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COMMUNITY DEVELOPMENT BLOCK GRANT  
ANNUAL ACTION PLAN:  
2023-2024

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CITY OF COLONIAL HEIGHTS, VIRGINIA

# 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 one 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 five 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 PY2020-2024 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 Program Year 2023 Annual Action Plan corresponds to the fourth year of the PY2020-2024 Consolidated Plan. The program year begins July 1, 2023, and ends June 30, 2024.

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

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

As a result of the implementation of this plan, approximately ten (10) households will benefit from home repairs. All households served will meet Goal #1: Preserve Existing Housing Stock. All elderly and disabled households served will meet Goal #2: Improve accessibility of the elderly and disabled. Households with elderly and/or disabled members are prioritized.

### 3. Evaluation of past performance

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

Since the inception of the CDBG program in 2005, the City has received **\$1,902,600** in CDBG funding and has been able to provide Home Repair grants to 175 owner-occupied, low- to moderate-income households citywide and 18 administration activities, one for each year. In Program Year 2023, the City

will receive \$96,493 in CDBG funding and plan to complete ten (10) home repairs by the close of the program year plus one activity for administration.

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

Summary from citizen participation section of the plan.

Public input will be sought through public hearings in accordance with the Citizen Participation Plan. Notification about the 30-day citizen comment period and public hearing on this Action Plan will be published in The Progress-Index on April 18th and May 2nd, 2023. Additionally, notification flyers will be posted at City Hall, the Colonial Heights Public Library, and the Colonial Heights Senior Citizen Center. The 30-day citizen comment period will begin on April 9th, 2023, and end on May 9th, 2023. During the citizen comment period, a draft of the Annual Action Plan will be available at the Planning Department.

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

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

At the time of submittal, no comments were received about the Annual Action Plan. This section will be updated if comments are received during the Public Comment period.

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

At the time of submittal, no comments were received about the Annual Action Plan. This section will be updated if comments are received during the Public Comment period.

#### **7. Summary**

The PY2023 CDBG entitlement for the City of Colonial Heights is \$96,493. Of this total, at least ninety percent (90%) of the total funds will be allocated to the Home Repair Program, which provides home repairs to low to moderate income homeowners with housing problems citywide. Up to ten percent (10%) 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	COLONIAL HEIGHTS	Department of Planning and Community Development

**Table 1 – Responsible Agencies**

**Narrative (optional)**

**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 PY2020-2024 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 PY2020-2024 Consolidated Plan, the City surveyed housing and social service providers, the City’s Department Directors, and the Crater Area Coalition of Homelessness (CACH) to identify community needs and priority funding areas. Additionally, the Tri-Cities CDBG Administrators (Petersburg and Hopewell) 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.**

The Colonial Heights’ CDBG administrator is an active member of the 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.

#### **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	<b>Agency/Group/Organization</b>	Project Homes
	<b>Agency/Group/Organization Type</b>	Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Project: HOMES was consulted in the development of this Action Plan. Project: HOMES implements the 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**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Crater Area Coalition on Homelessness (CACH)	The goals of CACH are the same as the City. Both groups want to reduce and prevent homelessness.

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

**Narrative (optional)**

**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 Hearing	Non-targeted/broad community	A Public Hearing will be held Tuesday, May 9th, 2023 at 6 p.m. to review all comments received during the public comment period.			

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

Funding for Program Year 2023-2024 is \$96,493. A minimum of 90% of funding will be allocated to the Home Repair program and a maximum of 10% will be allocated to administration.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	96,493	0	0	96,493	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

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

In Program Year 2023-24, 0% of the CDBG budget will be used for public facilities and improvements in the City of Colonial Heights.

**Discussion**

Funding for Program Year 2023-2024 is \$96,493. A minimum of 90% of funding will be allocated to the Home Repair program and a maximum of 10% 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	2020	2025	Affordable Housing	VIOLET BANK FLORA HILL Shepherd Stadium Westover-Snead Toll House Lakeview Fort Clifton Archer's Hill Ellerslie/Dunlop Mt. Pleasant	Elderly People with Disabilities Extremely Low Income Households	CDBG: \$96,493	Homeowner Housing Rehabilitated: 10 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Improve welfare, health and safety of residents	2020	2025		VIOLET BANK FLORA HILL Shepherd Stadium Westover-Snead Toll House Lakeview Fort Clifton Archer's Hill Ellerslie/Dunlop Mt. Pleasant	Elderly People with Disabilities Extremely Low Income Households	CDBG: \$96,493	Homeowner Housing Rehabilitated: 10 Household Housing Unit

**Table 6 – Goals Summary**

**Goal Descriptions**

1	<b>Goal Name</b>	Preserve existing housing stock
	<b>Goal Description</b>	
2	<b>Goal Name</b>	Improve welfare, health and safety of residents
	<b>Goal Description</b>	

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

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

### Projects

#	Project Name
1	Colonial Heights 2023-24 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, and housing market analysis, and aligned with what feedback from stakeholders and citizens who participated in the development of the Consolidated Plan.

