

# **Chesterfield County, Virginia**

## **Consolidated Annual**

### **Performance and Evaluation**

#### **Report (CAPER)**

Federal Program Year 2015

(July 1, 2015 – June 30, 2016)

September, 2016



A report on the use of Federal Community Development Block Grant and HOME Investment Partnership Program by Chesterfield County, Virginia

## **CR-05 - Goals and Outcomes**

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan.**

### **91.520(a)**

**This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.**

Each year, the County submits to the U.S. Department of Housing and Urban Development (HUD) the Narrative Statement for the end of the year report. This year's report summarizes how Chesterfield County's commitment of federal funds and other available resources addressed the priorities of the 2015-2019 Consolidated Plan for fiscal year 2015-2016. This report outlines the activities the County undertook in enhancing community attractiveness, improving infrastructure and public facilities, supporting programs that enrich lives, and providing safe, decent, and affordable housing, using nearly \$1.5 million of federal entitlement funds granted for the 2015-2016 fiscal year.

The following accomplishments were made in PY15 using Chesterfield County CDBG and HOME funds:

#### **Enhance Community Attractiveness**

- The 2015-2016 Action Plan provided funding for Chesterfield's Planning Department to provide for two proactive code compliance specialists to preserve and stabilize existing business areas and neighborhoods along the Jefferson Davis Highway Corridor and the Village of Etrick via proactive code enforcement inspections and the resolution of code violations. Throughout the program year, the Proactive Code Compliance Program issued 851 citations through daily inspections which consisted tall grass, discarded materials, inoperable vehicles, trucks in residential districts, unscreened dumpsters, too-tall fences, and assorted other violations. Of these, 749 cases were closed. Inspectors assigned to these areas attend the Jefferson Davis Association meetings, are involved in the Jefferson Davis Special Area Plan with team members, give presentations regarding Code Enforcement to residents on home improvements within the communities, and participate in community cleanup days and Habitat with Humanity events in the areas.

#### **Improve Infrastructure and Public Facilities**

- The 2015-2016 Action Plan provided funding for Chesterfield's Park and Recreation Department to provide improvements to the park facilities at Providence Middle School and Davis Elementary School. This project is expected to begin construction by September 2016.
- The 2014-2015 Belmont Road Sidewalk project is currently under construction. It is expected to be completed by the end of HUD PY2016.
- The 2012-2013 Sherbourne Road Sewer project was completed in June 2016.

- The 2014-2015 Greater Richmond ARC Park was completed in August 2015.

### **Support Programs that Enrich Lives**

- After-school educational programming through Bensley Elementary School for at-risk youth residing in a low-income community served 110 students throughout the program year.
- Supportive services in health and special services through Better Housing Coalition for low-income adults and youth residing in a low-income community, Winchester Greens. 475 residents were served throughout the program year.
- Educational programming for at-risk students and their families at three elementary schools located in low-income communities served 2,208 students throughout the program year.

### **Provide Safe, Decent, Affordable Housing**

- Rehabilitation of houses owned by low/moderate-income residents through project: HOMES. Funding was provided in PY15 for five projects; five were completed.
- Emergency and critical repairs to homes owned by low/moderate-income residents through project: HOMES. Funding was provided for 20 emergency and critical repair projects; 19 were completed.
- Critical repairs to the exterior of homes owned by low/moderate-income residents through Richmond Metropolitan Habitat for Humanity. Funding was provided for 8 to 10 critical home repairs; eight were completed.
- Downpayment and closing cost assistance through HOME, Inc. to enable homeownership for low-income first-time homebuyers. Funding was provided for 6 first-time homebuyers; six were assisted.
- Acquisition and rehabilitation of homes for purchase by low-income families through Southside Community Development and Housing Corporation CHDO. No units were completed or sold.
- Foreclosure prevention, intervention, and mitigation services through HOME, Inc to homeowners in danger of losing their homes to foreclosure in Chesterfield. Funding was provided for 124 families; 124 families were served.
- Funding was provided to operate a small business incubator to provide 6-10 new low-moderate income jobs in FY15-16. Overall, the equivalent of 14.5 fulltime jobs (FTE) were added throughout the program year.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete	
Enhance community attractiveness	Affordable Housing	CDBG: \$670,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	30000	0	0.00%	10688	0	0.00%	
	Non-Housing Community Development			Households Assisted	0	0	0.00%	3	3	100.00%	
				Business	1	0	0.00%	0	0	0.00%	
				Facade treatment/business building rehabilitation	Household Housing Unit	23	32	0.00%	5	32	640.00%
				Homeowner Housing Rehabilitated	Households Assisted	14	6	42.86%	6	6	100.00%
				Direct Financial Assistance to Homebuyers	Household Housing Unit	4000	851	21.28%	800	851	106.38%
				Housing Code Enforcement/Forfeited Property Care							

