

CITY OF FREDERICKSBURG, VIRGINIA



COMMUNITY DEVELOPMENT BLOCK GRANT  
ANNUAL ACTION PLAN

PROGRAM YEAR 2011/2012

(JULY 1, 2011 TO JUNE 30, 2012)

Prepared by: Office of Planning and Community Development



**MOTION: GREENLAW**

**SECOND: PAOLUCCI**

**May 10, 2011  
Regular Meeting  
Resolution No. 11-43**

**RE: APPROVAL OF THE COMMUNITY DEVELOPMENT BLOCK GRANT  
ANNUAL ACTION PLAN**

**ACTION: APPROVED; Ayes: 6 ; Nays: 0**

**WHEREAS**, the City of Fredericksburg, Virginia receives annual funding under the Community Development Block Grant program to address critical community development needs; and

**WHEREAS**, the Planning and Community Development Department, which administers these funds, has developed an Annual Action Plan for submittal to the United States Department of Housing and Urban Development (HUD), to show how these funds will be expended; and

**WHEREAS**, the City has provided an opportunity for and invited public participation during preparation of the Annual Action Plan.

**NOW, THEREFORE BE IT RESOLVED**, that the Council of the City of Fredericksburg in Virginia, pursuant to a full public participation process, approves the 2011-2012 Annual Action Plan.

**BE IT FURTHER RESOLVED** that the City Manager is authorized to forward the approved Action Plan to HUD, for further review and approval.

**Votes:**

**Ayes:** Tomzak, Greenlaw, Devine, Ellis, Howe, Paolucci

**Nays:** None

**Absent from Vote:** Solley

**Absent from Meeting:** Solley

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***Clerk's Certificate***

*I, the undersigned, certify that I am Deputy Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 11-43 duly adopted at the City Council meeting held May 10, 2011 at which a quorum was present and voted.*

*Brenda T. Martin*

**Brenda T. Martin  
Deputy Clerk of Council**

**ACTION PLAN**  
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## **EXECUTIVE SUMMARY**

According to the U.S. Census Bureau's 2006-2008 American Community Survey, 5,540 households, or 64.72 percent of the households in the City of Fredericksburg met the Department of Housing and Urban Development's (HUD) definition of low or moderate income (LMI) households. These households have an increasingly more difficult time finding or maintaining affordable housing and other fundamental community services. They have limited funds to meet daily needs and to ensure safe and stable living environments for their families. The City of Fredericksburg uses its Community Development Block Grant (CDBG) funds to provide qualifying individuals and families with necessary housing assistance and public services.

This is the City of Fredericksburg's second Annual Action Plan from the 2010 Consolidated Plan (5-year strategic plan). It identifies activities that the City will undertake in the 2011-2012 program year to address priority needs in the community. The Plan describes the resources available, the programs and projects to be funded and the proposed accomplishments for the 2011-2012 program year.

A total of \$209,366 is available for programming to carry out the Action Plan activities for the next program year. Current objectives include owner occupied emergency housing repair for 10 units, removal of architectural barriers for 3 units, emergency grant assistance to prevent foreclosure and intense financial counseling for 20 LMI individuals, housing assistance for 2 LMI individuals, legal assistance and awareness for 200 LMI people, HIV/AIDS education and support for 10 LMI people, providing food for 200 elderly LMI individuals, homeownership assistance for 3 LMI families purchasing a home in the City, furthering fair housing initiatives, and general program administration. The Action Plan outlines other housing and community development actions to be taken in accordance with the Consolidated Plan including the prevention of homelessness, the reduction of lead-based paint hazards, removal of barriers to affordable housing development, and addressing underserved needs.

## INTRODUCTION

The Action Plan is developed with active citizen participation and serves as the City's application for federal funds under the Community Development Block Grant (CDBG) program. This document identifies how the City intends to address housing and homeless needs during the next program year and is submitted to the U.S. Department of Housing and Urban Development (HUD), which is the funding agency. This Plan also provides a basis for assessing the City's community development effort.

