment Period	Non-targeted/broad community				

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

Funding for Program Year 2019 is \$104,899. As in previous years, a minimum of 95% of funding will be allocated to the Emergency Home Repair program and a maximum of 5% will be allocated to administration.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				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	\$104,899	0	0	\$104,899	0	The City does not have any program income or prior year resources.

Table 5 - 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:

- the Housing Choice Voucher program
- VHDC Weatherization Program
- Project: HOMES Ramp Program
- Rebuild Together Tri-Cities

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 Program Year 2019, 0% of the CDBG budget will be used for public facilities and improvements in the City of Colonial Heights.

Discussion

Funding for Program Year 2019 is \$104,899. As in previous years, a minimum of 95% of funding will be allocated to the Emergency Home Repair program and a maximum of 5% will be allocated to administration.

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
1	Preserve existing housing stock	2015	2019	Affordable Housing Non-Homeless Special Needs	VIOLET BANK FLORA HILL Shepherd Stadium	Elderly People with Disabilities Extremely Low Income Households Low Income Households (\$26,000 to \$49,00)	CDBG: \$104,899	Homeowner Housing Rehabilitated: 9 Household Housing Unit
2	Improve accessibility of the elderly and disabled	2015	2019	Non-Homeless Special Needs	VIOLET BANK FLORA HILL Shepherd Stadium	Elderly People with Disabilities	CDBG: \$104,899	Homeowner Housing Rehabilitated: 9 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Preserve existing housing stock
	Goal Description	
2	Goal Name	Improve accessibility of the elderly and disabled
	Goal Description	Not every household served may contain elderly and/or disabled members, but households with elderly and disabled members are prioritized for the Emergency Home Repair program.

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 91.215 (b):

The Emergency Home Repair Program will help maintain safe and decent affordable housing by provided necessary home repairs to eligible low- and moderate-income homeowners within the City. In FY2019, the City estimates 9 households will receive assistance from the Emergency Home Repair Program.

Projects

AP-35 Projects – 91.220(d)

Introduction

The City of Colonial Heights utilizes CDBG funding to implement one project, the Emergency Home Repair program.

Projects

#	Project Name
1	Colonial Heights 2019-20 Emergency Home Repair Program

Table 7 - Project Information

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

The allocation of funding is closely aligned with the top housing and community development needs identified in the needs assessment, housing market analysis, and aligned with what was heard from stakeholders and citizens who participated in the development of the Consolidated Plan.

AP-38 Project Summary

Project Summary Information

1	Project Name	Colonial Heights 2019-20 Emergency Home Repair Program
	Target Area	VIOLET BANK FLORA HILL Shepherd Stadium
	Goals Supported	Preserve existing housing stock Improve accessibility of the elderly and disabled
	Needs Addressed	Elderly People with Disabilities Extremely Low Income Households Low Income Households (\$26,000 to \$49,00)
	Funding	CDBG: \$104,899
	Description	Emergency home repair for owner-occupied low-to-moderate income households within the City of Colonial Heights.
	Target Date	06/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Eligible households are homeowners within single-family houses inside the City of Colonial Heights with a total household income that is at or below 80% AMI and that have not received benefits from the Emergency Home Repair program in the previous five years. In FY2019, an estimated 9 households will receive benefit from the Emergency Home Repair program.
	Location Description	The boundaries of the Emergency Home Repair program are the City of Colonial Height's boundaries. However, households within the Shepard Stadium and Violet Bank-Flora Hill neighborhoods will be prioritized.
	Planned Activities	Emergency home repair for owner-occupied housing within the City of Colonial Heights.

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.

The City of Colonial Heights contains five census tracts. According to the 2017 American Community Survey 5-Year Estimates, the City of Colonial Heights contains 17,582 people and has a median household income of \$50,952. The racial demographic composition for the City as a whole is 77.4% White, 13.3% Black, 3.8% Asian, 0.5% American Indian or Alaskan Native, 2.3% “some other race”, and 2.7% two or more races. Five percent (5.5%) of Colonial Heights residents are of Hispanic or Latino ethnicity.

The Shepard Stadium district is located in Census Tract 8304, which has a population of 2,580 residents. The median income of this Census Tract is \$41,645. The racial composition of Census Tract 8304 is 64.6.0% White, 26.6% Black, 2.9% Asian, 0% American Indian or Alaskan Native, 4.3% “some other race”, and 1.6% two or more races. The Hispanic and Latino ethnic composition is at 4.8%.

The Violet Bank – Flora Hill district is located within Census Tract 8305, which has a population of 4,298. The median income is \$40,536. The racial composition of Census Tract 8305 is 74.4% White, 16.3% Black, 4.4% Asian, 0.2% American Indian or Alaskan Native, 0.3% some other race, and 4.5% two or more races. The Hispanic and Latino ethnicity composition is 4.4% of the population.

Geographic Distribution

Target Area	Percentage of Funds
VIOLET BANK FLORA HILL	0
Shepherd Stadium	0

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The Emergency Home Repair program is available citywide to fairly provide all households exhibiting need an opportunity to access assistance. Households within the target areas are prioritized. The Violet-Bank and Flora Hill neighborhoods were selected as target areas due to the condition of the housing stock, number of building code violations, and concentration of low- to moderate-income households.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

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

Table 9 - One Year Goals for Affordable Housing by Support Requirement

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

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

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.

The City does not directly provide Section 8 Voucher. This is done through the Chesterfield/Colonial Heights Department of Social Services. As of April 2018, there are currently 58 vouchers within the City of Colonial Heights administered by the Chesterfield County – Colonial Heights Department of Social Services. This number does not represent all the vouchers in Colonial Heights. Other agencies, such as Central Virginia Resource Corporation, Richmond Redevelopment and Housing Authority, and other also administer housing vouchers that can be used in the City. Currently there are 361 names on the Chesterfield County – Colonial Heights DDS waiting list for housing vouchers. The waiting list remains closed and has not been open in over 10 years.

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

The Chesterfield – City of Colonial Heights DSS will continue the Housing Choice Voucher Program.

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

Not applicable. The City of Colonial Heights does not contain public housing.

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

The Housing Voucher program administered by the Chesterfield – Colonial Heights Department of Social Services is not designated as troubled.

Discussion

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, through the local Continuum of Care (CoC) network. Colonial Heights is part of Crater Area Coalition on Homelessness (CACH) and actively participates with the CACH, which meets monthly.

Crater Area Coalition of Homelessness conducted the Point-in-Time Count on January 24th, 2019 in Colonial Heights and counted 2 homeless people. The Point-in-Time Count conducted in the winter in the city has been 0 for the past few years.

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 to 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 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 Salvation Army. CARES is an emergency shelter for women and children. They serve the communities of Chesterfield, Colonial Heights, Dinwiddie, Hopewell, Petersburg and Prince George. The Salvation Army provides shelter and transitional services to help end homelessness.

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

recently homeless from becoming homeless again

The 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, which during calendar year 2016 included (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 ,The Salvation Army, City of Hopewell, Reflection family services, Samaritan Helping Hs, Home Inc., 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 is 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 45 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.

Discussion

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

Introduction:

The City conducted an Analysis of Impediments for the FY2015-2019 Consolidated Plan. The Analysis of Impediments identified the following barriers:

1. Unmet accessibility needs;
2. Sub-standard residential rental properties;
3. General Need for More Fair Housing Awareness;
4. High income levels and fees requested to rent housing;
5. Lack of minority owned housing;
6. Lack of available vacant land in Colonial Heights to build affordable housing.

The City of Colonial Heights works to address these identified impediments through a variety of programs and procedures. The following list highlights some of those actions.

- Residents who are in need of accessibility features and are not eligible for the Emergency Home Repair program are directed to Project: HOMES wheelchair ramp 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 I 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. All Emergency Home Repair recipients are informed of this tax exemption. Qualified persons must re-apply each year for the exemption between January and March 31.
- 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.
- The City distributes fair housing pamphlets at City Hall. Additionally, fair housing posters 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 City's Code Enforcement office patrols the city for external and visible property maintenance issues. A renter may submit a property maintenance complaint that permits of the Building Official to inspect the interior of the property regarding the complaints. If building code violations are found, the Building Official submits a violation to the property owner.
- Fair Housing information was added to the City's website in 2016.

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 is not aware of any local ordinances or policies which create unreasonable barriers to affordable housing. The City will continue to explore incentives 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.

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

Within the activities eligible for CDBG funding, obstacles to meeting underserved needs include an inadequate amount of CDBG funding and lack of awareness of services. These obstacles to meeting underserved needs will be addressed primarily through the cooperative implementation of this plan. 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.

