

Town Council:

Bob Bloxom  
Ray Burger  
Thelma Gillespie  
Catherine Krause  
Joy Marino  
Maphis Oswald



Mayor: Fletcher Fosque  
Town Manager: Matt Spuck

15 North Street  
Onancock, VA 23417

757-787-3363  
www.Onancock.com

## Town of Onancock

Town Council Meeting  
February 22, 2021 at 7:00 p.m.

**THIS IS A VIRTUAL MEETING – NO IN-PERSON ATTENDANCE**

[www.Onancock.com](http://www.Onancock.com): select link under Upcoming Events: Town Council Meeting

or by Telephone:

301-715-8592 Meeting ID: 869 4515 2915 Passcode: 142802

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## Agenda

1. Call to order and roll call
2. Pledge of Allegiance
3. Consideration and approval of meeting minute from:
  - a. February 22, 2021 Town Council meeting
  - b. March 15, 2021 Town Council Budget Workshop
4. Public Business:
  - a. Public Hearing – N.E. Project Planning Grant – Application Specifics
  - b. Motions to comply with DHCD Requirements
  - c. Resolution for USDA loan (police cars and equipment)
  - d. Adopt Onancock Logo as presented by Onancock Main Street on 3/15/21
5. Council Discussion:
  - a. American Rescue Plan of 2021
6. Public comment
7. Committee Reports:
  - a. HRSD (Bob Bloxom)
  - b. Waterfront (Bob Bloxom)
  - c. Planning Commission (Bob Bloxom)
  - d. Personnel (Catherine Krause)
  - e. Strategic Planning (Fletcher Fosque)
8. Mayor's report
9. Town Manager's report
10. Council comments
11. Closed session (if required)
12. Adjourn

Town of Onancock  
Town Council Meeting  
February 22, 2021  
7:00 p.m.

Call to Order and Roll Call:

Mayor Fosque called the virtual meeting to order at 6:59 pm and roll was called. Mayor Fletcher Fosque and Councilmembers Robert Bloxom, Joy Marino, Catherine Krause, Maphis Oswald, Ray Burger and Thelma Gillespie were present. All members were present, and a quorum was established.

The Pledge of Allegiance was recited.

Mayor Fosque shared that this meeting was being conducted virtually by the powers vested in the Commonwealth of Virginia and stated that if anyone would like the exact Virginia Code they should contact Town Manager, Matt Spuck.

Consideration and Approval of the Meeting Minutes from the January 25, 2021 Regular Town Council Meeting:

Mayor Fosque asked if council had any changes, additions or corrections to the minutes as submitted.

Councilmember Bloxom explained that on page four the word "garage" should be "garbage".

Councilmember Oswald asked a clarifying question from page three, "dictated by State Code", there is a difference between dictate and permit, should the minutes not say "allowed by" instead. Mr. Spuck stated that dictated was the appropriate word when referencing State Code.

Councilmember Oswald stated that on page three, her question about what residents get for their \$27.00 decal fee is incorrect. She stated that she said \$30.00 fee.

Councilmember Oswald stated that on page four - paragraph four, her comment about keeping the neighboring properties informed, her intent was that it would help keep the neighbors informed. Mayor Fosque stated that if the minutes reflect what was said that they should not be amended. Councilmember Oswald stated that the minutes are not a transcript and therefore should be corrected.

*Councilmember Bloxom made a motion to accept the amended minutes. Councilmember Gillespie seconded the motion. The motion passed by unanimous voice vote.*

Public Business:

- a. Historic Onancock School – Annual Report Presentation: Ms. Joani Donohoe, Executive Director the Historic Onancock School (HOS), shared with council some highlights of their annual report. Ms. Donohoe stated that due to COVID-19 most of their 2020 plans were postponed. Ms. Donohoe shared that this summer they intend on starting a new strategic plan which will focus on building and open space improvements. During 2020, HOS had to cancel approximately 30 events due to COVID-19. HOS received a \$50,000 grant from the Eastern Shore Foundation last year to assist with the elevator installation which is in and operational. Some grant funds were also received from the United Way of the Eastern Shore for mulching and plantings. HOS was also awarded \$48,000 from a private group, to update the playground equipment. HOS lost two tenants during 2020 COVID-19 but those spaces have been filled already and they are current at

100% capacity. HOS also received \$18,000 in private donations/contributions. Ms. Donohoe also shared with council an upcoming 5k event they are planning called the Creekside Crawl which will be held on April 3, 2020. This is a family friendly outdoor event. Ms. Donohoe shared that HOS hopes to do a ribbon cutting in 2021 for the LOVE sign as well as the for the new elevator. Ms. Donohoe thanked council for their \$7,500 contribution towards the elevator as well as their continued support.

Councilmember Marino thanked Ms. Donohoe for her report and asked about the building beside the Home Economics building. Ms. Donohoe explained that the building is the old Shop Building which needs to come down. Mr. Spuck also shared that he plans on working with the Department of Emergency Management to secure grant funds to take the building down since it is a high risk building especially during high wind events.

- b. Public Hearing – Special Use Permit, 67 Market Street: Mayor Fosque opened the Public Hearing at 7:21 p.m. Mr. Spuck explained that the Onancock Baptist Church has placed a bid on the property at 67 Market Street and because churches are only allowed in the Business Downtown (B1) district via special use permit Town Council would need to grant them permission to own that property as a church. Mr. Spuck did state that once the church became the owner of the property that property could no longer be taxed by the town for real estate taxes which is approximately \$500 annually. Mr. Spuck shared that the church's intent is to use the back third of the building for a youth ministry and to rent out the front third to a business. The church's main goal in the property acquisition is the parking lot and they have told the town that the public may use the parking lot during non-church hours.

Councilmember Oswald asked about treating the front third differently in regard to real estate taxes since it would be rented out for a for-profit business. Mr. Spuck shared that while Mallard's at the Wharf is a for-profit business the Eastern Shore Historical Society does not pay real estate taxes on that property. Mr. Spuck explained that this is a muddy area because some non-profits pay real estate taxes in town and some do not. Councilmember Oswald stated that the town needs a consistent plan for these types of properties. Mr. Spuck shared that staff is currently working on an analysis to share with council on this matter. Councilmember Oswald stated that council should not act on this special use permit request until there is a clear policy in place. Mayor Fosque explained that this permit request is a zoning issue not a taxing issue. Councilmember Bloxom explained that this is a single parcel property and taxed as such, even if 1/3 of the property will be used for a for-profit business the parcel will be treated as a single parcel and not taxed.

Mayor Fosque asked if there was any public comment on this permit request. With none, he closed the public hearing at 7:31 p.m.

Mr. Spuck explained that this permit request was discussed at the Planning Commission meeting and the Commissioners thought the request was should be approved by Town Council.

*Councilmember Bloxom made a motion to approve the properly filed special use permit application, SUP 02:21, made by the Onancock Baptist Church with the following request:*

- *Onancock Baptist Church considers a formal agreement with the Town of Onancock to allow public parking during times when church activities are not in session.*
- *Onancock Baptist Church makes reasonable attempts to secure a tenant for the storefront that would enhance the vibrancy of the Onancock Downtown District.*

*Councilmember Burger seconded the motion.*

Councilmember Krause stated that she was unclear about having a for-profit business in a space that does not get taxed. Councilmember Oswald stated that this would encourage churches to get into the real estate business. Mr. Spuck explained that the purpose of the church buying the property is for the parking lot. Councilmember Krause stated that she is concerned with what is taxable versus what is not.

Councilmember Marino asked if the property has been sold. Mr. Spuck explained that the sale is contingent upon council's approval of the special use permit.

Councilmember Gillespie shared that churches tend to assist the community with their funds and that it seems like a big help that they would allow the public to use the parking lot during non-church hours.

Mayor Fosque explained that there is nothing in the approval of this permit that would exempt them from taxes. This issue is merely a zoning matter. Councilmember Oswald asked if this motion removed them from the tax roll. Mayor Fosque stated that it does not. It is just a zoning matter. Mr. Spuck explained that the property's removal from the tax roll is just a consequence of the permit approval.

*With no further discussion a roll call vote was taken:*

<i>Robert Bloxom</i>	<i>Yay</i>	<i>Ray Burger</i>	<i>Yay</i>
<i>Joy Marino</i>	<i>Yay</i>	<i>Maphis Oswald</i>	<i>Nay</i>
<i>Catherin Krause</i>	<i>Yay</i>	<i>Thelma Gillespie</i>	<i>Yay</i>

*The motion passed five to one.*

- c. Public Hearing – Town Coode 36-19 to 36-29, Town Wharf: Mayor Fosque opened the public hearing at 7:45 p.m. Mr. Spuck shared that council that they have heard this proposed language changes twice. Mr. Spuck further explained that there is a motion in the packet should they decide to vote on this code change tonight. Mayor Fosque asked for public comment. With none, he closed the public hearing at 7:47 p.m.

Councilmember Oswald stated that in Section 36-23 (d) parking fees shall be assessed but it does not specially mention assessed at the marina. Councilmember Oswald stated that public streets and rights-of-way is too board of a description. Mr. Spuck explained that the reason is so broad is that it captures trailers that park on public property anywhere in town. Mr. Spuck

further explained that the fee is only assessed if they do not have an Accomack County trailer decal. Councilmember Oswald asked how the town plans on enforcing this policy. Mr. Spuck explained that it will be captured by the marina staff when the boater puts their boat in at our ramp.

Councilmember Marino stated that she can not find anywhere in the State Code where it is considered a Class 4 Misdemeanor which is a criminal offense and can carry a fine up to \$250.00. Mr. Spuck stated that this comes from Virginia Code and is promulgated by the County and Commonwealth. Mayor Fosque suggested that we get legal counsel to weigh in on this issue before adopting the change.

Councilmember Oswald asked about adding language regarding boaters using loud or obscene language, stating that this past season one boater flew a flag with obscene language on it. Mr. Spuck shared his concern with council infringing upon the First Amendment right of freedom of speech.

Councilmember Oswald asked about allowing people to enjoy alcoholic beverages when down at the marina. Mr. Spuck said he would look into but that there was probably ABC rules that would prohibit that activity.

- d. Public Hearing -- Town Code REPEAL 26-71 and ADD 16-243 to 16-251, Vehicle License: Mayor Fosque opened the public hearing at 8:00 p.m. Mr. Spuck explained that the first item would repeal the vehicle decal requirement language and the second item would add the vehicle license fee to the personal property tax bills. Mr. Spuck stated that by doing this, it will help ensure that the town collects the fees. Currently, only a small fraction of the town purchases their decals. Mayor Fosque asked for public comment. With none, he closed the public hearing at 8:01 p.m.

Councilmember Marino asked that some of the grammar issues be reworded in Section 16-251. Councilmember Marino also asked about the DMV Stop program. Mrs. Lisa Fiege explained that it is an administrative program the town can utilize to go into DMV's mainframe to place stops on delinquent taxpayer's license and/or vehicle renewals.

Councilmember Oswald asked about the proration section. Mr. Spuck explained that the town will prorate for those individuals moving into but not those that move out of town.

Councilmember Oswald asked for Section 16-249 to be re-worded because how can a taxpayer not pay. Mr. Spuck stated that he will work on the clarifying the language.

Mayor Fosque suggested that council vote on this ordinance change after Mr. Spuck finalizes the language. Mrs. Fiege shared that council that they were running out of time make a decision on this matter for this year. Decals are due on vehicles by April 15<sup>th</sup> and go on sale March 1<sup>st</sup> and they would need to be ordered before March 1<sup>st</sup>. Mr. Spuck recommended that council approve the code change but that he would still work on correcting the language as directed by council.

Councilmember Bloxom made a motion to repeal Sections 26-71 through 26-78 and add Section 16-243 through 16-251 as presented in Ordinance 2102 as provided in agenda item 4d. Councilmember Oswald seconded the motion.

With no further discussion a roll call vote was taken:

Robert Bloxom	Yay	Ray Burger	Yay
Joy Marino	Yay	Maphis Oswald	Yay
Catherin Krause	Yay	Thelma Gillespie	Yay

The motion passed six to zero.

- e. Public Hearing – Town Code 28-20, Trash: Mayor Fosque opened the public hearing at 8:09 p.m. Mr. Spuck explained that this code change requires that residents leave their garbage cans out no longer than 24 hours before or after collection day. This item was heard in the January meeting. The yard debris section that was also part of this language was removed based on council discussion in the January meeting. Fines will be assessed on a complaint basis. Mayor Fosque asked for public comment.

Mr. John Holdren, Mr. Prospect Avenue, spoke in favor of the ordinance.

With no additional comments, Mayor Fosque closed the public hearing at 8:10 p.m.

Councilmember Oswald stated that many residents leave their cans when out of town and they may forget to ask a neighbor to help them bring it up from the street. This ordinance would create a burden for those individuals. Councilmember Oswald shared that this ordinance seems overbearing, stating that we should be good neighbors and handle this without having to create a code. Councilmember Gillespie shared that she has a neighbor that leaves it out week after week and that she and her other neighbor gave up trying to bring it up to the house for them.

Councilmember Marino made a motion to repeal Sections 28-20 and replace it as presented in ordinance 2103 as provided in agenda item 4e. Councilmember Gillespie seconded the motion.

With no further discussion a roll call vote was taken:

Robert Bloxom	Yay	Ray Burger	Yay
Joy Marino	Yay	Maphis Oswald	Yay
Catherin Krause	Yay	Thelma Gillespie	Yay

The motion passed six to zero.

- f. Public Hearing – NE Project Planning Grant – DHCD Previous Use Funds: Mayor Fosque opened the public hearing at 8:15 p.m. Mr. Eric Luchansky from the Accomack-Northampton Planning District Commission (ANPDC), explained to council the reason for tonight’s public hearing. Per the grant requirement from DCHD for the NE Project Planning Grant the town is to hold two public hearings. The first public hearing is to disclose funding availability. This grant is the

planning grant which will lead to a larger grant which will benefit low to moderate income families. Grant fund availability for housing needs will be based on whether you own or live in the house. These projects can include water/sewer, drainage and lighting, to name a few. Mr. Luchansky shared that the second public hearing will take place at the next council meeting. Mr. Luchansky further explained that he is currently working on the project's draft application.

Mayor Fosque asked for public comment. With none, the public hearing was closed at 8:22 p.m.

Council Discussion:

- a. 2022 Town Budget: Mr. Spuck presented his budget narrative. Mr. Spuck explained that this is not the full budget but that he hopes it helps sparks the initial phases of council's budget conversation. Mr. Spuck explained that what he is presenting is a balanced budget with no tax increases and that it's a budget with a story to tell. The story is that Onancock is open for business and easy to work with. Part of Mr. Spuck's budget assumptions are that the sewage plant will no longer be an asset of the towns in FY2022. Some highlights were: removing the gross sales receipts requirement for business licenses, helping our low-volume water customers with their bills, helping our high-volume customers with their water bills, removing the credit card transactions fee, and that the town will be looking aggressively for non-tax revenue sources.

Mayor Fosque asked Mr. Spuck what he needs from council. Mr. Spuck explained that he is looking for council's guidance on strategic direction. What story does Town Council want to tell.

Councilmember Gillespie shared that this is her first budget presentation as a council member and that she is happy that initiatives can be funded without tax increases.

Councilmember Bloxom mimicked Councilmember's Gillespie's sentiment and added that he was excited to review the hard numbers.

Councilmember Marino said she was happy that there would be no tax increase but was concerned about the message being that the town was open for business. Councilmember Marino suggested that Mr. Spuck add something in the narrative about Onancock being a great place to live as well.

Councilmember Burger stated that it will be helpful to see the full budget to see what items were up/down over the year.

Mayor Fosque shared that he had been unhappy with the gross sales receipt's requirements for the business license tax. Mayor Fosque was also excited to see that the credit card fee would be removed and was happy to see a restricting for water rates for low and high-volume users.

Public Comment:

Mr. Haydon Rochester, King Street, asked that council continue to fund the Orchestra of the Eastern Shore through the Local Challenge Grant in the coming fiscal year budget.

Committee Reports:

HRSD, Robert Bloxom: Bob – Councilmember Bloxom stated that Mr. Spuck would be reviewing this matter in his Town Manager Report.

Waterfront Committee, Robert Bloxom: Councilmember Bloxom shared that there was no meeting.

Planning Commission, Robert Bloxom: Councilmember Bloxom shared that the Commission reviewed the special use permit heard by Town Council tonight. The Commission also set a timeline to complete the Comprehensive Plan, projecting its completion in early summer. Councilmember Bloxom also shared that the Commission has two openings and two interested parties. Councilmember Bloxom put forth Mr. Brandon Brockmeier to Town Council to be appointed to the Onancock Planning Commission.