### COMMUNITY DESCRIPTION

Historically, Fredericksburg's fortunes have been closely related to its function as a transportation hub. Maritime trade, roads into the wilderness, and railroad development have all brought opportunities for development. Today, major north/south highways, and a railway, ensure the City's continued prominence in the rapidly growing Northern Virginia area. Fredericksburg has become an outer suburb of the Washington, D.C. metropolitan area and is included in the Washington – Baltimore, D.C. – MD – VA – WV Combined Metropolitan Statistical Area.

### COMMUNITY DEVELOPMENT NEEDS

The eligibility threshold for community development programs, as defined by HUD, is persons and families whose household income is 80 percent of the area median income or below. Within this category are several sub-categories. **Extremely low-income families**, for example, are those whose income is between 0 and 30 percent of the area median. **Low-income families** are defined as those whose income is between 30 and 50 percent of the area median. Qualifying **moderate-income families** have incomes between 50 and 80 percent of area median.

According to the U.S. Census Bureau's 2006-2008 American Community Survey (ACS), there were 8,560 households in Fredericksburg at the time of the count. Using HUD criteria, 3,885 households were considered low income, with incomes at 50 percent of the area median income or below. Another 1,655 households were determined to be moderate-income, with incomes between 50 and 80 percent of area median. The total number of households in Fredericksburg that could be classified as low- and moderate-income was 5,540 or 64.72 percent of the City's households which is an increase of over 1,000 low- and moderate-income households above the 2000 Census data.

### PLAN DEVELOPMENT PROCESS

The City of Fredericksburg is required to prepare an Action Plan to participate in federal and state community development and housing programs. This Plan is the proposed implementation of the second annual phase (2011-2012) of the City's Consolidated Plan for Community Development Programs (2010).

A summary of the Plan was provided to civic associations and churches on March 23, 2011. A completed draft plan was subsequently made available to the public for a 30-day comment period. To ensure the public could participate in this review process, a summary of the Plan was published in the local newspaper on March 29 and a copy of the draft Plan was placed in the Central Rappahannock Regional Library and on the City's website [www.fredericksburgva.gov](http://www.fredericksburgva.gov).

there have not been any homes which meet these criteria. In accordance with program guidelines, the DHA program is available Citywide to assist eligible applicants with down payment and/or closing costs when purchasing a home or to refinance an existing high-interest mortgage, therefore funding will be maintained.

The public comment period closed on April 28, 2011 and staff finalized the document for approval by the Fredericksburg City Council and submittal to HUD.

**APPLICATION FOR  
FEDERAL ASSISTANCE**

OMB Approved No. 3076-0006

Version 7/03

<b>1. TYPE OF SUBMISSION:</b> Application		<input type="checkbox"/> Pre-application	<b>2. DATE SUBMITTED</b> June 1, 2011 (resubmitted with new allocation)	Applicant Identifier B-11-MC-51-0029
<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Construction		<b>3. DATE RECEIVED BY STATE</b>	State Application Identifier
<input type="checkbox"/> Non-Construction	<input type="checkbox"/> Non-Construction		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier

<b>5. APPLICANT INFORMATION</b>		<b>Organizational Unit:</b>	
Legal Name: City of Fredericksburg, Virginia		Department: Department of Planning and Community Development	
Organizational DUNS: 083048199		Division:	
<b>Address:</b>		<b>Name and telephone number of person to be contacted on matters involving this application (give area code)</b>	
Street: P.O. Box 7447		Prefix: Mrs.	First Name: Mame
City: Fredericksburg		Middle Name E.	
County: n/a		Last Name Sherman	
State: Virginia	Zip Code 22404	Suffix: n/a	
Country: USA		Email: mesherman@fredericksburgva.gov	

