

**City Council
Meeting Packet**



September 1, 2020

AGENDA

Norton City Council

September 1, 2020

6:00 P.M.

1. Roll Call
2. Invocation
3. Pledge of Allegiance
4. Approval of Minutes
 1. Meeting of August 18, 2020
5. Audience for Visitors
6. New Business
 - A. Update on the LENOWISCO Regional Small Business Recovery Assistance Program.
 - B. Request for a FY21 Budget Amendment for Community Development Block Grant Funds Related to the Downtown Revitalization Project.
 - C. Update on the City's Façade Improvement Program and Request for Additional Funding.
 - D. Confirmation of a Check/Transfer in Excess of \$100,000.
 - E. Closed Meeting for Personnel as Per Section 2.2-3711 (A) (1) of the Code of Virginia as Amended.

1. Appointment to the Tourism Committee for a Four-Year Term, Currently Mike Craft Whose Term Expires 09/30/20.

To 09/30/24

2. Appointment to the Tourism Committee for a Four-Year Term, Currently Chris Jones Whose Term Expires 09/30/20.

To 09/30/24

7. Comments by the City Manager, City Attorney, and City Council.

8. Adjournment.

The regularly scheduled meeting of the Norton City Council was held Tuesday, August 18, 2020, at 6:00 p.m., in the Municipal Council Chambers with Mayor Joseph Fawbush presiding.

Council Members Present: William Mays, Robert Fultz, Jr., Joseph Fawbush, Mark Caruso, and Delores Belcher

Also Present: Fred L. Ramey, Jr., City Manager, and Jeffery L. Shupe, Finance Director

Absent: None

The invocation was given by Councilman Robert Fultz and was followed by the Pledge of Allegiance led by Police Chief James Lane.

Upon a motion by Councilman Caruso, seconded by Councilman Fultz, and passed by the following unanimous vote: YES – Mays, Fultz, Fawbush, Caruso, NO – None, ABSENT – None, ABSTAIN – Belcher, council moved to adopt the minutes of the August 4, 2020, meeting as presented with a correction on page 3, second paragraph to read wayfinding instead of wayfarer.

During the Mayor's Call for Visitors, Michael Hunt, 226 Chestnut Street, N.W., spoke to council about the water issue on Chestnut Street but particularly behind his mother's home. Mr. Hunt informed council that his family is in the process of selling the home but the basement floods when it rains. Mr. Hunt said, as council is aware, this has been a water issue for many years and he understands the cost to repair the water problem on Chestnut is estimated to cost millions. He asked council if the city could seek grant funding to assist in correcting the water problem.

The city manager advised the city had applied previously for Federal Emergency Management Agency (FEMA) funding but did not qualify and noted the project could not be performed in phases because it would be moving the water issue from one place to the next. Mr. Ramey said the storm water issue on Chestnut Street is on the city's Capital Improvement Projects list each year and council considers the water problem each year. Mr. Ramey suggested that the city dig out the ditch again behind his mother's residence to see if that will alleviate some of the water issue.

Mr. Hunt said he would appreciate the city working on the ditch in the back of the home, and he also asked council to address the vacant lot next to his mother's property. He said the lot is overgrown and harbors vermin and racoons.

Mayor Fawbush thanked Mr. Hunt and asked him to tell his neighbors the city continues to look for a solution to the storm water issue plaguing Chestnut Street.

Council had been presented with a request from Gold Award Scout Candidate Angela Nauss of Girl Scout Troop 1066 for authorization on a proposed Girl Scout Community Project to light the flag on Flag Rock.

Gold Award Scout Candidate Angela Nauss spoke briefly to council about the project explaining that she would like to use solar lights that can shine up to 60 feet and illuminate for 12 hours. She said she will be selling bumper stickers to raise money to fund the project and noted it is expected to cost less than \$500.

After answering a few questions from council, and upon a motion by Councilman Mays, seconded by Councilman Caruso, and passed by unanimous vote, council moved to authorize Gold Award Scout Candidate Angela Nauss to move forward with her project to light the flag on Flag Rock in Flag Rock Recreation Area.

Mayor Fawbush thanked Ms. Nauss for taking the initiative to light the flag in Flag Rock Recreation Area.

The next agenda item was consideration of an Interagency Agreement that will be used as part of the Community Development Block Grant (CDGB) to the city to fund the LENOWISCO Regional Small Business Recovery Assistance Grant Program.