			Other	Other	14	0	0.00%	0	0	0.00%
Improve infrastructure and public facilities	Non-Housing Community Development	CDBG: \$1,575,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	30688	0	0.00%	10688	0	0.00%
			Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	40688	0	0.00%	0	0	0.00%
Safe, decent, and affordable housing	Affordable Housing	CDBG: \$1,475,000/ HOME: \$1,696,740	Homeowner Housing Added	Household Housing Unit	1	0	0.00%	0	0	0.00%
			Homeowner Housing Rehabilitated	Household Housing Unit	55	26	47.27%	11	32	290.91%
			Direct Financial Assistance to Homebuyers	Households Assisted	26	6	23.08%	6	6	100.00%

Support programs that enrich lives	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$1,180,000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6750	2807	41.59%	1450	2807	193.59%
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**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

Chesterfield County undertook a total of nine activities with CDBG funds in 2015-2016 to benefit low-and-moderate income residents and to address goals and objectives of the 2015-2020 Consolidated Plan and carried over two activities from prior years. Nine of these activities (82%) were completed during the 2015-2016 program year. The remaining two activities are expected to be completed during the 2016-2017 program year.

HUD encourages grantees to take a locally targeted approach to the investment of their federal funds to focus on neighborhood revitalizations and set up specific focus areas in their community . The County embraced this philosophy, and beginning with the PY2015 program year, the CDBG/HOME process was revised to concentrate funding in focus areas that align with the school renovation/replacement efforts outlined in the County's Capital Improvement Program. This decision enables funding to have a more distinct and sustained impact on the low to moderate income neighborhoods and communities that are served. The county is committed to a revitalization effort that will positively impact the property values and provide parity in infrastructure and stabilization in older neighborhoods. This effort will also provide a safer place in which to live and play as these neighborhoods begin to flourish and owners take more pride in home maintenance and neighborhood associations regain membership. The first school renovation/rehabilitation project being undertaken was the Providence Middle School in PY 2015, which is located in a low-to-moderate-income census tract in the Midlothian magisterial district. This project is currently not completed, as to why the percentages in the table above.

Additionally, the Jefferson Davis Highway Corridor and the Ettrick community, are targeted focus areas, as well. They have historically been communities that have received CDBG and HOME assistance as they are both lower-income, older areas of the county.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	1,264	14
Black or African American	1,415	48
Asian	19	0
American Indian or American Native	4	0
Native Hawaiian or Other Pacific Islander	6	0
<b>Total</b>	<b>2,708</b>	<b>62</b>
Hispanic	799	0
Not Hispanic	1,909	62

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

### Narrative

In PY 2015, the majority of families/individuals assisted were non-white minorities. For CDBG, approximately 53% were minorities. For HOME, approximately 77% were minorities. Overall, as of 2014, the County's population was 69% white and 31% non-white minority.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	HUD	\$1,188,739	334,131
HOME	HUD	\$363,950	232,391

Table 3 - Resources Made Available

### Narrative

The table above provides a comparison between the amount of funds made available from each grant for the annual period to the amounts actually expended in the fiscal year. The amount made available is generated by the IDIS financial system based on the information entered into the Annual Action Plan. The expenditure data is generated by the IDIS system based on draw downs completed during July 1, 2015 to June 30, 2016. This includes both expended prior year funding and program income for CDBG and HOME funds.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Beulah Elementary School	0	4.2	Two CDBG-funded housing rehabilitation projects were completed in this target area.
Enon Elementary School	0	0	There were no completed projects in the Enon Elementary School target area in PY16.
Ettrick	3.4	6.3	One first-time homebuyer was assisted with HOME funded in this target area. Proactive Code Compliance officers from the County's Planning Department also were active in this target area. Communities in School also operated at Ettrick Elementary School.
JEFFERSON DAVIS HIGHWAY CORRIDOR	34.5	27.1	This target area saw the most funding in PY16. Activities included: a small-business incubator, proactive code compliance activity, 5 CDBG-funded housing rehabilitation projects, 3 downpayment assistance activities, Better Housing Coalitions's Chesterfield Family and Senior services program, an after-school educational program, and educational services for at-risk students and their families through Communities in Schools.

Manchester Middle School	0	18.8	This target area saw 7 CDBG and 1 HOME-funded housing rehabilitation projects. CIS provided educational services for at-risk students at Chalkley Elementary School.
Matoaca Elementary School	0	2.1	One HOME-funded housing rehabilitation project was completed in this target area.
Providence Middle School/ Davis Elementary School	62.1	6.3	This target area saw 3 CDBG-funded housing rehabilitation projects, as well as a parks improvements project at Providence Middle School/Davis Elementary area. Park construction is expected to start September 2016.
County-wide or other areas of the County	0	35.4	HOME, Inc's Default and Foreclosure program offered services to citizens on a county-wide basis; 4 HOME-funded housing rehabilitation projects, 2 downpayment assistance activities, and 11 CDBG-funded housing rehabilitation projects were located outside of target areas.