Actions planned to address obstacles to meeting underserved needs

The 2015-2019 Consolidated Plan identified obstacles to meeting unserved needs including inadequate amount of CDBG funding and lack of awareness of the CDBG program.

In situations where CDBG funding is inadequate, the City will work with the resident to re-apply for funding in the next program year if eligible and connect the resident with other resources including Project: HOMES wheelchair ramp program.

In regards to lack of awareness for the CDBG program, the City employs a couple strategies to increase awareness. The City posts advertisement in the newspaper annually for recruitment; flyers are posted at City Hall, Senior Center, and the Public Library, and the CDBG program is advertised in the newspaper annually.

Above all, the City's Department of Planning and Community Development will continue to work closely with other City departments, Chesterfield – Colonial Heights Social Services, local partners, and neighborhood residents. Part of the strength of Colonial Heights CDBG program is as a result of positive and effective working relationships.

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 I 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 95% of 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 in 2013. The flyer is currently distributed at the Planning & Building Inspection office.

Actions planned to reduce lead-based paint hazards

Lead paint screening is done by both the School Department and the Colonial Heights branch of the Virginia Department of Health. Colonial Heights is not considered a high risk locality for lead paint.

For the CDBG Home Repair Program, lead-based paint testing or lead paint risk assessment, as well as safe work practices, will be performed for all pre-1978 homes if above the de minimis paint surfaces will be disturbed by the work performed under the program.

Actions planned to reduce the number of poverty-level families

The antipoverty strategy for program year 2019 will not change from what has been used in previous CDBG program years. The antipoverty 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 Section 8 Voucher program. This is done through the Chesterfield/Colonial Heights Department of Social Services. The Chesterfield County - Colonial Heights Department of Social Services waiting list for housing vouchers has been frozen for over 10 years. There are currently 361 names on the waiting list.

Actions planned to develop institutional structure

The City of Colonial Heights's Five Year plan will be carried out through 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.

Project: HOMES, Inc., a not-for-profit organization 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 need for repair 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 that relevant code violations, where present have been alleviated.

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

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

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 more than 100 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 bi-monthly 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:

While there is always room for improvement, strong partnerships exist between public, private, nonprofit and institutional groups in Colonial Heights and the other CDBG programs administrators for the localities in the Richmond area, especially with those in the Tri-Cities and Chesterfield. These relationships, which are developed, facilitated and maintained through regular contact, are a primary strength of Colonial Heights' CDBG program, and ensure consistent implementation of the Annual Plan.

Program Specific Requirements

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

Introduction:

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
Total Program Income:	0

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%

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. First time applicants, persons who are elderly or disabled, and to those needing repairs that threaten the safety or well-being of the household members are given priority. Target Areas were selected based on income. Priorities are based on the needs assessment.

**City of Colonial Heights, Virginia
PY2019 ANNUAL ACTION PLAN**

Appendix

- A. SF-424 and Certifications
- B. Resolution
- C. Advertisement Documentation
- D. Public Hearing Documentation
- E. Citizen Participation Plan
- F. Program Design

APPENDIX A

SF-424 & Certifications

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
---	---	--

* 3. Date Received: _____	4. Applicant Identifier: _____
-------------------------------------	--

5a. Federal Entity Identifier: _____	5b. Federal Award Identifier: B-17-MC-51-0011
--	---

State Use Only:

6. Date Received by State: _____	7. State Application Identifier: _____
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: City of Colonial Heights	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 54-6001228	* c. Organizational DUNS: 0100438830000

d. Address:

* Street1:	201 James Avenue
Street2:	_____
* City:	Colonial Heights
County/Parish:	_____
* State:	VA: Virginia
Province:	_____
* Country:	USA: UNITED STATES
* Zip / Postal Code:	23834-9001

e. Organizational Unit:

Department Name: Planning & Community Developme	Division Name: _____
---	--------------------------------

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms.	* First Name: Brandi
Middle Name: N.	_____
* Last Name: Payne	_____
Suffix:	_____

Title: Asst. Director of Planning & Comm Dev.
--

Organizational Affiliation: _____

* Telephone Number: (804) 324-5496	Fax Number: _____
---	--------------------------

* Email: payneb@colonialheightsva.gov
--

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Department of Housing & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

CDBG Program - Entitlement Grant

*** 12. Funding Opportunity Number:**

N/A

* Title:

N/A

13. Competition Identification Number:

N/A

Title:

N/A

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

CDBG funds will be used to administer and implement the Emergency Home Repair program for scatter-site owner-occupied single family housing. Funding contingent upon approval of the Federal Budget.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="104,899.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="104,899.00"/>

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative:

Douglas E. Smith

* Date Signed:

ASSURANCES - CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE City Manager
APPLICANT ORGANIZATION City of Colonial Heights	DATE SUBMITTED 05/18/2019

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

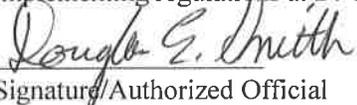
Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

 5/15/19
Signature/Authorized Official Date

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2019 , 2020 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.

Douglas E. Smith 5/15/19
Signature/Authorized Official Date

City Manager
Title

**OPTIONAL CERTIFICATION
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Douglas Edmille 5/15/19
Signature/Authorized Official Date

City Manager
Title

APPENDIX B

Resolution

A RESOLUTION NO. 19-27

Adopting the City of Colonial Heights Housing and Community Development Annual Action Plan and Budget for 2019-2020.

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 a Yearly Action Plan for Housing and Community Development in order to receive this federal funding; and

WHEREAS, the City of Colonial Heights has conducted a public hearing on the 2019-2020 Annual Action Plan 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. That City Council hereby adopts the City of Colonial Heights Housing and Community Development Annual Action Plan and Budget for 2019-2020 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 PY2019:

<u>Budget Category</u>	<u>Estimated Amount</u>
Emergency Home Repair Program (95%)	\$99,654.05
Administrative Costs (5%)	<u>\$ 5,244.95</u>
Total CDBG funds	<u>\$104,899</u>

2. That Douglas Smith, City Manager, is hereby designated the agent on behalf of the City of Colonial Heights to execute said Action Plan, and the Clerk is hereby directed to attest his signature and affix the official seal hereto.

3. That Douglas Smith, as the designated agent for the City of Colonial Heights, is hereby authorized to approve amendments to such Action Plan HUD requires.

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

Approved:



Mayor

Attest:



City Clerk

I certify that the above resolution was:

Adopted on May 14, 2019

Ayes: 7 Nays: 0 Absent: 0 Abstain: 0

The Honorable Michael A. Cherry, Councilman: Aye

The Honorable Kenneth B. Frenier, Councilman: Aye

The Honorable W. Joe Green, Jr., Councilman: Aye

The Honorable John E. Piotrowski, Councilman: Aye

The Honorable John T. Wood, Councilman: Aye

The Honorable Elizabeth G. Luck, Vice Mayor: Aye

The Honorable T. Gregory Kochuba, Mayor: Aye

Pamela B. Wallace
City Clerk

Approved as to form:

Hyun P. Foster, III
City Attorney

I, Pamela B. Wallace, City Clerk, attest this is a certified copy of Resolution No. 19-27 adopted by the Colonial Heights City Council and signed May 14, 2019.

Pamela B. Wallace
Pamela B. Wallace, CMC

APPENDIX C

Advertisement Documentation

Order Receipt

Progress-Index

1

15 Franklin Street
Petersburg, VA 23803

Phone: 804-732-3456

Fax: 804-861-9452

URL: www.progress-index.com

CITY OF COLONIAL HEIGHTS
PO BOX 3401
COLONIAL HEIGHTS, VA 23834

Acct #: 00023492

Phone: (804)524-8749

Date: 03/27/2019

Ad #: 00422913

Salesperson: ppi812 Ad Taker: ppi812

Class: 51010

Sort Line: NOTICE OF PUBLIC HEARING CITY

Ad Notes: Legal Notice submitted for publication by Jeri-Ann Tomlin

Description	Start	Stop	Ins.	Cost/Day	Amount
PIAF PI Affidavit					18.00
VP1010 Progress-Index	03/29/2019	04/05/2019	2	248.23	496.46

Ad Text:

PUBLIC NOTICE

Community Development Block Grant Program

Public Hearing & Citizen Comment Period
PY2019 Annual Action Plan

The PY2019 Annual Action Plan serves as the annual update and implementation plan to the Consolidated Plan. The Action Plan outlines the proposed activities and budget the City will undertake this year to carry out the goals identified in the Consolidated Plan.