<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> 54-6001293	Phone Number (give area code) 540-372-1179	Fax Number (give area code) 540-372-6412
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<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>	<b>7. TYPE OF APPLICANT:</b> (See back of form for Application Types) C. Municipal Other (specify)
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<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> TITLE (Name of Program): Community Development Block Grant	<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b> Community Development Block Grant Programs 2011-2012
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<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b> Fredericksburg, Virginia	<b>9. NAME OF FEDERAL AGENCY:</b> Department of Housing and Community Development (HUD)
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<b>13. PROPOSED PROJECT</b> Start Date: July 1, 2011	Ending Date: June 30, 2012	<b>14. CONGRESSIONAL DISTRICTS OF:</b> a. Applicant First	b. Project First
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<b>15. ESTIMATED FUNDING:</b>	<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>
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a. Federal	\$	209,366.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
b. Applicant	\$	.00	DATE:
c. State	\$	.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372
d. Local	\$	.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
e. Other	\$	.00	
f. Program Income	\$	.00	
g. TOTAL	\$	209,366.00	

<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No
--

**18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.**

<b>a. Authorized Representative</b>		
Prefix Mr.	First Name Beverly	Middle Name R.
Last Name Cameron		Suffix n/a
b. Title City Manager		c. Telephone Number (give area code) 540-372-1010
d. Signature of Authorized Representative <i>Beverly R. Cameron</i>		e. Date Signed 06.01.11



## NON-FEDERAL RESOURCES – STATE

The City of Fredericksburg does not intend to use state funds to achieve the goals specified in this plan.

## NON-FEDERAL RESOURCES - LOCAL

### **Tax Relief for Certain Rehabilitated Structures**

The City of Fredericksburg grants partial real estate tax exemptions for rehabilitated real estate that meets tax exemption criteria. Both single-family and multi-family dwelling units can potentially qualify for the program. If a dwelling unit qualifies for tax exemption, the increase in real estate value resulting from rehabilitation will be excused from taxation for seven years on a declining scale.

### **Tax Exemption Program for Elderly and/or Disabled**

The City also provides real estate tax exemptions for the elderly and/or disabled persons who meet certain income criteria. Depending upon the combined income of the program participant and spouse or other relatives residing with that person, a certain percentage of real estate taxes can be exempted from payment. Program participants, however, are required to own and occupy the property as their sole dwelling place.

## PRIVATE RESOURCES - FOR-PROFIT

### **Fredericksburg Area Builders Association (FABA)**

The Fredericksburg Area Builders Association (FABA) provides homeownership opportunities for local families and assists in raising funds to help the working homeless to find permanent shelter.

## PRIVATE RESOURCES - NON-PROFIT

### **Lend-A-Hand Program / Intense Financial Counseling**

The Lend-A-Hand Program provides assistance to qualifying families threatened with eviction or foreclosure while Intense Financial Counseling helps low-income residents to maintain financial independence. These funds are raised locally by the Central Virginia Housing Coalition, with the assistance of the Fredericksburg Area Association of Realtors, the Fredericksburg Area Builders Association and local churches. Both programs are administered by the Central Virginia Housing Coalition and include budget counseling.

### **Central Virginia Housing Coalition Homebuyer Programs**

The Central Virginia Housing Coalition has three homebuyer programs. The first is the SPARC (Sponsoring Partnerships and Revitalizing Communities) Program to build or rehabilitate housing for low-income families. The second program is a partnership with local builders called Helping Hand for Homebuyers. This program helps provide closing costs to low and moderate income first time homebuyers. The third program is a partnership with VHDA to administer Single Family Regional Loan Funds to provide low interest mortgage financing for low income homebuyers. The Coalition also provides housing credit and budget counseling as a related component of these programs.