Mr. Ramey told council the recently discussed LENOWISCO Regional Small Business Recovery Assistance Grant Application to the Department of Housing and Community Development (DHCD) for a regional project representing the counties of Wise, Scott, and Lee, and the City of Norton will probably be available for funding in approximately two weeks. He said the city was asked to be the fiscal agent for the project and the grant requires an Interagency Agreement between the fiscal agent, the city, and the co-applicants, the counties. Mr. Ramey said a template of an Interagency Agreement was included in packets for council's review and he is asking council's approval of the template agreement as presented with any associated duplicate document for each county.

Upon a motion by Councilwoman Belcher, seconded by Councilman Mays, and passed by unanimous roll call vote, council moved to approve the template Interagency Agreement as presented along with any associated duplicate document for each county.

Included in council's packets for review was a copy of a Memorandum of Understanding (MOU) between the City of Norton and the United Way of Southwest Virginia (United Way) for the purpose of expediting services for disaster recovery associated with Coronavirus Disease 2019.

Mr. Ramey said, during the early days of COVID-19, United Way of Southwest Virginia stepped up and invested disaster relief funds in programs in their service area. He distributed a flyer indicating the amount United Way had invested in the area and specifically \$10,000 to Norton Department of Social Services for a food assistance program. Mr. Ramey said United Way is also investing in WIFI hotspots throughout the area for educational purposes to assist students with virtual learning. He said recently United Way learned that they agency could potentially recover up to 70 percent of the disaster relief funds spent through FEMA by showing the agency had been spent disaster relief funds during the pandemic. Mr. Ramey said this MOU will assist United Way in their reimbursement effort from FEMA and that the city attorney and the city's Emergency Management Coordinator Todd Lagow have reviewed and approved the MOU.

Upon a motion by Councilman Caruso, seconded by Councilwoman Belcher, and passed by the following unanimous roll call vote, YES – Fultz, Mays, Belcher, Caruso, Fawbush, NO – None, ABSENT – None, council moved to adopt a Memorandum of Understanding between the City of Norton and the United Way of Southwest Virginia for the purpose of expediting services for disaster recovery associated with Coronavirus Disease 2019.

The city manager provided an update on the funds spent from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 and city administration's plans moving forward.

Mr. Ramey, via a PowerPoint presentation, presented council with a list of qualifying expenses that were necessary expenditures incurred due to the Coronavirus and were not covered in the budget. He told council the expenditures must have occurred between March 1, 2020 and December 30, 2020, and the funds must be applied to specific expenses. Mr. Ramey stated the city has received both installments of the CARES Act funding and up until recently city administration's plan was to hold the funds to see if localities could use the revenue to replace lost revenue, cover all direct city expenses, and spend cautiously to ensure funding would be available to address future issues. He said to date the city has expended \$125,750 in COVID-19 expenditures. Mr. Ramey said CARES Act payments have included partner organizations Norton City Schools, Norton Rescue Squad, and Family Crisis Support Services. He said the schools initiated working with the city to get broad band hotspots at five city parks for virtual education for city students. Mr. Ramey said the city will pay for the hard costs of fiber, etc., and the school system will prepay for services. He said future CARES Act payments will go toward business type grants, and city administration is working with department heads to make sure the city is meeting the Department of Labor building modification requirements. The city is also looking into IT upgrades and phone system enhancements so employees can telework for government services.

Mayor Fawbush thanked Mr. Ramey for the update and noted that he is glad the funds are being reinvested back into the community.

Also included in packets for council consideration was a transfer to Norton City Schools, dated July 6, 2020, in the amount of \$710,075 to cover General Obligation School Bond, Series 2012 payment.

Upon a motion by Councilwoman Belcher, seconded by Councilman Caruso, and passed by unanimous roll call vote, council moved to confirm the transfer to Norton City Schools, as stated above.

Upon a motion by Councilman Fultz, seconded by Councilman Mays, and passed by the following roll call vote: YES – Fultz, Mays, Belcher, Caruso, Fawbush, NO – None, ABSENT – None, council moved to go into closed meeting for Personnel as per Section 2.2-3711 (A) (1) of the Code of Virginia, as amended.

Mayor Fawbush declared council in closed meeting.

Upon a motion by Councilman Caruso, seconded by Councilman Fultz, and passed by unanimous vote, council moved to go back into open meeting.

Mayor Fawbush declared council back in open meeting.

The clerk polled each member of council as to the Certification of Closed Meeting with each answering yes. The clerk then read a Resolution of the Certification of Closed Meeting.