Payment Reference:

Total: 514.46

Tax: 0.00

Net: 514.46

Prepaid: 0.00

Total Due 514.46

Order Receipt

Progress-Index

1

15 Franklin Street
Petersburg, VA 23803

Phone: 804-732-3456

Fax: 804-861-9452

URL: www.progress-index.com

CITY OF COLONIAL HEIGHTS
PO BOX 3401
COLONIAL HEIGHTS, VA 23834

Acct #: 00023492
Phone: (804)524-8749
Date: 04/26/2019
Ad #: 00428903
Salesperson: ppi807 Ad Taker: ppi807

Class: 51010

Ad Notes:

Sort Line: PUBLIC NOTICE Community Devel

Description	Start	Stop	Ins.	Cost/Day	Amount
PIAF PI Affidavit					18.00
VP1010 Progress-Index	04/29/2019	05/06/2019	2	238.59	477.18

Ad Text:

PUBLIC NOTICE

Community Development Block Grant Program
Public Hearing & Citizen Comment Period
PY2019 Annual Action Plan
The PY2019 Annual Action Plan serves as the annual update and implementation plan to the Consolidated Plan. The Action Plan outlines the proposed activities and budget the City will undertake this year to carry out the goals identified in the Consolidated Plan.
Funding for Program Year 2019 is estimated to be around \$80,000.

Payment Reference:

Total:	495.18
Tax:	0.00
Net:	495.18
Prepaid:	0.00
Total Due	495.18

PUBLIC NOTICE

Community Development Block Grant Program

Public Hearing & Citizen Comment Period
PY2019 Annual Action Plan

The PY2019 Annual Action Plan serves as the annual update and implementation plan to the Consolidated Plan. The Action Plan outlines the proposed activities and budget the City will undertake this year to carry out the goals identified in the Consolidated Plan. Funding for Program Year 2019 is estimated to be around \$80,000. The funding levels are contingent upon approval of the Federal Budget for PY2019. As in previous years, 95% of funding will be allocated to the Emergency Home Repair program and 5% will be allocated to administration.

A public hearing will be held on Tuesday, May 14, 2019 at 7:00 PM in City Council Chambers located at 201 James Avenue, Colonial Heights, Virginia to consider the following:

- 1) Citizen comments on the PY2019 Annual Action Plan
- 2) Approval of the PY2019 Annual Action Plan

As a reminder the 30-day citizen comment period concludes on Tuesday, May 14, 2019.

During the comment period, a draft of the Action Plan is available at the City Hall Planning Department (201 James Ave, 1st Floor) and summary of the Plan will be posted on the City website (<http://www.colonialheightsva.gov/>). All citizens and stakeholders are encouraged to submit comments.

Comments or questions on the Annual Action Plan may be submitted by Tuesday, May 14, 2019 to:

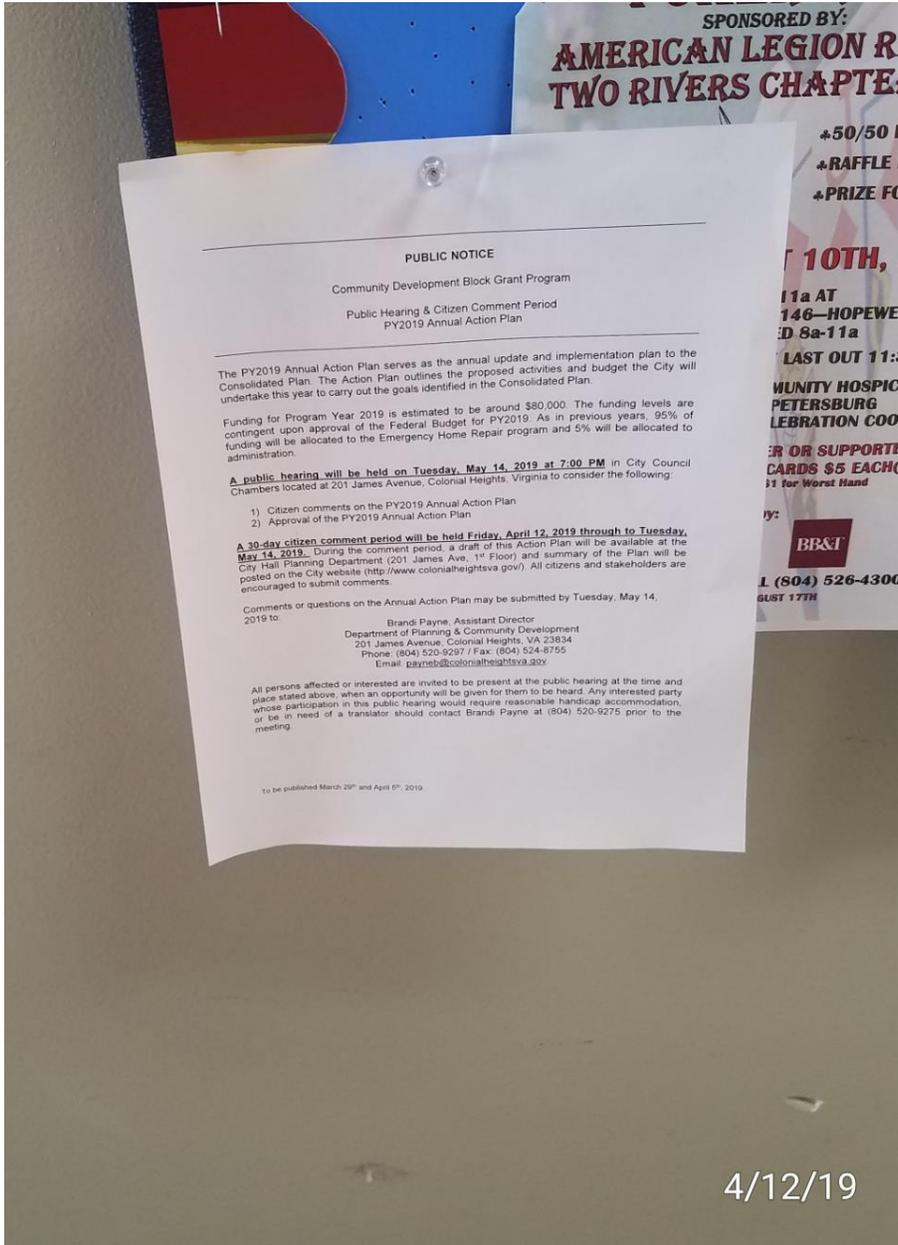
Brandi Payne, Assistant Director
Department of Planning & Community Development

201 James Avenue, Colonial Heights, VA 23834
Phone: (804) 520-9297 / Fax: (804) 524-8755

Email: payneb@colonialheightsva.gov

All persons affected or interested are invited to be present at the public hearing at the time and place stated above, when an opportunity will be given for them to be heard. Any interested party

whose participation in this public hearing would require reasonable handicap accommodation, or be in need of a translator should contact Brandi Payne at (804) 520-9275 prior to the meeting.



Senior Community Center: 157 Roanoke Ave



www.farmville.org
 434-392-8483
 77-888-8383
 www.honahouse.org
 434-292-1077
 8-819-2926
 4-392-8177
 www.honahouse.org
 434-566-667
 4-298-6106
 4-292-9054
 and families
 392-6627
 392-9019
 www.honahouse.org
 847-9055
 845-4072
 862-8002
 862-8002
 www.honahouse.org
 58-5380
 58-5380
 58-5344
 www.honahouse.org
 86-5480
 www.honahouse.org
 88-5636
 www.honahouse.org
 88-5636
 www.honahouse.org
 88-5636
 6-5700
 8-8200
 www.honahouse.org
 84999
 862-8002
 4080

PUBLIC NOTICE

Community Development Block Grant Program
Public Hearing & Citizen Comment Period
PY2019 Annual Action Plan

The PY2019 Annual Action Plan serves as the annual update and implementation plan to the Consolidated Plan. The Action Plan outlines the proposed activities and budget the City will undertake this year to carry out the goals identified in the Consolidated Plan.

Funding for Program Year 2019 is estimated to be around \$80,000. The funding levels are contingent upon approval of the Federal Budget for FY2019. As in previous years, 95% of funding will be allocated to the Emergency Home Repair program and 5% will be allocated to administration.

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- 1) Citizen comments on the PY2019 Annual Action Plan
- 2) Approval of the PY2019 Annual Action Plan

A 30-day citizen comment period will be held Friday, April 12, 2019 through to Tuesday, May 14, 2019. During the comment period, a draft of this Action Plan will be available at the City Hall Planning Department (201 James Ave, 1st Floor) and summary of the Plan will be posted on the City website (<http://www.colonialheightsva.gov/>). All citizens and stakeholders are encouraged to submit comments.