**Table 4 – Identify the geographic distribution and location of investments**

## Narrative

The above allocations are based on budgeted entitlement amounts and not actual expenditures in the program year.

Resources are allocated based on numerous factors. Beginning in PY 2015, the County began to focus resources in the surrounding area of each of the school building renovations outlined in the Capital Improvement Plan (CIP) in order to update infrastructure and other improvements as part of a revitalization effort. The target area for assistance, which moves each program year to the next school renovation site, will strategically enable the County to have a more distinct and sustained impact on neighborhoods and communities that are served in order to assist low and moderate income families. The first school renovation/rehabilitation project that was undertaken was the Providence Middle School in PY 2015. This major renovation project was recently awarded a contract of \$22.6 million, and is estimated to be completed by January 2019.

Additionally, two other communities, the Jefferson Davis Highway Corridor and the Etrick community, are also targeted focus areas. They have historically been communities that have seen CDBG and HOME assistance as they both are low-income, older areas of the county.

In program year 2015, nearly 40 percent of CDBG and HOME funds were spent in the PY15 target areas of Providence Middle School/Davis Elementary School, Jefferson Davis Highway Corridor, and the Etrick Community. The remaining 60 percent was expended in various areas throughout the County, including future target areas- Manchester Middle School, Matoaca Elementary School, and Beulah Elementary School.

In PY 2015, the anticipated distribution of funds was not as aligned with actual expenditures as expected. At 35.4%, the greatest percentage of funds went to other areas in the County other than the PY 15 designated target areas. This variation was primarily to the delay in start of the Providence Middle School/Davis Elementary School parks renovation project. However, construction is expected to start September 2016. The school target area will see a large increase in expenditures in the coming year as the parks renovation project will be completed. The next highest percentage of funds was concentrated, as expected, in the Jefferson Davis Highway Corridor (27.1%), followed by Manchester Middle School (18.8%).

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Private banks and mortgage companies provided loans to enable first-time homebuyers to purchase affordable housing. In fiscal year 2015-2016, clients received a total of \$74,211 in assistance with down payment and closing costs and obtained a total of \$842,383 in loan funds and additional grants to leverage the HOME funds. Owners contributed \$15,064.61 of their own funds. The required match of \$162,155.54 for the HOME program was satisfied through excess match from previous fiscal years, non-federal grants, and foregone taxes, fees, and charges from the Chesterfield County Circuit Court.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	1,224,615.89
2. Match contributed during current Federal fiscal year	25,030.00
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	1,249,645.89
4. Match liability for current Federal fiscal year	162,155.54
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	1,087,490.35

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
IDIS #861	02/10/2016	0	10	0	0	0	0	10
IDIS #934	07/28/2015	0	10	0	0	0	0	10
IDIS #964	07/28/2015	0	10	0	0	0	0	10
Suntrust for Home Ownership	11/25/2015	25,000	0	0	0	0	0	25,000

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	18,286	18,286	0	0

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	131,140	0	0	51,098	61,975	18,067
Number	5	0	0	2	2	1
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	131,140	0	131,140			
Number	5	0	5			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8 – Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

**Relocation and Real Property Acquisition** – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

Parcels Acquired		0	0			
Businesses Displaced		0	0			
Nonprofit Organizations Displaced		0	0			
Households Temporarily Relocated, not Displaced		0	0			
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	6
Number of Special-Needs households to be provided affordable housing units	11	32
<b>Total</b>	<b>11</b>	<b>12</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	11	32
Number of households supported through Acquisition of Existing Units	6	6
<b>Total</b>	<b>11</b>	<b>38</b>

Table 12 – Number of Households Supported

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

The homeowner rehabilitation and repair programs exceeded the goal due to lower average costs of rehabs which allowed additional units to be completed. In Program Year, there were 32 households that required housing repairs, including 5 that were assisted with HOME funds and 27 that were assisted with CDBG funds. Downpayment assistance (acquisition of new units) was also on par with the yearly goal of six.

### Discuss how these outcomes will impact future annual action plans.

Continuing funding will be provided to these programs to increase homeownership and improve housing conditions for low-income persons.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Persons Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	7	1
Low-income	5	1
Moderate-income	7	3
<b>Total</b>	<b>19</b>	<b>5</b>

**Table 13 – Number of Persons Served**

**Narrative Information**

The numbers above (Tables 11,12 and 13) reflect the activities completed in this program year.

**CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**  
**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

During 2015-2016, Chesterfield County funded seven non-profit corporations through the Donations component of the General Fund budget to prevent homelessness, provide food and shelter for homeless individuals, provide supportive services for homeless and near-homeless individuals and families, and enable the transition to permanent housing. In total, the County provided \$97,500 to the following organizations: CARITAS (Congregations Around Richmond to Assure Shelter), CCHASM (Chesterfield-Colonial Heights Alliance for Social Ministry), CARES (Crisis Assistance Response Emergency Shelter), The Salvation Army, Colonial Heights Food Pantry, FeedMore, and the YWCA.

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

The County is a participant in the regional Continuum of Care with Homeward as the lead agency. Individuals and families in Chesterfield County or identified as being from Chesterfield County received services through a variety of agencies including those described above.

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

Please see above for programs that assisted homeless persons.

**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 Department of Social Services administers several programs to assist individuals and families facing difficulties in maintaining safe, stable, and affordable housing. Chesterfield's DSS provides food stamps, temporary housing assistance, fuel assistance, and administers the Temporary Assistance for Needy Families program.

The Section 8 program administered through the Department of Social Services provides rental assistance to approximately 600 households. There were no actions related to providing additional units of affordable rental housing units.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The County of Chesterfield has no public housing. Chesterfield encourages affordable homeownership for low-income households through several programs. Specific actions during PY 2015-2016 to remove barriers and promote affordable housing include the following:

- Allocation of \$100,000 to HOME, Inc. for downpayment and closing cost assistance and homeownership counseling.
- Allocation of \$54,590 to Southside Community Development and Housing Corporation for CHDO activities.
- Allocation of \$200,000 to project: HOMES for Critical Home Repairs program.
- Allocation of \$184,758 to project: HOMES for moderate home rehabilitation program.
- Allocation of \$95,000 to Habitat for Humanity for emergency exterior home repairs.

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

The County of Chesterfield has no public housing.

### **Actions taken to provide assistance to troubled PHAs**

The County of Chesterfield has no public housing.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

In Chesterfield's most recent Analysis of Impediments to Fair Housing Choice, completed in May 2015, the County's policies were examined to determine if they presented barriers to affordable housing in the County. Chesterfield's Zoning Proffer Policy was reviewed and deemed to be increasing the cost of housing and impacting affordability for persons at 80 percent and below the median income, as generally homes costing less than \$170,000 are the most impacted by increased cost from development proffers. The AI recommended that as the increased cost from proffers are passed to the consumer, the County will need to continue to mitigate the costs through the use of entitlement funding providing down payment and equity for purchasers that qualify for the programs.

Based on the above analyses, the County will continue to support projects that provide decent affordable housing for all income ranges, especially low- and moderate- income residents. In the past fiscal year, the County funded Housing Opportunities Made Equal (HOME, Inc)'s Keystone First-time Homebuyers Program, which provides downpayment assistance, closing cost assistance, and housing counseling to first-time homebuyers looking to buy a home in Chesterfield County.

## **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

Actions taken to address underserved needs included in the fiscal year 2015-2016 annual Action Plan are Affordable Housing Repairs/Maintenance and Down Payment Assistance.

Housing Repair/Maintenance was addressed through the following: Habitat for Humanity, of which 8 homes received exterior home repairs, 5 moderate home repairs through Project: HOMES Comprehensive HOME Repair program, and 19 critical home repairs through project: HOMES Critical Home Repair program.

HOME funds were provided for down payment assistance to first-time homebuyers. Six activities were completed during the fiscal year.

The Department of Social Services also provides food stamps, temporary housing assistance, fuel assistance, and administers the Temporary Assistance for Needy Families program. The Capital Area Training Center provides job training and placement. The Commissioner of the Revenue administers the Tax Relief for the Elderly or Disabled program. This program is income based for individuals over the age of 65 or totally disabled. Other requirements apply. The Commissioner of the Revenue also provides an incentive program for the rehabilitation of residential properties. This program is designed to protect and preserve mature and settled neighborhoods. A partial tax exemption is in effect for 8 years for eligible properties that are rehabilitated, renovated or replaced.

The Section 8 program administered through the Department of Social Services provides rental assistance to approximately 600 households. There were no actions related to providing additional units

of affordable rental housing units.

Chesterfield County continues to reach out to the community to gain a better understanding of the needs for services and adapts programs accordingly to satisfy a diverse representation of the population.

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

All CDBG and HOME activities in Chesterfield County which involve the purchase or repair/renovation of houses built prior to 1978 follow federal lead-based paint regulations. During the implementation of these activities, appropriate steps are taken depending on the level of funding for the unit when lead-based paint is detected or presumed to be present. Sub-recipient staff is trained on lead-based paint requirements (HUD Lead Safe Work Practice Certification; EPA Renovation, Repair and Painting Certification; and Healthy Homes for Community Health Worker Certification) and practices and each homeowner in a pre-1978 home is provided the EPA/HUD booklet "Protect Your Family From Lead in Your Home". Homeowners in repair/rehabilitation programs also receive the EPA booklet "The Lead-Safe Certified Guide to Renovate Right". A signature noting receipt of these documents is placed in each client file. Contractors used for repair/rehabilitation work are all EPA-certified under 40CFR Part 745.82 and 745.84.