Upon a motion by Councilman Caruso, seconded by Councilwoman Belcher, and passed by unanimous vote, council moved to adopt A Resolution of the Certification of Closed Meeting. (Insert)

Mayor Fawbush opened the floor for nominations to the Department of Social Services Board for a four-year term to expire August 5, 2024.

Councilwoman Belcher nominated Vicki Stidham to be reappointed to the Department of Social Services Board for a four-year term to expire August 5, 2024.

Upon a motion by Councilman Mays, seconded by Councilman Fultz, and passed by unanimous vote, council moved that the nominations cease.

Mayor Fawbush declared Vicki Stidham reappointed to the Department of Social Services Board, as stated above.

In comments from the city manager:

Mr. Ramey said the city's two Smartscale grant applications were formally submitted and the city should hear within the next year if the applications have been approved.

Mr. Ramey told council Mr. Swanson who had requested to use the city's Woodbooger service mark for a story competition did not win, but he wanted to provide council with a copy of the story.

Mr. Ramey stated he provided council members at their desks with two face masks or buffs that read Get Outside in Norton, and he noted that all city employees received face masks. He said the city will order additional face masks that will read Norton Strong.

Mr. Ramey informed council that the city will be receiving another AmeriCorps Team River 5 soon.

Mr. Ramey said the Cloudsplitter 100 Ultra Trail Race is planned for October 17th and 18th. He said Susan Howell said modifications will be made for COVID-19, and that 95 participants have registered representing 21 states.

Mr. Ramey said the High Knob Hellbender race and the half marathon are still scheduled for this fall.

Mr. Ramey distributed copies of the latest Retail Sales Tax Report.

The following comments were made by council members:

Councilman Fultz said today marked the 10th day Norton City Schools have been in session. He noted he is thankful to school administration for making it possible for schools to open.

Councilman Fultz said he received an email from Susan Howell regarding the aid station he directs. He said she said she could provide some mitigation and Councilman Fultz said he told Ms. Howell that his team could manage their aid station.

Councilwoman Belcher stated she attended the Chief Local Elected Officials (CLEO) meeting Monday, August 17th, and she reported that the Commonwealth has a shortfall of 2 billion and is paying out \$43 million weekly in unemployment benefits.

Councilman Caruso thanked everyone for doing great work and that the city is moving forward. He said the mitigation the city has in place for the COVID-19 pandemic is working. The COVID-19 cases in our area is manageable and the city and Wise County are a great place to live.

Councilman Caruso said he is thrilled with the Sales Tax Report.

Mayor Fawbush said that he and Councilman Mays attended the MIA/POW Memorial dedication held last Saturday in Veterans Park and the event went well and was well attended. He shared a picture with fellow members of the dedication and noted Barbara Caruso initiated the park 26 years ago. Mayor Fawbush said it was a very moving service and that the

University of Virginia's College at Wise Army Reserve Officer Training Corps (ROTC) was in attendance as well as 25 members of the Rolling Thunder, Inc., Chapter 4 of Tennessee.

Mayor Fawbush stated that Hagy and Fawbush Funeral Home had 12-18 inches of rain in the garage and that several items costing several hundred of dollars and to be thrown away. He said he understands the city cannot afford to the repair the storm drainage system but the city needs to continue working on finding a solution for the water problem downtown.

Mayor Fawbush said council needs to discuss in the future a popup vendor ordinance, a sidewalk ordinance, and potentially a yard sale ordinance. He said it was brought to his attention week ago and he is asking members to be thinking about these topics to discuss at a later date.

Mr. Ramey said at one time council did have discussions regarding yard sales downtown, but if council elected members could have the Planning Commission research other localities ordinances to see how other municipalities are handling these issues.

Mayor Fawbush said he does want council to discuss these items and the Planning Commission could research other localities ordinances.

Mayor Fawbush thanked Mr. Ramey for the face masks he provided council members.

There being no further business to come before council, Mayor Fawbush declared the meeting adjourned.

CITY OF NORTON, VIRGINIA

Joseph Fawbush, Mayor

ATTEST:

Rebecca K. Coffey, Clerk of Council

LENOWISCO Regional Small Business Recovery Assistance INFORMATION SHEET

The City of Norton, County of Lee, County of Scott, and County of Wise have jointly established a regional \$1.6 million grant fund, known as the LENOWISCO Regional Small Business Recovery Assistance program, to support the district's small business recovery efforts following the COVID-19 outbreak.