*Councilmember Bloxom made a motion to appoint Mr. Brockmeier to the Planning Commission. Councilmember Krause seconded the motion.*

With no further discussion a roll call vote was taken:

Robert Bloxom	Yay	Ray Burger	Yay
Joy Marino	Yay	Maphis Oswald	Yay
Catherin Krause	Yay	Thelma Gillespie	Yay

*The motion passed six to zero.*

Strategic Planning, Fletcher Fosque: Mayor Fosque shared that the committee did not meet.

Mayor’s Report: Mayor Fosque shared that he would be conducting a straw poll among council members to see whether or not the board was interested in moving forward with the creation of a Town dog park.

Mayor Fosque asked if those council members requiring a hard copy of the Town Code had received their copy. If not, they were asked to contact Mrs. Fiege.

Mayor Fosque shared that he hopes to get back to in person meetings sometime in May 2020.

Mayor Fosque explained that staff have been working diligently to clean out upstairs at Town Hall. Mayor Fosque thanked Mr. Spuck for getting it accomplished.

Town Manager’s Report:

**Office Health and Wellness:** The office remains closed to the public and to any non-full-time employee. We do not have any way to manage access and maintain physical distancing in the entry way. As vaccinations become more broadly complete, we will open by appointment until we are able to fully manage the safety of employees and visitors

**Budget 2022:** Preliminary Budget process schedule:

- Internal first pass budget complete: 2/9 (completed)
- Town Council first meeting with strategic budget discussion: 2/22 (underway)
- Possible Town Council Budget Work Session (unscheduled): 3/15? (for Council consideration)
- First Public Hearing on 2022 Budget: 3/22
- Second Public Hearing on 2022 Budget: 4/26



- Town Council vote to adopt 2022 Budget:

5/24

**CDBG Grant:** We have received 5 completed applications for grants. 3 have been submitted for DHCD approval. Upon first level of approval, the town writes the businesses checks for the grant and waits for reimbursement. The 2 other applications have missing information and when received we will submit.

**FEMA Grant:** We received notification that the monies were appropriated, and funds will be disbursed to Onancock. A little over \$5,100. We also receive funds for administrative time in addition to the grant.

**Boat Ramp:** We have received the US Army Corps of Engineers permit. Murtech has been contacted and asked to put us on their calendar for the soonest available start date.

**HRSD:** First revision of agreement sent back to HRSD after town and town attorney prepared. A message was left for HRSD for update on status.

**Carnival Grounds:** First 5 parcels sold to developer. Zoning applications in hand. 911 addresses will be assigned tomorrow, then issued.

**Online Payment:** We began implementation of online payment system today (called Invoice Cloud). We expect to be live at the end of April with marketing and communication plans to notify.

**Treasury Management:** Engaged with VIP (Virginia Investment Pool) to begin treasury management with short and long-term funds.

**VPA Application:** Working on application and presentation to VPA for next funding possibility of the entire westward facing bulkhead. The presentation has been completed. This week Mr. Spuck will submit a request for carry-over and new project funding.

#### Upcoming Activities:

**Infrastructure:** Put a plan together for all town street projects (Jackson, Warren, King, Justis) to determine order of magnitude and funding requirements.

**Dog Park:** This has not been approved by Town Council. I am preparing a plan to share with Council to show the budget impact and timing of a potential dog park on the new property

**Advertising:** Preparing online and print media advertising for the Wharf and Town.

**Collection:** Going to begin a concerted effort to collect unpaid taxes and fees (collection calls, liens, and attorney).

#### New Business Licenses:

As Onancock attracts new businesses, I want to share with Council any newly approved business licenses: Fashion Splash Boutique, 25A Market St., Felita Land.

Mr. Spuck also confirmed with Town Council that they would be holding a Budget Work Session on March 15<sup>th</sup> at 5:30 p.m.

#### Council Comments:

Councilmember Krause thanked everyone for a great meeting as well as Mr. Phillips for sharing his insight on the County regulations regarding churches and real estate taxes.

Councilmember Marino shared that she is thrilled at the prospect of a dog park. She also expressed concern over the condition of Turner Street which was brought to her attention by a resident that is

currently working on upgrading her family's house on Turner Street. Lastly, Councilmember Marino thanked Mr. Spuck and Mrs. Fiege for all of their hard work.

Councilmember Oswald stated that she was pleased with the budget story and was looking forward to the Work Session. Councilmember Oswald urged Council to proceed with the Work Session in person as opposed to virtually.

Closed Session, if needed:

None was needed.

Adjourn:

*Councilmember Marino made a motion to adjourn. Councilmember Oswald seconded the motion. The motion passed by unanimous voice vote.*

The meeting adjourned at 9:24 p.m.

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Fletcher Fosque, Mayor

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Lisa Fiege, Deputy Clerk

March 15, 2021 – Virtual Town Council Budget Work Session

Town of Onancock  
Town Council – Virtual Budget Work Session  
March 15, 2021  
7:00 p.m.

Mayor Fosque opened with an explanation of how the Work Session would operate. Stating that this is a preliminary discussion of the FY2022 budget, nothing will be voted on at this meeting and no public discussion will be entertained. Mayor Fosque shared that public input will be heard during the official public hearing in the April Town Council meeting.

Call to Order and Roll Call:

Mayor Fosque called the virtual meeting to order at 5:31 p.m. and roll was called. Mayor Fletcher Fosque and Councilmembers Robert Bloxom, Joy Marino, Catherine Krause, Ray Burger, Maphis Oswald and Thelma Gillespie were present. All members were present, and a quorum was established.

Presentation by Onancock Main Street Regarding Town Logo and Branding, Mr. Robert Spoth and Mrs. Karin Rush-Monroe: Mrs. Rush-Monroe shared that the Onancock Main Street organization received a marketing grant for branding. Onancock Main Street enlisted the services of a marketing firm, Otto, to help rebrand the town. Mr. Pete Leddy, President of Otto, presented the rebranding process to Town Council. Mrs. Rush-Monroe explained that Council will hear this presentation again at their regular Town Council meeting on March 22, 2021. At that meeting Town Council will be asked to formally adopt the new brand, logo and tagline.

Councilmember Oswald for clarification on “A Little Slice of Nowhere Else”. Mr. Leddy shared that it is the tagline or slogan that has been selected for Onancock.

Mayor Fosque explained that Town Council will get to decide if this is also the tagline, slogan and logo that the town wants to use. Mr. Spuck stressed the importance of continuity of slogan and logo for town organizations.

Budget FY2022 – Town Council Workshop:

Mr. Spuck explained that Town Council was already presented with the summary of the proposed budget in the February Town Council meeting. Mr. Spuck shared that staff went through the budget line by line, department by department to be able to present to Council with this budget proposal. Mr. Spuck asked if there were any Council questions.

Councilmember Krause asked if there were any funds designated in this proposal for water infringement and infrastructure, stating that there are several areas in Town that have these types of issues. Mr. Spuck shared that he is hoping that once the weather improves these issues will be addressed in this fiscal year. Mr. Spuck explained that there are two freshwater issues and two wastewater issues. Mr. Spuck shared further that the Town will be going through a leak detection process this week to help determine the source of these issues.

Councilmember Marino asked that Town Council get a report on the Town reserves. Mr. Spuck shared that he sent a report on the reserves earlier but that he would send it again. Mr. Spuck explained to Town Council how the reserves come to be, when the Town saves money during a fiscal year those

dollars become the Town's reserve funds. These funds help with grant matching requirements for grants that have not yet been applied for as well as unfunded emergencies.

Councilmember Marino asked about Mrs. Fiege's salary being divided among the Administration and Water Departments. Mr. Spuck explained that Mrs. Fiege spends a portion of her time on water billing and account maintenance and therefore some of her salary should come from that department.

Councilmember Bloxom shared that through his discussions with the Town's auditors that Town should be reviewing more closely how employee time is spent so that their wage allocation is representative of that time.

Mayor Fosque asked if the Town should also be planning on a sewer budget in case the Hampton Roads Sanitation District (HRSD) does not take over the sewer plant. Mr. Spuck shared that the contract negotiations are plugging along, and they are on their second iteration. Mr. Spuck did say that should the deal fall through a sewer budget will need to be drafted.

Mayor Fosque asked about worker's compensation for the police department, it appears to be a new expenditure for the department was the Town paying for that already. Mr. Spuck explained that there used to be an insurance department, he is removing that department and disbursing those expenses to the appropriate departments.

Mayor Fosque asked that Council consider increasing the Holiday Decoration line item, stating that there are still items to be purchased. Mr. Spuck shared that he may have a solution to increase that line item without changing the budget. The Waterfront Committee has discussed the lot on King Street, which the Town rented last year for \$4,800. The discussion centered around the cost/benefit of the lot. Not many trailers fit in the lot, due to poor parking efforts and not many trailers even tried last year. Some Waterfront Committee members want to try it for one more year, some do not. The owner of the lot has offered the lot to the Town at a reduced rate, \$3,000, for half the year. If Town Council opts to do that, the \$4,800 that has been budgeted for the lot for the full year can reroute the unnecessary \$1,800 to the Holiday Decorations line item. Town Council agreed to give the lot one more year but at the reduced rate for half the year.

Councilmember Gillespie asked why the Landscaping Department budget went up 239%. Mr. Spuck explained that it is due to salaries. Currently, the people who landscape for the Town get paid out of a different department. Mr. Spuck is restructuring the Department of Public Works and now one person will be in charge of Water, one in charge of Buildings and Roads, and one in charge of Landscaping and each one's salaries and benefits will come from their home department.

Mayor Fosque reminded everyone that the Public Hearing will be held in the April Town Council meeting.

Councilmember Gillespie asked why the trash revenue tripled. Mr. Spuck explained that in the past Council reduced the trash fee to help residents with their water bills but what the Town collects does not cover the cost of the service. In this proposed budget, the trash fee is increased to help cover the actual cost incurred.

Councilmember Oswald asked about the minimum water bill charge in the coming year. Mr. Spuck explained that if HRSD adjusts their billing tiers to match the towns the new minimum will be approximately \$105.00 as oppose to the current minimum of \$111.87. Councilmember Oswald asked

how confident Mr. Spuck was that HSRD would change the tiers. Mr. Spuck shared that the bill could be end up being higher if HRSD does not accept the change, if that is the case the Town will keep the current water and sewer rates.

Councilmember Marino asked why Mr. Craig Tanner's salary was being divided into the Wharf and Building and Roads Departments. Mr. Spuck explained that during the winter months when the Wharf is closed Mr. Tanner assists the other department.

Councilmember Bloxom commended Mr. Spuck and Mrs. Fiege for their work on the budget.

Councilmember Burger shared that he hopes to find money for the Historic Onancock School Community Center in future budgets.

Adjourn:

*Councilmember Bloxom made a motion to adjourn. Councilmember Marino seconded the motion. The motion passed by unanimous voice vote.*

The meeting adjourned at 6:28 p.m.

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Fletcher Fosque, Mayor

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Lisa Fiege, Deputy Clerk

LOAN RESOLUTION  
(Public Bodies)

A RESOLUTION OF THE Town Council

OF THE Town of Onancock

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

FY21 DCI Police Vehicles

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the Town of Onancock  
(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of 62,000.00

pursuant to the provisions of Va Code 15.2 ; and

WHEREAS, the Association intends to obtain assistance from the Rural Housing Service, Rural Business - Cooperative Service, Rural Utilities Service, or their successor Agencies with the United States Department of Agriculture, (herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U. S. C. 1983 (c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$ 10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) declare the entire principal amount then outstanding and accrued interest immediately due and payable, (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contract or agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by the Government. No free service or use of the facility will be permitted.



# Community Development Block Grant (CDBG) Housing & Community Improvement Projects

*ACCOMACK-NORTHAMPTON PLANNING DISTRICT COMMISSION*

*ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY*

*EASTERN SHORE OF VIRGINIA HOUSING ALLIANCE*

**PROVIDED**

**PLANNING, GRANT WRITING, GRANT ADMINISTRATION, AND/OR  
CONSTRUCTION MANAGEMENT SERVICES.**

## Accomack County

<u>COMMUNITY</u>	<u>YEAR</u>	<u>NUMBER OF HOUSES</u>
WHITESVILLE	1982	41
BAYSIDE	1988	28
MACEDONIA	1991	33
WEST HORNTOWN	1991	30
WITHAMS	1994	35
MAKEMIE PARK	1998	12
SAVAGETOWN / CATSBRIDGE	1998	37
LOCUST MOUNT	2000	24
LEAD-PAINT ABATEMENT	2004	17
METOMPKIN	2004	20
GOSPEL TEMPLE/ADAMS CROSSING	2020	5** Active Program

\*2011 TANGIER HEALTH CLINIC CLINIC

## Northampton County

<u>COMMUNITY</u>	<u>YEAR</u>	<u>NUMBER OF HOUSES</u>
TREHERNEVILLE	1989	31
BIRDSNEST I	1993	26
BIRDSNEST II	1995	14
NEW ROAD	1995	45
BAYVIEW	1999	15
EAST FAIRVIEW	2000	38
WEST FAIRVIEW	2007	12
CULLS	2010	15

\*2017 EASTVILLE RURAL HEALTH CLINIC





## Towns – Accomack & Northampton

<u>TOWN</u>	<u>YEAR</u>	<u>NUMBER OF HOUSES</u>
ONANCOCK – NORTHEAST I	1979	7
CAPE CHARLES – NORTHEAST I	1981	5
EXMORE VIRGINIA STREET I	1986	40
EXMORE USDA HOUSING PRESERV	1987	9
ONANCOCK – NORTHEAST II	1989	23
ONANCOCK – NORTHEAST USDA	1989	12
KELLER REHABILITATION I	1990	21
EXMORE VIRGINIA STREET II	1990	17
NASSAWADOX REHAB I	1991	24
CHINCOTEAGUE REHAB	1992	38
KELLER REHABILITATION II	1993	15
MELFA REHABILITATION	1993	21
SOUTH CHERITON REHAB	1993	9
BLOXOM REHABILITATION	1993	21
EXMORE NEW ROAD II	1995	38
EAST CHERITON	1996	16
TANGIER DRI	2000	8

## SHORE-WIDE HOUSING REPAIR PROGRAMS

<u>PROGRAM</u>	<u>YEAR</u>	<u>NUMBER OF HOUSES</u>
WEATHERIZATION	1986	30
MULTI FAMILY REHABILITATION	1989	12
SINGLE-FAMILY REHABILITATION	1989	4
TREHERNEVILLE TRAILER PARK REHAB	1989	18
HIDDEN VALLEY RENTAL REHAB	1989	10
RT. 622 RENTAL REHAB	1989	2
WOODSIDE LANDING RENTAL REHAB	1989	5
EXMORE RENTAL REHAB	1989	4
FARM LABOR HOUSING REPAIR PROGRAM	1989	9
SINGLE-FAMILY HOUSING REHAB	1992	19
BUILD FOR THE FUTURE TRAINING	1997	2
LEAD-PAINT ABATEMENT PROGRAM	2004	3
LEAD-PAINT ABATEMENT PROGRAM	2005	12
LEAD-PAINT ABATEMENT PROGRAM	2006	11
LEAD-PAINT ABATEMENT PROGRAM	2007	7
LEAD-PAINT ABATEMENT PROGRAM	2008	8
LEAD-PAINT ABATEMENT PROGRAM	2009	3

# **Community Development Block Grant (CDBG)**

## **National Objectives**

**In accordance with Section 104(b)(3) of the *Housing and Community Development Act of 1974*, the use of the CDBG funding must:**

1. Give maximum feasible priority to activities which will benefit low- and moderate-income families,
2. Aid in the prevention or elimination of slums and blight, and
3. May also include activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the community.

The Virginia CDBG Program makes funding available to local governments for planning and implementing community development projects in non-entitlement localities. Each project and activity utilizing CDBG funding must meet a national objective. Project which do not meet at least one of the three national objectives will not be considered for funding.

## **Awarded Funds**

This limitation includes Competitive Grant contracts, and Open Submission (Community Economic Development Fund contracts, Construction Ready Water and Sewer Fund contracts, Planning grant contracts, and Community Development Innovation Fund) contracts. Contracts for Planning Grants, Self-Help and Regional projects are exempt from the \$2.5 million limitation.

## **Planning Grant**

Open basis from January 1, 2020 until September 30, 2020

## **Community Improvement Grants (CIG)**

There is a Pre-application phase, typically due by the end of January, and the Competitive Grant is due early to late spring.

## PROJECT SUMMARY

**Project Title:** Northeast Neighborhood of Onancock

**Project Grantee:** Town of Onancock, 15 North Street, Onancock Virginia 23417  
Fletcher Fosque, Town Mayor

**Contact Agency/Representative:**  
Accomack-Northampton Planning District Commission  
Eric Luchansky, Community Development Coordinator  
eluchansky@a-npdc.org

Locality(ies) Served: Town of Onancock

**National Objective:** Activities Benefiting Low- And Moderate-Income Persons

<b>Funding:</b>	<u>Amount</u>	<u>%</u>	<u>Source</u>
	\$587,296	%100	CDBG – CIG Grant
	<b>Total</b>	<b>\$587,296</b>	<b>100 %</b>

### Description:

- Demolition of 6 abandoned structures
- Rehabilitation of 10 occupied, substandard houses
- Provide and update existing luminaries in neighborhood
- Clean existing ditch, School Street, Cross Street and Boundary Avenue extension
- Cross Street new low-point relief (install new ditch)
- School Street, Cross Street and Extension. Remove debris and clean existing street closed road section
- Install new Cross-street drainage pipe
- Church Street new low-point relief (Install new ditch)
- Install new sidewalk from Kerr Street to Boundary Avenue and Pine Street to Market Street.