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

<b>1</b>	<b>Project Name</b>	Colonial Heights 2023-24 Home Repair Program
	<b>Target Area</b>	VIOLET BANK FLORA HILL Shepherd Stadium Toll House Ellerslie/Dunlop
	<b>Goals Supported</b>	Preserve existing housing stock Improve welfare, health and safety of residents
	<b>Needs Addressed</b>	Elderly People with Disabilities Extremely Low Income Households
	<b>Funding</b>	CDBG: \$96,493
	<b>Description</b>	
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately ten (10) families will benefit from the proposed activities.
	<b>Location Description</b>	Recipients of this program will reside in Colonial Heights, Virginia.
	<b>Planned Activities</b>	

## 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

### Geographic Distribution

Target Area	Percentage of Funds
VIOLET BANK FLORA HILL	
Shepherd Stadium	
Westover-Snead	
Toll House	
Lakeview	
Fort Clifton	
Archer's Hill	
Ellerslie/Dunlop	
Mt. Pleasant	

Table 8 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

### Discussion



# Affordable Housing

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

### Introduction

The goal of the program for Colonial Heights is to preserve affordable and quality housing.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	10
Special-Needs	0
Total	10

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	10
Acquisition of Existing Units	0
Total	10

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

### Discussion

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

### **Introduction**

There are no housing choice voucher or public housing complexes in the City of Colonial Heights. However, there are housing choice vouchers being used in the City. The vouchers are administered through the Chesterfield-Colonial Heights Department of Social Services. As of April 2023, there are currently 71 housing choice vouchers being used within the City of Colonial Heights and 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 also administer housing vouchers that can be used in the City. In March 2023, the waiting list recently opened after having been closed more than ten years.

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

The Chesterfield – City of Colonial Heights DSS will continue to administer 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 the Crater Area Coalition on Homelessness (CACH) and actively participates with the CACH, which meets bi-monthly.

Crater Area Coalition of Homelessness conducted the annual Point-In-Time Count in January 2023 in Colonial Heights, counting three homeless people. The Point-in-Time Count conducted in the winter in the city has been zero to three people 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 the Cities of Petersburg, Hopewell, Colonial Heights, Dinwiddie, and Prince George Counties. Homeless Prevention services include rental assistance and rental arrears, housing stabilization financial assistance, housing stabilization case management, and housing search and placement for households residing in all the jurisdictions listed. St. Joseph's Villa also provides rapid Re-Housing services including 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, 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 are the primary structure through which the City of Colonial Heights will carry out its homelessness strategy.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

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

## **Discussion**

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

### **Introduction:**

The City participated in a regional Analysis of Impediments for the PY2020-2024 Consolidated Plan. The Analysis of Impediments identified the following barriers:

1. The city's zoning code limits the location of group homes.
2. Strong increases in rents relative to renter incomes increase cost burden and limit household spending and investment.
3. Missing middle housing options such as townhomes, which offer affordable homeownership opportunities, are not allowed in many areas of the city and face resistance.
4. The city has an imbalance between modest wage jobs and affordable housing units with a shortage of 4,000 affordable housing units.
5. There is a disproportionate impact on affordable housing for people with disabilities, African-American households, and Latino households.
  - Residents who need accessibility features and not eligible for the 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 \$44,000, and assets (excluding the value of home and up to one acre) must not exceed \$100,000. The income-based tax exemptions range from 10% to 100%. The maximum yearly tax exemption is \$1,600. All 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 people with disabilities. The 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 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.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The City will 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.

Currently, the City is participating in a working group from the regional Analysis of Impediments plan. There is discussion on how to implement the action steps with regional planning groups.

**Discussion:**

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

### **Introduction:**

Within the activities eligible for CDBG funding, obstacles to meeting underserved needs include a 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 the 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**

To promote awareness for the CDBG program, the City employs a few 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. Flyers about the program will also be sent to local restaurants and churches with community awareness boards.

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 the 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 City of Colonial Heights CDBG Home Repair Program runs 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 90% of Community Development Block Grant funds towards the Home Repair program.

Priority is given to the elderly and people with disabilities. The Home Repair Program continues to make accessibility improvements a priority. To ensure those residents who are likely to have accessibility issues are reached, a copy of the Home Repair Program application is sent to those residents who

receive tax exemption because they are elderly or disabled. Flyers and pamphlets about fair housing will continue to be distributed across the City.

### **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**

Reducing poverty is a strategic 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 Home Repair program. The City will continue to support the Housing Choice Voucher program. This is done through the Chesterfield-Colonial Heights Department of Social Services.

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

The City of Colonial Heights's Consolidated Plan will be carried out through the Planning and Community Development Department. A staff member of the City of Colonial Heights Planning and Community Development will serve as the CDBG Project Manager and is responsible for all aspects of the project including the overall implementation and management of the program. The Project Manager works with Project: HOMES, a not-for-profit organization to run the day-to-day operation of the program along with the City's Procurement Specialists and Building Inspectors to ensure the quality and cost control of the rehabilitation construction

projects. Project: HOMES, Inc., a not-for-profit organization 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 awards. 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 those relevant code violations, where present have been alleviated.

The Director of Planning and Community Development is responsible for the payment request approvals and any change order approvals. Should grievances arise, the grant recipient 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. Guidance is provided by the Colonial Heights's Citizen Participation Plan. A list of contacts from local housing and service providers, and City of Colonial Heights and staff, local media were notified of, and invited to, each public meeting, and are also provided notice of public hearings and notice of the availability of the draft plan and the public comment period. Notice of the availability of the annual plan was also provided to the local Continuum of Care (CACH), and public comment is encouraged.

Coordination between housing, health, and social service agencies will continue to be strengthened through regular interaction. Strong local networks are in place which addresses 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:**

## 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
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

Although the program is available to residents citywide, priority will be given to those households in the Violet Bank-Flora Hill, Shepherd Stadium, Westover-Snead, and Toll House Districts. First-time applicants, persons who are elderly or disabled, and those needing repairs that threaten the safety or well-being of the household members are given priority. Target Areas were selected based on income and quality of housing. Priorities are based on the needs assessment.