The Virginia Department of Health, through the Lead Safe Virginia program, published the Zip Codes that have 0.27% of the housing built before 1950 and/or an increased prevalence of children with elevated blood lead levels per available data. There are no Chesterfield County Zip Codes identified as High-Risk. In 2014, the Lead-Safe Virginia Program, Virginia Department of Health reported that there were a total of six children under the age of 72 months who reside in Chesterfield County had a confirmed elevated blood lead level.

All Medicaid enrolled children are required to be tested at one and two years of age. Risk factors for other children include but are not limited to children living in a High-Risk Zip Code, children living in or regularly visiting a house or day care center built before 1950, children living with an adult whose job or hobby involves exposure to lead, and children who are a recent refugee, immigrant, or adopted from outside the United States.

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

The Chesterfield-Colonial Heights Department of Social Services provides residents with a gateway to connect to all social services and financial support being provided by local, State, and federal government agencies as well as private and charitable agencies to facilitate the development of programs to empower communities to strengthen families and neighborhoods. DSS offers assistance and access to emergency needs, employment services, family planning services, health related services information and referral services, protective services to children, and determinations and re-determinations of eligibility for public assistance programs.

While the County's Department of Economic Development does not work directly to reduce the poverty level, its role in expanding economic opportunities works toward increasing household incomes. The Department of Economic Development will continue its work to cultivate new business in support of creation of decent wage jobs that offer opportunities for advancement.

Programs and incentives offered by the Department of Economic Development and the County include:

- The Business Expansion Incentive Fund (BEIF), which was established for the purpose of securing job-creating economic development opportunities through the preservation and expansion of existing business in Chesterfield County. BEIF assistance may be in the form of a low-interest loan or a grant. Applications are made to the Chesterfield County Economic Development Department. For FY2017, the County has increased its BEIF funding by \$100,000 as part of a larger effort to spur small business growth and expansion in Chesterfield.
- Fast Track Permitting, which expedites the site and building plans review if needed
- Companies making donations to neighborhood organizations conducting approved community assistance programs for impoverished people may get a tax credit for 45% of the total donation. Activities include emergency assistance, housing assistance, crime prevention programs, job training, and education assistance.
- Machinery and tools (M&T) tax offered at an effective rate of 25 cents per \$100 of assessed value, provides for significant savings in operating costs to manufacturers.
- The County's Economic Development Department has a small business program manager that works with small businesses to provide information and assistance. Additionally, several seminars and informational sessions are held each year to offer assistance on a wider scale. A special focus on small businesses will be enhanced over the next several years. In August 2017, a fulltime Small Business Development Assistant position was added as well.
- Chesterfield County Public School System offers GED certification and other adult education evening courses through the Technical Center and other school sites to enable residents to obtain additional education and to improve knowledge and skill sets to assist in obtaining better paying employment.
- The County's Extension Office offers money management courses to educate residents and improve knowledge of handling personal finances and how to improve one's credit rating.

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

As the Lead Agency in developing this CAPER, the Community Development Block Grant Program is responsible for oversight, administration and distribution of CDBG and HOME funds. There were no gaps in the institutional structure during the 2015-2016 Fiscal Year. The Chesterfield County Consolidated Plan is carried out by a myriad of experienced capable nonprofit organizations and county departments. Chesterfield County prides itself on a long track record of successful partnerships among public and private sector entities. The delivery system for the Consolidated Plan programs and services are no exception. Communication and cooperation between Chesterfield County Community Development Block Grant office and the partner agencies and organizations that administer projects and activities are strong.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

Actions taken include:

- Continued participation as an active partner in the Richmond Regional Continuum of Care, addressing homeless issues in the metropolitan area
- Continued participation with the Richmond Community Development Alliance (RCDA) to discuss strategies to address local and regional housing needs, issues, and resources
- Provided funds for down-payment and closing costs assistance to facilitate homeownership opportunities for low-moderate income individuals
- Continued representation on the regional non-profit Partnership for Housing Affordability

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

Chesterfield County fully supports the fair housing laws and has established a framework and operates to ensure compliance with the laws. After much research and analysis of the relevant data, the county has identified several issues that if fully mitigated, would improve the likelihood of adequate housing opportunities for its residents. The identified issues are classified as either “impediments”, meaning obstruction or “concerns” which are of a less severe nature than the impediments.