One-time grants of up to \$15,000 are being provided to eligible businesses within the district to offset business impacts during the pandemic. The grant program will be administered by the City of Norton, on behalf of its neighbor counties, under the oversight of a regional management team.

ELIGIBLE GRANT USES

Grant funds must be expended in compliance with strict state and federal laws. The aim of the grant program is to help businesses meet their long term goals by adjusting to COVID-19 demands.

- Part 1: Retooling and technology activities
 - Space and technology upgrades to reopen and conduct business safely, including furniture, barriers, and technology such as laptops, software, and touch-free credit card payment systems to accommodate social distancing.
 - Sanitation (cleaning service or supplies – EPA approved disinfectants, gloves, and masks).
 - Job training, classes and/or technical assistance such as:
 - Protecting employees from COVID-19
 - Protecting customers from COVID-19
 - Pivoting and modifying the business model (e.g. e-commerce)
 - Training for long-term sustainability planning
- Part 2: Rent or mortgage relief for three to six months of rent/mortgage, which will be determined based on individual needs of the business at the time of application.

INELIGIBLE GRANT USES

Under the terms of the grant program, businesses **cannot** be reimbursed for the following:

- Payroll costs incurred to maintain existing employees (i.e. job retention)
- Relief from employer payroll taxes
- Costs of daily business operations
- Regular maintenance of the facility or equipment
- Overdue/past due rent or mortgage payments prior to April 1, 2020
- Payment of taxes, fees or any other payment due to the City, Counties and/or Towns
- Franchise businesses except those that are locally owned and operated
- Expense(s) already covered by funds received from other sources

ELIGIBILITY CRITERIA

Businesses/nonprofits in the region meeting ALL of the following eligibility criteria are encouraged to apply:

1. Must be locally or regionally owned, and
2. Must have twenty (20) or fewer full-time equivalent employees (FTE's), and
3. Must demonstrate that they were operational pre COVID-19 (March 1, 2020) and are realizing a direct negative impact from COVID-19 (e.g. revenue loss, reduced sales, closure or suspended operation, employment decline, business interruption), and
4. Must not have already received federal CARES Act assistance from any other source for the same expenses covered by this application, and
5. Must provide local or regional services, and
6. Must be an existing and operating business/nonprofit located in the region, and
7. Must be current on all fees, permits and taxes as of March 1, 2020, and
8. Must possess a valid business license in the relevant local jurisdiction.

GRANT GUIDELINES

1. Each business must complete and submit a grant application, signed by the business owner, outlining the use of funds and how the funds will help sustain business operations in the LENOWISCO district
2. The maximum amount of a grant award will not exceed \$15,000
3. Only one (1) grant per business establishment will be awarded
4. Grants will not be awarded for specific expenses already covered by funds received from other sources
5. Copies of receipts/invoices must be provided in order to obtain funding
6. Funds are available on a first-come, first-served basis

* There are numerous free programs on line that will calculate this for your accountant may provide the information to you, or guidance may be obtained from the SBDC.

How to apply:

Electronic copies of the application are available at www.lenowisco.org

Hard copies of the application are available at the following:

- Norton City Hall, 18 Virginia Avenue SW, Norton VA 24273
- Lee County Administrator's Office, Room 111, Lee County Courthouse, Jonesville VA 24263
- Scott County Administrator's Office, 190 High Street, Suite 201, Gate City VA 24251
- Wise County Administrator's Office, 206 East Main Street, Wise VA 24293
- Pennington Gap Town Hall, 28 Industrial Drive, Pennington Gap VA 24277
- Wise County/Norton Chamber of Commerce, 100 Park Avenue SW, Norton VA 24273
- LENOWISCO Planning District Commission, 12 Technology Trail Lane, Suite 101, Duffield VA 24244

Complete and **signed** applications may be mailed, emailed (address below), or hand-delivered to the LENOWISCO Planning District Commission, beginning August 24, 2020.

For information or questions, please contact:

Frank Kibler, LENOWISCO P.D.C., (276) 431-2206, fkibler@lenowisco.org

LENOWISCO Regional Small Business Recovery Assistance APPLICATION

The City of Norton, County of Lee, County of Scott, and County of Wise have jointly established a regional \$1.6 million grant fund (titled the LRSBRA) to support the district's small businesses recovery efforts following the COVID-19 outbreak. One-time grants of up to \$15,000 are being provided to businesses in the district to offset business impacts during the pandemic. **Applications will be accepted beginning August 24, 2020, and no later than September 22, 2020. Applicants must complete this application and verify that the business experienced interruption due to full or partial closure during the COVID-19 public health emergency.**

Applications will be reviewed on a first-come, first-served basis, and availability of funds will depend on the number of applications received.