## **ACTIVITIES TO BE UNDERTAKEN**

During the CDBG program year, the City of Fredericksburg will implement three housing programs. The first is the Emergency Home Repair Program which assists homeowners whose household income is at or below 50% of area median income depending on household size to make plumbing, roofing, and electrical repairs. The second program is the Direct Homeownership Assistance Program, which provides down payment and closing cost assistance to qualifying homebuyers whose household income is at or below 80% of area median income depending on household size and are purchasing a home in the City or refinancing out of sub-prime and high risk mortgages into fixed rate mortgages on homes in the City. In third program is the Removal of Architectural Barriers Program which provides limited architectural modifications to the homes of qualifying persons with disabilities whose household income is at or below 80% of area median income depending on household size, to maximize their independence and self-sufficiency. Lead-based paint hazard reduction is an integral component of each of these housing programs.

In addition to housing activities, CDBG funds will be used to assist in the provision of specific public services and programs. Such services are designed to reduce homelessness through prevention activities, to assist persons to locate and obtain decent housing, to assist persons with HIV/AIDS to obtain supportive services to avoid individual crises, and to provide food to qualifying elderly persons. These programs are provided to qualifying persons who household income is at or below 80% of area median income depending on household size.

Other CDBG funds will be used for overall program administration and public information. In addition, funds will be directed toward addressing impediments to fair housing.

All CDBG program eligibility is based upon HUD's annual Section 8 income limits.

### **LOW/MODERATE INCOME BENEFIT**

CDBG funding in the amount of \$168,566 will be used for activities that benefit low- and moderate-income persons. This figure is 80.5 percent of the City's annual CDBG entitlement for the 2011/2012 Program Year. Fully 100 percent of program beneficiaries will be qualifying low/moderate-income persons, but the expenditure of funds necessarily includes administrative costs.

### **FUNDING SOURCES**

The table on page 16 shows the funds that are proposed to be used for these activities during the program year.

### **LISTING OF PROPOSED PROJECTS**

The tables on pages 17 through 26 show the activities the City of Fredericksburg will undertake during the next year to address priority needs identified in the Consolidated Plan (2010).

**U.S. Department of Housing & Urban Development  
CPD Consolidated Plan  
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0001	Housing Rehabilitation Assistance	14A Rehab; Single-Unit Residential	CDBG ESG	\$95,766 \$0
10-1	Housing	570.202	HOME HOPWA	\$0 \$0
	The City will facilitate emergency repair of roofs, plumbing, and electrical hazards for qualifying LMI households in an effort to maintain existing affordable housing stock.	10 Housing Units	TOTAL	\$95,766
			Total Other Funding	\$0

Help the Homeless: No Start Date: 07/01/11  
 Help those with HIV or Aids? No Completion Date: 06/30/12

Eligibility: 570.208(a)(3) – Low/Mod Housing

Subrecipient: Local Government

Location(s): Community Wide

**U.S. Department of Housing & Urban Development  
CPD Consolidated Plan  
Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0003	Public Service-Central Virginia Housing Coalition	05 Public Services (General)	CDBG ESG	\$5,300 \$0
10-3	Public Services	570.201(e)	HOME HOPWA	\$0 \$0
	Provide funding to assist the Central Virginia Housing Coalition (CVHC) to operate its Lend-A-Hand and the Intense Financial Counseling programs. Lend-A-Hand provides emergency grants to households threatened with eviction or foreclosure. Intensive Financial Counseling helps maintain financial independence of low-income City residents.	20 People (General)	TOTAL	\$5,300
			Total Other Funding	\$0

Help the Homeless: No Start Date: 07/01/11  
 Help those with HIV or Aids? No Completion Date: 06/30/12

Eligibility: 570.208(a)(2) – Low/Mod Limited Clientele

Subrecipient: Subrecipient Private 570.500(c)