Comments or questions on the Annual Action Plan may be submitted by Tuesday, May 14, 2019 to:

Brandi Payne, Assistant Director
Department of Planning & Community Development
201 James Avenue, Colonial Heights, VA 23834
Phone: (804) 520-9297 / Fax: (804) 524-8755
Email: payneb@colonialheightsva.gov

All persons affected or interested are invited to be present at the public hearing at the time and place stated above, when an opportunity will be given for them to be heard. Any interested party whose participation in this public hearing would require reasonable handicap accommodation, or be in need of a translator should contact Brandi Payne at (804) 520-9275 prior to the meeting.

To be published March 29th and April 5th, 2019.



Vet
When: Thursday
Where: America
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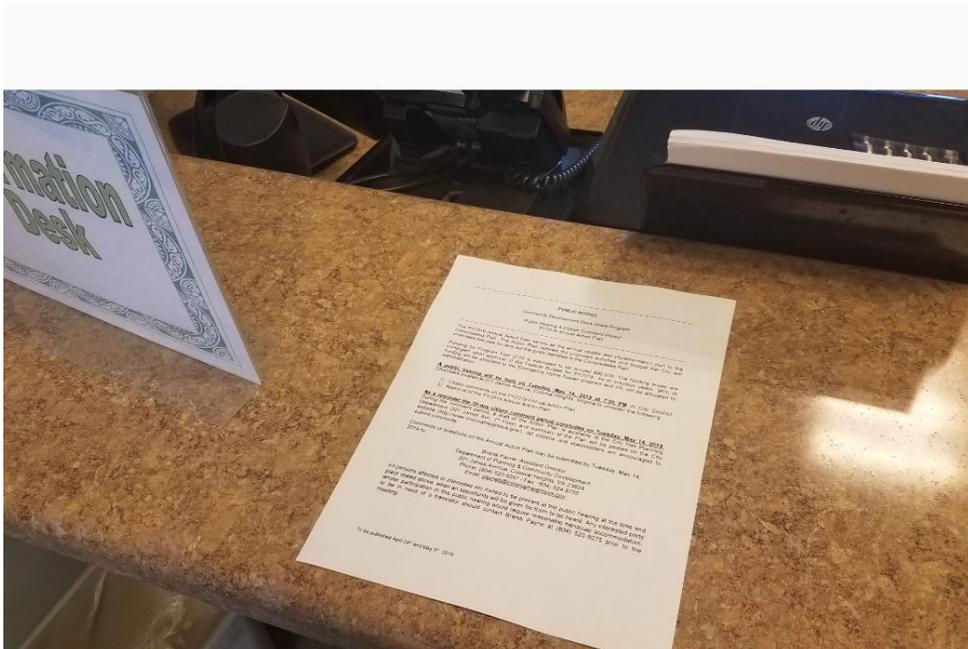
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4/12/19

Colonial Heights Library: 1000 Yacht Basin Dr



4/12/19

Colonial Heights City Hall: 201 James Ave

The screenshot shows a web browser window with the URL <https://www.colonialheightsva.gov/272/Emergency-Home-Repair>. The page features a dark blue sidebar on the left with a menu of navigation items. The main content area is white and contains the following sections:

- Boards & Commissions**
- Building Construction Codes & Guidelines**
- Building Permit Applications**
- Building Permit Fees Schedule**
- Colonial Heights Appomattox River Trail**
- Code Enforcement**
- Comprehensive Plan**
- Emergency Home Repair** (highlighted)
- Other Ordinances**
- Zoning Information**
- Property Maintenance - Tenant**
- Rental Inspection Program**
- Zoning & Other Permit Applications**
- Private Farmer's Market**
- Zoning & Other Permit Fees Schedule**

The main content area includes a breadcrumb trail: Home > Our Government > City Departments & Offices > Planning & Community Development > Emergency Home Repair.

Emergency Home Repair

Overview

The City of Colonial Heights is an entitlement community and has received Community Development Block Grant (CDBG) funds since 2005. Community Development Grant funds are issued to the City by Housing and Urban Development (HUD) to administer the Colonial Heights Emergency Home Repair Program. Each year the City must meet the objectives set out by the City's Consolidated Plan and yearly Action Plan to report how the funding was spent on the Consolidated Action Plan Evaluation Report (CAPER).

PY2019 Application - coming June 1, 2019

Plans and Reports

The current plans and reports are able to be viewed by selecting a link below:

- [Public Notice PY2019 Annual Action Plan & Program](#)
- [FY2016-17 Executive Summary for Annual Action Plan](#)
- [2015 Analysis of Impediments to Fair Housing Choice \(AI\)](#)
- [2015-2019 City of Colonial Heights Consolidated Plan](#)
- [2013-2014 Action Plan](#)
- [2015-2016 Consolidated Action Plan Evaluation Report \(CAPER\)](#)
- [2013-2014 Consolidated Action Plan Evaluation Report \(CAPER\)](#)
- [2014-2015 CDBG Action Plan Executive Summary](#)

Eligibility

For the Emergency Home Repair Program, a grant of up to \$8,000 is available for owner-occupied households to assist with specific home repairs or activities that eliminate conditions detrimental to the safety and health of the residents.

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

- faulty roofs,
- unsafe electrical, heating or plumbing systems,
- faulty porches and steps that present a safety risk, and
- lead-based paint testing

Ineligible activities consist of any unnecessary physical improvements, any repairs of a cosmetic nature, repairs to sheds, and repairs to garages or any structure not attached to the living unit.

The program is available citywide; however, priority will be given to households in the Violet Bank-Flora Hill and Shepherd Stadium



Colonial Heights Government Website: <https://www.colonialheightsva.gov/272/Emergency-Home-Repair>

The City Focus



Summer 2019

Official Newsletter for the City of Colonial Heights



in this *issue*

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www.colonialheightsva.gov

May 14	City Council Regular Meeting 7:00 pm - Council Chambers
May 21	City Council Special Meeting 6:00 pm - Council Chambers (<i>tentative</i>)
May 27	City Holiday - Memorial Day Government Offices Closed
June 4	Planning Commission 7:00 pm - Council Chambers
June 11	City Council Regular Meeting 7:00 pm - Council Chambers
June 18	City Council Special Meeting 6:00 pm - Council Chambers (<i>tentative</i>)
July 2	Planning Commission (<i>tentative</i>) 7:00 pm - Council Chambers
July 4	City Holiday - Independence Day Government Offices Closed
July 9	City Council Regular Meeting 7:00 pm - Council Chambers
July 16	City Council Special Meeting 6:00 pm - Council Chambers (<i>tentative</i>)
Aug 6	Planning Commission (<i>tentative</i>) 7:00 pm - Council Chambers
Aug 13	City Council Regular Meeting 7:00 pm - Council Chambers
Aug 20	City Council Special Meeting 6:00 pm - Council Chambers (<i>tentative</i>)
Sept 2	City Holiday - Labor Day Government Offices Closed

On the Cover.....

Members of the Quilts for Vets group put the finishing touches on one of their Quilts. Quilts produced by this group are given to American Legion Post 284 who distributes the quilts across the Commonwealth where there is a need. The group meets the last Tuesday of every month from 3:00pm-8:00pm at the Colonial Heights Senior Center. If you are interested in participating in or donating materials to the Quilts for Vets group please contact the Senior Center at (804)520-9220.

A special thank you to the American Legion Post 284 for their continued support of this program.

Applications for CDBG Home Repair due by June 28, 2019



The application period for Program Year 2019 of the City's CDBG Home Repair Program opens on Friday May 31st, 2019 and closes Friday June 28th, 2019. Applications will be available during the application period at the Planning Department located on the 1st floor of City Hall, 201 James Avenue.

In order to qualify, total household income must be below the HUD Income Limits. Applicants are ranked based on a number of factors including disability status, elderly status, children present in home, and location within a prioritized neighborhood. On average, the City is able to serve 5 to 7 households a year. Previous qualified applicants who were not served are encouraged to re-apply.

Eligible activities include but are not limited to addressing leaking roofs, leaking plumbing, unsafe electrical, lack of heating, and accessibility needs.

If you have any questions, do not hesitate to contact the Planning Office at (804) 520-9297. Please share this information with anyone who may be eligible and resides within the City.

"COPS IN THE COMMUNITY"

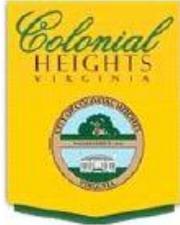
Members of the Colonial Heights Police Department want to meet you. Have you ever wanted to talk with a police officer about crime in your neighborhood, recruitment and volunteer opportunities, upcoming events and services that we provide, or you just simply want to introduce yourself? Well the time is now and we would love to meet and talk with you. During the month of May, members of your police department will be at area businesses to talk and/or just say hi. We hope that you will stop in by yourself or with the family and visit with us. Also while you are there, make a purchase from one of our great local businesses who are making this opportunity a possibility.