### Benefits:

- Provide safe, decent, and affordable housing
- Improved standard of living conditions for the neighborhood
- Remove blighted structures within community
- Update neighborhood lighting to improve visibility
- Improving and cleaning drainage infrastructure

- Adding safe accessibility to the downtown

**Output/Outcome:**

**Out/put**

- Demolition of 6 abandoned structures
- Rehabilitation of 10 occupied, substandard houses
- Provide and update existing luminaries in neighborhood
- Distribution upgrades to underground existing overhead lines on Pine Street
- Clean existing ditches, School Street, Cross Street and Boundary Avenue extension
- Cross Street new low-point relief (install new ditch)
- School Street, Cross Street and Extension. Remove debris and clean existing street closed road section
- Install new Cross-street drainage pipe
- Install new sidewalk from Kerr Street to Boundary Avenue and Pine Street to Market Street.

**Outcome**

- Removal of blight in the Northeast Neighborhood of Onancock
- Removal of 6 abandoned houses
- Rehabilitation of 10 occupied, substandard houses
- Distribution upgrades to underground existing overhead lines on Pine Street
- Cross Street new low-point relief (install new ditch)
- School Street, Cross Street and Extension. Remove debris and clean existing street closed road section
- Install new Cross-street drainage pipe
- Church Street new low-point relief (Install new ditch)
- Improvements in VDOT road rights- of way. Clean existing roadside ditches, install new roadside ditches, install new driveway culvert pipes, jet clean existing driveway culvert pipes.
- Install new sidewalk from Kerr Street to Boundary Avenue and Pine Street to Market Street.

CDBG Derivation of Cost

Item #	Product	Total	CDBG	Non-CDBG	Source of Estimate	Partner	Other
1	<u>Rehabilitation</u> - 10 Single Family Homes	\$ 250,000	\$ 250,000	\$ -	Housing Specialist Work Write up	CDBG	
2	<u>Demolition</u> - 6 Blighted Homes	\$ 90,000	\$ 90,000	\$ -	Housing Specialist Work Write up	CDBG	
3	<u>Electrical</u> (ANEC)- New Luminaries 6 @ \$20 each	\$ 120	\$ -	\$ 120	PER	ANEC	
4	<u>Electrical</u> (ANEC)- Upgrade existing Luminaries (25 @ \$75)	\$ 1,875	\$ -	\$ 1,875	PER	ANEC	
5	<u>Electrical</u> (ANEC)- Distribution upgrades to underground-existing overhead lines-Pine Street	\$ <del>69,000</del>	\$ <del>69,000</del>	\$ -	PER	ANEC	Excluded from budget
6	<u>Drainage</u> - Clean existing ditch, School Street, Cross Street and Boundary Avenue extension ( 13 days @ \$600/day) (AC)	\$ 7,800.00	\$ 7,800	\$ -	PER	COUNTY	
7	<u>Drainage</u> - Cross Street new low-point relief (install new ditch, Parcels 53 & 54 (requires easements) 260 L.F. @ \$6 /LF (AC)	\$ 1,560	\$ 1,560	\$ -	PER	COUNTY	
8	<u>Drainage</u> - School Street, Cross Street and Extension. Remove debris and clean existing street closed road section ( 4 days @ \$600) (Town)	\$ 2,400	\$ -	\$ 2,400	PER	TOWN	
9	<u>Drainage</u> -Install new Cross-street drainage pipe ( 30 L.F. @ \$250/LF) (CDBG)	\$ 7,500	\$ 7,500	\$ -	PER	CDBG	
10	<u>Drainage</u> - Church Street new low-point relief (requires easements) Install new ditch, Parcels 57, 57A & 58A, 400 L.F. @ \$6/LF (CDBG)	\$ 2,400	\$ 2,400	\$ -	PER	CDBG	
11	<u>Drainage</u> - Church Street new low-point relief. Install new cross-street drainage pipe, 30 L.F @ \$150/LF (CDBG)	\$ 4,500	\$ 4,500	\$ -	PER	CDBG	
12	<u>Drainage</u> -Improvements in VDOT road-rights-of-way- Clean-existing roadside-ditches (maintenance)-Bundick, Kerr & Pine (1,500 LF @ \$2/LF)	\$ <del>3,000</del>	\$ -	\$ <del>3,000</del>	PER	VDOT	Excluded from budget
13	<u>Drainage</u> -Improvements in VDOT road-rights-of-way- Install new roadside-ditches (2,100 LF @ \$4.17/LF)	\$ <del>8,757</del>	\$ <del>8,757</del>	\$ -	PER	VDOT	Excluded from budget

CDBG Derivation of Cost

14	<del>Drainage Improvements in VDOT road- rights-of-way. Install new driveway-culvert- pipes ( 12 @ \$1,000 each)</del>	<del>\$ 12,000</del>	<del>\$ 12,000</del>	<del>\$ 12,000</del>		PER	VDOT	Excluded from budget
15	<del>Drainage Improvements in VDOT road- rights-of-way. Jet/Clean existing driveway- culvert pipes (35 @ \$500 each)</del>	<del>\$ 17,500</del>	<del>\$ 17,500</del>	<del>\$ 17,500</del>		PER	VDOT	Excluded from budget
16	<del>Pedestrian Safety and Connectivity- New sidewalk- Kerr Street to Boundary Avenue (  850 L.F @ \$140/LF) Pine Street to Market Street (800 L.F. @ \$140/LF)(CDBG)</del>	<del>\$ 231,000</del>	<del>\$ 231,000</del>	<del>\$ 231,000</del>	-	PER	CDBG	
17	<del>Pedestrian Safety and Connectivity- Pedestrian crossing for intersection of Pine Street and Market Street (CDBG)</del>	<del>\$ 1,104,470</del>	<del>\$ 1,104,470</del>	<del>\$ 1,104,470</del>		PER	CDBG	Excluded from budget
18	<del>Pedestrian Safety and Connectivity - Retrofit Sidewalk for Improved Accessibility - Boundary Avenue</del>	<del>\$ 45,000</del>	<del>\$ 45,000</del>	<del>\$ 45,000</del>		PER	CDBG	Excluded from budget
19	<del>Soft Costs-Maintenance of Traffic (MOT)</del>	<del>\$ 46,200</del>	<del>\$ 46,200</del>	<del>\$ 46,200</del>		PER	CDBG	
20	<del>Soft Costs-Surveying, Engineering Design, Easements, Legal Contingencies</del>	<del>\$ 46,200</del>	<del>\$ 46,200</del>	<del>\$ 46,200</del>		PER	CDBG	
21	<del>Soft Costs- Infrastructure items 3.4.6-1.1.16 (30 % contingency)</del>	<del>\$ 77,746</del>	<del>\$ 77,746</del>	<del>\$ 77,746</del>		PER	CDBG	
22	<del>Administrative (excluded 5.12-15.17 and 18) - (10% of Total)Housing Rehab cost. intake-eligibility, title issues, deed recordation, legal fees, and hazard insurance</del>	<del>\$ 53,390</del>	<del>\$ 53,390</del>	<del>\$ 53,390</del>		Chief Financial Officer	CDBG	
	<del>Total \$ excluding items 5,12-15,17,18</del>	<del>\$ 591,691</del>	<del>\$ 587,296</del>	<del>\$ 4,395</del>				

The U. S. Department of Housing and Urban Development (HUD) has adopted policies and procedures to assure nondiscrimination based on handicap in programs and activities receiving Federal financial assistance. These requirements, contained in 24 CFR Part 8, implement Section 504 of the *Rehabilitation Act of 1973* as amended. All local government recipients of CDBG funds awarded by the DHCD must take certain actions to insure compliance with these requirements. These actions include:

1. **Non-discrimination Notices:** All local government grant recipients must take appropriate steps to notify participants, beneficiaries, applicants, and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining agreements that it does not discriminate on the basis of handicap.

Methods of notification include publication of advertisements in newspapers, posting of notices, and distribution of memoranda or other written materials.

If a local government publishes or uses recruitment materials or publications containing general information that is made available to participants, beneficiaries, applicants, or employees, the policy of nondiscrimination based on handicap must be included.

The local government must ensure that members of the population eligible to be served or likely to be affected who have visual or hearing impairments are provided with the information necessary to understand and participate in the program. Means for ensuring participation include qualified sign language and oral interpreters, readers, or the use of taped and Braille materials.

2. **504 Coordinator:** Only local government grant recipients that employ fifteen or more persons must designate at least one person to coordinate compliance. All notification regarding nondiscrimination shall identify the coordinator by name and title. It is recommended that this person not be the Grant Administrator.
3. **Effective Program Outreach and Communication:** All local government grant recipients must take appropriate steps to ensure effective communication with applicants, beneficiaries, and members of the public. Telecommunication devices for deaf persons (TDDs) or equally effective communication systems shall be used for telephone communications with applicants and beneficiaries. The Virginia Relay Service may also be utilized at no charge. For more information about this service, call Virginia Relay Customer Care at 800-552-9717 (voice/TTY) or e-mail [Frontdsk@vddhh.virginia.gov](mailto:Frontdsk@vddhh.virginia.gov). Or, visit their web site at [www.varelay.org](http://www.varelay.org).





All published notices related to the CDBG program must include a TDD number.

4. Grievance Procedures: Only local government grant recipients that employ fifteen or more persons must adopt grievance procedures that incorporate appropriate standards for due process and provide for the prompt and equitable resolution of complaints.
5. Conduct a Self-Evaluation: All local government grant recipients must conduct a self-evaluation to evaluate current policies and practices to determine whether in whole or in part they meet Section 504 requirements regarding nondiscrimination. Individuals with disabilities, organizations representing such individuals or other interested persons should be consulted as part of the self-evaluation process. Modifications to existing policies and practices and corrective actions to remedy any discrimination found may be necessary. Areas to be evaluated include:
  - Completion of the Site Accessibility Checklist for 504 Requirements. This review for physical accessibility need only be done on those buildings used for CDBG program activities, including the location of public meetings and where applications for benefits will be taken;
  - Development of a narrative that reviews the following areas:
    - Identification of 504 Coordinator;
    - Program outreach and communication, including the need to list the TDD number on all notices and advertisements required by DHCD;
    - Eligibility and admission criteria and practice;
    - Employment practices, including EEO and 504 grievance procedures; and
    - Complaint and appeals procedures.

Local governments are not necessarily required to make each facility accessible to individuals with handicaps, and need not take any action which can be demonstrated to impose an undue financial and administrative burden.

Methods of achieving program accessibility may include the following actions:

- Locate programs or services in accessible facilities;
- Assign aides to assist beneficiaries;

- Conduct home visits;
- Add or redesign equipment or furnishings;
- Change management policies or procedures;
- Acquire or build new facilities; and
- Selectively alter existing facilities.

The written self-evaluation must be kept on file for three (3) years following completion and made available for review by the members of public, DHCD, and/or HUD.

The locality must also document any actions taken to correct past or current discrimination based on handicap.

## **Resource Material on Accessible/Adaptable Housing and Facilities**

Adaptable Housing: Marketable Accessible Housing for Everyone

U.S. Department of Housing and Urban Development (1987)

Uniform Federal Accessibility Standards (UFAS)

U.S. Architectural and Transportation Barriers Compliance Board (1984)

American National Standard for Buildings and Facilities – Providing Accessibility and Usability for Physically Handicapped People

American National Standards Institute, Inc. (1986)

Handicapped Requirements Handbook

Federal Programs Advisory Service (1987)

## PUBLIC NOTICE SAMPLE

*[Instructions: Publish as a display advertisement in the local paper.]*

### PUBLIC NOTICE

#### DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT HANDICAPPED REGULATIONS

This notice is published pursuant to the requirements of 24 CFR Part 8, Nondiscrimination Based on Handicap in Federally Assisted Programs and Activities of the Department of Housing and Urban Development, as published in the Federal Register on June 2, 1988. 24 CFR Part 8 prohibits discrimination against qualified individuals because of their handicapped status.

*(Town of Onancock)* advises the public, employees, and job applicants that it does not discriminate on the basis of handicapped status in admission or treatment or employment in, its programs and activities.

*(Town of Onancock)* has designated the following as the contact to coordinate efforts to comply with this requirement.

Such inquiries should be addressed to:

*Town of Onancock*

*15 North Street, Onancock, VA 23417*

*757-787-3363*

*Virginia Relay 711*

*Grantee's Fax Number*

8:30 a.m. - 4:30 p.m

## SELF-EVALUATION SITE ACCESSIBILITY CHECKLIST

This checklist is intended to be used as a relatively quick and easy guide to determine a building's physical accessibility. Detailed specifications for each area can be found in the Uniform Federal Accessibility Standards (UFAS).

Comments should be made on all "No" answers, and should include alterations that can or will be made, any insurmountable obstacles to accessibility, or other relevant circumstance or considerations.

Name of Site: \_\_\_\_\_

### PARKING

YES

NO

Does the facility have designated parking spaces for disabled individuals?

Are spaces of adequate width (13 ft.)?

Are the spaces marked with the universal access symbol?

Are they near the building's entrance?

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### BUILDING ENTRANCE

YES

NO

Is the main entryway wheelchair-accessible?

(Level entry or properly sloped ramp; 32" wide, non-revolving door)

If not, is there a reasonable alternative entry?

Is the entry relatively free of obstacles?

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**MEETING ROOMS**

**YES**

**NO**

Can all rooms to be used for meetings or meals be reached without using steps or escalators?

If elevator use is required, are the elevators accessible? (36" wide door, 54" deep x 68" wide car, wheelchair accessible controls, tactile buttons, auditory floor indicators)

If room changes are required between sessions, are pathways accessible? (36" wide hallways, free of obstacles)

Are doorways wide enough to accommodate a wheelchair? (32" wide)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FACILITIES**

**YES**

**NO**

Are restrooms wheelchair-accessible? (Adequate floor space for wheelchair; grab bars, paper products, lavatories at proper height; extended faucet handles)

Are paths to the restrooms accessible?

Are drinking fountains wheelchair accessible?

Can telephones be used from a wheelchair?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREPARER:

\_\_\_\_\_  
Preparer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preparer's Name (printed)

\_\_\_\_\_  
Title (printed)

## Section 504 Grievance Procedure Sample

The following grievance procedure has been adapted from a sample grievance procedure developed by the U. S. Treasury, Office of Revenue Sharing based on material prepared by the U. S. Department of Health and Human Services, Office of Civil Rights, Regional Technical Assistance Staff. It is intended as a guide only, to be tailored by recipient governments to suit their own particular circumstances and in consideration of any applicable state or local laws. This sample grievance procedure once completed should satisfy the requirements of the Department of Housing and Urban Development's (HUD) Section 504 regulations (24 CFR Part 8.53(b)). Recipients should be reminded that existing grievance procedures may be used to meet the HUD requirements.

### Grievance Procedure

The (*Town of Onancock*) has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Department of Housing and Urban Development's (HUD) (24 CFR 8.53(b) implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794). Section 504 states, in part, that "no otherwise qualified handicapped individual . . . shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. . . ."

Complaints should be addressed to: (*Town of Onancock, 15 North Street, Onancock, VA 23417*), who has been designated to coordinate Section 504 compliance efforts.

1. A complaint should be filed in writing or verbally contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within (*7 days*) after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by (*Town of Onancock*). These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under 24 CFR 8.53(b), the (*Town of Onancock*) need not process complaints from applicants for employment or from applicants for admission to housing.

4. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by *(Town of Onancock)* and a copy forwarded to the complainant no later than *(7 days)* after its filing.
5. The Section 504 coordinator shall maintain the files and records of the *(Town of Onancock)* relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within *(7 days)* to *(officer or employee responsible for handling appeals)*.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that the *(Town of Onancock)* complies with Section 504 and the HUD regulations.

Duly adopted at the regular meeting of the \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_\_.

---

Signature of Authorized Official

**NON-DISCRIMINATION POLICY**

The (*Town of Onancock*) or any employee thereof will not discriminate in employment, housing or accommodations because of race, color, religion, national origin, sex or gender, age, familial status, source of income, veteran status, disability, sexual orientation or gender identity. Administrative and personnel officials will take affirmative action to insure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

Duly adopted at the regular meeting of the \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Official





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## Explanation of Form

The Certified Signatures and Address Form is required for DHCD to verify signatures on contracts and contract sensitive correspondence. **It must be filled out by the grantee's chief administrative official.** The form must be received by DHCD prior to contract execution. Resubmittal of the Certification is required if **either** the certified signatures or certified address change.