Location(s): Community Wide

**U.S. Department of Housing & Urban Development**  
**CPD Consolidated Plan**  
**Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0005	Fredericksburg Area HIV/AIDS Support Services	03T Operating Costs of Homeless/AIDS Patient Programs	CDBG ESG	\$6,800 \$0
10-5	Public Improvement	570.201(e)	HOME HOPWA	\$0 \$0
	Provide funding to assist Fredericksburg HIV/AIDS Support Services to serve low- income residents living with HIV/AIDS. This project will also provide education assistance to the at-risk population.	10 People (General)	TOTAL	\$6,800
			Total Other Funding	\$0

Help the Homeless: No Start Date: 07/01/11  
 Help those with HIV or Aids? Yes Completion Date: 06/30/12

Eligibility: 570.208(a)(2) – Low/Mod Limited Clientele

Subrecipient: Subrecipient Private 570.500(c)

Location(s): Community Wide

**U.S. Department of Housing & Urban Development**  
**CPD Consolidated Plan**  
**Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0007	Fair Housing	21D Fair Housing Activities (subject to 20% Admin cap)	CDBG ESG	\$400 \$0
10-7	Planning & Administration	570.206	HOME HOPWA	\$0 \$0
	Engage in specific fair housing activities.	0 N/A	TOTAL	\$400
			Total Other Funding	\$0

Help the Homeless: No Start Date: 07/01/11  
 Help those with HIV or Aids? No Completion Date: 06/30/12

Eligibility:

Subrecipient: Local Government

Location(s): N/A

**U.S. Department of Housing & Urban Development**  
**CPD Consolidated Plan**  
**Listing of Proposed Projects**

Project ID/ Local ID	Project Title/Priority/ Objective/Description	HUD Matrix Code/Title/ Citation/Accomplishments	Funding Sources	
0009	Direct Homeownership Assistance	13 Direct Homeownership Assistance	CDBG ESG	\$30,700 \$0
10-9	Housing	570.201(n)	HOME HOPWA	\$0 \$0
	The City will assist low- to moderate-income homebuyers with specific down payment and closing costs to help promote homeownership.	3 Households (General)	TOTAL	\$30,700
			Total Other Funding	\$0

Help the Homeless: No Start Date: 07/01/11  
 Help those with HIV or Aids? No Completion Date: 06/30/12

Eligibility: 570.208(a)(3) – Low/Mod Housing

Subrecipient: Local Government

Location(s): Community Wide

## **GEOGRAPHIC DISTRIBUTION**

The Emergency Home Repair Program, Direct Homeownership Assistance Program, and Removal of Architectural Barriers Program are administered on a first come, first served basis. Emergency home repairs and needs to removal architectural barriers are addressed as quickly as possible, so waiting lists work exceptionally well. Homeownership assistance favors applicants who are strongly committed and have qualified for a mortgage loan. In each instance, distribution of these programs City-wide is appropriate because benefits are always targeted to eligible households.

Most CDBG related activity will occur where there are higher concentrations of low-income persons. Most of the applications will come from eligible citizens in those areas. Low-income needs are not very concentrated, but are scattered throughout the City. By making CDBG investment available City-wide, eligible persons in need will be served more equitably than if such activity were geographically restricted.

Most community development strategies will be pursued throughout the City of Fredericksburg, according to applicable program designs, where qualifying persons are located.

## **HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES**

A comprehensive system to effectively address homeless needs includes several components. First, there must be an alternative to being without shelter. Second, there must be a means to transition from shelter to permanent housing. Third, there must be permanent housing available that is affordable. Fourth, there should be a means to effectively prevent homelessness in the first place and thus avoid the above cycle. These interrelated components constitute what is called a continuum of care.