Refer to the LENOWISCO Regional Small Business Recovery Assistance information sheet, attached to this application form, for detailed information on eligible uses, ineligible uses, eligibility criteria, and grant guidelines.

Business Eligibility	<p>I certify that my business:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is locally or regionally owned <input type="checkbox"/> Provides local or regional services <input type="checkbox"/> Suffered negative impacts from closure (mandated or voluntary, full or partial) in response to the COVID-19 public health emergency <input type="checkbox"/> Was operational prior to March 1, 2020 <input type="checkbox"/> Had at least one (1) full-time equivalent (FTE) employee prior to March 1, 2020 <input type="checkbox"/> Had fewer than 20 full-time equivalent (FTE) employees <input type="checkbox"/> Has not already received federal CARES Act assistance from any other source for the same expenses covered by this application <input type="checkbox"/> Has a valid business license in the locality in which my business is located <input type="checkbox"/> Is current on all fees, taxes, and permits as of the date of this application <input type="checkbox"/> Is planning to reopen by the date of this application or later on _____ <p>Note: IF the business does not reopen by the above date, the applicant may request an extension of the opening date with an explanation of the cause of delay. Should an applicant fail to open, s/he must repay all grant funds, in full, which were awarded within 30 calendar days of the state opening date.</p>
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Check List	<p>The following documents are required with the application signed by the owner:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of your 2019 business license <input type="checkbox"/> IRS Form W-9 Request for Taxpayer Identification Number and Certification <input type="checkbox"/> Copies of receipts/invoices verifying costs for which you are seeking funds
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Reporting	<p>Grant fund recipients will be required to submit an end-of-year summary to include <u>proof</u> of expenditures, to explain how the grant funds were spent, and the benefit it brought to the business, before December 15, 2020. Failure to provide such report will result in the grantee being required to pay back all grant funds in full by December 31, 2020.</p>
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Business Information

Legal Business Name: _____
(Grant checks will be written to this entity)

Trading as (IF Applicable): _____

Physical Address: _____

Business located in: _____ City of Norton _____ Scott County
_____ Lee County _____ Wise County

Mailing address (if different than physical address): _____

Business Contact Person: _____

Phone: _____ Email: _____

Lease or Own: _____ Home or Commercial Base _____

Business Start Date: _____ DUNS #: _____

EIN (if DUNS #) _____

Entity Type: _____ For profit _____ Locally Owned Franchise _____ Independent Brokerage
_____ SWaM or Disadvantaged Enterprise Certified Business

Number of Full Time Equivalent (FTE) employees as of March 31, 2020: _____

Number Full Time Equivalent (FTE) employees at date of this application: _____

Why did the business close fully or partially during the COVID-19 health emergency?
(check all that apply)

- State mandate
- Supply chain disruption
- Health and safety concerns
- Not enough customer demand
- Workforce availability
- Other _____

- Primary business type (select one)
- Arts, Entertainment, Recreation
 - Child Care, Education, Instruction
 - Construction, Engineering, Design Services
 - Distribution, Logistics, Warehousing
 - Finance, Insurance, Real Estate
 - Health and Medical Services
 - Hotel and Accommodations
 - Information Technology, Broadcasting, Publishing
 - Manufacturing
 - Personal Services (barber/beauty shop, nail salon, fitness, dry cleaner, etc.)
 - Private Household Services
 - Professional, Technical, Business Services
 - Repair and Maintenance Services
 - Restaurant, Food Services
 - Retail - please specify _____
 - Transportation