Date	Time	Location
May 20	7-8am	McDonalds (411 Southpark Circle)
May 20	6-7pm	Panera Bread (796 Southpark Blvd)
May 24	12-1pm	Cakes & Moore Bakery (2112 Blvd)
May 24	5-6pm	Arby's (107 Temple Lake Drive)
May 28	7-8am	Hardee's (1850 Boulevard)
May 28	6-7pm	Chick-Fil-A (661 Southpark Blvd)
May 31	9-10am	Dance's Sporting Goods (570 Southpark Blvd)
May 31	4-5pm	Chick-Fil-A (661 Southpark Blvd)

APPENDIX D

Public Hearing Documentation



COLONIAL HEIGHTS CITY COUNCIL AGENDA

REGULAR 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

DATE: May 14, 2019

TIME: 7:00 PM

1. Call To Order
2. Roll Call
3. Devotion - The Honorable T. Gregory Kochuba
4. Pledge Of Allegiance
5. Adoption Of Agenda
6. Declarations Of Personal Interest
7. Commendations And Presentations
 - A. Recognizing Debra M. Russell Upon Her Retirement From The City Of Colonial Heights
 - B. Citizens Government Academy
Recognizing The Program Participants In The Citizens Government Academy (Spring 2019).

Documents:

[EX SUMMARY CITIZENS GOVT ACADEMY GRADUATION.PDF](#)
 - C. New Employee Introductions
Introduction of New City Employees Hired By The Economic Development/Planning & Community Development Department, Recreation & Parks Department, and Fire & EMS Department.

Documents:

[EX SUMMARY NEW EMP INTRODUCTIONS.PDF](#)
 - D. A PROCLAMATION
Declaring May 2019 "Business Appreciation Month" in the City of Colonial Heights, Virginia

Documents:

[PROC.BUSINESSANDINDUSTRY2019.PDF](#)
8. 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.

9. Written Petitions And Communications
 - A. Mr. Haywood Gray, 219 Spring Drive - Address Council Regarding Parking Of Tractor Trailers In Residential Areas
10. Advertised Public Hearings
 - A. AN ORDINANCE NO 19-5
(*First Reading*) To grant a special use permit to Lewis and Christy Archileti to allow a 199-foot monopole tower with associated 50'x50' fenced compound on parcel identification number 07051500002, also known as Lot 2, Pearson, containing 88 ± acres and being zoned planned unit development.

Documents:

[EX SUMMARY ORD 19-5.PDF](#)
[PC RESO 19-3.PDF](#)
[SUP19-2_STAFFREPORT.PDF](#)
[ORD 19-5 APPLICANT VISUAL STUDY.PDF](#)
[ORD 19-5 APPLICANT SITE PLAN.PDF](#)
 - B. AN ORDINANCE NO 19-12
(*Second Reading*) Amending Chapter 258, Taxation, of the Colonial Heights City Code by adding an Article IX, Cigarette Tax, to such chapter.

Documents:

[EX SUM ORD NO 19-12.PDF](#)
[AN ORDINANCE NO 19-12.PDF](#)
 - C. AN ORDINANCE NO 19-14
(*First Reading*) Amending §§ 277-4.1 of City Code Chapter 277, Water, by increasing the charge for unauthorized use of water from \$25 to \$50.

Documents:

[EX SUMMARY ORD 19-14.PDF](#)
[AN ORDINANCE NO 19-14.PDF](#)
 - D. AN ORDINANCE NO 19-15
(*First Reading*) Approving a real property tax exemption for parcel identification number 6805000001A, which is owned by KHJ Colonial, LLC and has a street address of 880 West Roslyn Road (site of the Keystone Truck & Tractor Museum).

Documents:

[EX SUMMARY ORD 19-15.PDF](#)
[AN ORDINANCE NO 19-15.PDF](#)

E. A RESOLUTION NO 19-27
Council approval of PY2019 CDBG Annual Action Plan and Budget

Documents:

EX SUMMARY RESO 19-27.PDF
CDBG FUN ALLOCATION LETTER PY2019.PDF
DRAFT PY2019_20 ANNUAL ACTION PLAN.PDF
CDBG_PY19_ANNUALPLAN_PUBLICHEARING_PRES.PDF
A RESOLUTION NO 19-27.PDF

11. Hearing Of Citizens Generally On Non-Agenda Items

12. Consideration Of Uncontested Minutes, Ordinances, Resolutions, And Motions In Accordance With The Consent Agenda

A. AN ORDINANCE NO 19-6

(*Second Reading*) Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.20 for the tax year commencing January 1, 2019, and ending December 31, 2019; and providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.20 for the tax year commencing January 1, 2020, and ending December 31, 2020, for general municipal purposes.

Documents:

[AN ORDINANCE NO 19-6.PDF](#)

B. AN ORDINANCE NO 19-7

(*Second Reading*) Providing for a tax levy on all tangible personal property not either exempt from taxation or otherwise taxed, for the tax year ending December 31, 2019; and for the tax year commencing January 1, 2020, and ending December 31, 2020; for general municipal purposes.

Documents:

[AN ORDINANCE NO 19-7.PDF](#)

C. AN ORDINANCE NO 19-8

(*Second Reading*) Providing for a tax levy on motor vehicles owned by members of a volunteer rescue squad or volunteer fire department, and persons appointed to serve as auxiliary police officers for the tax year ending December 31, 2019; and for the tax year commencing January 1, 2020, and ending December 31, 2020, for general municipal purposes.

Documents:

[AN ORDINANCE NO 19-8.PDF](#)

D. AN ORDINANCE NO 19-9

(*Second Reading*) Providing for a personal property levy of one dollar (\$1.00) on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2019, and ending December 31, 2019; and providing for such levy on motor vehicles which are specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2020, and ending December 31, 2020, for general municipal purposes.

Documents:

[AN ORDINANCE NO 19-9.PDF](#)

E. AN ORDINANCE NO 19-10

(*Second Reading*) Providing for a tax levy of \$2.00 on each \$100 of assessed value on machinery and tools, tangible personal property used in a research and development business, certain energy generating equipment, personal property used in manufacturing, testing or operating satellites, and motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, for the tax year ending December 31, 2019; and for the tax year commencing January 1, 2020, and ending December 31, 2020; for general municipal purposes.

Documents:

[AN ORDINANCE NO 19-10.PDF](#)

F. AN ORDINANCE NO 19-11

(*Second Reading*) Establishing a tax rate pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia ("Personal Property Tax Relief") on all qualifying vehicles under the Chapter.

Documents:

[AN ORDINANCE NO 19-11.PDF](#)

G. AN ORDINANCE NO 19-13

(*Second Reading*) To adopt a revised General Pay Plan Class and Salary Range for Fiscal Year 2019-2020.

Documents:

EX SUMMARY PAY PLAN FY19-20.PDF
FY19-20 PAY PLAN 2.5 PERCENT.PDF
AN ORDINANCE NO 19-13.PDF

H. AN ORDINANCE NO 19-FIN-3

(*Second Reading*) To amend the General Fund Budget for the fiscal year beginning July 1, 2018, and ending June 30, 2019, to appropriate \$304,149 in funds from the Riverside Regional Jail Authority (RRJA) back to the RRJA in compliance with bond requirements.

To amend the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2018, and ending June 30, 2019, by appropriating \$398,150 in reimbursement funds from the South Central Wastewater Authority (SCWA) for emergency repairs of various sewer lines in the City and for completion of an infrastructure condition assessment and utility rate study.

Documents:

EX SUMMARY ORD 19-FIN-3.PDF
BUDGET AMENDMENT APR FY19.PDF
AN ORDINANCE NO 19-FIN-3.PDF

I. AN ORDINANCE NO 19-FIN-4

(*Second Reading*) Adopting the General Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the objects and purposes stated herein.

Documents:

AN ORDINANCE NO 19-FIN-4.PDF

- J. AN ORDINANCE NO 19-FIN-5
(*Second Reading*) Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, and approving such budget.

Documents:

AN ORDINANCE NO 19-FIN-5.PDF

- K. AN ORDINANCE NO 19-FIN-6
(*Second Reading*) Adopting the Recreation Activity Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the principal purposes stated.

Documents:

AN ORDINANCE NO 19-FIN-6.PDF

- L. AN ORDINANCE NO 19-FIN-7
(*Second Reading*) Adopting the Capital Projects Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the principal purposes stated.