At least **four different persons must sign this Certification:**

1. The certifying local chief executive;
2. The notary public; and
3. The two (2) persons authorized to submit remittances in the Centralized Application and Management System (CAMS). Cannot be the same persons as the ones who sign the Grantee's checks without prior approval from the DHCD's Fiscal Analyst.

The Grantee may authorize more than two signatures, if desired. The authorized names must be typed (or printed) **and** signed.

For those localities still receiving paper check disbursement for CDBG remittances, it is of utmost importance that the certified address includes the correct content and be in the required format. The format restrictions (listed below) were made by the Virginia Department of Accounts, and failure to conform to their format may delay processing of payment requests. Funds can **only be paid or transferred to the Grantee locality.** Checks may not be paid or transferred to any third parties.

Format and content requirements for the **Certified Address:**

1. Maximum 4 lines. Up to 40 characters, including spaces, in line 1. Up to 32 characters in lines 2 and 3.
2. Use no punctuation and abbreviate words whenever possible. Abbreviate Virginia as **VA**, Street as **ST**, Post Office Box as **PO BOX**, and use initials instead of the full name (e.g., Mary Hart, Treasurer as **M HART TREAS**). Delete all extraneous words and symbols that do not affect delivery or Grantee processing of the payment.
3. **PAYEE** - must name grant **locality** first and, space permitting, may also include the project name. The locality must be listed with **name first and 'County' 'City' or 'Town' after** (e.g. Town of Grantsburg is shown as **GRANTSBURG TOWN**).

4. ADDRESS - checks may be sent to either a local government address or directly to a bank for deposit.

**Federal Identification Number (Fin):** is required by the Virginia Department of Accounts and remittances will **not** be processed without this number. Be sure to use the FIN and your suffix number that applies to your CDBG bank account.

Virginia Department of Accounts has instituted electronic transfer to the locality's general funds account. Be sure to use the suffix number assigned by the Virginia Department of Accounts for your CDBG electronic transfer to ensure that your funds are deposited to the correct account.

### *Electronic Transfer and Debt Off-Set*

The Commonwealth will transfer the CDBG amount requested via an electronic transfer according to the agreement set up between the Locality and the Department of Accounts. This agreement will need to be reviewed before your first Remittance Request to insure that the transfer will be made to the correct bank account, or revised to include your new CDBG checking account.

A transfer can be made to a separate account by having the Department of Accounts add a "suffix" to your Federal Identification Number. To have remittances deposited to separate accounts, complete the Electronic Transfer forms available at the Virginia Department of Accounts website, [http://www.doa.virginia.gov/Admin\\_Services/EDI/EDI\\_Main.cfm](http://www.doa.virginia.gov/Admin_Services/EDI/EDI_Main.cfm). For information about filling out these EDI forms or on the Commonwealth of Virginia's Financial Electronic Data Interchange program, refer to the "EDI Guide for Vendors, Localities, Grantees, State Agencies and Non-state Agencies" on the Department of Accounts website, [www.doa.virginia.gov](http://www.doa.virginia.gov). Click the "EDI" button and scroll down for a listing of the EDI documents available on the website. These forms can be faxed to (804) 414-9896, scanned and emailed to [edi@doa.virginia.gov](mailto:edi@doa.virginia.gov) or mailed to Department of Accounts, eCommerce Unit, P.O. Box 1971, Richmond, VA 23215-1971. Call 804.692.0473 or email [edi@doa.virginia.gov](mailto:edi@doa.virginia.gov) if you have any questions. Allow approximately five (5) working days for DOA to set up your Locality for electronic transfer of funds.

If the amount received is higher than the amount requested, there is probably a second or third non-CDBG transfer being made at the same time. Each Grantee should be receiving a "remittance advice" for each component of the transfer and these could be used to reconcile the total transfer.

If the transfer is for an amount less than requested, in most cases, the Department of Taxation has captured all or part of the transfer within the Debt Off-Set program. In other words, your locality was showing on their list as owing the state money, and the CDBG transfer was captured to fulfill that debt.

Please note that the full amount of the CDBG remittance must be deposited. Should all or part of a remittance go to satisfy an outstanding obligation with the state, the locality must make up the difference out of their own funds, or be subject to an interest penalty.

**\* Be sure to check the DOA website regularly for updated EDI-related forms and information. Remember to refresh your screen to get the most recent version. Remember to resubmit the *Trading Partner EDI Notification of Change* form if your banking information changes. This form must be submitted fifteen (15) days in advance of any changes.**

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**CERTIFICATION OF SIGNATURES AND ADDRESS**

RE: CDBG COMMUNITY DEVELOPMENT BLOCK GRANT # \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, does hereby certify that \_\_\_\_\_ is the Chief Executive Officer of \_\_\_\_\_ and that only the following named individuals are authorized to submit remittances for CDBG Community Development Block Grant funds from the Department of Housing and Community Development, Program Administration and Assistance Office:

\_\_\_\_\_  
Name (please type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please type)

\_\_\_\_\_  
Signature

The affiant does further state that all payments made by the Department of Housing and Community Development pursuant to CDBG Community Development Block Grant #\_\_\_\_\_ should be made only to the named payee and address below, which payee the affiant hereby certifies to be authorized to receive such funds at the address below:

PAYEE (Grantee): \_\_\_\_\_

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

City, State, Zip code: \_\_\_\_\_

CERTIFIED by:

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Title

The Federal Identification Number (FIN) for this account is: \_\_\_\_\_ - \_\_\_\_\_. Sworn and subscribed before me, a Notary Public, in and for the Commonwealth of Virginia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SIGNATURE:

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_/\_\_\_\_/\_\_\_\_ Registration number: \_\_\_\_\_

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## **Fair Housing Certification**

Compliance with Title VIII of the Civil Rights Act of 1968

**Whereas**, the *(Insert Grantee's Name)* has been offered and intends to accept federal funds authorized under the Housing and Community Development Act of 1974, as amended, and

**Whereas**, recipients of funding under the Act are required to take action to affirmatively further fair housing;

**Therefore**, the *(Insert Grantee's Name)* agrees to take at least one action to affirmatively further fair housing each grant year, during the life of its project funded with Community Development Block Grant funds. The action taken will be selected from a list provided by the Virginia Department of Housing and Community Development.

---

Signature of Authorized Official

---

Date

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1. The *(Town of Onancock)* designates as its Section 3 Business and Employment Project Area the County of \_\_\_\_\_ (*Accomack*).
2. The *(Town of Onancock)*, its contractors, and designated third parties shall in utilizing Community Development Block Grant (CDBG) funds utilize businesses and lower income residents of the County in carrying out all activities, to the greatest extent feasible.
3. In awarding contracts for construction, non-construction, materials, and supplies the *(Town of Onancock)*, its contractors, and designated third parties shall take the following steps to utilize businesses which are located in or owned in substantial part by persons residing in the County:
  - (a) The *(Town of Onancock)* shall identify the contracts required to conduct the CDBG activities.
  - (b) The *(Town of Onancock)* shall identify through various and appropriate sources including:
 

\_\_\_\_\_

Local Newspaper of General Circulation

\_\_\_\_\_

\_\_\_\_\_

the business concerns within the County which are likely to provide construction contracts, non-construction contracts, materials, and services which will be utilized in the activities funded through the CDBG.
  - (c) The identified contractors and suppliers shall be included on bid lists used to obtain bids, quotes or proposals for work or procurement contracts which utilize CDBG funds.
  - (d) To the greatest extent feasible the identified business and any other project area business concerns shall be utilized in activities which are funded with CDBG funds.
4. The *(Town of Onancock)* and its contractors and subcontractors shall take the following steps to encourage the hiring of lower income persons residing in the County:
  - (a) The *(Town of Onancock)* in consultation with its contractors (including design professionals) shall ascertain the types and number of positions for both

trainees and employees which are likely to be used to conduct CDBG activities.

- (b) The *(Town of Onancock)* shall advertise through the following sources

Project Area Newspaper of General Circulation

the availability of such positions with the information on how to apply.

- (c) The *(Town of Onancock)*, its contractors, and subcontractors shall be required to maintain a record of inquiries and applications by project area residents who respond to advertisements, and shall maintain a record of the status of such inquires and applications.
  - (d) To the greatest extent feasible, the *(Town of Onancock)*, its contractors, and subcontractors shall hire lower income project area residents in filling training and employment positions necessary for implementing activities funded by the Community Development Block Grant (CDBG).
5. In order to document compliance with the above affirmative actions and Section 3 of the *Housing and Community Development Act of 1974, as amended*, the *(Town of Onancock)* shall keep, and obtain from its contractors and subcontractors, *Registers of Contractors, Subcontractors and Suppliers* and *Registers of Assigned Employees* for all activities funded by the CDBG. Such listings shall be completed and shall be verified by site visits and employee interviews, crosschecking of payroll reports and invoices, and through audits if necessary.

Duly adopted at the regular meeting of the \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Official

*[Instructions: Publish as a **display advertisement** in the county paper's non-legal section.]*

*(Insert Locality's name)* is preparing to carry out *(Northeast Neighborhood of Onancock Revitalization)* through the use of Virginia Community Development Block Grant Funds. In the implementation of this project the following job types may be available:

*(Insert List of Job Classifications to be used during project here)*

In carrying out this project *(Town of Onancock)*, its contractors and subcontractors will, to the greatest extent feasible, utilize qualified persons who permanently reside within *(Accomack)* for employment and training positions.

All job openings will be listed with the local office of the Virginia Employment Commission. Persons qualified for the jobs listed should register at the following location:

*Virginia Employment Commission  
25036 Lankford Highway  
Unit 16  
Onley, VA 23418*

Additionally, the following contracts and procurements will/may be made:

*Insert list of construction, non-construction, and service contracts to be procured during the project.*

*Insert list of construction subcontracts, major, specific equipment and general types of materials to be used during the project.*

*(Town of Onancock)* will, to the greatest extent feasible, use businesses located in and owned by persons residing in *(Accomack County)*.

Any person residing or firm located in the above named localities may request to participate in procurement opportunities associated with this project by contacting the following person within ten (10) days of this notice:

*Town of Onancock  
15 North Street, Onancock, VA 23417  
757-787-3363  
Virginia Relay: 711  
Grantee's Fax Number*

Written requests should include the name, address, product or service and phone number.

All above-referenced procurements will be made on a competitive basis. The names of businesses who respond to this notice will be included on procurement lists for this project. Names of job seekers will be given to contractors.



## SECTION 3 PLAN OF ACTION CONTRACTOR OR SUBCONTRACTOR

### CONTRACTOR OR SUBCONTRACTOR

*For contracts exceeding \$100,000*

#### Section 3 Plan of Action

                    (Name of contractor)                     agrees to implement the following specific Plan of Action steps directed at increasing the utilization of lower income residents and businesses within the County of \_\_\_\_\_.

- A. To ascertain from the locality's Grantee the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials in preparing and implementing the Section 3 Plan of Action for \_\_\_\_\_ *(Name of Business)*\_\_\_\_\_.
- B. Attempt to recruit from within the Section 3 area the necessary number of lower income residents through: a display advertisement in a local newspaper, signs placed at the project site, directly contacting the local Virginia Employment Commission (VEC) office, the local County (or City) Department of Social Services, or any Community Action Agencies that serve the Section 3 area.
- C. Maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons that are qualified, if otherwise eligible and if a vacancy exists.
- D. For all solicitations in excess of \$100,000 for subcontractors, determine if each responding subcontractor is a Section 3 business for the project and insert this Section 3 Plan of Action requirement in any resulting agreement. Contracts and subcontracts for less than \$100,000 are exempt from the preparation of a Section 3 Plan of Action.
- E. To formally contact subcontractors and other appropriate groups to secure their cooperation for the program.
- F. To ensure that all appropriate project area business concerns are notified of the pending sub-contractual opportunities.
- G. To maintain records, including copies of correspondence, memoranda etc., which document that all of the above affirmative action steps have been taken.



- H. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 Plan.
- I. To list on Table A information related to subcontracts to be awarded.
- J. To list on Table B all projected workforce needs for all phases of this project by occupation, trade, skill level, and number of positions.

As officers and representative of           (Name of Contractor/Subcontractor)          , we the undersigned have read and fully agree to this Section 3 Plan of Action, and become a party to the full implementation of this program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Attachments:**

Table A – Proposed Subcontracts Breakdown

Table B – Estimated Project Workforce Breakdown



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# 4.E ESTIMATED PROJECT WORKFORCE BREAKDOWN

**TABLE B****ESTIMATED PROJECT WORKFORCE BREAKDOWN**

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
JOB CATEGORY	TOTAL ESTIMATED POSITIONS	NO. POSITIONS CURRENTLY OCCUPIED BY PERMANENT EMPLOYEES	NO. POSITIONS NOT CURRENTLY OCCUPIED	NO. POSITIONS TO BE FILLED WITH LIPAR*
OFFICERS/SUPERVISORS				
PROFESSIONALS				
TECHNICIANS				
HOUSING SALES/RENTAL/MGMT.				
OFFICE CLERICAL				
SERVICE WORKERS				
OTHERS				

**TRADE:**

JOURNEYMEN				
APPRENTICES				
MAXIMUM NO. TRAINEES				
OTHERS				

**TRADE:**

JOURNEYMEN				
APPRENTICES				
MAXIMUM NO. TRAINEES				
OTHERS				

\*Lower Income Project Area Residents, Individuals residing within the City/County of Accomack whose family income does not exceed 80% of the median income.

---

 Company

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## SECTION 3 BUSINESS CERTIFICATION

COUNTY OF \_\_\_\_\_  
 \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_

### CERTIFICATION FOR BUSINESS CONCERNS SEEKING NOTIFICATION OF SECTION 3 CONTRACTING (SERVICES AND CONSTRUCTION) OPPORTUNITIES

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

DUNS Number \_\_\_\_\_ EIN # \_\_\_\_\_ or SS # (s) \_\_\_\_\_

Type of Business:             Corporation                       Partnership  
     Sole Proprietorship             Joint Venture

County Business License Registration # \_\_\_\_\_

**A Section 3 Resident is defined as any individual who resides within the County in which the federal assistance is expended and whose household income does not exceed 80% of the median income of the County adjusted for household size.**

**A Section 3 Business means a business that meets one or more of the following criteria:**

- (1) **The business is 51% or more owned by Section 3 residents;**
- (2) **The business has 30% or more permanent full-time employees that are certified Section 3 residents; or**
- (3) **The business provides written evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts with a Section 3 Business.**

To become **CERTIFIED** as a **Section 3 Business** please check all boxes that apply and **provide written evidence of the same:**

- Business owner(s) live in \_\_\_\_\_ County.**
- Business is 51% or more owned by Section 3 residents.**
- Business has 30% or more permanent full-time employees that are certified Section 3 residents.**
- Business will subcontract in excess of 25% of the dollar award of all subcontracts with a Section 3 Business(es).**

\_\_\_\_\_  
Printed Name of Authorized  
Official of Company

(Corporate Seal)

\_\_\_\_\_  
Signature of Authorized  
Official of Company

\_\_\_\_\_  
Date

## SECTION 3 NEW EMPLOYEE TRACKING FORM

### CONTRACTOR'S/SUBCONTRACTOR'S NEW EMPLOYEE INFORMATION FORM

One *New Employee Information Form* is completed by the employer for each new employee hired for work on this project during the construction phase of the project.

This is a required form and should accompany the first payroll on which the name of the newly hired employee appears.

1. Name of Grant Recipient \_\_\_\_\_
2. CDBG Contract Number \_\_\_\_\_
3. Name of Employer \_\_\_\_\_
4. Name of New Employee \_\_\_\_\_
5. Street Address or P.O. Box # \_\_\_\_\_
6. City and Zip Code \_\_\_\_\_
7. Date of Hire of New Employee \_\_\_\_\_
  
8. Methods of attempting to recruit local persons of low and moderate income include: display advertisement in a local newspaper, public bulletin board, consideration of all applications received, U.S. employment service (i.e. local VEC office), a sign at the project site, and the posting of a notice at the project site. On the line below, list the method(s) used:  
\_\_\_\_\_
  
9. Does the employee live within the corporate limits (boundaries) of the Section 3 area listed on line 1?  Yes  No  
\*\*The Resident Employment Data sheet must accompany this form.

\_\_\_\_\_  
Signature of Employer or Employer Representative

\_\_\_\_\_  
Date

If the answer to 9 is "Yes" and if the household income is below the income category based on the number of persons residing in the household, and based on current Section 8 income limits, the employee is a Section 3 employee.