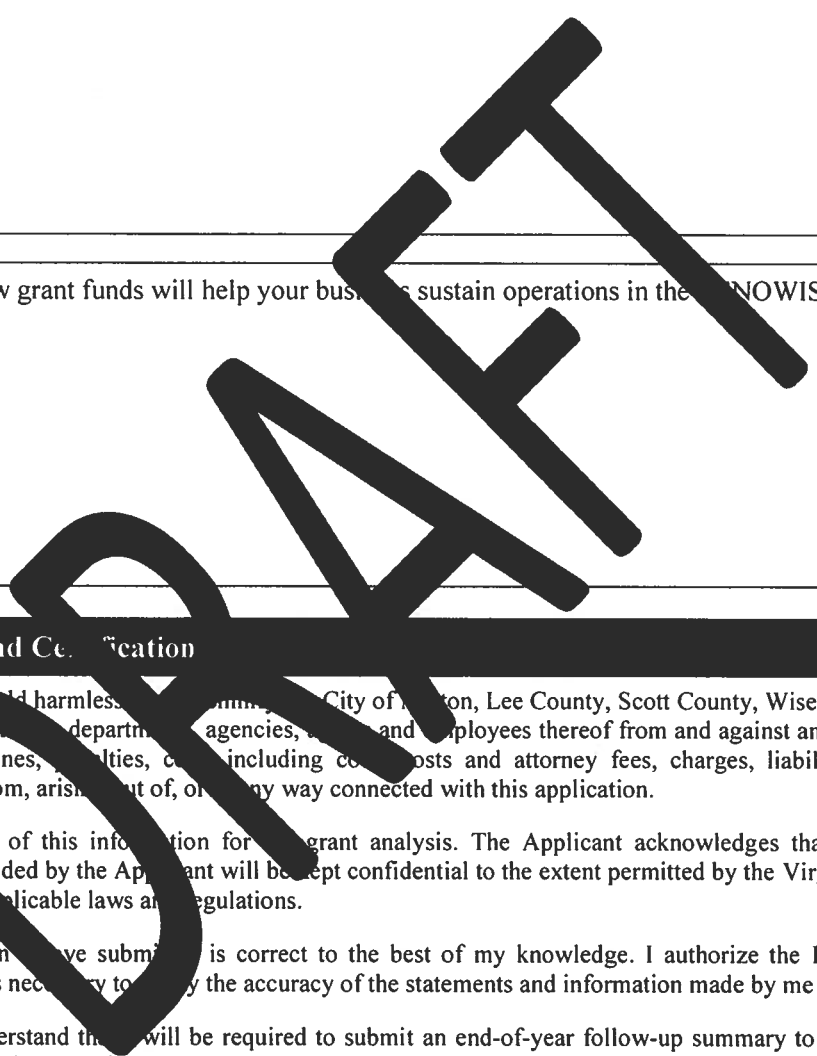
Business Function

Total amount of Part 1 funds being requested: _____ (See Info Sheet page 1 - Retooling, Technology)

Total amount of Part 2 funds being requested: _____ (See Info Sheet page 1 - Rent/Mortgage)

Please explain, in detail, how the requested grant funds will be used. Include a receipt or invoice showing the cost of each item (e.g. retooling, technology upgrades, sanitation needs, job training/classes/technical assistance, rent/mortgage, etc.). You may attach additional sheet(s) if needed.

Please briefly describe how grant funds will help your business sustain operations in the NOWISCO district.



Applicant Signature and Certification

I covenant to save, defend, hold harmless, indemnify, and hold the City of Norton, Lee County, Scott County, Wise County, any and all partner entities, and all other departments, agencies, and employees thereof from and against any and all claims, losses, damages, injuries, fines, penalties, costs including court costs and attorney fees, charges, liability or exposure, however caused, resulting from, arising out of, or in any way connected with this application.

I authorize the intended use of this information for grant analysis. The Applicant acknowledges that all proprietary information voluntarily provided by the Applicant will be kept confidential to the extent permitted by the Virginia Freedom of Information Act and other applicable laws and regulations.

I certify that the information I have submitted is correct to the best of my knowledge. I authorize the LRSBRA project manager to make inquiries as necessary to verify the accuracy of the statements and information made by me herein.

I also acknowledge and understand that I will be required to submit an end-of-year follow-up summary to include proof of expenditures, to explain how the grant funds were spent, and the benefit it brought to the business before December 15, 2020, and that if I fail to provide such report, I will be required to pay back all grant funds in full by December 31, 2020.

WARNING: Section 1001 of Title 18 of the United States Code makes it a criminal offense to make a willfully false statement or misrepresentation to any Department or Agency of the United States as to any matter within its jurisdiction.

Business Owner's Signature

Date

PROGRAM DESIGN

**LENOWISCO
REGIONAL SMALL BUSINESS
RECOVERY ASSISTANCE**

CIG# 20-20-10 UN

DATE: AUGUST 2020

**FUNDED BY
VIRGINIA DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT**

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DRAFT

PROGRAM PURPOSE AND OBJECTIVES

GOALS AND OBJECTIVES

The City of Norton has received a Community Development Block Grant (CDBG) award from the Virginia Department of Housing and Community Development (VDHCD) to establish the **LENOWISCO Regional Small Business Recovery Assistance** program. These CDBG funds are designed to address the negative impacts on businesses resulting from the COVID-19 pandemic.