Documents:

AN ORDINANCE NO 19-FIN-7.PDF

- M. AN ORDINANCE NO 19-FIN-8
(*Second Reading*) Adopting the Storm Water Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the principal purposes stated.

Documents:

AN ORDINANCE NO 19-FIN-8.PDF

- N. AN ORDINANCE NO 19-FIN-9
(*Second Reading*) Adopting the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the operating expenses stated.

Documents:

AN ORDINANCE NO 19-FIN-9.PDF

- O. AN ORDINANCE NO 19-FIN-10
(*Second Reading*) Adopting the Economic Development Authority Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, and appropriating the estimated revenues for the year for the operating expenditures stated.

Documents:

AN ORDINANCE NO 19-FIN-10.PDF

- P. March 19, 2019 Special Meeting Minutes

Documents:

03192019 SPECIAL MEETING MINUTES.PDF

- Q. April 9, 2019 Special Meeting Minutes

Documents:

04092019 SPECIAL MEETING MINUTESFINAL.PDF

- R. April 9, 2019 Regular Meeting Minutes

Documents:

04092019 REGULAR MEETING MINUTEFINAL.PDF

- S. April 16, 2019 Special Meeting Minutes

Documents:

04162019 SPECIAL MEETING MINUTESFINAL.PDF

- T. April 23, 2019 Special Meeting Minutes

Documents:

04232019 SPECIAL MEETING MINUTESFINAL.PDF

13. Introduction And Consideration Of Ordinances And Resolutions

- A. A RESOLUTION NO 19-26

Providing for representation on the Chesterfield-Colonial Heights Social Service Board.

Documents:

EX SUMMARY RESO 19-26.PDF

A RESOLUTION NO 19-26.PDF

14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda

- A. Approval Of The FY2019-2020 Operating Budget

Approval and adoption of the FY2019-2020 Operating Budget.

Documents:

EXECUTIVE SUMMARY BUDGET APPROVAL.PDF

FY19-20 FINAL BUDGET.PDF

15. Reports Of Officers And Documents Related Thereto

- A. City Manager

1. Pay Study Presentation

Documents:

EX SUM PAY STUDY - PRESENTATION.PDF

2. General Activity Report

Documents:

EX SUM CM ACTIVITY REPORT.PDF
DATES OF INTEREST-MAY 2019.PDF

B. City Attorney

C. Director Of Planning And Community Development

1. Department Of Planning And Community Development And Planning Commission
Summary

Documents:

EX SUM PLANNING SUMMARY.PDF

16. Adjournment

APPENDIX E

Citizen Participation Plan

PY2019 Citizen Participation Plan (CPP) and Consultation

City of Colonial Heights, Virginia

The City of Colonial Heights is required to adopt a Citizen Participation Plan (CPP) that sets forth the City's policies and procedures for citizen participation. These policies and procedures are as follows:

Encouragement of Citizen Participation:

The CPP must provide for and encourage citizens to participate in the development of the City's Consolidated Plan (Con Plan), the Action Plan, any substantial amendments to the Consolidated Plan, and a performance reports for each program year.

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

Citizen Comments on the Citizen Participation Plan and Amendments:

The City will provide citizens with a reasonable opportunity to comment on the original CPP and on substantial amendments. The City will make the CPP public. The City will make the CPP available in a format accessible to persons with disabilities, upon request.

Development of the Consolidated Plan:

The following minimum requirements will apply for the development of the City's Con Plan:

- Before the City adopts a Con 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) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income.
- The City will minimize displacement of persons and will assist any persons displaced if necessary. In the event that displacement is necessary, the city will make information available through public notice. Additional information will be available at the offices of the Department of Planning and Community Development
- The City will publish its proposed Con Plan in a manner that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents and to submit comments. Citizens will have an opportunity to review and comment on the proposed Con Plan and will be given a reasonable opportunity for examination of the Con Plan. A summary of the proposed Con Plan will be published on the City Website. Copies of the proposed Con Plan will be available at The Colonial Heights Library, the office of the Clerk of Council, and the Planning Office and Senior Center. The summary

and public notices will describe the contents and purpose of the Con Plan, and will include a list of the locations where copies of the entire proposed Con Plan may be examined. A reasonable number of free copies of the plan will be provided upon request.

Consultation:

When preparing the Con 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, homeless persons.

When preparing the portion of its Con 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.

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 problems and solutions that go beyond the city's jurisdictional boundaries.

Public Hearings

The City will conduct at least two public hearings per year to obtain citizens' views and to respond to proposals and questions. These hearings will be conducted at a minimum of two (2) 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. At least one of these hearings will be held before the proposed con plan is published for comment.

Adequate advance notice will be given to citizens of each hearing. Sufficient information will be published about the subject of the hearing to permit informed comment. Notices will be posted in City Hall, the public Library, the Senior Center

Public hearings will be held at times and locations convenient to potential and actual beneficiaries and with accommodations for persons with disabilities. The needs of Non-English speaking residents will be met where a significant number of non-English speaking residents can be reasonably expected to participate.

A period of not less than 30 days will be given to receive comments from citizens on the Con Plan. The City will consider any comments or views of citizens received in writing, or orally at the public hearings, in preparing the final Con Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final Con Plan.

Substantial Amendments:

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

- Makes a change in its allocation priorities or the method of distribution of CDBG funds
- Carries out an activity using funds from any program covered by the Con Plan (including program income) not previously described in the Action Plan
- Changes the purpose, scope, location or beneficiaries of an activity
- Changes in the use of CDBG funds from one eligible activity another

Citizens will be provided with reasonable notice (a published notice) and an opportunity to comment (not less than 30 days) on substantial amendments. The City will consider any comments or views of citizens received in writing, or orally at public hearings, if any, **in preparing the substantial amendment to the Con Plan.** A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the substantial amendment of the Con Plan.

Performance Reports:

Citizens will be provided with reasonable notice and an opportunity to comment on the City's Consolidated Annual Performance and Evaluation Report (CAPER). Reasonable notice and an opportunity to comment will be given (not less than 15 days) to receive comments on the CAPER prior to the City's submission to HUD. Any comments or views of citizens received in writing, or orally at public hearings will be considered in preparing the CAPER. A summary of these comments or views shall be attached to the CAPER.

Meetings:

Citizens will be provided with reasonable and timely access to local meetings. The Con Plan, substantial amendments, and the CAPER will be available to the public, including the availability of materials in a form accessible to persons with disabilities, upon request.

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 Con Plan and the City's use of CDBG assistance under the programs covered by this part during the preceding five years.

Technical Assistance:

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

Complaints:

The City's procedures to address complaints from citizens related to the Con Plan, amendments, and the CAPER area as follows:

- The City will provide a timely (within 15 working days of receipt), substantive written response to every written citizen complaint.

Use of Citizen Participation Plan and Responsibility:

The City will follow its current CPP until amended. The requirement for citizen participation does not restrict the responsibility or authority of the City for the development and execution of its Con Plan.

*****Required per 91.505

APPENDIX F
Program Design



CITY OF COLONIAL HEIGHTS EMERGENCY HOME REPAIR PROGRAM

Colonial Heights, Virginia
2019-2020 Program Year

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Attachments:

- A. Project Areas Map
- B. 24 CFR Part 5 Annual Income Inclusions
- C. 24 CFR Part 5 Annual Income Exclusions
- D. Programmatic Agreement with ACHP & DHR
- E. CDBG Home Repair Grant Application

SECTION 1: PROGRAM ADMINISTRATION

PROGRAM OBJECTIVE

The City of Colonial Heights Home Repair Program will provide home repair assistance to qualified residents, who are not financially able to resolve housing deficiencies which may render their homes unsafe.

It is hoped that this program will also help preserve the significant architectural heritage of Violet Bank-Flora Hill and Shepherd Stadium and serve as an impetus for additional home improvements and community investment.

PROGRAM GUIDELINES

Grants will be distributed based on eligibility, program distribution formulas and extent of need. All recipients must complete a home repair grant application. The application delineates eligible activities and conditions and includes a Fair Housing notice. Proof of ownership, proof of paid property taxes, exemption or to be making regular payments on the bill, IRS documents and/or evidence of other proof of income, banking information, and homeowner's insurance will be required. The verifications and other processes will be documented in each program participant's file and form part of the application package. Every applicant will be treated with fairness and consistency. The adopted program standards will apply equally to each program applicant. Homeowners who have received this grant in the past may reapply for assistance after 5 years work has been completed.

PROGRAM OPERATION

The Home Repair Program will be implemented as follows:

Project Manager

The Assistant Director of Planning & Community Development, with the City of Colonial Heights Department of Planning and Community Development, serves 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.

Project: Homes Inc.

Project: Homes, Inc., a not-for-profit organization 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.