Chesterfield has classified the following issues as impediments to fair housing: housing affordability and insufficient income; lack of public awareness of fair housing; lack of transportation options; disparate impacts of mortgage lending on minority populations and low income areas; accessibility barriers such as elderliness, disabilities, and language; and poor neighborhood conditions.

Between July 1, 2015 and June 30, 2016, Housing Opportunities Made Equal (HOME, Inc), a regional fair housing advocacy organization, counted fifty-three complaints that were investigated in the County. Out of those complaints, there was one where a fair housing complaint was filed and settled with the Virginia Fair Housing Office. The remaining complaints, all investigated by HOME, either may not have received enough evidence to support the alleged discriminatory claim, were resolved with a reasonable accommodation or modification, or were filed as a fair housing complaint to the Virginia Fair Housing Office. PY2015 saw a significant increase in the number of complaints (53) compared to PY14, with 11 complaints, and PY13 with 10 complaints.

The following activities address the identified impediments to fair housing, affirmatively further fair housing and promote fair housing in Chesterfield County, and to address the concern of a lack of education related to filing complaints:

## **Housing Affordability and Insufficient Income**

- In PY2015, Chesterfield County continued to fund affordable housing programs as recommended in the 2015 Analysis of Impediments to Fair Housing Report (AI). The County funded Housing Opportunities Made Equal with HOME funds to help provide assistance with down payment and closing costs for low income, first-time homebuyers for any eligible house throughout the County.
- The AI also recommended the continued support of the regional response to homelessness. The Deputy County Administrator for Human Services continues to serve on the board of Homeward, the regional planning and coordination agency for homeless services, and the Collaborative Applicant for Continuum of Care (CoC) funding. The county provided \$5,000 to support the work of Homeward. The County also provided \$97,500 to the following organizations: CARITAS (Congregations Around Richmond to Assure Shelter), CCHASM (Chesterfield-Colonial Heights Alliance for Social Ministry), CARES (Crisis Assistance Response Emergency Shelter), The Salvation Army, Colonial Heights Food Pantry, FeedMore, and the YWCA.

## **Education**

- In PY 15-16, HOME, inc provided 8 Fair Housing Trainings with 328 participants in Richmond region. And HOME, Inc brochures have the Fair Housing logo on them.
- 379 Participants of HOME's Homeownership Services which includes individual counseling, group education were educated and provided written materials regarding Fair housing.
- HOME participated in 25 outreach events. They reached 2,887 individuals utilizing these various community outreach events. They also have had mass media opportunities with over 3.6 million media hits . From July 1, 2015 to June 30, 2016, there were a total of 62,847 visitors to HOME's website viewing a total of total of 609,470 pages with 8744 specifically for Fair Housing. Of the 62,847 there were 5930 visitors to their help pages in Spanish.
- HOME has 3 bilingual (Spanish) staff and continues to make additional efforts to engage the growing Hispanic Community to provide services. HOME translated its general brochure that includes all services, homeownership and fair housing brochures into Spanish. The additional outreach efforts in the Hispanic Community included businesses, social service, and faith-based organizations that serve Hispanic population in the Richmond region including Chesterfield County. HOME also has had 3 Homeownership Education class in Spanish in FY 15-16 with targeted outreach to the Hispanic community.
- Southside Community Development and Housing Corporation (SCDHC), Chesterfield County's designated Community Housing Development Organizatin (CHDO), assists any clients who may have a fair housing issue. If necessary, clients are referred to Housing Opportunities Made Equal or another HUD-approved counseling agency that provides fair housing counseling.

- SCDHC does market employment and housing opportunities via website: [www.scdhc.com](http://www.scdhc.com) and social media sites. They provide monthly education workshops and they partner with VHDA to provide the workshops in Spanish. SCDHC's counseling's services are also marketed by HUD and VHDA.
- The Equal Opportunity Employment Statement is posted in SCDHC's office, website and when they solicit bids. The fair Housing Logo is posted on their marketing signs on homes that they sell, the website and materials funded by federal funding.
- Homebuyers seeking housing through the CHDO must complete a Virginia Housing Development Authority (VHDA) Homebuyers Education Workshop. Topics included in the Workshops were the Fair Housing Act of Virginia, Protections of Virginia Fair Housing Law, Predatory Lending Practices and Guarding Against Predatory Lending Practices. A bilingual presenter provides the training. SCDHC provides print advertisements, flyers, posters and brochures in both English and Spanish.
- The Richmond Metropolitan Habitat for Humanity (Habitat) displays the Equal Housing Opportunity logo or the Equal Housing Opportunity clause on all materials for public distribution.
- Habitat staff explains the laws prohibiting non-discrimination, and the rights provided by the law against discrimination of applications to all applicants.
- Project:HOMES corporation displays the Equal Housing logo on the front of the application for the Chesterfield County Home Repair Program and on brochures for housing rehabilitation and repair programs