The City of Fredericksburg is the lead agency for the Fredericksburg Regional Continuum of Care (CoC). This CoC includes representatives from Social Services departments from Planning District 16 as well as numerous other public and private organizations and agencies, volunteers, and homeless/formerly homeless individuals that meet to examine homeless issues in a broader, regional context. The CoC is actively pursuing a broader membership as part of its long-range strategic planning efforts. This regional effort maximizes the efficiency of the regional Continuum of Care's various components. The George Washington Regional Commission has established a Homeless Management Information System, to better coordinate services as well as provide better planning. The following activities will also be undertaken during the next program year:

### **EMERGENCY SHELTER**

Shelter capacity in Fredericksburg, for homeless individuals and families, has been provided by the Thurman Brisben Center, which has an 80 bed capacity. The Thurman Brisben Center, however, also functions as a short term transitional facility with a strong programmatic component to help homeless persons reestablish themselves. As a consequence, persons who cannot meet the shelter entry requirements (alcohol and drug free, etc.) may not be able to find an alternative to being on the street. It is simply not viable to mix persons with substance abuse problems and/or mental health issues with persons trying to transition out of a homeless situation at the Thurman Brisben Center.

The Rappahannock Council on Domestic Violence (RCDV) provides a place of refuge called the Haven, for up to 23 persons fleeing domestic violence. Additional shelter capacity is a clear need as are services to prevent clients from having to return to abusive homes for lack of viable alternatives. Healthcare, on-site advocacy intervention to prevent future attacks and injuries, education for teens on healthy relationships, and financial empowerment activities are needed to curb new and on-going domestic violence in the community. The City of Fredericksburg will continue to support RCDV in its efforts to provide assistance to victims of domestic violence and prevent new cases through collaboration within the Continuum of Care.

In 2009, the Continuum of Care supported Micah Ecumenical Ministries in establishing a permanent location for the 50+ bed cold weather shelter in Stafford County. The facility is open from November to March each winter. Due to the shelters seasonal availability, the CoC will continue to work with the organization to provide a year-round facility. The daytime support component to the cold weather shelter is provided at the Hospitality Center which is located in the City of Fredericksburg.

In 2010, Micah Ecumenical Ministries opened a new eight-bed group Respite Center in the City of Fredericksburg, to provide housing for homeless people exiting the hospital in need of temporary or terminal care. The group home is staffed around the clock with mental health professionals and a caseworker who is tasked with assisting guests through the Social Security and Medicaid process. Those staying there are assisted with enrollment at the Lloyd F. Moss Free Clinic, prescriptions and follow-up plans, so that they stay healthy and avoid unnecessary repeat hospitalizations. It brings players from the medical

October 2009, provide critical prevention programs throughout Planning District 16. Homeless prevention also includes maintenance of affordable housing, but this activity is discussed under Other Actions, below.

In March 2011, Quin Rivers applied for \$1,000,000 in Supportive Services for federal Veteran Families (SSVF) Program funding through the Veterans Administration (VA) to assist homeless and/or at-risk veterans. At least sixty-five percent (65%) of the requested funds to provide case management, outreach, and direct services (transportation, utility deposits, security deposits, rental payments, or similar services) to veterans and their families who are living in Planning District 16, including the City of Fredericksburg, who have an immediate need of permanent housing, and earn at or below 50% of the area median income. This application is pending review by the VA. If awarded, funds should be available during the 2011-2012 program year.

### SPECIAL NEEDS

There are several categories of citizens who may or may not be homeless, but who have special needs. These categories include elderly/frail elderly persons, persons with disabilities, persons with alcohol and other drug addiction, victims of domestic violence, and persons with HIV/AIDS and their families.

The Housing Choice Voucher Program includes a set of vouchers used by the Rappahannock Area Community Services Board (RACSB) to help meet the needs of persons with mental illness or mental handicap. Mary Washington Hospital and RACSB primarily assist persons with alcohol and other drug addictions. At least one other private facility operates in the City assisting people who are recovering from alcohol addiction. Of concern, however, are homeless persons who may be mentally ill. The RACSB is an active participant in the regional Continuum of Care planning to address these and other homeless needs.