Building Inspectors

The need for repair 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 that relevant code violations, where present have been alleviated.

Director of Planning and Community Development

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

Procurement Specialist

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

SECTION 2: ELIGIBILITY CRITERIA

ELIGIBLE AREAS

Although program assistance is available city-wide, the program targets two target areas: the Violet Bank-Flora Hill and Shepherd Stadium Planning Districts in the City of Colonial Heights, Virginia (see *Attachment A*).

Applicants within the targeted area are given priority when to apply for financial assistance for the Home Repair Program.

ELIGIBILITY FOR ASSISTANCE

The eligibility of an applicant shall be determined on the basis of the household's income. The grant applicant must own and occupy (a life estate is also acceptable) the property. In order to receive assistance the dwelling must be a year round residential unit. The program will not benefit moderate-income persons to the exclusion of low-income persons. Priority is given to owner-occupied single-family housing units occupied by low to moderate income seniors or persons with disabilities. Priority is also given if the property is in either the Violet Bank-Flora Hill or Shepherd Stadium Planning Districts.

A. INCOME ELIGIBILITY

An applicant must meet the following HUD income definition:

1. The gross household income for the current year cannot exceed 80 percent of the area median income by household size as issued annually by the U.S. Department of Housing and Urban Development (HUD), as listed below:

	One	Two	Three	Four	Five	Six	Seven	Eight
80%	\$48,400	\$55,300	\$62,200	\$69,100	\$74,650	\$80,200	\$85,700	\$91,250

PY2019 HUD Income Limits (Richmond MSA)

NOTE: Maximum Income limits will be revised annually as income levels are released by HUD.

Family sizes in excess of 8 persons are calculated by adding 8% of the four-person income limit for each additional family member. That is, a 9-person limit should be 140% of the 4-person limit; the 10-person limit should be 148%.

For the purpose of this program, gross household income is defined as all income from any source to any person residing in the applicant property. Income from wages, salaries, tips, alimony, investment income and interest, retirement, social security, SSL veteran's administration, public assistance such as unemployment compensation, welfare, aid-to-dependent children, and other sources of public assistance is included in total annual income.

Exclusions include income of children under 18 years of age, foster care payments, medical reimbursements, live in aid, scholarships, hostile fire pay, training payments, disabled PASS, and gifts.

2. Financial assets including (but not limited to) checking and savings accounts, will be verified. The HUD passbook rate (.51%) will be applied to the total financial assets for interest added to the household's total income. This total adjusted income will then be weighed against the HUD Income limits for eligibility.
3. In addition to the HUD income limits other factors that may be considered include: income tax status (dependants), employment status (full or part-time), disability status, and other employment and related considerations.

B. ELIGIBLE PROGRAM ACTIVITIES

Eligible activities under this program are physical improvements, adaptations or modifications which are not of a cosmetic nature and are required to remove 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 (or require repair or replacement) and modifications to the residence for the physically handicapped.

Repairs Which May Qualify For a Grant:

- 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 and/or cooling systems
- Electrical repairs where hazards exist or are necessary to install heating system
- Accessibility improvements needed by physically disabled or elderly persons such as wheelchair ramps, hand railings, grab bars, kitchen and bathroom adaptations, or doorway widening
- Lead hazard evaluation and reduction (See Lead Based Paint Section below.)

Priority may be given to an applicant if determined that an applicant has an emergency situation requiring priority. For example, properties found to be lacking a working heating system will receive priority ranking.

C. INELIGIBLE PROGRAM ACTIVITIES

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.

Properties defined as "Unsuitable for Rehabilitation" are defined as substandard units in such poor condition that it is not structurally or financially feasible to repair within the program. Unsuitable for rehabilitation is further defined as a residential structure which has major structural conditions due to inadequate original construction or has failing foundation, floor, wall, ceiling, roof and exterior systems.

D. OWNERSHIP ELIGIBILITY

The Home Repair Program is available to single-family owner-occupied structures. The applicant legally owns the property (or has a life estate) and maintains it as his/her principal residence. Owner-occupants are required to maintain sufficient insurance coverage to replace or repair the unit should there be a fire or other disaster. Eligibility will be verified by the Program Manager prior to the completion of a work write-up.

The applicant must establish clear title to the property. Ideally, the owner will provide a

copy of the deed or mortgage. Life estate rights are an acceptable form of ownership. Ownership is also easily verified via the City records. If title issues arise after the household has been ranked or if the beneficiary is otherwise not ready to proceed promptly, Program Manager may proceed to the next “repair ready” property owner on the list and return to the higher ranked beneficiary when he or she is ready.

FINANCIAL ASSISTANCE AVAILABLE

A grant of up to \$8,000 is available per owner-occupied home to assist with specific home repairs or activities that eliminate conditions detrimental to the safety and health of the residents.

No grant funds will be provided for partial correction, for non-eligible improvements or to the owner in cash as reimbursement for the repair work completed (or to the owner directly for labor or materials purchased by the homeowner). If the bid for the approved emergency repair is more than the funds provided by the grant, the homeowner must provide the additional funding for the remediation of the hazard. A certified check for the necessary additional funding must be made out to the City of Colonial Heights prior to the signing of the construction contract. If additional funding (beyond the bid price) cannot be provided by the homeowner, the grant offer may be rescinded and the grant will be offered to the next homeowner in need. Homeowners who have received this grant in the past may reapply for assistance after 5 years work has been completed.

TEMPORARY RELOCATION ASSISTANCE

HUD discourages the displacement of low-income households in the CDBG-funded projects. The intent of this program is to repair existing LMH properties that contribute to the City’s affordable, safe and sanitary housing stock. The home repair program also aims to help homeowners age in place by making modifications that comply with ADA standards when possible.

This program’s scope and size (up to \$8,000 home repair grant per household) also minimizes the possibility and/or length of displacement of low-income households as major life disrupting activities are not probable.

The applicants are screened during the initial intake process projects to identify the need for relocation assistance. The homeowner applicants are also surveyed upon before the construction agreements are signed to determine their need for off-site temporary relocation assistance when the work to be done requires that the household evacuate the premises due to hazardous or unsafe conditions due to prolonged lack of heating, electric, water, hazardous structural conditions, or other conditions created by the home repair activity.

Temporary relocation assistance is limited to the provision of temporary lodgings at a local hotel and at a cost approved by the Planning Department for a period of up to 7 days.

REPAYMENT CLAUSE

To prevent owners from simply selling the property and profiting from the CDBG-funded improvements, the owners must repay the program if they sell the property within five (5) years. Part of the owner's obligation is forgiven each year they live on the property.

Repayment of the rehabilitation grant or relocation shall be based on a twenty percent (20%) reduction of the amount to be repaid per year, according to the following schedule:

0 - 12 months:	100% repayment
after one (1) year:	80% repayment
after two (2) years:	60% repayment
after three (3) years:	40% repayment
after four (4) years:	20% repayment
after five (5) years:	0% repayment

If the property is inherited by a blood relative who is also eligible under the program guidelines or sold to an eligible person under the guidelines, repayment may be deferred. If the owner dies during the five year period of the grant and the heir(s) sell the dwelling, then repayment will follow the same schedule as if the owner were alive and selling the dwelling.

ENVIRONMENTAL COMPLIANCE PROCEDURES

The City has completed an Environmental Review of the project activity. There were no circumstances requiring compliance in the following areas: Air Quality, Floodplain Management, Wetlands Protection, Coastal Zones, Sole Source Aquifers, Endangered Species, Wild and Scenic Rivers, Farmland Protection, Noise, Hazardous Facilities, Airport or Environmental Justice. A copy of the Environmental Review Record is available for viewing at the Department of Planning and Community Development Office at 201 James Avenue, Colonial Heights.

A. Lead Paint

To date, the Virginia Department of Health has no local data on lead contamination by neighborhoods or geographical areas within the City. There is also no listing of properties which have undergone lead paint abatement in the City. In houses constructed prior to 1978 there will be a presumption of lead.

Lead paint screening is done by both the School Department and the Colonial Heights branch of the Virginia Department of Health. Colonial Heights is not considered a high risk locality for lead paint. However, given the high number of pre 1978 housing units in the target areas, any home repair involving painted surfaces should take the possibility of lead paint into consideration. Lead-based paint testing will be required for all pre 1978 homes participating in the CDBG Home Repair Program if significant paint surfaces will be disturbed and there are children under the age of six years in the household.

B. Historic Preservation

Each project will comply with Section 106 of the National Historic Preservation Act in order to help preserve the character defining features of the participating properties.