## Transportation

- Chesterfield is an active participant in the Richmond Area Regional Planning Organization, a regional policy-making organization. The Long-Range Transportation Plan, a regional, multi-modal plan, addresses, among other needs, future needs for roads, bicycle/pedestrian facilities and regional transit. The plan2035 Long-Range Transportation Plan, adopted July 12, 2012, guides future needs for regional transportation.
- As recommended in the AI, Chesterfield County continues to provide funding to RideFinders (\$5,700 for the year) for enhanced options for transportation to employment, shopping and health care for Chesterfield residents.
- The County paid \$243,000 to GRTC for commuter bus routes that run weekdays to allow commuters to travel from the County to employment opportunities in the City of Richmond and back.
- Access Chesterfield, Chesterfield County's Coordinated transportation Program provides transportations services for any Chesterfield County resident who is disabled, aged 60 or older, or who meets federal income guidelines. Access Chesterfield will provide curb-to-curb service

through advance reservations. Any qualified Chesterfield County resident meeting the above criteria can purchase a travel voucher for six dollars to be utilized for trips on this transportation service.

### **Problems Associated with Mortgage Lending**

- HOME funds were provided to Housing Opportunities Made Equal and Southside Community Development and Housing Corporation to provide financial literacy education programs to their clients

### **Accessibility**

- The County's CDBG/HOME housing rehabilitation program design allows for accessibility improvements as required by the residents of the household as part of the overall housing rehabilitation. Improvements may include accessible showers, comfort height toilets, wider door openings and wheelchair ramps.

### **Neighborhood Conditions**

- Chesterfield County currently provides assistance to communities and neighborhoods through its County Board of Supervisors appointed "Sustain our Community" Committee and the Community Enhancement Program. The County will continue these programs that are working to help neighborhoods improve and build a community infrastructure for sustainability.

### **Language**

- One of the recommendations in the AI is to continue to provide a multi-cultural liaison to assist Spanish-speaking residents. The Multicultural Liaison continues to assist and educate the county's growing diverse population who may need assistance with obtaining county services, programs, activities and benefits. County residents and county employees receive help with interpretation in person or by phone. Translations of written materials, such as fliers, brochures, fact sheets and posters also are available. The county is available to provide assistance in several additional languages through bilingual employees.
- The multicultural liaison supports, plans and attends community activities and events to share information and interact with residents. Festivals, job and health fairs, mobile consulates, celebrations and immigration events are some of the year-round activities the liaison attends. Some of the community groups the office interacts with include:
  - Virginia Hispanic Chamber of Commerce
  - Asian American Society of Central Virginia
  - Merchants Club of Virginia
  - African Community Network of Greater Richmond
  - Filipino American Association of Central Virginia
- Additional resources include the following:
  - Radio Poder 1380 AM, Enfoque a la Comunidad, Mondays, 11 a.m.

- Selecta 1320 AM, Enlazate a la Comunidad, each Friday at 8:50 a.m., first Tuesday of the month at 11:30 a.m.
- Newspapers: Metro, Nuevas Raices, Horizontes and Latino News

## **CR-40 - Monitoring 91.220 and 91.230**

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

Chesterfield County continually seeks to refine its program management policies and procedures. County department and local organizations that receive CDBG funds have a single reporting process that uses common measures and assessments. County staff monitored all activities funded through its CDBG programs to ensure that goals are met and federal funds were spent for contracted activities and eligible expenditures. Each program was reviewed for compliance or non-compliance with applicable Consolidated Plan Regulations, Executive Orders, Labor Standards, Equal Employment Opportunity, Environmental and other 504 Federal requirements. Monitoring is accomplished through annual or biennial on-site visits, analysis of quarterly reports, review of subcontracts and bid documents, employee interviews, pre construction conferences and review of activities in relation to the provisions of the Davis-Bacon Act and Wage procedures.

In addition, staff from the County's Accounting Department monitored the amount of funding allocated, committed and expended to assure compliance with the HUD requirements using the County's One Solution financial system and HUD's IDIS system. The County also requires that all sub-recipients submit an annual audit of their financial activities within 90 days of the close of the agency's fiscal year.

The Grants Administrator and the County's Financial/Grants Analyst conducted site visits for all CDBG activities that had expended funds during the 2015-2016 program year to observe funded programs and conduct desk monitoring on all CDBG-funded activities reviewing financial and record keeping procedures, methods for determining income eligibility for programs and services, and outcome measures. All monitoring visits indicated successful programs that showed progress in meeting priority needs and objectives.