10. Is the above listed employee a Section 3 employee?  Yes  No

\_\_\_\_\_  
Signature of CDBG Grant Manager

\_\_\_\_\_  
Date



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## SECTION 3 INCOME LIMITS

### SECTION 3 INCOME SURVEY

Your signature below will serve as self-certification of your Gross Household Income based on your household size. Circle the household size that reflects the total number of persons that currently reside in your household. Then review the corresponding income level and indicate whether your Gross Household Income is above or below the corresponding HH income referenced for your household size. Feel free to ask for assistance if you do not understand these instructions.

\_\_\_\_\_  
Name of Head of Household

\_\_\_\_\_  
Street Address / Town / State / Zip Code

Number of Persons Living in Household	Gross HH Income Level for the Section 3 County	Income ABOVE	Income BELOW
1	\$		
2	\$		
3	\$		
4	\$		
5	\$		
6	\$		
7	\$		
8	\$		

***WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.***

\_\_\_\_\_  
Householder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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## **GENERAL ASSURANCES AND CERTIFICATION**

**(Original copy in original proposal; photocopies in other copies)**

The applicant hereby assures and certifies that:

- (a) It possesses legal authority to apply for the grant, and to execute the proposed program.
- (b) Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the filing of the application including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
- (c) Its chief executive officer or other officer of applicant who has been approved by the Virginia Department of Housing and Community Development:
  - i. Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of Federal law, as specified at 24 CFR 58.5(a) through (h) which serve to further the purposes of NEPA insofar as the provisions of such Federal law apply to this Program;
  - ii. Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the Federal and Commonwealth of Virginia courts for the purpose of enforcement of his responsibilities as such an official.
- (d) It will comply with the regulations, policies, guidelines and requirements of the Code of Federal Regulations (24 CFR Part 85), OMB Circular A-128 and Circular A-87 as they relate to the application, acceptance, and use of Federal funds under this Program; and, as applicable, all State laws and administrative requirements which may supersede them (by virtue of being more stringent).
- (e) It will comply with the provisions of Executive Order 11988, relating to evaluation of flood hazards and Executive Order 12088 relating to the prevention, control and abatement of water pollution.
- (f) It will require buildings or facilities designed, constructed, or altered with funds provided under this Program to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A-117.1-R 1980, or Uniform Federal Accessibility Standards (UFAS) in accordance with the Virginia Uniform Statewide Building Code. The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.

(g) It will not recover the capital costs for public improvements financed in whole or in part with CDBG funds through assessments against properties owned and occupied by low- and moderate-income persons nor will fees or assessments be charged to such persons as a condition of obtaining access to the public improvements. (Per section 104(b)(5) of Title I of Housing and Community Development Act of 1974, as amended).

(h) It will comply with:

- i. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance. A recipient, in determining the types of housing, accommodations, facilities, services, financial aid, or other benefits which will be provided under any such program or activity, or the class of persons to whom, or the situations in which, such housing, accommodations, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to be afforded an opportunity to participate in any such program or activity, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, or national origin.

The project service area shall not be selected in such a manner as to provide services to a population in which the proportion of minority and other protected population groups is substantially lower than the proportion of those groups throughout the jurisdiction of the locality unless:

- the areas of disproportionate concentrations of minority and other protected population groups has already been served, or
  - there are definite plans for the imminent provision of similar services to those areas, or
  - there is reasonable justification for the provision of services to the selected area notwithstanding the substantially lower proportion of minority and other protected population groups.
- ii. Title VIII of the Civil Rights Act of 1968 (Pub. L. 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services.
  - iii. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR Part 570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be

excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or part with funds provided under this Program. Any prohibition against discrimination on the basis of age under Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 as amended shall also apply to this Program.

- iv. Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with Federal assistance.
  - v. Executive Order 11246, and the regulations issued pursuant thereto 41 CFR Chapter 60), which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal or federally assisted construction contracts. Contractors and subcontractors on Federal and federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.
- (i) It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing in the area of the project.
- (j) It will:
- i. In acquiring real property be guided, to the greatest extent practicable under State law, by the land acquisition policies in Sections 301 and 302 of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; and
  - ii. Pay or reimburse property owners for necessary expenses as specified in Section 303 and 304 of the Uniform Act; and
  - iii. Comply with the applicable Sections (202 through 205) of Title II (relocation assistance) of the Uniform Act in providing relocation payments and relocation assistance; and
- iii. Comply with DOT regulations at 49 CFR Part 24 in implementing the requirements, it will:
- 1) Carry out the policies and procedures of Part 24 in a manner that insures that the acquisition and relocation processes do not result in different or separate treatment to persons on account of race, color, religion, sex, national origin, or source of income; and

- 2) Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of race, color, religion, sex, national origin, or source of income; and
  - 3) Inform affected persons of their rights under the policies and procedures set forth under the regulations in Part 24, including their rights under Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968, as amended.
- (k) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
  - (l) It will comply with the provisions of the Hatch Act which limits the political activity of employees.
  - (m) It will comply with the provisions of the Davis-Bacon Act as amended and the Contract Work Hours and Safety Standards Act as determined by the Secretary of Labor. This section shall apply to rehabilitation of residential property only if such property is designed for residential use of eight or more families.
  - (n) It will give the Virginia Department of Housing and Community Development and the Comptroller General through any authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant.
  - (o) It will insure that facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Virginia Department of Housing and Community Development of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
  - (p) It will comply with the flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973, Pub. L. 93-234, 87 Stat. 975, approved December 31, 1973. Section 103 (a) required, on and after March 2, 1974, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area, that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
  - (q) It will in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic

Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and the Preservation of Archeological and Historical Data Act of 1966 (16 U.S.C. 469a-1, et. Seq.) by:

- i. Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the proposed activity, and
  - ii. Complying with all requirements established by HUD and the Virginia Department of Housing and Community Development to avoid or mitigate adverse effects upon such properties.
- (r) Assure upon funding, it will implement a "residential anti-displacement and relocation assistance plan," pursuant to Section 570.496a(b).
- (s) It will implement all required actions to ensure compliance pursuant to 24 CFR Part 8, Nondiscrimination Based on Handicap in Federally Assisted Programs and Activities.
- (t) The undersigned certifies, to the best of his or her knowledge and belief, that:
- i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
  - iii. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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.



- (u) Any survey information submitted with the application is a true representation of the data and has not been altered or fabricated. The survey was conducted and analyzed in strict accordance with the methodology stated.
  
- (v) The certification set out below is a material representation upon which reliance is placed by the U.S. Department of Housing and Urban Development in awarding 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, the U.S. Department of Housing and Urban Development, in addition to any other remedies available to the Federal Government, take action authorized under the Drug-Free Workplace Act.

Chief Administrative Official:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## **DRUG-FREE WORKPLACE ASSURANCES AND CERTIFICATION**

**(Original copies in original proposal; photocopies in other proposal copies.)**

The grantee certifies that it will provide a drug-free workplace by:

- (a) 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;
- (b) Establishing a drug-free awareness program to inform employees about -
  - i. The dangers of drug abuse in the workplace;
  - ii. The grantee's policy of maintaining a drug-free workplace;
  - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) 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 (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
  - i. Abide by the terms of the statement; and
  - ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- (e) Notifying the U.S. Department of Housing and Urban Development within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such condition;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -
  - i. Taking appropriate personnel action against such an employee, up to and including termination; or

ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Chief Administrative Official:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## APPLICANT DISCLOSURE REPORT

### *Part I – Summary Information*

Applicant            The Town of Onancock  
 Address             15 North Street, Onancock, VA 23417  
  
 Contact Person    Fletcher Fosque, Mayor of Onancock  
 Address             15 North Street, Onancock, VA 23417  
 Phone Number    757-787-3363  
 Project Name      Northeast Neighborhood of Onancock Revitalization  
 FIN or SS#         \_\_\_\_\_  
 DUNS Number      \_\_\_\_\_

Are you requesting CDBG funding of \$200,000 or more?     YES     NO

If yes, the remainder of this Applicant Disclosure Report must be completed and the original must be attached to the original copy of the proposal. Photocopies in other copies.

### *Part II– Other Governmental Assistance in Project*

Source of Assistance	Program / Use of Funds	Type of Assistance	Amount
none	none	none	\$0

**Part III– Interest Disclosure**

<b>Interested Parties</b>	<b>Social Security / FIN Employer ID</b>	<b>Type of Participation</b>	<b>Financial Interest In Project (\$ and %)</b>
none	none	none	none

I hereby certify that, to the best of my knowledge, the information contained in this Applicant Disclosure Report is true and accurate.

Chief Administrative Official:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## **CDBG CITIZEN PARTICIPATION**

### **For All Potential Local Government Applicants:**

It is important that community development projects carried out wholly or in part with Virginia Community Development Block Grant (CDBG) funds involve extensive citizen participation during the proposal development process. Local citizen participation should be encouraged throughout the process of developing a Community Improvement Grant (CIG) proposal. In particular, participation by low- and moderate-income (LMI) residents of the project service area or a slum and blight area should be encouraged. Participation is encouraged prior to submitting a Planning Grant proposal, but there are no firm requirements.

**The following steps, however, are required for each local government wishing to submit a Community Improvement Grant proposals, including both competitive round projects and projects being submitted under the open submission funds.**

### ***Public Hearing Requirement***

At a minimum, at least **two public hearings** must be held during the CIG proposal development period.

- The two hearings must, at a minimum, be held **one week apart**.
- Advertisements for the two public hearing must be published separately. Applicants may not only publish one advertisement that includes information on both public hearings.
- Both public hearings must be held **within twelve months** of the application deadline (defined by DHCD in 2016 as after March 31, 2015). In the case of the same proposal being resubmitted from the prior competitive year, DHCD may waive the public hearing requirement on community development needs (first public hearing).
- Files must be maintained containing documentary evidence that the hearings were held, to include at a minimum a list of attendees, minutes of the hearings, and notices (2 types) of the public hearings.
- For **regional proposals**, each participating locality must hold two public hearings as described above.
- Applicants must provide timely written answers to written comments and grievances, within 15 working days where practicable.

Each hearing must be held after adequate notice as described below:

### ***Notice of Public Hearings***

**Advertisement must be made in a non-legal, locally-circulated newspaper with the largest general circulation at least seven days prior to each hearing.** The public hearing notices must provide the address, phone number, TDD, and times for submitting comments and grievances to the applicant locality. If publishing in a weekly paper, be sure the ads are published in such a manner as to comply with the requirements outlined here.

**At least one other type of announcement must be done for each public hearing** (examples below), at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped.

- Advertisement through locally-received radio and/or television stations;
- Distribution of flyers in LMI areas and in the proposed service area(s);
- Announcements at local community organization meetings; or,
- Announcements through local churches and community centers located in LMI and proposed project areas.

### **First Public Hearing**

The first hearing must be held early in the CIG proposal development process to identify the applicant's community development and housing needs, the range of eligible project types funded through the CDBG program and the amount of money available to the applicant, as well as the applicant's past performance (if applicable) in the CDBG program during the previous five years. At a minimum citizens should be furnished with information concerning the amount of funds available (including program income) for proposed activities and the range of activities that may be undertaken, including the estimated amount to be used for activities that will benefit low- and moderate-income persons, the proposed CDBG activities likely to result in displacement, and plans for minimizing displacement of persons as a result of the CDBG project, and plans to assist persons actually displaced by the project.

Between the two hearings applicants must make available to the public a fact sheet or proposal summary that identifies the proposed activities and objectives for the project and identifies who will be affected by these activities. Citizens must have an opportunity to comment on this document.

### **Second Public Hearing**

A second hearing must be held for public review of and comment on the final draft of the CIG proposal. A final draft or detailed fact sheet presenting the key activities and eligible benefits of the project must be available at the second public hearing, if not before.

### **Additional Citizen Participation Requirements**

Local citizens should be provided with reasonable and timely access to local meetings, information, and records relating to the applicant locality's proposed and actual use of CDBG funds. Meetings should be conducted according to the standards established for the public hearings cited below (#4). CDBG-related information and records must be made available to interested citizens with the availability of such items announced at least in the same manner as the public hearing advertisements.

Technical assistance must be provided to groups representative of persons of low- and moderate-income that request such assistance in developing proposals for use of CDBG funds. The level and type of assistance is determined by the applicant locality but must include at least consultation and written communication between a local contact person responsible for the

CDBG proposal's development and interested groups. The name, address, and telephone number of the contact person(s) must be made available upon request and announced at all public meetings held on the CDBG proposal.

Where 5 percent or more of public hearing participants can be reasonably expected to be non-English speaking residents, applicants must take measures to accommodate their needs. Census data on the proposed project area and on the locality as a whole should be consulted to determine if this provision applies in a particular instance. Meeting this provision requires, at a minimum, having printed material available in the non-English language(s) and retaining the services of an interpreter(s) for all CDBG-related meetings and public hearings.

An applicant with a current CIG project to which activities are to be added, deleted, or substantially changed (that is, substantial changes made in terms of purpose, scope, location, or beneficiaries) must provide local citizens through a public hearing with an opportunity for comment on such changes, after the locality has informed citizens of the changes at least seven days prior to the hearing.

Applicants must keep documentation of how they met the above requirement in their CDBG files for verification. This documentation should include:

- Documentation of the Public Hearing advertisements,
- Documentation of the second method used to notify citizens of the public hearings,
- List of attendees,
- Minutes from the first hearing showing:
  - Available funds,
  - Available activities,
  - Past use of CDBG funds,
- Minutes from the second hearing showing:
  - Description of proposed activities,
  - Plans to minimize displacement and assist displaced persons (if applicable), and
  - Any requested special accommodations.

None of the foregoing may be construed to restrict the responsibility or authority of the local government applicant in the development and execution of its Community Improvement Grant project.



## **Public Hearing Advertisements**

These advertisements should be made in accordance with the Plan above.

### **Model Advertisement – First Public Hearing**

(Locality) will hold a public hearing on (date) at (time) at (location) to solicit public input on local community development and housing needs in relation to Community Development Block Grant (CDBG) funding for a project in our community.

Information on the amount of funding available, the requirements on benefit to low- and moderate-income persons, eligible activities, and plans to minimize displacement and provide displacement assistance as necessary will be available. Citizens will also be given the opportunity to comment on (locality's) past use of CDBG funds. All interested citizens are urged to attend. For additional information, contact (local contact name and information).

Comments and grievances can be submitted in writing to (locality) at (address) or by phone at (phone number and TDD) until (cut-off date).

If you plan to attend and have any special needs requirements, please call the number listed above.

### **Model Advertisement – Second Public Hearing**

(Locality) will hold a public hearing on (date) at (time) at (location) to solicit public input on the proposed Community Development Block Grant (CDBG) proposal to be submitted to the Virginia Department of Housing and Community Development for (project name). Residents of the project area are encouraged to attend. The (project name) proposal will include the following activities (list activities).

The draft CDBG proposal will be presented for comment along with information on projected beneficiaries, including the number of low- and moderate-income residents to benefit from the proposed project, and plans to minimize displacement. Citizens will also be given the opportunity to comment on (locality's) past use of CDBG funds. A fact sheet on the proposed project and the draft proposal is available at (location). For additional information, contact (local contact name and information).

Comments and grievances can be submitted in writing to (locality) at (address) or by phone at (phone number and TDD) until (cut-off date).

If you plan to attend and have any special needs requirements, please call the number listed above.

## CITIZEN PARTICIPATION ASSURANCES AND CERTIFICATION

The applicant assures and certifies that it has provided its citizens adequate opportunities to participate in the development of this proposal by:

- Holding at least two public hearings in the locality prior to the submission of the proposal, the first one for the purpose of obtaining the views of citizens on community development and housing needs and the second (held at least 7 days after the first) for the purpose of informing the public on the proposed CDBG project. Participation by low- and moderate-income residents and stakeholders in the project or service area and the community at large was encouraged. The hearings were held at times and locations convenient to potential beneficiaries and with accommodation for the disabled. Public input into the development of this proposal was obtained at hearings held on:

02/22/2021  
(date)

AND

03/22/2021  
(date)

- Publishing a notice to advertise the public hearings and availability of proposal information at least 7 days prior to the dates of the hearings in the non-legal section of a NEWSPAPER of local general circulation and AT LEAST ONE OTHER TYPE OF ANNOUNCEMENT. The advertisements ran on:

02/05/2021  
(date)

AND

03/05/2021  
(date)

**Advertisements for the two public hearing must be published separately. Applicants may not only publish one advertisement that includes information on both public hearings.**

- Maintaining files which contain documentary evidence that the hearings were held. These files must contain proof of publication of the hearing notices, written and/or recorded minutes of the hearings, and lists of citizens attending the hearings;
- Making CDBG program and proposal documentation available to the public for comment during regular office hours. This documentation should include the range of proposed activities, the estimated amounts of funding which will benefit low- and moderate-income persons, the plans to minimize displacement and provide displacement assistance where applicable, and a summary of the proposed application. This documentation should also include public information on any other CDBG project undertaken within the last 5 years;
- Providing technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals for the use of CDBG funds, with the level and type of assistance determined by the locality;

- Providing timely written responses to written complaints and grievances, within 15 working days where practicable;
- Accommodating the needs of non-English speaking residents at public hearings where more than 5% of the attendees can be reasonably expected not to speak English; and,
- Adhering to the CDBG Citizen Participation Plan per the 2015 CDBG Program Design.

Chief Administrative Official

Name	Title
Signature	Date

**Attach original copies of all newspaper Public Hearing notices.** Original notice copies should be clipped from the appropriate newspapers and attached with clear tape to 8 ½-inch x 11-inch white paper with the date of publication clearly visible. Photocopies should be made for other proposal copies

**In Regional proposals, each participating locality must conduct two public hearings and the proposal must contain, from each participating locality, a signed copy of this page and copies of all newspaper advertisements. Again, originals in original copy and photocopies in other copies.**

## **SAMPLE RESOLUTION**

Be it resolved that, pursuant to two public hearings, *LOCALITY NAME* wishes to apply for *AMOUNT* of Virginia Community Development Block Grant funds for *PROJECT TITLE*.

Whereas *LIST AMOUNTS AND SOURCES OF OTHER FUNDS* will also be expended on this project, it is projected that *NUMBER AND TYPE OF BENEFICIARIES* will result from the implementation of this project, of which *NUMBER* will be low-and moderate-income persons (where applicable).

Be it further resolved that *CHIEF ADMINISTRATIVE OFFICIAL* is hereby authorized to sign and submit appropriate documents for the submittal of this Virginia Community Development Block Grant proposal.

All resolutions should be signed and dated with the exact dollar amounts pledged to help leverage the project. Contact DHCD with any questions.

**MINORITY-OWNED AND FEMALE-OWNED  
BUSINESS NOTICE**

*[Instructions: Publish as a **legal notice** in a **regional paper** with a multi-county circulation of 15,000 or greater.]*

*(The Town of Onancock)* is preparing to carry out *(Northeast Neighborhood of Onancock Revitalization)* through the use of Virginia Community Development Block Grant Funds. In the implementation of this project the following kinds of contracts will be issued and procurements made:

- a. List of construction and service contracts*
- b. List of construction subcontracts, major, specific equipment and general types of materials to be used*

*(The Town of Onancock)* is soliciting the participation of minority-owned and female-owned businesses, contractors and suppliers in carrying out this project. Such businesses may be included on appropriate bid and procurement lists by submitting a written request within ten (10) days of this notice. Requests should state the name, address, product or service, and how the firm qualifies as a minority or female owned business concern.

Such requests should be addressed to:

*The Town of Onancock  
15 North Street, Onancock, VA 23417  
757-787-3363  
Virginia Relay: 711  
Towns Fax #*

All above referenced procurements will be made on a competitive basis.

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**RESIDENTIAL ANTI-DISPLACEMENT  
AND RELOCATION ASSISTANCE PLAN**

All Grantees must commit to minimizing project-related displacement and the hardships it imposes. The statutory and regulatory requirements of this commitment assure that individuals who are displaced or relocated because of project activity are fairly and fully compensated, and LMI dwelling units demolished or converted to non-LMI dwelling uses are replaced. Prior to signing a contract with DHCD, the Grantee must formally adopt, make public, and certify to DHCD that it is following a Residential Anti-Displacement and Relocation Assistance Plan. The Grantee must also certify that it will minimize displacement of persons as a result of assisted activities.

1. Regardless of whether displacement or conversion to non-LMI residential use is planned as part of the project, the plan must include, at a minimum, the following:
  - a. Provision for one-for-one replacement of any LMI dwelling units demolished or converted to any other use as a result of this project;
  - b. Provision for relocation benefits to any households displaced as a result of this project;
  - c. A description of the proposed assisted activity;
  - d. Steps the jurisdiction will take to minimize the displacement of persons from their homes;
  - e. The complaint and appeals process; and
  - f. An adopted housing standard defining an unoccupiable or uninhabitable house as a dwelling unit that does not meet local building codes and cannot be rehabilitated to meet code for \$25,000 or less.
2. Projects including displacement, relocation, conversion or demolition must include all information listed above, as well as the following elements in their Anti-Displacement and Relocation Assistance Plan:
  - a. The location (mapped) and size (by number of bedrooms) of each dwelling unit that will be demolished or converted to a use other than as an LMI dwelling unit as a direct result of the assisted activity;
  - b. A time schedule for the commencement and completion of the demolition or conversion;

- c. The location (mapped) and size of units (by number of bedrooms) that will be provided as replacement dwelling units;
- d. The source of funding and a time schedule for the provision of replacement dwelling units;
- e. The policy that any fixed moving expense and dislocation allowance will be based upon the current Federal Home Administration payment schedule;
- f. The basis for concluding that each replacement dwelling unit will remain an LMI dwelling unit for at least 10 years from the date of initial occupancy; and
- g. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of LMI households in the jurisdiction.

## One-For-One Replacement Rule

Projects including housing demolition or conversion must adhere to the "one-for-one replacement" rule: All occupied and vacant occupiable LMI dwelling units demolished or converted to *any use* other than as LMI dwelling units as a result of an assisted project activity must be replaced with LMI dwelling units. This is not required if Grantee can document that there are available units available to LMI in the community.

The key elements of this rule are:

1. Replacement LMI units may be provided by any government agency or private developer.
2. Replacement units must be located within the Grantee's jurisdiction, and to the extent feasible and consistent with other statutory priorities, the units shall be located in the same neighborhoods as the units replaced.
3. Replacement units must be comparable in size and number to those units demolished or converted so that at least the same number of individuals can be housed in the replacement units. Replacement units must not be smaller than those they replace, e.g., demolition of one 2-bedroom unit and construction of two 1-bedroom units.
4. Replacement units must be in standard condition.
5. Replacement units may include vacant units that have been raised to standard condition provided that:
  - a. No person was displaced from the unit as a result of an assisted project activity, and



- b. The unit was vacant for at least three (3) months before execution of the agreement between the Grantee and the property owner.
6. Replacement units must initially be made available for occupancy during the period beginning one (1) year prior to the Grantee's completion and submission of a Residential Anti-Displacement and Relocation Assistance Plan to DHCD and DHCD's approval of such a Plan and ending three (3) years after the commencement of the demolition or conversion.
7. Replacement units must be designed to remain as LMI dwelling units for at least ten (10) years from the date of initial occupancy. Replacement units may include public housing or existing housing receiving Section 8 assistance under the *Housing Act of 1937*.

Under certain narrowly defined circumstances, a Grantee may request and be granted a waiver, by HUD, of the one-for-one replacement rule. For more information on waiver requirements, contact your DHCD Community Development Specialist.

These elements point to the necessity of having complete information on the current housing stock and market in the locality. This information must be available for use and incorporated in drafting the Plan, prior to contracting with DHCD.

## RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN CERTIFICATION

The (*Town of Onancock*) will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate income dwelling unit as a direct result of activities assisted with funds provided under the *Housing and Community Development Act of 1974*, as amended. All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the (*Town of Onancock*) will make public and advise the state that it is undertaking such an activity and will submit to the state, in writing, information that identifies:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low- and moderate-income households in the jurisdiction.

The (Insert Grantee's Name) will provide relocation assistance to each low/moderate – income household displaced by the demolition of housing or by the direct result of assisted activities. Such assistance shall be that provided under Section 104 (d) of the *Housing and Community Development Act of 1974*, as amended, or the *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, as amended.

The (Town of Onancock) FY \_\_\_\_\_ project includes the following activities:

(Description of Activities as outlined in grant application)

The activities as planned will not cause any displacement from or conversion of occupiable structures. As planned, the project calls for the use of existing right-of-way or easements to be purchased or the acquisition of tracts of land that do not contain housing. The (Town of Onancock) will work with the grant management staff, engineers, project area residents, and the Department of Housing and Community Development to insure that any changes in project activities do not cause any displacement from or conversion of occupiable structures.

In all cases, an occupiable structure will be defined as a dwelling that meets local building codes or a dwelling that can be rehabilitated to meet code for \$25,000 or less.

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Signature of Authorized Official

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Date

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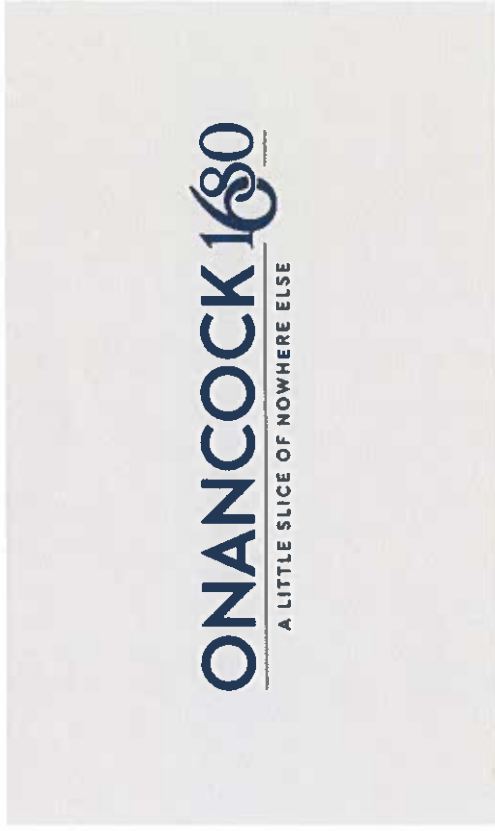
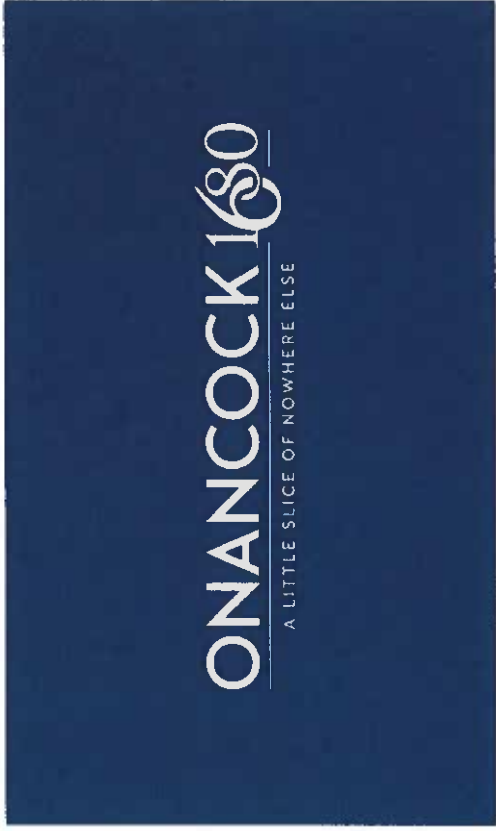




OUT-OF-MARKET USE

ONANCOCK BRANDING + DESIGN	V.005	FEBRUARY 2021
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**ONANCOCK 1680**  
 A LITTLE SLICE OF NOWHERE ELSE



# LOGOS

IN-MARKET

ONANCOCK  
1680  
VIRGINIA'S EASTERN SHORE

ONANCOCK  
1680  
VIRGINIA'S EASTERN SHORE



IN-MARKET USE

ONANCOCK  
1680  
VIRGINIA'S EASTERN SHORE





IN-MARKET USE

# American Rescue Plan Act of 2021

- **Eligible uses include:**
  - “(A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
  - “(B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the State, territory, or Tribal government that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
  - “(C) for the provision of government services to the extent of the reduction in revenue of such State, territory, or Tribal government due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the State, territory, or Tribal government prior to the emergency; or
  - “(D) to make necessary investments in water, sewer, or broadband infrastructure.
- **Two restrictions on eligible uses:**
  - funds cannot be used to directly or indirectly offset tax reductions or delay a tax/tax increase; funds cannot be deposited into any pension fund.
  - **Funding available through and must be spent by end of calendar year 2024.**

Town of Onancock  
Financial Performance

	YEAR TO DATE				TOTAL YEAR					
	ACTUAL THROUGH FEBRUARY 2021		BUDGET	LAST YEAR	Operations	Special Revenue	Total	Actual 2020	Actual 2019	Actual 2018
	Operations	Special Revenue								
Revenue										
WHARF	\$122,729	\$21,886	\$103,033	\$129,394	\$129,175	\$206,460	\$335,635	\$147,190	\$268,693	\$377,002
POLICE	\$35,719	\$6,218	\$21,449	\$39,874	\$54,500	\$0	\$54,500	\$62,594	\$58,186	\$63,006
WATER	\$291,924	\$0	\$228,474	\$214,833	\$352,619	\$0	\$352,619	\$454,315	\$330,751	\$302,645
SEWER	\$765,871	\$49,017	\$640,087	\$714,942	\$979,219	\$0	\$979,219	\$907,696	\$1,186,207	\$895,139
ADMIN	\$968,457	\$234,010	\$940,757	\$915,936	\$1,147,157	\$4,400	\$1,151,557	\$1,131,656	\$1,307,286	\$1,191,767
Total Revenue	\$2,184,699	\$311,131	\$1,933,800	\$2,014,980	\$2,662,670	\$210,860	\$2,873,530	\$2,703,451	\$3,151,123	\$2,829,559
Expenditures										
WHARF	\$116,770	\$14,551	\$130,253	\$125,741	\$158,009	\$263,798	\$421,807	\$175,898	\$296,249	\$375,607
POLICE	\$234,425	\$6,218	\$237,183	\$286,659	\$341,227	\$0	\$341,227	\$399,885	\$330,822	\$370,476
WATER	\$267,258	\$0	\$183,996	\$323,972	\$365,778	\$0	\$365,778	\$321,775	\$280,828	\$269,232
SEWER	\$636,728	\$49,017	\$623,448	\$628,517	\$966,060	\$0	\$966,060	\$851,819	\$1,006,500	\$964,368
ADMIN	\$484,694	\$248,618	\$545,951	\$470,930	\$772,158	\$6,500	\$778,658	\$693,832	\$694,174	\$681,564
Total Expenditures	\$1,739,875	\$318,404	\$1,720,232	\$1,835,819	\$2,603,232	\$270,298	\$2,873,530	\$2,443,209	\$2,608,573	\$2,661,247
Excess of Revenue over Expendit	\$444,824	-\$7,272	\$213,568	\$179,160	\$59,438	-\$59,438	\$0	\$260,242	\$542,550	\$168,312

Town of Onancock

Wharf - Financial Performance

	YEAR TO DATE				TOTAL YEAR								
	ACTUAL THROUGH FEBRUARY 2021				BUDGET 2021								
	Operations	Special Revenue	General Fund		Operations	Special Revenue	General Fund						
Revenue													
BOAT DOCKAGE FEES-MO	\$0		\$0	\$625	\$125	\$625	\$625	\$125	\$0	\$250			
BOAT DOCKAGE FEES-TR	\$44,613		\$44,613	\$31,366	\$33,033	\$33,000	\$33,000	\$34,754	\$50,999	\$54,317			
BOAT RAMP FEES	\$990		\$990	\$655	\$852	\$1,200	\$1,200	\$1,562	\$1,230	\$970			
RAMP-ANNUAL DECAL	\$420		\$420	\$255	\$180	\$2,000	\$2,000	\$1,410	\$1,445	\$2,050			
WHARF GASOLINE SALES	\$69,349		\$69,349	\$64,917	\$77,884	\$86,250	\$86,250	\$103,478	\$100,040	\$123,087			
WHARF-OTHER	\$1,080		\$1,080	\$2,153	\$1,820	\$2,500	\$2,500	\$2,113	\$1,619	\$1,168			
WHARF ELECTRIC	\$6,276		\$6,276	\$3,062	\$3,189	\$3,600	\$3,600	\$3,748	\$4,800	\$5,417			
VPA GRANT	\$0		\$6,766	\$0	\$12,311	\$166,427	\$166,427	\$0	\$108,560	\$189,743			
BIG GRANT	\$0		\$15,120	\$0	\$0	\$40,033	\$40,033	\$0	\$0	\$0			
	\$122,729	\$21,886	\$144,615	\$103,033	\$129,394	\$129,175	\$206,460	\$147,190	\$268,693	\$377,002			
Expenditures													
WHARF WAGES, TAX, BENIES	\$45,265		\$45,265	\$43,725	\$46,481	\$57,329	\$57,329	\$60,954	\$53,825	\$38,484			
SQUARE CC FEES	\$2,275		\$2,275	\$0	\$1,247	\$0	\$0	\$1,776	\$2,592	\$764			
ELECTRIC SERVICES	\$3,477		\$3,477	\$5,375	\$3,701	\$6,500	\$6,500	\$4,475	\$5,673	\$5,594			
TELEPHONE	\$393		\$393	\$303	\$233	\$600	\$600	\$460	\$529	\$448			
WHARF JANITORIAL SUP	\$530		\$530	\$976	\$568	\$1,000	\$1,000	\$582	\$877	\$1,150			
REPAIR & MAINTENANCE	\$2,309		\$2,309	\$3,333	\$910	\$5,000	\$45,500	\$2,667	\$7,972	\$2,964			
COST OF GAS/DIESEL S	\$51,081		\$51,081	\$53,871	\$64,017	\$63,750	\$63,750	\$75,757	\$74,815	\$93,817			
COST OF MERCHANDISE	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$524			
OTHER OPERATING SUPP	\$4,841		\$4,841	\$5,367	\$7,011	\$5,528	\$5,528	\$7,220	\$3,121	\$5,373			
ADVERTISING & DUES	\$6,120		\$6,120	\$2,000	\$1,575	\$3,000	\$13,600	\$22,007	\$2,854	\$2,558			
CAPITAL IMPROVEMENTS	\$480		\$15,031	\$15,302	\$0	\$15,302	\$209,698	\$225,000	\$143,991	\$223,931			
	\$116,770	\$14,551	\$131,321	\$130,253	\$125,741	\$158,009	\$421,807	\$175,898	\$296,249	\$375,607			
Excess of Revenue over Expendit	\$5,958	\$7,335	\$13,293	-\$27,219	\$3,653	-\$28,834	-\$57,338	-\$28,708	-\$27,556	\$1,395			
Margin on Fuel	\$18,269			\$11,046	\$13,867	\$22,500		\$27,721	\$25,225	\$29,270			
Revenue Less Exp. - Operations	\$5,958			-\$11,917	-\$8,658	-\$28,834		-\$28,708	\$7,875	\$35,583			

Town of Onancock												
Police - Financial Performance												
	YEAR TO DATE						TOTAL YEAR					
	ACTUAL THROUGH FEBRUARY 2021			BUDGET	LAST YEAR	Budget 2021			Actual 2020	Actual 2019	Actual 2018	
	Operations	Special Revenue	General Fund			Operations	Special Revenue	General Fund				
Revenue												
TRAFFIC FINES	\$5,360		\$5,360	\$6,634	\$7,602	\$8,000			\$9,168	\$13,960	\$16,218	
LAW ENFORCEMENT FUND	\$30,359		\$30,359	\$14,815	\$20,171	\$46,500			\$53,426	\$38,052	\$46,788	
LAW ENFORCEMENT GRANT	\$0		\$0	\$0	\$21,985	\$0			\$0	\$0	\$0	
CARES GRANTS	\$0		\$6,218	\$6,218	-\$9,884	\$0			\$0	\$6,174	\$0	
Total Revenue	\$35,719		\$41,937	\$21,449	\$39,874	\$54,500	\$0		\$62,594	\$58,186	\$63,006	
Expenditures												
POLICE WAGES, TAX, BENEFITS	\$217,035		\$219,552	\$207,071	\$220,072	\$300,860	\$0		\$321,863	\$289,462	\$303,593	
TRAINING	\$2,527		\$2,527	\$5,444	\$1,954	\$6,500			\$2,333	\$3,231	\$4,007	
VEHICLE REPAIR	\$1,198		\$1,198	\$3,135	\$3,983	\$3,833			\$4,871	\$4,213	\$4,330	
COMPUTER MAINTENANCE	\$255		\$255	\$652	\$859	\$2,500			\$3,295	\$4,208	\$2,365	
TELEPHONE	\$1,950		\$1,950	\$3,047	\$2,483	\$3,360			\$2,739	\$4,030	\$2,366	
LINE OF DUTY INSURANCE	\$1,828		\$1,828	\$1,827	\$1,828	\$3,655			\$3,655	\$3,692	\$2,412	
TRAVEL	\$35		\$35	\$628	\$305	\$700			\$340	\$258	\$762	
OFFICE SUPPLIES	\$1,166		\$4,867	\$2,335	\$5,084	\$2,669			\$5,811	\$1,634	\$968	
VEHICLE FUEL	\$5,075		\$5,075	\$5,250	\$5,931	\$7,500			\$8,472	\$8,533	\$7,517	
UNIFORMS	\$1,601		\$1,601	\$795	\$1,077	\$2,000			\$2,709	\$4,198	\$4,958	
ANIMAL CONTROL	\$587		\$587	\$650	\$0	\$650			\$0	\$0	\$0	
POLICE SUPPLIES	\$1,030		\$1,030	\$6,350	\$6,983	\$7,000			\$7,698	\$7,363	\$6,723	
GRANTS	\$137		\$137	\$0	\$0	\$0			\$0	\$0	\$0	
POLICE MESSENGER MAINT.	\$0		\$0	\$0	\$0	\$0			\$0	\$0	\$0	
NEW POLICE VEHICLE	\$0		\$0	\$0	\$36,099	\$0			\$36,099	\$0	\$0	
Total Expenditures	\$234,425		\$240,643	\$237,183	\$286,659	\$341,227	\$0		\$399,885	\$330,822	\$370,476	
Excess of Revenue over Expendit	-\$198,706		-\$198,706	-\$215,735	-\$246,785	-\$286,727	\$0		-\$337,291	-\$272,636	-\$307,470	

Town of Onancock

Water - Financial Performance

	YEAR TO DATE				LAST YEAR	TOTAL YEAR							
	ACTUAL THROUGH FEBRUARY 2021		BUDGET			Budget 2021		Actual 2020		Actual 2019	Actual 2018		
	Operations	Special Revenue	General Fund			Operations	Special Revenue	General Fund					
Revenue													
WATER	\$287,192	\$0	\$287,192	\$223,108	\$210,684	\$344,519	\$344,519	\$325,334	\$323,761	\$295,745			
WATER INSTALLATION	\$0	\$0	\$0	\$1,000	\$0	\$1,500	\$1,500	\$0	\$1,500	\$0			
WATER PENALTY	\$4,733	\$0	\$4,733	\$4,366	\$4,149	\$6,600	\$6,600	\$6,335	\$5,490	\$6,900			
TRANSFERS IN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$122,646	\$0	\$0			
Total Revenue	\$291,924	\$0	\$291,924	\$228,474	\$214,833	\$352,619	\$352,619	\$454,315	\$330,751	\$302,645			
Expenditures													
WATER WAGES, TAX, BENIES	\$77,848	\$0	\$77,848	\$72,959	\$75,506	\$104,662	\$104,662	\$109,575	\$105,676	\$105,859			
TRAINING & TRAVEL	\$0	\$0	\$0	\$717	\$28	\$717	\$717	\$28	\$0	\$0			
VEHICLE REPAIR	\$1,930	\$0	\$1,930	\$667	\$0	\$1,000	\$1,000	\$0	\$1,183	\$1,888			
REPAIRS & MAINT. SVC	\$10,220	\$0	\$10,220	\$13,918	\$118,743	\$15,000	\$15,000	\$127,974	\$25,166	\$9,028			
WATER LEAD COPPER TEST	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
BILL PRINTING	\$507	\$0	\$507	\$333	\$0	\$500	\$500	\$0	\$840	\$553			
ADVERTISING	\$0	\$0	\$0	\$67	\$0	\$100	\$100	\$0	\$0	\$324			
ELECTRIC	\$10,191	\$0	\$10,191	\$8,554	\$8,984	\$14,500	\$14,500	\$15,229	\$13,251	\$11,541			
POSTAGE	\$504	\$0	\$504	\$782	\$412	\$1,000	\$1,000	\$527	\$760	\$512			
TELEPHONE	\$1,831	\$0	\$1,831	\$1,916	\$1,577	\$2,700	\$2,700	\$2,222	\$2,263	\$2,080			
INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
RESERVE FOR CIP	\$0	\$0	\$0	\$17,433	\$0	\$26,150	\$26,150	\$0	\$0	\$0			
DUES & MEMBERSHIPS	\$160	\$0	\$160	\$667	\$0	\$1,000	\$1,000	\$0	\$100	\$6,000			
HEALTH DEPT. FEES	\$2,133	\$0	\$2,133	\$2,124	\$2,133	\$2,124	\$2,124	\$2,133	\$2,133	\$4,854			
REPAIRS & MAINT.	\$32	\$0	\$32	\$5,000	\$124	\$5,000	\$5,000	\$124	\$4,634	\$1,192			
VEHICLE FUEL	\$1,274	\$0	\$1,274	\$1,427	\$1,532	\$1,950	\$1,950	\$2,093	\$1,843	\$1,513			
UNIFORMS	\$48	\$0	\$48	\$154	\$50	\$300	\$300	\$98	\$177	\$85			
LAB SUPPLIES	\$424	\$0	\$424	\$405	\$315	\$1,500	\$1,500	\$1,168	\$1,446	\$969			
PURIFICATION SUPPLIES	\$16,754	\$0	\$16,754	\$17,574	\$14,932	\$25,000	\$25,000	\$21,241	\$23,656	\$23,331			
EMERGENCY REPAIRS	\$0	\$0	\$0	\$0	\$0	\$4,382	\$4,382	\$0	\$0	\$0			
SMALL TOOLS & EQUIP.	\$0	\$0	\$0	\$133	\$0	\$200	\$200	\$0	\$0	\$0			
INTEREST - USDA 1070	\$28,782	\$0	\$28,782	\$0	\$99,637	\$36,945	\$36,945	\$37,707	\$0	\$0			
INTEREST - USDA 47	\$1,264	\$0	\$1,264	\$36,945	\$0	\$1,622	\$1,622	\$1,656	\$0	\$0			
INTEREST - VRA 2898	\$0	\$0	\$0	\$1,622	\$0	\$0	\$0	\$0	\$0	\$0			
WATER SYSTEM DEBT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
INTEREST	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
TRANSFERS TO WATER CONT.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
Total Expenditures	\$153,901	\$0	\$153,901	\$183,396	\$323,972	\$246,352	\$246,352	\$321,775	\$280,828	\$269,232			
Excess of Revenue over Expenses	\$138,023	\$0	\$138,023	\$45,078	-\$109,139	\$106,267	\$106,267	\$132,540	\$49,923	\$33,413			
Principle Portion of Bonds													
- USDA 1070	\$13,143	\$0	\$13,143	\$0	\$18,955	\$883,733	\$883,733	\$902,688	\$0	\$0			
- USDA 47	\$578	\$0	\$578	\$0	\$834	\$38,809	\$38,809	\$39,643	\$0	\$0			
- VRA 2898	\$99,637	\$0	\$99,637	\$0	\$99,637	\$1,687,710	\$1,687,710	\$1,787,347	\$0	\$0			
Revenue in Excess of all Disbursements	\$24,666	\$0	\$24,666	-\$13,159	\$0	\$2,610,252	\$2,610,252	\$2,729,678	\$0	\$0			

Town of Onancock

Sewer - Financial Performance

	YEAR TO DATE			LAST YEAR	TOTAL YEAR				
	ACTUAL THROUGH JANUARY 2021		BUDGET		Budget 2021		Actual 2020	Actual 2019	Actual 2018
	Operations	Special Revenue	General Fund		Operations	Special Revenue	General Fund		
Revenue									
SEWER	\$746,253		\$746,253	\$574,064	\$956,119	\$956,119	\$880,718	\$903,625	\$870,183
SEWER INSTALLATION	\$7,500		\$7,500	\$2,400	\$1,200	\$1,200	\$2,400	\$1,200	\$0
SEWER PENALTY	\$9,609		\$9,609	\$8,424	\$13,400	\$13,400	\$12,670	\$10,979	\$13,799
SEPTAGE	\$0		\$0	\$0	\$5,000	\$5,000	\$0	\$0	\$0
SEPTAGE GRANT	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
INTEREST	\$785		\$785	\$8,219	\$0	\$0	\$11,908	\$15,934	\$7,597
CARES GRANTS	\$0		\$0	\$0	\$0	\$0	\$0	\$199,373	\$0
MISC.	\$1,724		\$1,724	\$121,836	\$3,477	\$3,500	\$0	\$2,260	\$3,560
FROM RESERVES	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFERS IN	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$765,871</b>	<b>\$49,017</b>	<b>\$814,888</b>	<b>\$714,942</b>	<b>\$979,219</b>	<b>\$979,219</b>	<b>\$907,696</b>	<b>\$1,186,207</b>	<b>\$895,139</b>
Expenditures									
SEWER WAGES, TAX, BENEFITS	\$163,844	\$12,951	\$176,795	\$172,041	\$246,304	\$246,304	\$248,559	\$244,800	\$241,029
TRAINING	\$0	\$0	\$0	\$0	\$1,000	\$1,000	\$0	\$0	\$0
VEHICLE REPAIR	\$2,304		\$2,304	\$1,859	\$2,000	\$2,000	\$2,813	\$2,000	\$1,006
COLLECTION REPAIRS & MAINT.	\$65,343		\$65,343	\$40,844	\$95,947	\$95,947	\$58,492	\$100,405	\$86,751
MEMBRANE REPLACEMENT	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
OUTSIDE CONTRACT - TESTING	\$20,815		\$20,815	\$19,831	\$33,900	\$33,900	\$29,843	\$14,750	\$22,683
REPAIRS & MAINT.	\$0		\$0	\$348	\$1,000	\$1,000	\$348	\$348	\$4,040
BILL PRINTING	\$250		\$250	\$0	\$250	\$250	\$0	\$0	\$758
ADVERTISING	\$662		\$662	\$0	\$100	\$100	\$0	\$0	\$222
ELECTRIC	\$51,993		\$51,993	\$49,102	\$90,000	\$90,000	\$69,047	\$87,374	\$74,772
POSTAGE	\$503		\$503	\$412	\$1,000	\$1,000	\$527	\$748	\$500
TELEPHONE	\$7,323		\$7,323	\$6,187	\$10,500	\$10,500	\$8,769	\$8,702	\$7,813
INSURANCE	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
DUES & MEMBERSHIPS	\$3,057		\$3,057	\$2,990	\$4,200	\$4,200	\$4,476	\$4,299	\$1,598
OFFICE SUPPLIES	\$311		\$311	\$199	\$1,500	\$1,500	\$868	\$2,259	\$158
VEHICLE FUEL	\$1,970		\$1,970	\$2,371	\$3,000	\$3,000	\$3,216	\$2,609	\$2,414
UNIFORMS	\$48		\$48	\$50	\$300	\$300	\$98	\$177	\$85
RESERVE FOR CAPITAL	\$0		\$0	\$0	\$11,750	\$11,750	\$0	\$0	\$0
LAB SUPPLIES	\$891		\$891	\$1,534	\$6,500	\$6,500	\$1,618	\$6,501	\$1,298
WASTEWATER DISINFECTANT	\$0		\$0	\$0	\$0	\$0	\$0	\$3,005	\$0
PENALTIES	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
WASTEWATER CHEMICALS	\$17,482		\$17,482	\$11,971	\$26,000	\$26,000	\$28,295	\$31,791	\$26,135
SAFETY EQUIPMENT	\$0		\$0	\$0	\$500	\$500	\$0	\$0	\$0
HRSD TRANSITION COSTS	\$10,381		\$10,381	\$0	\$66,726	\$66,726	\$30,500	\$0	\$0
DEPRECIATION	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$493,106
UTILITY SUBSIDY	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
MACHINERY & EQUIPMENT	\$0		\$0	\$0	\$500	\$500	\$0	\$0	\$0
OUTDOOR BUILDING	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
SEPTAGE RECEIVING	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
INTEREST - VRLF 900	\$0		\$0	\$22,500	\$0	\$0	\$0	\$0	\$0
INTEREST - VRA 5033	\$0		\$0	\$29,178	\$0	\$0	\$0	\$0	\$0
INTEREST - USDA 2398	\$28,172		\$28,172	\$267,101	\$55,072	\$55,072	\$56,339	\$0	\$0
PROFESSIONAL SERVICE	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$375,299</b>	<b>\$49,017</b>	<b>\$424,316</b>	<b>\$628,517</b>	<b>\$658,049</b>	<b>\$658,049</b>	<b>\$543,808</b>	<b>\$1,006,500</b>	<b>\$964,368</b>
Excess of Revenue over Expenses	\$390,571	\$0	\$390,571	\$86,426	\$321,170	\$321,170	\$363,888	\$179,707	-\$69,229
Principle Portion of Bonds									
- VRLF 900	\$22,500		\$22,500	\$0	\$45,000	\$45,000	\$0	\$45,000	\$0
- VRA 5033	\$216,119		\$216,119	\$1,945,075	\$1,945,075	\$1,945,075	\$2,161,194	\$1,945,075	\$2,161,194
- USDA 2398	\$22,810		\$22,810	\$46,892	\$1,973,192	\$1,973,192	\$2,020,084	\$1,973,192	\$2,020,084
Revenue in Excess of all Disbursements	\$129,142		\$3,964,849	\$13,159	\$3,918,267	\$3,918,267	\$4,226,278	\$1,006,500	\$964,368

Town of Onancock

Town Operations - Financial Performance

	YEAR TO DATE				TOTAL YEAR					
	ACTUAL THROUGH FEBRUARY 2021		LAST YEAR		BUDGET 2021		Actual 2020		Actual 2019	Actual 2018
	Operations	Special Revenue	General Fund		Operations	Special Revenue	General Fund			
Revenue										
REAL PROPERTY	\$342,910		\$342,910	\$336,117	\$395,203	\$336,117	\$395,126	\$336,054	\$327,169	\$344,353
REAL PROPERTY - REC'D >1/1, OR PY	\$40,299		\$40,299	\$27,520	\$22,392	\$27,520	\$28,500	\$35,026	\$37,719	\$11,752
REAL PROPERTY - UTILITY CO.	\$17,593		\$17,593	\$16,748	\$17,000	\$16,748	\$17,000	\$16,748	\$17,288	\$17,270
PERSONAL PROPERTY	\$166,756		\$166,756	\$164,000	\$164,000	\$164,923	\$164,923	\$164,923	\$157,877	\$183,970
PERSONAL PROPERTY - REC'D >1/1 OR PY	\$8,932		\$8,932	\$18,361	\$13,666	\$18,361	\$17,500	\$23,513	\$18,141	\$394
PERSONAL PROPERTY - UTILITY CO.	\$0		\$0	\$369	\$500	\$369	\$500	\$369	\$663	\$747
PENALTIES	\$12,683		\$12,683	\$10,565	\$10,595	\$10,565	\$13,500	\$13,462	\$13,104	\$37,249
PARADE	\$0		\$0	\$0	\$0	\$0	\$0	\$1,600	\$11,050	\$10,100
LOCAL SALES TAX	\$62,995		\$62,995	\$59,786	\$38,695	\$59,786	\$52,500	\$81,114	\$77,255	\$72,843
CONSUMER UTILITY TAX	\$35,818		\$35,818	\$42,187	\$43,849	\$42,187	\$55,000	\$52,915	\$54,710	\$55,963
BUSINESS LICENSES	\$14,117		\$14,117	\$12,080	\$8,271	\$12,080	\$25,000	\$36,515	\$42,991	\$31,638
VEHICLE DECALS	\$5,213		\$5,213	\$2,161	\$3,783	\$2,161	\$16,000	\$9,139	\$15,337	\$16,513
BANK STOCK TAXES	\$0		\$0	\$0	\$0	\$0	\$27,500	\$27,207	\$37,922	\$35,787
CELL PHONE TAX	\$50,443		\$50,443	\$47,420	\$47,819	\$47,420	\$82,000	\$81,315	\$84,398	\$90,582
TRANS. OCCUPANCY TAX	\$18,668		\$18,668	\$10,559	\$11,889	\$10,559	\$13,000	\$11,546	\$25,530	\$15,607
BUILDING/ZONING PERMITS	\$1,000		\$1,000	\$375	\$1,100	\$375	\$1,100	\$275	\$950	\$950
MEALS TAX	\$122,466		\$122,466	\$109,670	\$79,927	\$109,670	\$100,000	\$137,212	\$168,341	\$155,306
MEALS & TOT LATE FEES	\$1,921		\$1,921	\$702	\$0	\$702	\$0	\$1,389	\$5,963	\$5,200
INTEREST	\$269		\$269	\$8,820	\$0	\$8,820	\$15,000	\$11,969	\$12,638	\$3,480
RENTAL OF PROPERTY	\$7,140		\$7,140	\$7,080	\$7,278	\$7,080	\$12,500	\$12,160	\$125	\$385
WATER TOWER RENTAL	\$0		\$0	\$0	\$0	\$0	\$0	\$6,850	\$6,850	\$6,850
GRASS CUTTING	\$0		\$0	\$267	\$0	\$267	\$400	\$0	\$0	\$338
TRASH REVENUE	\$39,756		\$39,756	\$27,260	\$62,651	\$27,260	\$90,000	\$39,160	\$72,417	\$74,710
MISC.	\$3,659		\$3,659	\$10,919	\$4,942	\$10,919	\$8,500	\$18,781	\$14,001	\$8,410
CARES ACT FROM COUNTY	\$0		\$161,192	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CDBG GRANT	\$0		\$72,818	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FIRE PROGRAM FUNDS	\$15,000		\$15,000	\$814	\$1,031	\$814	\$10,000	\$10,000	\$10,000	\$10,000
LITTER CONTROL GRANT	\$820		\$820	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$370
VA COMM OF THE ARTS	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$92,989	\$0
FORESTRY GRANT	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GRANTS - OTHER	\$0		\$0	\$0	\$4,400	\$4,400	\$4,400	\$0	\$0	\$0
Total Revenue	\$968,457	\$234,010	\$1,202,467	\$915,936	\$940,757	\$915,936	\$1,147,157	\$1,131,656	\$1,307,286	\$1,191,767
Expenditures										
COUNCIL WAGES, TAX, BENIES	\$10,347		\$10,347	\$10,583	\$10,750	\$10,583	\$15,288	\$15,051	\$15,239	\$15,286
ADMIN WAGES, TAX, BENIES	\$141,066		\$141,066	\$141,427	\$158,700	\$141,427	\$210,242	\$189,491	\$191,458	\$192,902
STREET CREW WAGES, TAX, BENIES	\$30,599		\$30,599	\$29,866	\$31,710	\$29,866	\$44,736	\$43,058	\$38,666	\$35,606
COUNCIL TRAVEL	\$25		\$25	\$0	\$667	\$0	\$1,000	\$0	\$845	\$220
COMMUNITY PROMOTION	\$4,254		\$4,254	\$8,376	\$8,893	\$8,376	\$12,000	\$11,302	\$11,056	\$16,201
TOWN BEAUTIFICATION	\$0		\$0	\$1,600	\$971	\$1,600	\$1,000	\$1,648	\$832	\$575
MAIN STREET	\$15,000		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$5,000	\$4,609
ESVA TOURISM	\$4,620		\$4,620	\$0	\$0	\$0	\$4,600	\$5,381	\$4,380	\$0
AUDIT	\$0		\$0	\$0	\$0	\$0	\$16,750	\$16,750	\$16,750	\$16,750
BANK FEES	\$3,944		\$3,944	\$1,537	\$1,612	\$1,537	\$2,000	\$2,000	\$1,881	\$6,924
PAYROLL SERVICES	\$2,361		\$2,361	\$2,083	\$2,183	\$2,083	\$3,500	\$3,340	\$3,908	\$3,169
TRAINING	\$0		\$0	\$1,414	\$2,250	\$1,414	\$2,250	\$1,414	\$1,674	\$1,255
OFFICE EQUIPMENT AND SOFTWARE	\$12,214		\$12,214	\$12,439	\$13,674	\$12,439	\$21,169	\$19,257	\$24,069	\$13,598



Town of Onancock

Town Operations - Financial Performance

	YEAR TO DATE				TOTAL YEAR								
	ACTUAL THROUGH FEBRUARY 2021		LAST YEAR		BUDGET 2021		Actual 2020		Actual 2019		Actual 2018		
	Operations	Special Revenue	General Fund		Operations	Special Revenue	General Fund	Operations	Special Revenue	General Fund	Operations	Special Revenue	General Fund
PRINTING - VEHICLE DECALS	\$0		\$0	\$0	\$700		\$700	\$1,738		\$700	\$705		\$264
ADVERTISING	\$1,563		\$960	\$1,035	\$2,500		\$2,500	\$2,695		\$2,500	\$2,574		\$1,411
POSTAGE	\$2,106		\$4,541	\$2,275	\$5,000		\$5,000	\$2,505		\$5,000	\$3,268		\$2,890
TELEPHONE	\$1,047		\$1,392	\$1,114	\$2,028		\$2,028	\$1,622		\$2,028	\$1,882		\$2,029
TRAVEL	\$0		\$1,500	\$1,822	\$1,500		\$1,500	\$1,822		\$1,500	\$2,146		\$1,662
DUES & MEMBERSHIPS	\$213		\$268	\$160	\$1,500		\$1,500	\$897		\$1,500	\$1,161		\$863
OFFICE SUPPLIES	\$8,278		\$7,494	\$4,008	\$10,000		\$10,000	\$5,348		\$10,000	\$7,920		\$13,245
HISTORIC ONANCOCK SCHOOL	\$7,500		\$7,500	\$0	\$7,500		\$7,500	\$0		\$7,500	\$3,006		\$4,075
MISC.	\$2,709		\$1,389	\$1,235	\$2,200		\$2,200	\$2,579		\$2,200	\$3,006		\$9,403
PARADE	\$0		\$0	\$250	\$0		\$0	\$0		\$0	\$10,455		\$9,403
TOWN ATTORNEY	\$10,423		\$3,500	\$1,948	\$3,500		\$3,500	\$1,948		\$3,500	\$5,940		\$6,291
CONSULTANTS	\$0		\$5,000	\$2,794	\$5,000		\$5,000	\$2,794		\$5,000	\$3,291		\$2,018
COURT FEES	\$406		\$250	\$84	\$250		\$250	\$84		\$250	\$0		\$141
TOWN CODIFICATION	\$6,824		\$12,010	\$0	\$12,010		\$12,010	\$0		\$12,010	\$1,990		\$0
VACORP	\$617		\$537	\$710	\$720		\$720	\$951		\$720	\$886		\$694
INSURANCE - PROPERTY	\$17,778		\$23,752	\$17,458	\$34,508		\$34,508	\$25,363		\$34,508	\$32,918		\$36,863
INSURANCE - VEHICLE	\$2,352		\$3,241	\$3,133	\$6,557		\$6,557	\$6,339		\$6,557	\$6,499		\$7,682
SURETY BONDS	\$0		\$0	\$0	\$0		\$0	\$0		\$0	\$0		\$0
INSURANCE - PUBLIC OFFICIAL LIAB.	\$3,238		\$3,323	\$3,081	\$6,470		\$6,470	\$5,999		\$6,470	\$5,357		\$0
INSURANCE - GENERAL LIABILITY	\$729		\$262	\$1,177	\$2,472		\$2,472	\$11,114		\$2,472	\$2,326		\$951
INSURANCE - WORKERS COMP.	\$7,658		\$7,319	\$8,078	\$13,376		\$13,376	\$14,763		\$13,376	\$14,061		\$16,944
CARES GRANTS	\$0	\$180,800	\$0	\$0	\$0		\$0	\$0		\$0	\$0		\$0
CONTRIBUTION TO FIRE DEPT.	\$25,000		\$25,000	\$25,000	\$25,000		\$25,000	\$25,000		\$25,000	\$22,500		\$22,500
FIRE PROGRAM FUNDS	\$15,000		\$15,000	\$0	\$10,000		\$10,000	\$10,000		\$10,000	\$10,000		\$10,000
MOSQUITO SPRAYING	\$1,105		\$4,491	\$10,500	\$5,000		\$5,000	\$11,690		\$5,000	\$1,800		\$3,294
REPAIRS & MAINT.	\$0		\$167	\$0	\$250		\$250	\$0		\$250	\$0		\$0
MOSQUITO CHEMICALS	\$1,848		\$1,200	\$0	\$1,800		\$1,800	\$0		\$1,800	\$0		\$3,746
WEED CONTROL CONTRACT	\$0		\$0	\$0	\$4,200		\$4,200	\$4,150		\$4,200	\$4,150		\$4,150
VEHICLE REPAIR	\$518		\$1,427	\$867	\$2,000		\$2,000	\$1,215		\$2,000	\$838		\$806
ELECTRICITY - STREET LIGHTS	\$16,314		\$21,311	\$17,982	\$30,000		\$30,000	\$25,314		\$30,000	\$24,710		\$25,502
STREET REPAIR	\$4,880		\$29,233	\$12,395	\$33,750		\$33,750	\$14,310		\$33,750	\$5,069		\$11,688
SMALL EQUIPMENT REPAIR	\$124		\$186	\$119	\$200		\$200	\$127		\$200	\$108		\$115
UNIFORMS	\$0		\$200	\$200	\$200		\$200	\$200		\$200	\$0		\$153
CAN LINERS	\$1,029		\$763	\$447	\$1,200		\$1,200	\$703		\$1,200	\$601		\$1,869
SAFETY/STREET SIGNS	\$451		\$300	\$505	\$300		\$300	\$505		\$300	\$436		\$272
VEHICLE MAINTENANCE	\$20		\$3,000	\$7,007	\$3,000		\$3,000	\$7,007		\$3,000	\$3,727		\$670
TRASH COLLECTION	\$66,466		\$66,440	\$66,356	\$100,000		\$100,000	\$99,873		\$100,000	\$97,728		\$92,842
REPAIRS & MAINT. - SOLID WASTE	\$156		\$941	\$1,257	\$1,000		\$1,000	\$1,336		\$1,000	\$1,351		\$351
REPAIRS & MAINT. - CHIPPER	\$3,818		\$2,069	\$2,036	\$3,000		\$3,000	\$2,952		\$3,000	\$3,949		\$2,822
CHIPPER - REPLACEMENT	\$0		\$0	\$0	\$0		\$0	\$0		\$0	\$0		\$0
ELECTRICITY - TOWN HALL & OTHER PROP	\$5,954		\$4,834	\$3,347	\$5,500		\$5,500	\$3,809		\$5,500	\$3,998		\$4,271
HEATING OIL - TOWN HALL & OTHER PROP	\$1,178		\$2,301	\$2,084	\$3,500		\$3,500	\$3,169		\$3,500	\$4,218		\$2,666
JANITORIAL SUPPLIES	\$468		\$1,050	\$974	\$1,500		\$1,500	\$1,320		\$1,500	\$400		\$-926
JANITORIAL SERVICES	\$2,250		\$2,000	\$2,000	\$3,250		\$3,250	\$3,250		\$3,250	\$3,250		\$3,250
REPAIRS & MAINT - B&G	\$2,299		\$1,933	\$2,441	\$6,000		\$6,000	\$7,577		\$6,000	\$5,046		\$3,326
ELECTRICITY - HOLIDAY	\$303		\$194	\$191	\$250		\$250	\$245		\$250	\$333		\$153
REPAIRS & MAINT. - HOLIDAY	\$1,901		\$700	\$107	\$700		\$700	\$107		\$700	\$161		\$766



Town of Onancock  
Grant Summary  
Projected through February 29, 2021

Description	Expenditure	Reimbursement	Cost/(Surplus)
<b>CARES ACT I: Accomack County (\$106,333)</b>			
PPE	\$ 2,715.84	\$ 2,715.84	\$ -
Small Business Grants	\$ 66,322.58	\$ 66,322.58	\$ -
Police Equipment	\$ 985.35	\$ 985.35	\$ -
Electronic Meetings	\$ 94.44	\$ 94.44	\$ -
Police Wages	\$ 2,517.32	\$ 2,517.32	\$ -
DPW Wages	\$ 12,951.43	\$ 12,951.43	\$ -
Remote Work Tech	\$ 12,468.45	\$ 12,468.45	\$ -
Building Safety - Air	\$ 7,510.00	\$ 7,510.00	\$ -
Remote Payments	\$ 767.59	\$ 767.59	\$ -
	\$ 106,333.00	\$ 106,333.00	\$ -
<b>Local Public Assistance: FEMA</b>			
PPE	\$ 4,473.16	\$ 4,829.69	\$ (356.53)
<b>CARES ACT II: Accomack County (\$106,333)</b>			
Utility Subsidies	\$ 21,300.69	\$ 21,300.69	\$ -
Small Business Grants	\$ 51,550.00	\$ 51,550.00	\$ -
Remote Work Tech	\$ 16,948.79	\$ 16,948.79	\$ -
Electronic Meetings	\$ 176.69	\$ 176.69	\$ -
Building Safety	\$ 16,356.83	\$ 15,288.51	\$ 1,068.32
	\$ 106,333.00	\$ 105,264.68	\$ 1,068.32
<b>N.E. Planning Grant: CDBG (\$40,000)</b>			
ANPDC Fees	\$ 22,318.16	\$ 22,318.16	\$ -
<b>Small Business Recovery: CDBG (\$495,000)</b>			
SBRA Grant	\$ 45,500.00	\$ 50,500.00	\$ (5,000.00)
<b>Landscape - Blacksmith Shop: Forestry (\$4,400)</b>			
Plantings	\$ 2,080.00	\$ -	\$ 2,080.00
<b>White Oak: Forestry (\$4,250)</b>			
Tree Work	\$ 2,050.00	\$ -	\$ 2,050.00
<b>Wharf Maint. &amp; Advertising: BIG (\$40,003)</b>			
Maintenance	\$ -	\$ 4,880.00	\$ (4,880.00)
Advertising	\$ -	\$ 10,239.68	\$ (10,239.68)
	\$ -	\$ 15,119.68	\$ (15,119.68)
<b>Boat Ramp: VPA (\$166,427)</b>			
Engineering	\$ 13,968.75	\$ 6,766.25	\$ 7,202.50
Permits	\$ 582.30	\$ -	\$ 582.30
	\$ 14,551.05	\$ 6,766.25	\$ 7,784.80
<b>Utility Arrears - CDBG (\$21,656.80)</b>			
Permits	\$ 14,765.43	\$ -	\$ 14,765.43
	\$ 14,765.43	\$ -	\$ 14,765.43