ESTABLISHING PROGRAM GUIDELINES

Fundamental decisions regarding the Home Repair Program and administration rest with the Department of Planning and Community Development. The Director of Planning and Community Development and the Program Manager will review the program design and make necessary revisions during the course of implementation.

Basic guidelines of the program are outlined below:

- Project related non-construction costs (e.g. administration) will be limited to 30 percent of the total allocation. Inspection and specification writing are considered non-construction costs.
- The program will not benefit moderate-income persons to the exclusion of low-income persons.
 - The program will not prioritize beneficiaries in such a manner as to discriminate against minority, elderly, large families and female-headed households.
- The program will execute a home repair contract for all units, which include work specifications, dollar amount of contract, itemized bid from contractors for work specified by the City of Colonial Heights Building Inspectors, lead-based paint disclaimers, and federal contract inserts concerning Equal Opportunity.

A. Solicitation of Applications

Grant Application forms may be obtained in the Department of Planning & Community Development, or directly from Project: Homes. They are also available online at <http://www.colonialheightsva.gov>. Hard copies are mailed upon request. Access to submit applications is afforded to all persons regardless of age, disability, or income. Home assistance with completing the application is provided upon request to elderly or disabled residents who have mobility or transportation barriers. Although the City does not have a significant spanish-speaking population, but interpreters will be provided if needed.

An applicant's rights under the Privacy Protection Act of 1976 will be protected. The Privacy Protection Act governs the collection, use and dissemination of personal information concerning individuals by State and local governmental agencies. Personnel records maintained by State and local agencies clearly constitute "personal information," the dissemination of which is subject to the provisions of the Privacy Protection Act of 1976, §2.1-379(2).

B. Application Period

Applications will be taken beginning June 1st and will be taken on an on-going basis as long as funds are available. Applicants will be notified by letter as to their application status within 30 days after the applications are ranked. Persons whose applications are denied have 15 days from receipt of the letter to appeal the decision and will be notified of this in the letter.

PROPERTY REHABILITATION STANDARDS

All units receiving the Home Repair Grant are restricted to the correction of deficiencies as determined by the State Building Code. Any prime contractor using subcontractors must ensure all employees on the job site adhere to Lead Safe Work Practices where applicable.

All properties receiving assistance will be inspected prior to program assistance by the City of Colonial Heights Building Official or a designated Building Inspector in adherence to the program standards. The applicant will be contacted by the Rehabilitation Specialist an initial inspection will be performed prior to the development of bid packages. Cosmetic improvements such as paint will only be applied in connection with correcting deficiencies.

Contractors must adhere to the International Building Code and any additional project specifications and applicable standards as noted in the bid packages including the Secretary of the Interior's Standards for the Treatment of Historic Properties (see Programmatic Agreement) where applicable.

Accessibility improvements are also permitted under the program and must adhere to the International Building Code where applicable.

SECTION 3: CONTRACTING PROCEDURES

General contractors are solicited to participate in the Home Repair Program. Efforts are made to solicit participation of local, female-owned and minority businesses.

A. Contractor's Qualifications

Contractors will be required to complete a prequalification form requesting information regarding experience and references to determine their qualifications and eligibility to perform rehabilitation work. Contractors must be Commonwealth of Virginia Class A or B registered. Minimum liability insurance requirements shall be met as proscribed by the City of Colonial Heights Department of Finance. Contractors will also be required to demonstrate creditworthiness. No contract will be awarded to a contractor until he/she has met all qualification criteria.

Failure to perform under and comply with the terms of the construction contract will be documented and the Department and the Director of Planning and Community Development can decide to bar a contractor from future bidding based on staff recommendation and/or public complaint. Correspondence to the contractor will be sent by certified mail detailing the problems and the specific reasons for this action.

B. Pre-Bid Activities

When possible the Home Repair projects will be grouped together in phases for bidding purposes in the most effective manner to ensure timely implementation of the program.

C. Bidding

Unless the services are of such a unique and specialized nature that precludes the obtaining of bids or competitive quotes, all work and materials will be procured through competitive bidding. Bid packages will be provided to all contractors which will include detailed bidding procedures for contractors to follow in preparing and submitting their bids, and project specifications.

In the event no acceptable bid is received for a particular house, through negotiation, a noncompetitive contract with the lowest responsible bidder may be awarded.

D. Construction Contract

The Property Owner and the Contractor will enter into a construction contract, which includes an agreement, general conditions, and federal contract conditions. All local and state licenses and permits will be required for each job. Local building permit fees will be waived by the Building Inspections Department for all CDBG related work. All work must be completed within forty (40) days of the contract date. Extensions of this time period are subject to the Rehabilitation Specialist approval and shall be for causes beyond the contractor's control such as inclement weather or material availability.

Change orders will be initiated only by the Rehabilitation Specialist for work that was not foreseen prior to construction (conditions obscured by walls, floors, etc.). Change orders will not be executed without signed authorization and agreement of the specified work and cost by the Rehabilitation Specialist.

SECTION 4: CONSTRUCTION PROCESS

A. Preconstruction Conference

After bids have been received and a contract has been awarded to the lowest responsive and responsible bidder, the Rehabilitation Specialist and the Program Manager will arrange a walk-through of the property with the owner and the contractor to insure that all work to be done is understood between the parties, that pertinent questions are answered, that the schedule of work is acceptable to all parties, and to discuss any disruption of utilities, removal of debris by the homeowner or tenant, and clean-up responsibilities. Homeowner preference in colors and styles shall be clarified and documented. Disagreements about the work to be performed shall be resolved by the Program Manager.

Debris removal is a pre construction requirement to participate in the Home Repair Program. Property owners will be required to clear the exterior and interior property site of all identified trash, debris, inoperable vehicles and derelict structures prior to receiving program assistance. If the owner is elderly or handicapped and cannot physically clear the property or arrange for the removal of the debris, an attempt will be made to obtain

the assistance of the Office of Youth Services' Service Learning Program. Dept. of HUD restrictions prohibit the use of CDBG funds for this purpose. Therefore, pre-work clearance cannot be added to the Home Repair work write-up nor included as part of the contractors' bid package.

B. Inspections

The Program Manager will make periodic inspections, at a minimum once a week. At the conclusion of the home repair, the Program Manager shall perform a final inspection to make sure that construction activities are satisfactorily completed and in compliance with the construction contract. Any work items not completed to the Program Manager's satisfaction shall be enumerated on a punch list and delivered to the contractor. Once the contractor has completed the items on the punch list, another inspection shall be performed to assure completion.

C. Payment

Payment will be made when the work specified in the contract is completed and approved by the Homeowner and Rehabilitation Specialist. Final payment will be requested at the completion of the job and final inspection approval. Payments to contractors will be made within forty five (45) days of approved invoice. Release of the final payment will not be made until it has been verified that the work has been inspected and approved by the City of Colonial Heights Office of Building Inspections if an inspection is required under State code.

D. Client Grievance Procedure Policy

Any client that has a grievance should begin by contacting the Director of Planning and Community Development, whose responsibility will be to resolve this concern as quickly as possible.

E. Resolution of Disputes

All claims or disputes between the Owners and Contractor arising out of or related to the work shall be decided by arbitration in accordance with the construction industry arbitration rules of the American Arbitration Association then obtaining, unless the parties mutually agree otherwise. The Owner and Contractor shall submit all disputes or claims, regardless of the extent of the work's progress, to the American Arbitration Association/Better Business Bureau unless the parties mutually agree otherwise. Notice of the demand for arbitration shall be filed in writing with the other party to this Agreement, and shall be made within a reasonable time after the dispute has arisen. The award rendered by the arbitration shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. If the arbitrator's award is in a sum that is less than that which was offered in settlement by the Contractor, the arbitrator may award costs and attorney's fees in favor of the Contractor. If the award of the arbitrator is in a sum greater than that which was offered in settlement by the Owner, the arbitrator may award costs and attorney's fees in favor of the Owner.

F. Lead-Based Paint (LBP)

Lead-based paint may be found in properties constructed prior to 1978 and any owner and tenant of such properties will be appropriately notified of this potential health hazard, especially for children under the age of seven (7). Action will be taken during the rehabilitation process to comply with the federal lead-based paint regulation found in 24 CFR Part 35.

SECTION 5: PROGRAM DESIGN AMENDMENTS

During the implementation of the Home Repair Program, it may be necessary to make minor changes and refinements as the program proceeds. Examples of these administrative decisions would be annual updates of the Section 8 Income Guidelines and interpretation of eligible income adjustments. If a major alteration to the program design is deemed necessary to better achieve the intent of the program, the staff will provide the proposed changes to the City Manager for consideration and adoption. Items constituting a major change in the program would include modification of the types of assistance to be provided or the eligibility criteria for assistance.