The above special needs are being met through agencies and organizations which have been in place for many years. The needs of persons with HIV/AIDS and their families, on the other hand, are being addressed by an organization called Fredericksburg Area HIV/AIDS Support Services (FAHASS). The City of Fredericksburg provides direct support to FAHASS to allow them to identify persons who need supportive services as well as to help them provide these services. This assistance will continue.

The City will also administer a program to remove architectural barriers in homes for physically disabled persons, as needed. City staff has also worked with a local non-profit organization called Housing Opportunities Made Economical (HOME) to help provide new housing that is accessible to physically handicapped persons. Although no CDBG funds have been requested by this organization, staff maintains a close liaison and provides other assistance, as appropriate.

Finally, the City will continue to provide funding to the Fredericksburg Area Food Bank, to assist this agency in providing food to qualifying elderly persons who find themselves in need of such assistance.

Aside from emphasizing homeownership, Fredericksburg has a variety of housing types, including detached homes, townhouses, and several types of apartments. Recent construction of new homes as well as apartment complexes shows that this range of housing choice will continue to be available.

To help maintain Fredericksburg's affordable rental properties, the City implemented a Rental Property Inspection Program; however due to budgetary constraints the formally scheduled inspection program was discontinued during the 2010-2011 program year. Inspections are still available to City residents on a complaint basis. This effort does not require the use of CDBG funds, but even with limited availability furthers the City's community development and fair housing goals to maintain the existing housing stock in a safe and sanitary condition.

### REMOVING BARRIERS TO AFFORDABLE HOUSING

The City of Fredericksburg has previously addressed barriers to affordable housing, by removing the requirement for off-street parking during residential infill development. This step also helps to preserve an existing neighborhood's character by maintaining continuity in setbacks rather than building new houses beyond the established limits and paving their front yards, to accommodate two-car parking pads.

During the next year, the City plans to continue its program to improve neighborhood conditions and promote conventional mortgage lending, by aggressively promoting the rehabilitation of owner-occupied units and the proper maintenance of rental properties.

### EVALUATING AND REDUCING LEAD-BASED PAINT HAZARDS

Federal regulations require that lead hazard evaluation and reduction be carried out according to specific guidelines and criteria. This directive is integrated into the City of Fredericksburg's Emergency Home Repair Program, the Homeownership Assistance Program, and the Program for the Removal of Architectural Barriers.

The Community Development staff works with appropriately qualified contractors to accomplish the following tasks, as appropriate:

1. Do No Harm – Perform the required work in a way that does not create lead hazards.
2. Identify and Control Lead Hazards – Identify lead-based paint and hazards and use a range of methods to address them.
3. Identify and Abate Lead Hazards – Identify lead-based paint hazards and remove them permanently.

## **FAIR HOUSING**

In 2007, BBC Research and Consulting updated of the City's Analysis of Impediments to Fair Housing Choice (AI). This firm developed a community/housing profile, reviewed lending complaints, examined existing policies, interviewed key persons, conducted a telephone survey, worked with staff to hold a public forum, and provided a final report and recommendations.

During the coming program year, the City will implement the following fair housing strategies which are recommended by the 2007 Analysis of Impediments. The AI is scheduled to be updated in 2012.

### **RAISING VISIBILITY OF FAIR HOUSING AND THE COMPLAINT PROCESS**

Maintain the Fair Housing component of the City's website dedicated to Fair Housing including links to the federal and state Fair Housing Acts as well as to the Virginia Fair Housing Office's website. The website identifies protected classes and specific instructions on how to file a complaint. It also contains a link to allow a visitor to download the "Guide to Virginia Landlord-Tenant Law and Local Rental Housing in Planning District 16" and contact information for the City's Rental Property Maintenance Program. Continue to remind landlords of fair housing laws and requirements by direct mail in conjunction with the Commissioner of the Revenue's annual tenant list mailing.

### **CONSIDERING INCENTIVES AND ALTERNATIVE FUNDING TO ENCOURAGE AFFORDABLE HOUSING**

Provide direct homeownership assistance, through a CDBG program, to allow eligible persons to purchase a home or refinance out of sub-prime or high risk mortgages.