**Programs Reports:** CDBG funded programs submit monthly or quarterly reports depending on their activity schedule and funding. Reports include the number and demographics (income, gender, race, ethnicity, etc.) of beneficiaries, progress toward achieving program goals and financials. Reports are reviewed by the CDBG Coordinator to ensure that expenditures are eligible and to monitor the progress of the agency or County department toward achieving its goals.

**Davis-Bacon Compliance:** the Grants Administrator is responsible for ensuring that procedures were followed and appropriate records are kept, as well as for reviewing certified time sheets to monitor compliance with prevailing wage rates. The Grants Administrator is responsible for hosting pre-construction meetings on County projects and provides technical support to County staff, sub-recipients and contractors regarding Davis-Bacon compliance.

CDBG grant payments to sub-recipients were disbursed from County funds. CDBG funds are then drawn down in IDIS, usually on a monthly basis. Funds received from the U.S. Treasury were deposited in the County's account.

The Grants Administrator and the County's Financial/Grants Analyst also conducted on-site monitoring for housing programs operated by non-profits. A checklist tailored for each type of housing project, homeowner rehabilitation or homebuyer assistance, is used for the on-site review. Client files are selected for review at random. Desk review monitoring occurs as each request for funds is received. There were no findings in program year 2015-2016.

**Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

Notice of the availability of a draft annual performance report is published in the Richmond Times-Dispatch. Citizens are given 15 days to review and provide comment on the document.

Copies of the draft CAPER were available for review at the Budget and Management office, Lane B. Ramsey Building 9901 Lori Road, Chesterfield, VA 23832 and the county website [www.chesterfield.gov](http://www.chesterfield.gov) during the month of September 2016, fulfilling the requirement of identifying the funds available, committed and expended through the CDBG and HOME programs. A public meeting to solicit feedback on the CAPER was held at a community center located in a major CDBG area of the County (Bensley) on September 7 at 3:00 p.m. (at the Bensley Community Center in the Jeff Davis Corridor). There were no attendees other than staff at the September 7, 2015 meeting at the Bensley Community Center. There were no comments received.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The County of Chesterfield did not change any objectives that were outlined in in its PY 2015-2016 Annual Action Plan.

<b>Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?</b>	No
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**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## **CR-50 - HOME 91.520(d)**

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

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

Chesterfield County does not provide assistance for rental housing.

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

Chesterfield County's grant administrator attended an all-day Fair Housing Training in October 2015 in eastern Henrico County. Additionally, the Fair Housing logo and information regarding Fair Housing, including where to file a complaint, is posted on Chesterfield's CDBG/HOME webpage. Fair Housing posters are displayed in the entrance to the Budget and Management Department and at the Department of Social Services buildings. Information about Fair Housing and where to file a complaint is available in the Department of Social Services building that houses the Housing Choice Voucher/Section 8 program, the energy assistance program, and the on-going day care assistance program.

Nonprofit sub-grantees also carry out activities related to affirmatively marketing fair housing. The Community Housing Development Organization affirmatively markets housing through articles in local newspapers, interviews on local and cable access television stations, listing on internet real estate websites, open housing and information on its own website to publicize the availability of new homes. They participate in the social media outlets Facebook and Twitter. Down payment assistance for first-time homebuyers is through a local non-profit whose mission is "Ensuring Equal Access to Housing for All People." This organization, Housing Opportunities Made Equal, provides education and technical assistance to landlords, mortgage companies and the general public. The organization displays the Equal Housing logo on its website and participates in a number of social media outlets, including Facebook, Twitter and YouTube. Project: HOMES, a nonprofit sub-grantee, uses the Equal Housing Opportunity logo on the application for assistance for housing repair or rehabilitation and on brochures describing the program. Richmond Metropolitan Habitat for Humanity staff explained the laws prohibiting non-discrimination, and the rights provided by the law against discrimination of applications to all applicants. All sub-grantees display Fair Housing posters where potential clients can see them.

### **Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

Between July 1, 2015 and June 30, 2016, \$18,286.03 of HOME program income was receipted and drawn down in IDIS. These funds were used on six different housing activities. Four were downpayment assistance activities. Of those four activities, two homebuyers were 30-50% AMI, one was 50-60% AMI, and one was 60-80% AMI. Two homebuyers were single parents. All four were African-American. The other two activities that HOME program income was used on were for home rehabilitation projects. Both homeowners were disabled. One homeowner was 30-50% AMI and the other was elderly and 60-80% AMI.

**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

- Funds were provided to the Community Housing Development Organization, CHDO to acquire, rehabilitate, and resell three properties in Chesterfield to eligible low-income homebuyers. These properties are expected to be sold by the end of calendar year 2016.
- Funds were provided to a local housing counseling agency to provide assistance with down payment and closing costs for income eligible first-time homebuyers.
- Elderly and disabled homeowners are given priority for housing rehabilitation activities.
- County staff participates on the Continuum of Care Review Committee on an annual basis.