This award will provide assistance to an anticipated one hundred six (106) businesses within the City of Norton and the Counties of Lee, Scott, and Wise, based on a \$15,000 maximum benefit to an individual business and \$1,600,000 total CDBG funding available across the four localities, including individual towns within each county.

The initial allocation of funds is as follows: City of Norton \$300,000, Lee County \$500,000, Scott County \$500,000, and Wise County \$300,000.

OVERSIGHT AND STAFFING

The City of Norton is acting as the applicant, prime, fiscal agent, and responsible entity for the CDBG award # 20-20-10 UN. The City will enter into appropriate Inter-Agency Agreements with the Counties of Lee, Scott, and Wise to administer the program and support the CDBG funding.

Joining the City on the Project Management Team/Review Committee will be representatives from the Counties of Scott County, and Wise County, and the LENOWISCO Planning District Commission.

PROJECT MANAGEMENT TEAM/REVIEW COMMITTEE

The purpose of the Project Management/Review Committee is twofold.

The Project Management Team is responsible for implementation of a CDBG-funded project. Per VDHCD guidelines, the Project Management is made up of stakeholders who have direct responsibility or oversight of specific activities necessary for the successful completion of the project. The Project Management Team will consist of various representatives of the four localities – the City of Norton, and Lee, Scott, and Wise Counties – and the LENOWISCO Planning District Commission, which will offer project administration support.

The Project Management Team will ensure that the LENOWISCO Regional Small Business Recovery Assistance program adheres to VDHCD program guidelines (included in **APPENDIX 1**).

Members of the Project Management Team will also comprise the Review Committee, whose responsibilities include review of individual applications and supporting documentation from eligible and interested local businesses, to support the award of grant funds to said businesses.

The Project Management Team/Review Committee consist of the following individuals, plus others as subsequently identified:

Project Management Team/Review Committee	
Name	Affiliation
Grant Administrator	
Fred Ramey	City Manager (City of Norton)
Committee Members	
Dane Poe	County Administrator (Lee County)
Freda Starnes	County Administrator (Scott County)
Mike Holt	County Administrator (Wise County)
Keith Carlless	Town Manager, Pennington Gap (Lee County)
John Milgore	Economic Development Director (Scott County)
Rick Co	CEO, Chamber of Commerce (Wise County/Norton)
<i>Others added as appropriate</i>	
CDBG Project Management	
Duane Miller	Executive Director (LENOWISCO PDC)
Frank Kibler	Senior Planner (LENOWISCO PDC)

STAFF AND SUPPORT

Grant Administrator: Fred Ramey, Norton City Manager

The Chief Administrative Official of the Grantee is considered the Grant Administrator. As signatory of the CDBG contract, the Grant Administrator has broad oversight responsibility to see that the project is implemented pursuant to the terms of the Grantee/DHCD contract.

CDBG Project Management: Duane Miller/Frank Kibler/LENOWISCO P.D.C.

The Project Manager is the individual(s)/entity designated by the Grantee to undertake the project administration functions, to include (but not be limited to): assure compliance with VDHCD policies and procedures, including tracking of project funds; prepare all relevant documents – drawdown requests, reports, etc. – for Grantee submittal; maintain and monitor the Project Management Plan; and ensure accurate beneficiary tracking.

PROGRAM IMPLEMENTATION

OUTREACH AND PROMOTION

The LENOWISCO Regional Small Business Recovery Assistance program will be promoted via local print media (anticipated frequency is noted below), and the various localities' web and social media presence.

APPLICATION, REVIEW, APPROVAL & DISBURSEMENT PROCESS

The application review, approval, and disbursement process will be as follows:

1. Interested businesses may secure a grant application from the Grant Administrator, the LENOWISCO project manager, or any Project Management Team representative.

A copy of the grant application is included in **APPENDIX 2**.

2. The business will return a completed grant application, plus necessary documentation, to the Grant Administrator, the LENOWISCO project manager, or any Project Management Team representative.

Note: the grant application is to include both documentation of the COVID-19 impact on the applicant business's operations, and resulting, **eligible** expenses.

3. Each application package will be forwarded to the LENOWISCO project manager, who will confirm the application is fully completed and necessary documentation provided. The project manager will then prepare each package for Review Committee review.
4. The Review Committee will meet, tentatively on a weekly basis, to review applications and supporting documentation. The Committee will review each for eligibility of the business and eligibility of submitted expenses.
5. For each individual grant application, the Review Committee will either (a) approve the request, (b) deny the request, or (c) request further information. All such decisions will be relayed back to the business applicant by the LENOWISCO project manager.
6. The LENOWISCO project manager will prepare subsequent drawdown requests for the Grantee's submittal.
7. Funds for eligible expenses will be disbursed to the business applicant, with the exception of rent or mortgage payments, which will be disbursed directly to the landlord or mortgage holder.

FURTHER CONSIDERATIONS

Thirty (30) days following initial promotion of the LENOWISCO Regional Small Business Recovery Assistance program, the Project Management Team will assess business demand for funds to date, and may choose additional outreach and promotion through the sources listed above, and others identified.

Such success may be repeated over an additional thirty (30) days.

Ninety (90) days following initial promotion of the LENOWISCO Regional Small Business Recovery Assistance program, the Project Management Team will assess business demand by individual locality, i.e., City and three Counties. Based on demand and disbursement, the Project Management Team shall have the discretion to redistribute funding between localities to support addressing areas of highest demand.

DOCUMENTATION OF BENEFIT

At such time as the Project Management Team is able to fully distribute the \$1,600,000 CDBG award, the LENOWISCO Regional Small Business Recovery Assistance project will have assisted a minimum of one hundred six (106) individual businesses, based on a maximum benefit of \$15,000 per business.

PROGRAM AREA BOUNDARIES AND MAP

The LENOWISCO Regional Small Business Recovery Assistance program will be available across the entire LENOWISCO district – Lee, Scott, and Wise Counties, and Norton City – in far southwestern Virginia. District boundaries are shown on the map in The geographic boundaries of the eligible area are shown in **APPENDIX 3**.

PROJECT SCHEDULE

Contract negotiations with the Virginia Department of Housing and Community Development were completed on July 21, 2020. The anticipated contract start date is August 21, 2020, with an anticipated contract end date of August 20, 2021.

PROGRAM CONTACTS

Grant Administrator

Fred Ramey
Norton City Manager
618 Virginia Avenue NW
Norton VA 24273
(276) 679-1160
FredR@nortonva.org

CDBG Project Manager

LENOWISCO Planning District Commission
37 Technology Center Lane, Suite 101
Dunwoody VA 24244
(276) 679-2206

Duane Miller, Executive Director
dmiller@lenowisco.org
Frank Kibler, Senior Planner
fkibler@lenowisco.org

REVISIONS TO THE PROGRAM DESIGN

It may be necessary to make minor changes and refinements to the Program Design as the project proceeds. With approval of the Project Management Team, the Grant Administrator is authorized to approve changes to the Program Design.

If a major alteration to the program design is deemed necessary to better achieve the intent of the program, the Project Management Team will approve any proposed changes, which will then be presented to the Virginia Department of Housing and Community Development for consideration and approval.

APPROVAL

Duly adopted at the regular meeting of the City Council of the City of Norton on this _____ day of _____, 2020.

Fred L. Ramey, Jr.
Norton City Manager

DRAFT



Inter-Office Memo

To: Mayor and City Council
From: Fred L. Ramey, Jr., City Manager *FR*
CC:
Date: August 28, 2020
Re: FY21 Budget Amendment

The City is nearing the end of the Community Development Block Grant (CDBG) funded Downtown Revitalization. Since our contract with the Virginia Department of Housing and Community Development will be ending at the end of September, we need to formally show the carryover of the remaining CDBG funds that have been committed/expended in the FY21 Fiscal Budget.

Thank You.



Inter-Office Memo

To: Mayor and City Council
From: Fred L. Ramey, Jr., City Manager *FR*
CC:
Date: August 28, 2020
Re: Façade Program

I plan to provide City Council with an update on the City's Façade Improvement Program and request Council's consideration of additional funding for the program to accommodate the continued interest in the program.

Thank You.

07/01/2020

153897

***\$105,336.00**

Anthem Blue Cross

See Attached Invoice

V-21019

153897

CITY OF NORTON
GENERAL OPERATING FUND
NORTON, VA 24273

FIRST BANK & TRUST COMPANY

08-446514
10

One Hundred-Five Thousand and Three-Hundred-Thirty-Six Dollars and 00/100

PAY TO THE ORDER OF:

Anthem Blue Cross and Blue Shield
P.O. Box 645438
Cincinnati OH 45264-5438

DATE
07/01/2020

AMOUNT
***\$105,336.00**


NOT-NEGOTIABLE

AUTHORIZED SIGNATURE