Coordinate with organizations such as the Central Virginia Housing Coalition in order to maximize the homeownership opportunities available to low- and moderate-income families. This will include partnerships with CVHC on implementing the Neighborhood Stabilization Program and providing down payment/closing cost assistance to qualifying households.

### **INCREASING AWARENESS AND KNOWLEDGE OF FAIR HOUSING**

Continue to work with Rappahannock Legal Services to provide education and counseling related to the Virginia Residential Landlord-Tenant Act.

Continue to work with Rappahannock Legal Services to ensure a "Guide to Virginia Landlord-Tenant Law and Local Rental Housing in Planning District 16" remains available in English and Spanish and routinely updated.

Distribute the "Guide to Virginia Landlord-Tenant Law and Rental Housing in Planning District 16" through the Rental Housing Inspection Program (if continued) and general resident requested inspections.

### **ASSISTING RESIDENTS WITH SPECIAL NEEDS TO HAVE FULL ACCESS TO HOUSING AND SERVICES**

Continue to implement provisions of the Zoning Ordinance that promote development of a variety of housing types.

## **MONITORING STANDARDS AND PROCEDURES**

The City of Fredericksburg's Office of Planning and Community Development will be responsible for monitoring programs which use CDBG funds, according to HUD regulations.

The Office of Planning and Community Development will be responsible for developing guidelines for each contractual agreement the City enters into with an agency or organization, for the purpose of implementing the housing strategies identified in this document. Items to be specified in the contract include the work or service to be performed, the amount of funds budgeted, and the time-frame for performing the work or service. Each contract will also contain an outline of the goals and objectives against which the performance of CDBG program fund recipients will be measured, as well as information on the City's commitment to affirmatively further fair housing and to avoid residential displacement. All applicable statutory and regulatory requirements will also be included in each contract.

CDBG program fund recipients will be required to submit quarterly reports regarding the status of the project (to ensure that program rules are being followed). The Office of Planning and Community Development will monitor the City's CDBG program by analyzing required reports and conducting site visits. In order to ensure that funds are being used according to applicable statutes and regulations, the Office of Planning and Community Development will also conduct financial monitoring which will include quarterly reviews of expenditures to ensure they meet program regulations.

The City's CDBG funds will be formally audited in conjunction with the Department of Fiscal Affairs' annual audit. No separate audit of CDBG funds will be performed.

The City conducts onsite monitoring of its subrecipients on a rotating basis every two years as required by HUD. It reserves the right to terminate agreements with CDBG program fund recipients found to be in non-compliance with program guidelines and/or who are reluctant to take corrective measures.

Funds remaining unexpended after annual goals have been met will be applied to the housing rehabilitation category.

**Sustainability/Promoting Livable or Viable Communities:**

This outcome category applies to projects where the activity or activities are aimed at improving communities and neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blight, through multiple activities or services that sustain communities and neighborhoods.

The projects for this Program Year meet the performance measurement objectives. All activities will also meet one of the performance measurement objectives. Each activity's objective and proposed outcome are provided in the following table.

**2011-2012 Performance Measurement Table**

Name of Project	Objectives			Outcomes		
	Suitable Living Environment	Decent Affordable Housing	Creating Economic Opportunities	Availability/Accessibility	Affordability	Sustainability: Promoting Livable or Viable Communities
Housing Rehabilitation		X		X		
Removal of Architectural Barriers		X		X		
Public Service-Central Virginia Housing Coalition		X			X	
Public Service-Rappahannock Legal Services		X				X
Fredericksburg HIV/AIDS Support Services		X		X		
Direct Homeownership Assistance		X			X	
Public Service-Food Bank		X				X

## **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 jurisdictions, 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 Plans** – It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance Real Property Acquisition Policies of Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** – It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs, and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

## 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), (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.

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### 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.

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: